

STUDENTS' GUIDE FOR UPLOADING THE THESIS TO NEPTUN SYSTEM 2020/2021 AUTUMN

In 2020/21/1 semester the Thesis **HAS TO BE SUBMITTED VIA NEPTUN SYSTEM ONLY** (Printed versions are not accepted.)

Deadline to upload the Thesis: 23:59 CET 23 Nov 2020. After this deadline submission is not possible anyway.

If the consent of the supervisor is required for the submission, the supervisor has to give it via Neptun. Uploading the Thesis is possible only after this.

Please follow the instructions below properly in order to have a successful Thesis submission.

PREPARATIONS BEFORE UPLOADING YOUR THESIS

1. The uploaded Thesis has to include the *certificate of research document* that proves the Thesis is your own work, and you do not plagiarize. The documents are available on the Faculty website: [Current students/Document database and templates \(click here\)](#). On the site, scroll down to the Graduation affairs part, and choose the regarding form (BA or MA, English or Hungarian). In the document only the relevant parts can be edited.
2. Original signature is not required, use the following form: Charlotte Appleton sgnd.
3. **You can upload two kinds of formats (.zip and .pdf), but only ONE file is allowed to upload.**

- If you upload your Thesis in .zip format, it has to include the Certificate of research document also separately or merged into the file.
- If you upload your Thesis in PDF format, insert the Certificate of research document after the title page.

If you use a PDF editor, you can insert the Certificate of research document into the whole work as a plus page.

If you work with WORD or any text editors, insert the Certificate of research document after the title page, then save the ready work with the Save as option, and choose PDF format.

You can use a Word-PDF converter also.

4. Please name your .zip or .pdf file the following way: your name_Neptun code_szd_2020_21_1

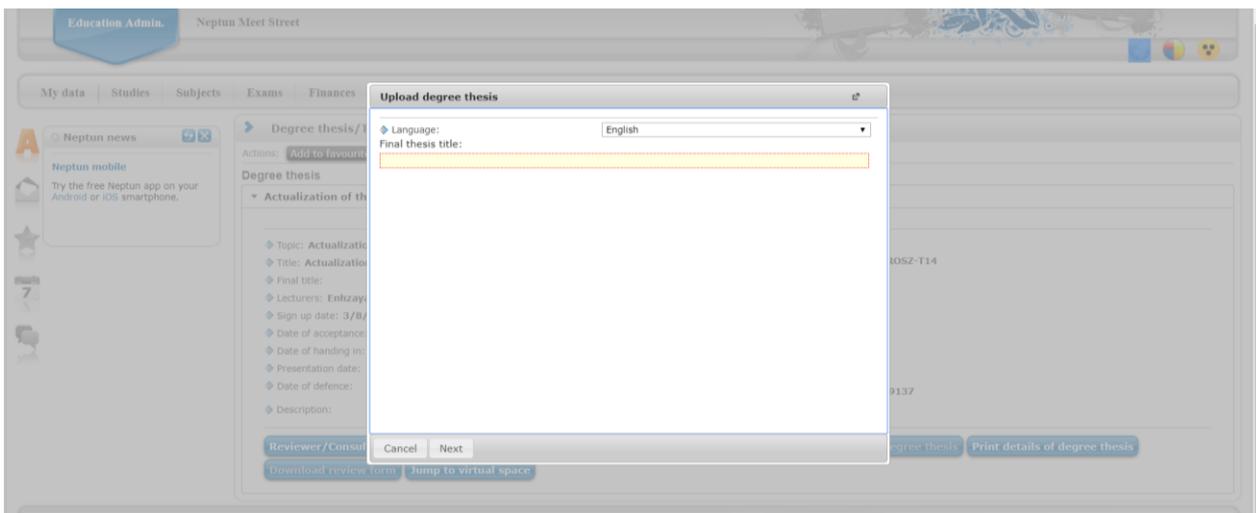
Sample: Charlotte Appleton_ABC123_szd_2020-21-1

HOW TO UPLOAD YOUR THESIS:

