

Guideline on Diploma work/ Thesis submission protocol for the 2nd semester of the academic year 2021/2022 for students of the former Faculty of Economics and Social Sciences

Templates used on Szent István Campus at the Hungarian University of Agriculture and Life Sciences can be found on the link below:

<https://archive.godollo.uni-mate.hu/en/current-students/thesis-submission>

Templates can be found on the website of the Educational Directorate, as well.

<http://oig.szie.hu/content/thesis-final-exam>

<http://gtk.sziu.hu/en/materials>

1. Information about the final exam application

We would like to inform you that **you can apply for the final exam in the 2nd semester of the academic year 2021/2022 in Neptun until**

Tuesday, 12 April 2022.

Application interface: NEPTUN / Administration / Final exams (Opportunities - Apply for the Final Exam).

Final examination period: June 6-17, 2022.

Please note that it is not possible to apply for the final exam after the application deadline is over, so we recommend you to apply even if you are not sure to submit your diploma work/thesis/portfolio (hereinafter thesis). If the thesis is not submitted (uploaded) by the deadline for late submission, the Registrar's Office will cancel the application for the final exam **within two working days after** the deadline for submission.

2. Uploading the thesis to the Thesis system

Before uploading the thesis, it must be sent for **prior approval to the consultant at least 2 weeks before the deadline. Only the thesis with supervisor signature can be uploaded.**

The thesis must be uploaded to the Thesis system along with the mandatory appendices (signed student and supervisor declaration, summary, possible encryption clause).

Uploads are possible until April 19, 2022 (Tuesday) 12.00 p.m. (noon).

A one-week delay is allowed until **April 26, 2022 (Tuesday) 12.00 p.m. (noon)**, by the payment of a late fee of 10.000 HUF which have to be paid in the Neptun (*20 KÉS 06 late submission of final task/Thesis/Diploma/Portfolio*). Payment by bank card, payment via bank transfer to collective account: <http://oig.uni-mate.hu/content/payment-information>. If the system does not allow to pay – it can occur in the case of absolved status (pre-degree status)- the student should inform their registrar's officer. Payment will be checked two weeks before the final exam.

There is no need to submit the bound copy or the electronic version on CD of the thesis.

- The Thesis Users' Guide can be downloaded from the [Thesis page of Szent István Campus homepage](#).
- To access the Thesis interface (<https://thesis.gtk.szie.hu/>), we recommend **logging in with the MATE ID (e-learning ID)** (via the “Belépés MATE azonosító” button on the page). The password for the MATE ID can be changed on the JOKER page (<https://joker.uni-mate.hu/>). In the absence of a working MATE ID, local login is the preferred path, which may require e-mail communication between the system and the student. **For a smooth login, students are strongly encouraged to check the JOKER page to see if they can log in with their MATE ID and enter an e-mail address they read regularly in Neptun by default! (Problems entering JOKER can be reported to helpdesk@uni-mate.hu.)**
- **The upload form**, which can be downloaded as a PDF from the Thesis diploma evaluation system, **must be sent by e-mail to your registrar's officer. Prokaj.Eniko@uni-mate.hu** This confirmation form can be downloaded after uploading and finalizing the thesis (see the user guide).

The Scientific Student Conference (=TDK) entries submitted as thesis must be uploaded to the Thesis system. In the uploaded work, please, follow the content and form requirements of the thesis. In the system, please, select the “Thesis submitted based on TDK result” option. The system allows you to upload attachments:

- Request with a supportive statement of the supervisor
- Certificate from the Chairman of TDT on the proposal of the section committee
- Evaluation sheets

If you have these original documents or copies of the above, please upload them to the Thesis system (but you can also record your thesis in the system without them). In the Thesis system, only a single file uploading field is available to upload TDK attachments. Therefore, please, arrange the documents (e.g. by scanning) **in a single file** and upload it! If you do not have the documents, please notify your registrar's officer (Prokaj.Eniko@uni-mate.hu) for help!

In order to certify that the thesis is suitable for submission and review, **the supervisor** must scan the page of the thesis that was signed by them in accordance with the regulations [<https://archive.godollo.uni-mate.hu/en/current-students/thesis-submission>, **Appendix No. 4 - Student and Supervisor Declaration Sample**], and e-mail it to the administrator designated by the department and the student concerned. **This page must be merged in a file with the thesis.**

3. Other information

Any **encryption clause** related to the thesis [[Appendix No. 7. - Encryption Request](#)] should be sent to the supervisor's e-mail address, which will be returned, signed and stamped, in scanned form by e-mail to the student and to the administrator appointed by the institute providing the degree. The **Encryption Request**, signed and stamped by the supervisor, **must be inserted by the student in front of the internal title of the thesis before uploading the thesis to the Thesis system.**

Conditions for admission to final exam in certain programmes of the University are:

- *the existence of a pre-degree certificate (absolutorium),*
- *submission of the thesis by the deadline and its evaluation with at least passed (2) grade by Article 96 and SER Appendix No. 6.,*
- *the student is not liable for any reimbursement costs/other costs, damages or other fees and reimbursements, he/she handed over the inventory items of the University, including the items borrowed from the library.*

If the Student does not meet the conditions for admission to the final examination (does not obtain the grade, does not settle his / her debt to the University, etc.), he/she cannot be admitted to the final examination. Following the above, the Registrar's Office will send a notice (Neptun message) to the student about the cancellation of the final exam at the same time as unsubscribing from the exam.

“**Guideline on diploma work**” is available at the following link: old: <http://gtk.sziu.hu/en/materials>

or hopefully the new: <https://archive.godollo.uni-mate.hu/en/current-students/thesis-submission>

The **current final exam questions** are available on the following link: <https://archive.godollo.uni-mate.hu/en/current-students/final-exam>

4. Important deadlines for final-examination students for the 2nd semester in the academic year 2021/2022:

Prior notification of Diploma work/ Thesis writing to primary thesis advisor for approval:	5 April 2022, 12 midnight
Deadline for registrating to final exam:	12 April 2022. 12.00 a.m. (midnight)
Submission deadline of thesis:	19 April 2022. 12.00 p.m. (noon)
Late submission deadline of thesis:	26 April 2022. 12.00 p.m. (noon)
Exam period:	25 April – 20 May 2022
Preparation for the final exam:	23 May-3 June 2022
Final exam period:	6-17 June 2022
Graduation ceremony:	28 June 2022

Task	Concerned	Deadline	Late deadline
Registrating to final exam in NEPTUN	Student	12 April 2022., 12 midnight	-
Sending Diploma work/ Thesis and the declaration signed by the Student for prior notification to primary thesis advisor via e-mail	Student	5 April 2022.	-
Signing and returning the declaration to Students in case of approval via e-mail	Primary thesis supervisor	14 April 2022.	-
Uploading Diploma work/ Thesis into THESIS SYSTEM	Student	19 April 2022. 12:00 noon	26 April 2022. 12.00 noon
Sending the upload certificate a designated administrator of the host BSC/MSc course via e-mail	Student	19 April 2022. 12.00 noon	26 April 2022. 12.00 noon
Recording the results of reviewer's reports into NEPTUN	Administrator of the Institute/Departement	continuously, but not later than 25 May 2022	
Extracting data from Neptun about submitted thesis works	Educational coordinator	28 April 2022	
Transcribing fees of late submitted thesis works in Neptun	Educational coordinator	29 April 2022	
Cancelling students of final exam, who did not submit their thesis	Educational coordinator	1 June 2022	

You are kindly requested to meet the deadlines given.

We wish you the best for the preparation period!

Thank you to our colleagues for following the procedure!

Directorate of Szent István Campus