

Guideline on Diploma work/ Thesis submission protocol for the spring semester of the academic year 2021/2022 for students of the former Faculty of Agricultural and Environmental Sciences

Templates (incl. appendix) used on Szent István Campus at Hungarian University of Agriculture and Life Sciences will be available here:

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

English language study programs of former FAES involved in spring semester final exam
BSc in Environmental Engineering/Környezetmérnöki (angol nyelven)
BSc in Agricultural Engineering/Mezőgazdasági mérnöki (angol nyelven)
BSc in Wildlife Management Engineering/Vadgazda mérnöki (angol nyelven)
MSc in Environmental Engineering/Környezetmérnöki (angol nyelven)
MSc in Agricultural Biotechnology/Mezőgazdasági biotechnológus (angol nyelven)
MSc in Watermanagement Engineering/Mezőgazdasági vízgazdálkodási mérnöki (angol nyelven)
MSc in Crop Production Engineering/Növénytermesztő mérnöki (angol nyelven)
MSc in Wildlife Management Engineering/Vadgazda mérnöki (angol nyelven)

In the course of submission Diploma work/ Thesis writing for the spring semester of 2021/2022 academic year and for the successful completion of final examination, the following steps should be completed:

1. Registration for the final exam can be proceeded via NEPTUN Education System. (Administration/final exams). You are kindly requested to register for the final exam until the deadline given below. **We would like to draw your attention, that after the dedaline further applications can not be done.** (Shall not be able to submit your Diploma work/ Thesis on time or attain your pre-degree certificate, your registration will be cancelled and the act of cancellation will not have any consequences.)

Deadline for registrating to final examination: 12 April 2022 (Tuesday), midnight.

2. **Students** send their Diploma work/ Thesis for approval to the primary thesis advisor together with the signed declaration (**Appendix 4**). The latter one will be sent back with signature in scanned form to students after the approval of the advisor.
3. Registration via NEPTUN (Has to be done by **Students themselves**): Studies/Degree thesis/Thesis application. By clicking on 'Thesis admission request' button the thesis admission request is sent.

Deadline for thesis admission request: 12 April 2022. midnight

4. **Primary thesis advisor** evaluates the thesis admission request.

In case of rejecting the thesis admission request by the primary thesis advisor, students are notified by a message sent in NEPTUN. The primary thesis advisor rejects the admission by opening 'Diplomawork / Diplomaworks' and clicking + at the end of the row. The primary thesis advisor also notifies the educational coordinator.

Deadline for evaluation of thesis submission conditions: 14 April 2022. midnight

5. In case of approving the thesis submission request, students upload their Diploma work/ Thesis writing in pdf format (including declaration – Appendix 4) by clicking on Studies/ Degree thesis/Thesis application menu and 'Upload degree thesis' button.

Deadline for uploading Diploma work/ Thesis: 19 April 2022. 12.00. midnight

Deadline for late uploading Diploma work/ Thesis: 26 April 2022. 12.00 midnight

6. Besides uploading Diploma work/ Thesis writing into NEPTUN, sending a **one-page summary** in pdf format (Appendix 5) to a **designated administrator** of the host BSc/MSc course is a must, in accordance with the formal requirements of the Appendix.
7. Fees for submission of Diploma work/ Thesis writing after deadline will be transcribed in NEPTUN.

Deadline: Afterwards the „late uploading” deadline

8. Referee's reports (Appendix 6) will be uploaded into NEPTUN and will be available for students.

Deadline for uploading referee's reports: 3 May 2022.

9. The results of internal and external referee's reports will be available in **submitted Diploma works/ Diplomaworks menu after** having received and uploaded by course administrators, not later than 25 May 2022.

Final exam questions are available here from 1 April 2022.:

<https://archive.godollo.uni-mate.hu/en/current-students/final-exam>

Without completing the absolutorium (min. 210 credits of the curriculum on BSc, min.120 credits of the curriculum on MSc level) students can not take the final exam and final exam registration will be deleted (Students will be informed via Neptun message).

Final exam lists will be announced on Neptun (Final exam menu) and here:

<https://archive.godollo.uni-mate.hu/hu/oktatas/zarovizsga>

Important deadlines for final-examination students for the spring semester in 2021/2022 academic year:

Deadline for registrating to final exam:	12 April 2022., 12 midnight
Prior notification of Diploma work/ Thesis writing to primary thesis advisor for approval:	5 April 2022, 12 midnight
Uploading thesis admission request into NEPTUN:	12 April 2022., 12 midnight
Evaluation of thesis submission conditions:	14 April 2022. 12:00 midnight
Submission of Diploma work/ Thesis:	19 April 2022.,12 midnight
Late submission of Diploma work/ Thesis:	26 April 2022., 12 midnight
Exam period period:	25 April 2022 – 20 May 2022
Preparation for the final exam:	23 May – 3 June 2022
Final exam period:	6 June 2022 – 17 June 2022
Graduation ceremony (for international students):	28 th June 2022

You are kindly requested to meet the deadlines given!

We wish you the best for the preparation period!

Directorate of Szent István Campus

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.	-
Handing-in thesis submission request in NEPTUN	Student	12 April, 2022.	-
Signing and returning the declaration to Students in case of approval via e-mail	Primary thesis supervisor	14 April 2022.	-
Evaluation of thesis submission conditions in NEPTUN	Primary thesis supervisor	14 April 2022.	-
Uploading Diploma work/ Thesis into NEPTUN	Student	19 April 2022. 12:00 midnight	26 April 2022. 12.00 midnight
Sending a one-page summary to a designated administrator of the host BSC/MSc course via e-mail	Student	19 April 2022. 12.00 midnight	26 April 2022. 12.00 midnight
Sending data of reviewers (name, institue/work place, e-mail!) to the administrators of the Institutes/Departements via e-mail	Primary thesis supervisor	continuously, but not later than 22 April 2022	continuously, but not later than 29 April 2022
Asigning reviewers to thesis titles in Neptun	Administrator of the Institute/Departement	continuously, but not later than 3 May 2022	continuously, but not later than 3 May 2022
Call for thesis reviews sent to internal and external reviewers	Administrator of the Institute/Departement	continuously	continuously
Uploading reviewer's report into NEPTUN	internal reviewer	continuously, but not later than 25 May 2022	continuously, but not later than 25 May 2022
Uploading external reviewer's reports into NEPTUN	Administrator of the Institute/Departement	continuously, but not later than 25 May 2022	continuously, but not later than 25 May 2022
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	