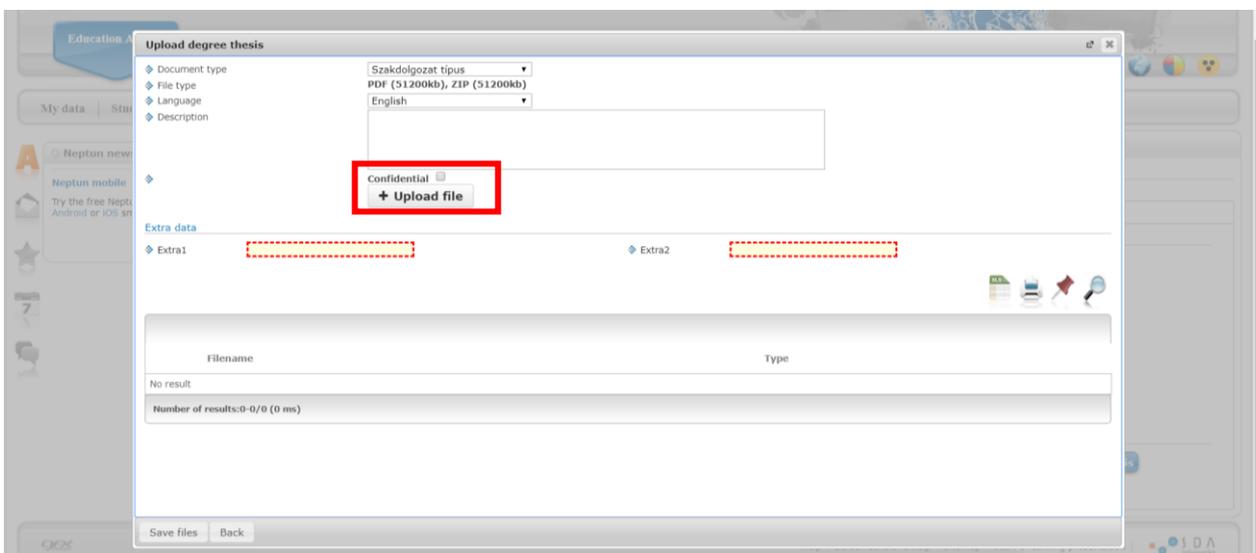
1. The Thesis has to be uploaded in Studies//Degree Thesis/Thesis application menu in Neptun. Click on Upload degree thesis button:

The screenshot shows the Neptun system interface. The top navigation bar includes 'Education Admin.' and 'Neptun Meet Street'. Below it, there are tabs for 'My data', 'Studies', 'Subjects', 'Exams', 'Finances', 'Information', and 'Administration'. The 'Studies' tab is selected, and a sub-menu is open showing 'Degree thesis/Thesis application'. The main content area displays the 'Degree thesis' application form with various fields for topic, title, language, organizational unit, etc. At the bottom of the form, there are several buttons: 'Reviewer/Consultant', 'Topic plan', 'Consultations', 'Thesis admission request', 'Upload degree thesis', 'New degree thesis', and 'Print details of degree thesis'. The 'Upload degree thesis' button is highlighted with a red box.

2. Please type in the final English or Hungarian Thesis title, accepted by your supervisor (depending on which language you wrote your Thesis in):



