

Guideline on Diploma work / Thesis submission protocol for the 2nd semester of the academic year 2021/2022 for students of the former Faculty of Mechanical Engineering

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.

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, April 12, 2022.**

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

Final examination period: June 6-17, 2022.

2. Uploading the thesis to Thesis system

Prior to completing the diploma work/thesis, it must be sent for **prior approval**, and the completed Student and Consultant Declaration **must be sent to the consultant**. In order to certify that the diploma work/thesis is suitable for submission and review, **the internal consultant** must scan the page of the diploma work/thesis that must be signed in accordance with the regulations [<https://archive.godollo.uni-mate.hu/en/current-students/thesis-submission>, Appendix No. 4 - Student and Supervisor Statement 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 diploma work/thesis.

The diploma work/thesis must be uploaded to the Thesis system (<https://gek.thesis.szie.hu>) in electrical version (pdf). **Uploads are possible from March 28, 2022 (Monday) 8.00 a.m. 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)**, along with a late payment 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 will be checked two weeks before the final exam. After the deadlines, it is not possible to upload the diploma work/thesis. **There is no need to submit the bound copy or the electronic version on CD of the diploma work/thesis.**

The [Thesis Users' Guide](#) can be downloaded from the [Thesis page of Szent István Campus homepage](#).

- To access the Thesis interface (<https://gek.thesis.szie.hu>), we recommend **logging in with the MATE 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 email communication between the system and the student. **For a smooth login, students are strongly advised to check on the JOKER page to see if they can log in with their MATE ID and to enter an email 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 grading system, **must be sent by e-mail to your registry officer**. This certificate can be downloaded after uploading and **finalizing** the diploma work/thesis (see the Users’ Guide).

3. Other information

Any **encryption clause** related to the diploma work/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 diploma work/thesis and the diploma work/thesis must be uploaded to the Thesis.

The **Summary** indicated in point 1.4 of the regulations for the preparation of diploma work/thesis for the former Faculty of Mechanical Engineering does not have to be submitted on paper. It is enough to send an e-mail to the administrator of the department when uploading the diploma work/thesis in a form conforming to Appendix No. 5.

“Guideline on diploma work” is available at the following link: <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>

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.

The final final exam schedules for each student will be available under the final exam menu of the Neptune System.

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

Deadline for registering to final exam:	12 April 2022. 12.00 a.m. (midnight)
Prior sending of diploma work/thesis writing to primary thesis advisor for approval:	11 April 2022.
Submission deadline of diploma work/thesis:	19 April 2022. 12.00 p.m. (noon)
Late submission deadline of diploma work/ 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:	3-17 June 2022
Graduation ceremony:	28 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