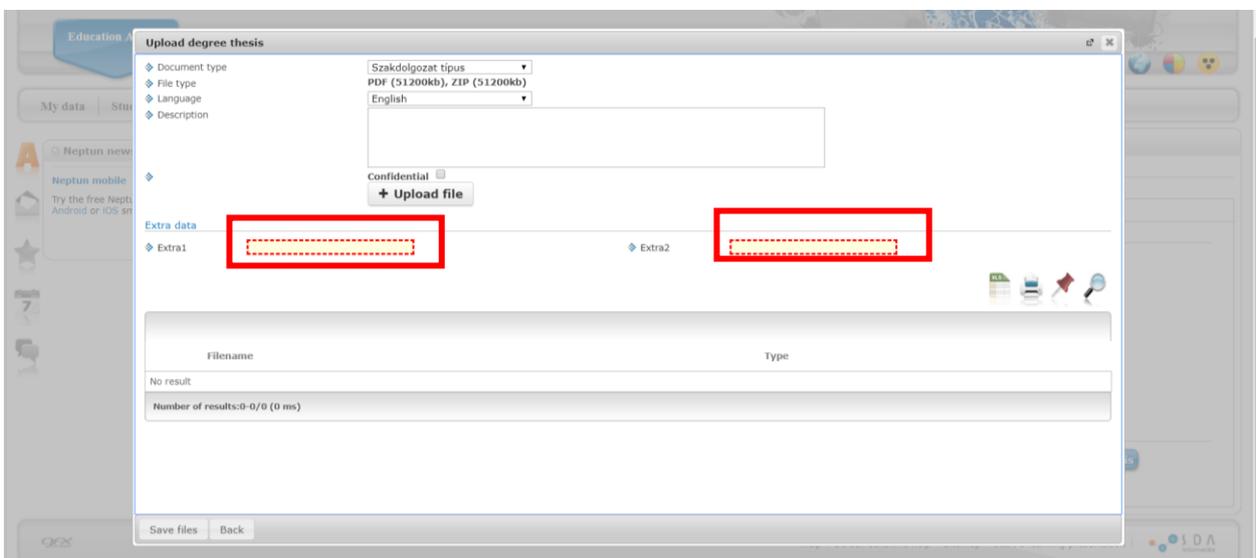
3. Click on Upload file button, and upload your Thesis in .zip or .pdf format:



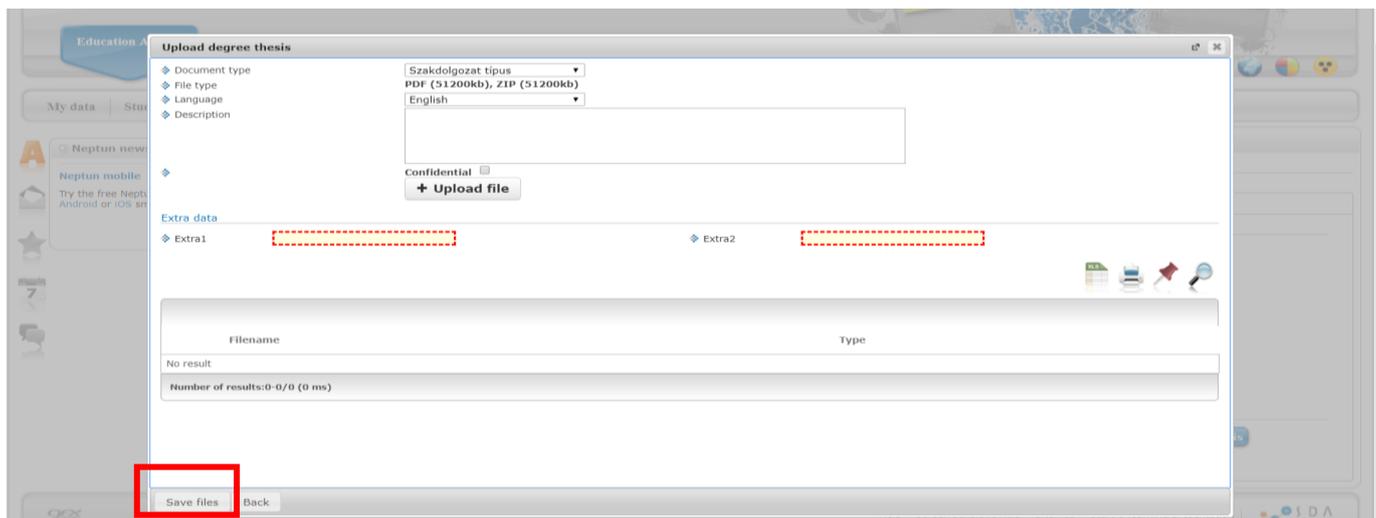
4. Before saving the file, you have to fill in the *Extra 1* and *Extra 2* fields.

Extra 1 should contain some keywords regarding the title and content of your Thesis.

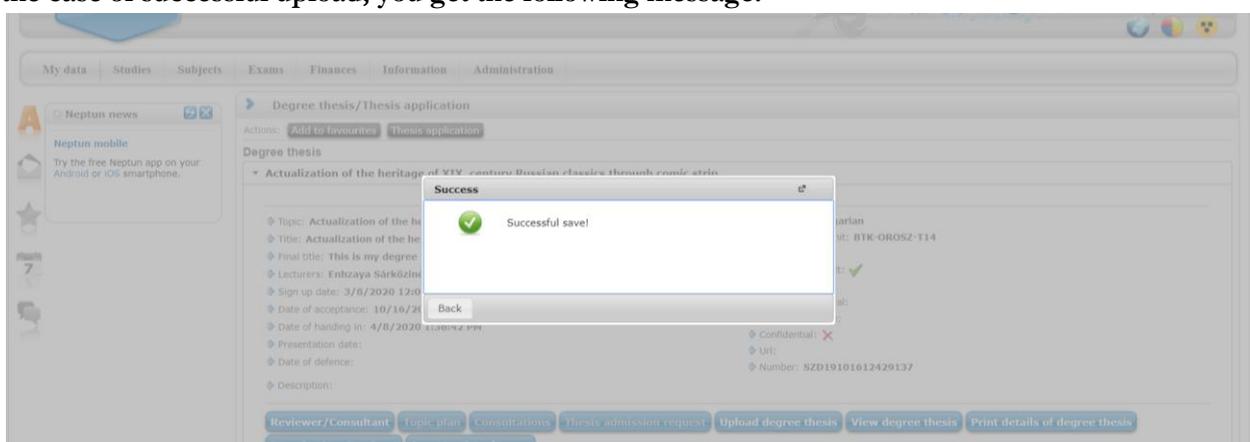
Extra 2 is the brief content of your Thesis (NOT the abstract). It helps the library cataloguing.



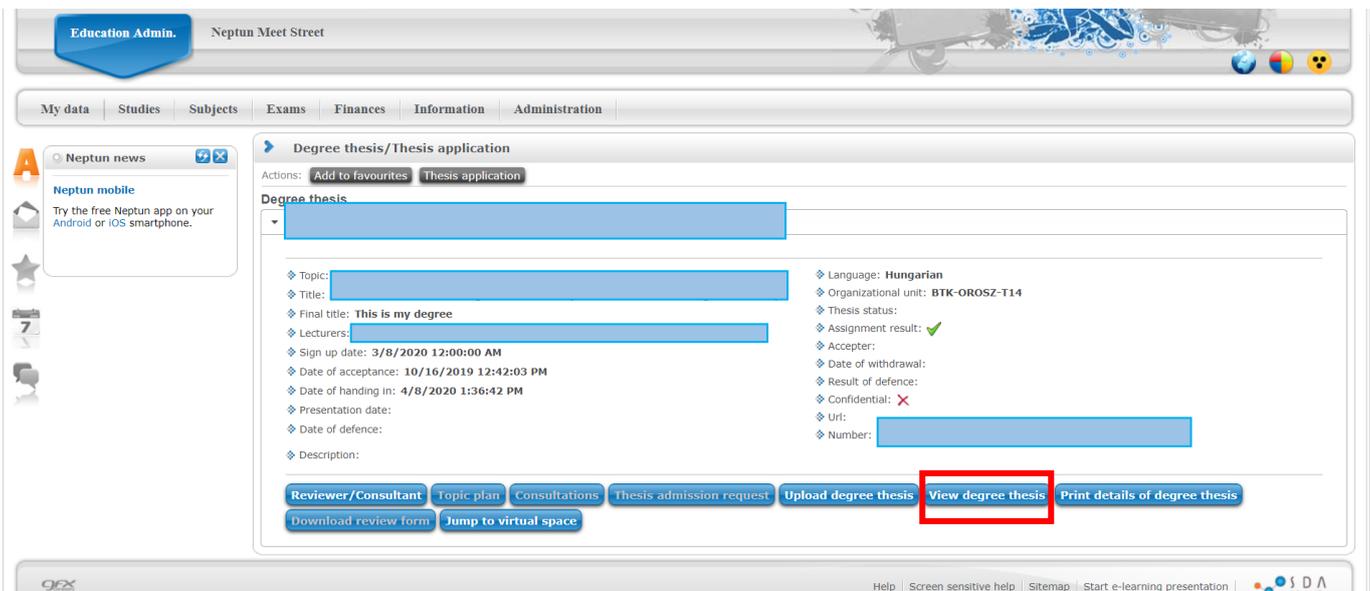
5. Click on Save files button:



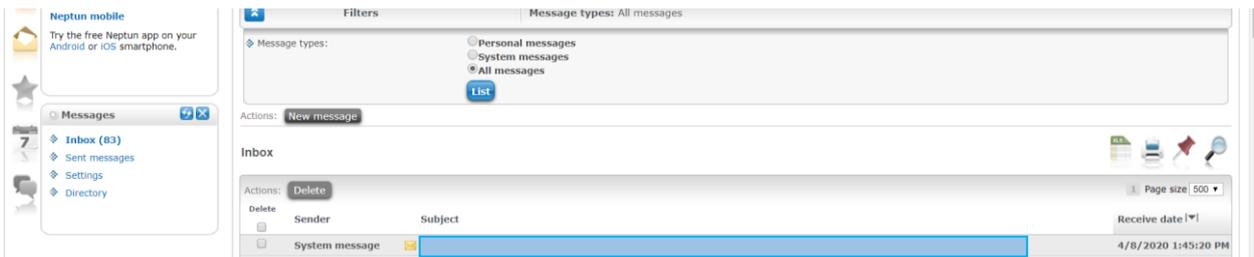
6. In the case of successful upload, you get the following message:



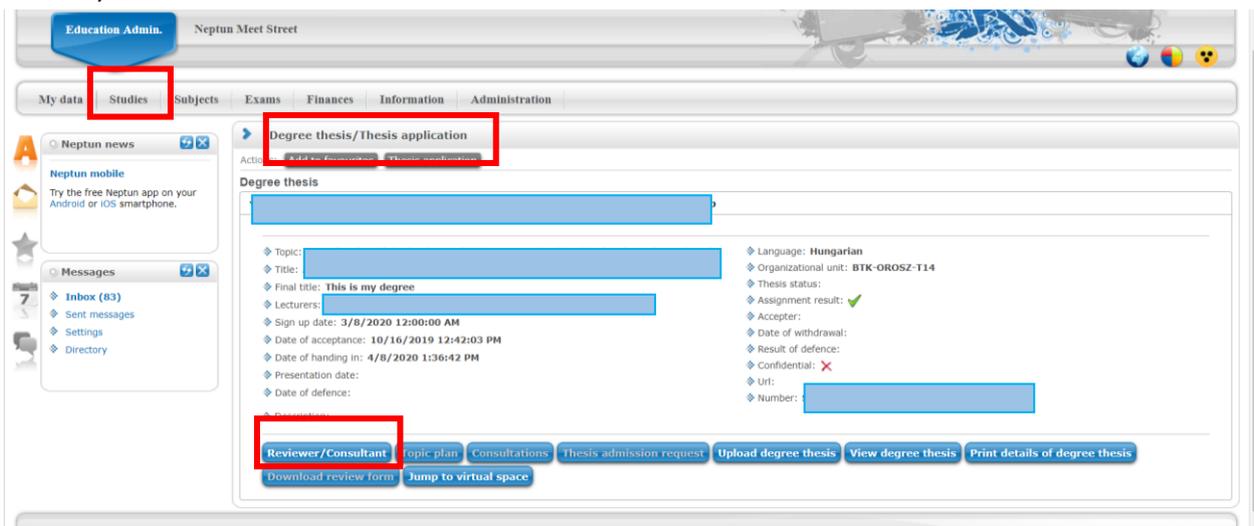
7. Please do not forget to check the successful upload. (You can never trust Neptun...) Click on the View degree thesis button:



8. When the evaluation of the Thesis is ready, and uploaded by the opponent/supervisor professor, you receive a message from Neptun:



9. To check the evaluation, go to Studies//Degree Thesis/Thesis application menu in Neptun, then click on the Reviewer/Consultant button:



10. You can download the evaluation clicking on the arrow sign next to the name of the opponent/supervisor:

