

**THE PROCEDURE FOR THE TOPIC SELECTION, PREPARATION,  
SUBMISSION AND ASSESSMENT OF BACHELOR AND MASTER  
THESES IN THE 1ST (AUTUMN) SEMESTER of the 2024/2025  
ACADEMIC YEAR**

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**Preamble**

**1.§**

- (1) The purpose of the provisions is to define the tasks and deadlines for the autumn semester of the 2024/2025 academic year on the basis of the timetable and the relevant regulations for the 2024/2025 academic year.

**Definitions**

**2.§**

- (1) The terms used in these Provisions shall have the meanings given to them in the SER.
- (2) Additional rules on writing and submitting the bachelor and master theses (hereinafter jointly referred to as "thesis") not included in these provisions, can be found in Sections 74-83 of the Study and Examination Regulations (hereinafter referred to as "SER").
- (3) All students are required to select the thesis topic and submit the thesis in the Neptun Unified Study System (hereafter: Neptun).
- (4) The content and formal requirements of the thesis are regulated by the SER in force at the time of the establishment of student status, it being understood that the study programme leader shall prepare a thesis guide on writing the thesis in the given study programme, which contains further detailed content and formal requirements of the thesis and the evaluation grid relevant to the study programme in question.

**Selection of the thesis topic**

**3.§**

- (1) The selection of the thesis topic is managed by the study programme leader during the periods indicated in the timetable of the academic year.
- (2) The study programme leader, in the case of study programmes that offer subspecialisations, the subspecialisation leader shall define:
  - a) the type of topic registration,
  - b) the settings in Neptun related to the choice of thesis topic (possibility of reviews, time period, outline, etc.),
  - c) the recording of thesis topics announced by lecturers.
- (3) The study programme leader shall provide the exact date for the submission of topic registration within a specified period and shall prepare the student and lecturer thesis guide by the deadline specified in these provisions.
- (4) Once the student's topic registration has been completed, the study programme leader decides on the assignment of the students.

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- (5) Students can see the outcome of their thesis topic selection on their Neptun interface.
- (6) The study programme leader decides on the supplementary registration of rejected students or students who missed the registration deadline.
- (7) Education Management (hereinafter: EM) shall provide support for the Neptun setup.

**Preparation of the thesis****4.§**

- (1) The study programme leader prepares the thesis guide (on writing the thesis, its contents) for the 2024/2025 academic year pursuant to Section 2(4).
- (2) The thesis guide (on writing the thesis, its contents) completed by the study programme leader shall be uploaded to the Thesis guide by the Study programme leader for the 2024/2025 academic year storage space.
- (3) The guides are approved by the deans.
- (4) The approved, endorsed thesis guides are made available by Student Services (hereinafter: SS) on their website.
- (5) The student may request the topic of the thesis to be changed and/or the supervisor to be replaced.
  - a) During student status, the request can be submitted by the student in the semester of registering for the Thesis Seminar 2. or equivalent subject, in the registration period, by filing the application called "Request for change of thesis topic/replacement of supervisor I." in Neptun.
  - b) If the thesis topic is changed after termination of student status, the request can be submitted in the registration period of the semester of thesis submission by filing the application called "Request for change of thesis topic/replacement of supervisor II." in Neptun.
- (6) The student shall make a declaration on the full or limited disclosure of the thesis at the time of submitting it.
  - a) in case of limited access, the thesis is only available from the University network.
  - b) in case of unlimited access, the thesis is accessible from anywhere on the web.
- (7) In master-level teacher training programmes, specialist postgraduate programmes, executive programmes and part-time programmes, it is possible to request that the thesis be available only to those involved in the final examination for three (3) years of the date of submission, it being understood that a plagiarism check shall be performed on these theses, too. After three (3) years, access to the thesis will be restricted in accordance with Subsection (6)a). Students can submit their request in Neptun by filling the application called "Request for the limited disclosure of the thesis".

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- (8) For students whose thesis supervisor is replaced after the topic selection process in Neptun has been completed (for example, as a result of a decision on an application for a “Request for change of thesis topic or replacement of supervisor, or for change of thesis topic and replacement of supervisor” or a decision taken by the study programme leader/ subspecialisation leader for another reason), this information must be changed in the thesis row before the thesis is uploaded. This is done in Neptun by a staff member of the organisational unit responsible for the thesis.

**Submission of the thesis****5.8**

- (1) If the student or former student has already submitted his/her thesis, the evaluation of the thesis is valid for two years and there is no need to take any action.
- (2) Before the final submission of the thesis, a trial upload is possible in Moodle to check textual matches. A Moodle course will be created for the students for the trial upload. Name: Thesis trial upload 2024/2025/1.
- (3) Final thesis upload in the Neptun system
  - a) The student must present his/her thesis to the thesis supervisor for approval by the deadline set by the supervisor, but no later than 10 working days before the thesis submission deadline.
  - b) The student can upload his/her thesis in Neptun under Studies/Thesis.
  - c) The supervisor can accept a thesis submission request initiated by the student in Neptun by selecting the option “Supported” in the field called “Support of final thesis submission”.
  - d) Clicking on the “Supported” button constitutes a declaration by the supervisor confirming that the thesis can be submitted.
  - e) When uploading the thesis, the student must provide the final title of the thesis, a declaration on own work and a declaration on any thesis written in a simultaneous programme.
- (4) Of the students who have student status, those can upload their thesis to Neptun,
  - a) who have taken the Thesis Seminar 2 or equivalent subject in the autumn semester of the 2024/2025 academic year.
  - b) who have already completed (received a grade for) the Thesis Seminar 2 or equivalent subject, but have not submitted their thesis and have not obtained the final certificate, and who have submitted the application called “Request for the submission of thesis I.” and the application has been approved.
- (5) Of the former students who do not have student status anymore, those can upload their thesis to Neptun,
  - a) who commenced their studies from the first year of the 2012/2013 academic year and

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- aa) who have not yet submitted their thesis, but have obtained a final certificate and less than two years have passed from the date of issue of the final certificate, and who have submitted the application called "Request for the submission of thesis II." and the application has been approved.
- ab) who have not yet submitted their thesis, but have obtained the final certificate and two years have already passed since the final certificate was issued, but less than five years have elapsed, and who have submitted the application called "Request for the submission of thesis III." and the application has been approved.
- ac) who have submitted their thesis and two years have passed since the evaluation but less than five years have elapsed since the issue of the final certificate, and who have submitted the application called "Request for the submission of thesis III." and the application has been approved.
- b) who started their studies in the 2006/2007 academic year or afterwards, but not later than the 2011/2012 academic year:
- ba) who have not yet submitted their thesis, but have obtained the final certificate and two years have passed since the final certificate was issued, and who have submitted the application called "Request for the submission of thesis III." and the application has been approved.
- bb) who have submitted their thesis and two years have passed since the evaluation and who have submitted the application called "Request for the submission of a thesis III." and the application has been approved.
- (6) Students who participated in the May 2024 TDK and are entitled to submit an application according to Section 80(7)-(10) of the SER may initiate that their paper submitted for the competition of Students' Scientific Associations be accepted as a thesis. Name of the application: "Request for the acceptance of the May 2024 paper submitted for the competition of Students' Scientific Associations as a thesis for the final exam of the first semester of 2024/2025"
- (7) Thesis submission in case of a thesis previously graded "fail".
- a) Students whose thesis had been previously assessed by the referees as "fail" and therefore had not been allowed to defend it, can initiate the submission of their thesis during their student status by filling in the application form "Request for the correction of an unsuccessful thesis and for the submission of a thesis I."
- b) Former students whose thesis had been previously assessed by the referees as "fail" and therefore had not been allowed to defend it, can initiate the submission of their thesis during their student status by filling in the application form "Request for the correction of an unsuccessful thesis and for the submission of a thesis II." if five years have not elapsed since the issue of the final certificate.

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**Evaluation of the thesis**

**6.§**

- (1) The criteria for the assessment of the thesis are drawn up by the study programme leader and submitted to EM for recording in Neptun.
- (2) After the thesis submission deadline, the staff members/study programme coordinator of the organisational unit responsible for the thesis will check the uploaded theses and run the textual matching test.
- (3) The study programme leader/subspecialisation leader will provide the name of the referee(s) for the thesis and the staff member/ study programme coordinator of the organisational unit will make the relevant entry in Neptun for the thesis.
- (4) If the referee is not yet registered in Neptun, the administrator of the organisational unit will launch the request for a Neptun code.
- (5) The evaluation of theses is done in Neptun.
- (6) The study programme leader/subspecialisation leader starts to arrange the Final Examination Boards.

**Miscellaneous and final provisions**

**7.§**

- (1) The specific deadlines for the thesis are set out in Annex 1.
- (2) Applications associated with the thesis are listed in Annex 2.
- (3) Sample texts for declarations associated with the thesis are provided in Annex 3.
- (4) The present Provisions shall be effective from the day following their publication to the last day of the first (autumn) semester of the 2024/2025 academic year.

Budapest, 25 July 2024

**Vas Réka Franciska** in my own  
hand  
Vice-Rector for Education

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**1. Annex: Deadlines**

	Activity	Location	Person/body in charge	Start	Completion
1	Updating request/application forms with regard to theses, setting up launches	Neptun	EM	01.07.2024	16.08.2024
2	Preparing the information bulletin of the VRE on students' thesis submission for the 2024/2025 academic year		EM	01.07.2024	16.08.2024
3	Preparing the study programme leader's guide on the thesis (writing the thesis, its content) and on the selection of the thesis topic for the 2024/2025 academic year	Word	study programme leader	21.08.2024	13.09.2024
4	Uploading the guide on the thesis (writing the thesis, its content) and on the selection of the thesis topic for the 2024/2025 academic year to the given storage space for approval by the dean		study programme leader	21.08.2024	13.09.2024
5	Thesis guides are approved by the deans.		Deans	13.09.2024	20.09.2024
6	Delivering approved thesis guides to SS for publication on the SS website	pdf	EM	20.09.2024	27.09.2024
7	Creating thesis rows that do not yet exist in Neptun and refining thesis rows (for applications not previously made in Neptun).	Neptun	EM, institute responsible for the programme	04.09.2024	24.11.2024
8	Thesis topic selection autumn semester I.: Prior to the launch of the September thesis topic selection, consultation on the topic selection data and settings, data reporting, subject to the launch	Excel	EM, study programme coordinator, institute administrator/study programme coordinator	21.08.2024	30.08.2024
9	Thesis topic selection autumn semester I.: Entering the data in Neptun to launch the thesis topic selection (subject to the launch)	Neptun	EM, study programme coordinator, institute administrator/study programme coordinator	21.08.2024	30.08.2024
10	Thesis topic selection autumn semester I.: <b>Topic selection period, registration by students</b> (Adjusted for each study programme, coordination with EM two weeks before the launch)	Neptun	student	<b>02.09.2024</b>	<b>22.09.2024</b>
11	Thesis topic selection autumn semester I.: Data reporting, if necessary, to make decisions once the topic has been chosen	Excel	EM	09.09.2024	25.09.2024
12	Thesis topic selection autumn semester I.: Taking decisions after the topic selection	Excel	study programme leader	09.09.2024	27.09.2024
13	Thesis topic selection autumn semester I.: After the decision, finalising the thesis topic assignment in Neptun	Neptun	study programme coordinator, institute administrator/study	11.09.2024	30.09.2024

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	Activity	Location	Person/body in charge	Start	Completion
			programme coordinator		
14	Thesis topic selection autumn semester I.: Recording decisions on topic selection at the thesis seminars - placing students into thesis seminars (where appropriate)	Neptun	institute administrator/study programme coordinator	11.09.2024	30.09.2024
15	Submitting the request for the acceptance of the May 2024 TDK paper as a thesis for the final exam of the first semester of 2024/2025	Neptun	student	26.08.2024	<b>15.09.2024</b>
16	The study programme leader decides on the acceptance of the May 2024 TDK paper as a thesis for the final exam 2024/25/1; recording the decision	Neptun	study programme coordinator, institute administrator/study programme coordinator	26.08.2024	20.09.2024
17	Setting the withdrawal option of the recorded thesis topic of students with an approved "Request for the acceptance of the May 2024 TDK paper as a thesis for the final exam of the first semester of 2024/2025"	Neptun	institute administrator	23.09.2024	27.09.2024
18	Creating a new thesis row for students with an approved "Request for the acceptance of the May 2024 TDK paper as a thesis for the final exam of the first semester of 2024/2025"	Neptun	EM/institute administrator	23.09.2024	27.09.2024
19	Creating a Moodle course for the trial upload, data reporting	Moodle	CEQEM	30.09.2024	05.10.2024
20	Thesis submission for an early final exam in December Checking, correcting and updating thesis submission settings in Neptun	Neptun	EM, study programme coordinator, institute administrator/study programme coordinator	02.10.2024	20.10.2024
21	Thesis submission for an early final exam in December Checking thesis reviewing templates, reconciliations, corrections	Word	EM, study programme coordinator, institute administrator/study programme coordinator	02.10.2024	20.10.2024
22	Thesis submission for an early final exam in December <b>Checking Moodle access rights</b> and checking that the course is displayed for trial uploads.	Moodle	student	07.10.2024	20.10.2024
23	Thesis submission for an early final exam in December <b>Trial upload of thesis to Moodle</b>	Moodle	student	07.10.2024	08.11.2024
24	Thesis submission for an early final exam in December <b>Checking Neptun access rights</b> , that the thesis row is displayed on the	Neptun	student	09.10.2024	25.10.2024



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	Activity	Location	Person/body in charge	Start	Completion
	Neptun web interface, checking the data in the thesis row in Neptun, especially the name of the supervisor.				
25	Thesis submission for an early final exam in December The student <b>is obliged to present</b> his/her thesis awaiting finalisation to the supervisor for approval by the deadline set by the supervisor, but no later than ten (10) working days before the submission deadline.	Neptun	student	07.10.2024	<b>25.10.2024</b>
26	Thesis submission for an early final exam in December Filing the " <b>Thesis admission request</b> " in Neptun by the student.	Neptun	student	<b>28.10.2024</b>	<b>05.11.2024</b>
27	Thesis submission for an early final exam in December <b>Accepting the "Thesis admission request" by the lecturer</b> in Neptun. The lecturer approves the thesis upload. The thesis admission is set to "Supported", which also constitutes the lecturer's declaration that the thesis can be submitted.	Neptun	supervisor	<b>28.10.2024</b>	<b>07.11.2024</b>
28	Thesis submission for an early final exam in December <b>Thesis submission</b> The deadline for submission of the thesis is the last day of the eighth (8th) week of the study period. <b>Thesis upload</b> , declarations (on simultaneous programme, disclosure of thesis).	Neptun	student	<b>28.10.2024</b>	<b>08.11.2024</b>
29	Thesis submission for an early final exam in December Launching the text match search	Neptun	study programme coordinator, institute administrator/study programme coordinator	11.11.2024	<b>15.11.2024</b>
30	Thesis submission for an early final exam in December Identifying thesis referees for the submitted thesis.		study programme coordinator, institute administrator/study programme coordinator	11.11.2024	<b>15.11.2024</b>
31	Thesis submission for an early final exam in December Recording the name of thesis referees in Neptun.	Neptun	study programme coordinator, institute administrator/study programme coordinator	11.11.2024	<b>15.11.2024</b>
32	Thesis submission for an early final exam in December The theses are assessed by the referees, and when the review form is submitted, the review becomes visible to the student.	Neptun	referees	11.13.2024	<b>23.11.2024</b>

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	Activity	Location	Person/body in charge	Start	Completion
33	Thesis submission for the January final exam Checking, correcting and updating thesis submission settings in Neptun	Neptun	EM, study programme coordinator, institute administrator/study programme coordinator	04.11.2024	<b>22.11.2024</b>
34	Thesis submission for the January final exam Checking thesis reviewing templates, reconciliations, corrections	Word	EM, study programme coordinator, institute administrator/study programme coordinator	04.11.2024	<b>22.11.2024</b>
35	Thesis submission for the January final exam Checking Moodle access rights, <b>checking that the course is displayed for the Moodle trial upload.</b>	Moodle	student	07.10.2024	18.11.2024
36	Thesis submission for the January final exam Checking <b>Neptun access rights</b> , that the thesis row is displayed on the Neptun web interface, checking the data in the thesis row in Neptun, especially the name of the supervisor.	Neptun	student	06.11.2024	<b>23.11.2024</b>
37	Thesis submission for the January final exam <b>Trial upload of thesis to Moodle</b>	Moodle	student	07.10.2024	06.12.2024
38	Thesis submission for the January final exam The student <b>is obliged to present</b> his/her thesis awaiting finalisation to the supervisor for approval by the deadline set by the supervisor, but no later than ten (10) working days before the submission deadline.	Neptun	student	04.11.2024	<b>22.11.2024</b>
39	Thesis submission for the January final exam <b>Filing the "Thesis admission request" in Neptun</b> by the student.	Neptun	student	25.11.2024	<b>03.12.2024</b>
40	Thesis submission for the January final exam <b>Accepting the "Thesis admission request" by the lecturer</b> in Neptun. The lecturer approves the thesis upload. The thesis admission is set to "Supported", which also constitutes the lecturer's declaration that the thesis can be submitted.	Neptun	supervisor	25.11.2024	<b>05.12.2024</b>
41	Thesis submission for the January final exam <b>Thesis submission</b> The deadline for submission of the thesis is the last day of the twelfth (12th) week of the study period. <b>Thesis upload</b> , declarations (on simultaneous programme, disclosure of thesis).	Neptun	student	<b>25.11.2024</b>	<b>06.12.2024</b>

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	Activity	Location	Person/body in charge	Start	Completion
42	Thesis submission for the January final exam Launching the text match search	Neptun	study programme coordinator, institute administrator/study programme coordinator	09.12.2024	<b>16.12.2024</b>
43	Thesis submission for the January final exam Identifying thesis referees, delivering theses to the referees	Neptun	study programme coordinator, institute administrator/study programme coordinator	09.12.2024	<b>16.12.2024</b>
44	Thesis submission for the January final exam Recording the name of thesis referees in Neptun	Neptun	study programme coordinator, institute administrator/study programme coordinator	09.12.2024	<b>16.12.2024</b>
45	Thesis submission for the January final exam The theses are assessed by the referees, and when the review form is submitted, the review becomes visible to the student.	Neptun	referees	<b>16.12.2024</b>	<b>10.01.2025</b>
46	Launching the "Thesis submission request" in Neptun by the student to submit his/her teacher portfolio.	Neptun	student	02.12.2024	<b>10.12.2024</b>
47	Accepting the "Thesis admission request" by the lecturer in Neptun for submitting the teacher portfolio	Neptun	supervisor	02.12.2024	<b>12.12.2024</b>
48	Submission of the teacher portfolio. Deadline for submission: first working day of the last week of the study period	Neptun	student	02.12.2024	<b>13.12.2024</b>
49	Thesis topic selection autumn semester II.: Prior to the start of the November-December thesis topic selection period, consultation on topic selection data, settings, subject to the launch	Excel, Word	EM, study programme coordinator, institute administrator/study programme coordinator	11.11.2024	22.11.2024
50	Thesis topic selection autumn semester II.: Entering the data in Neptun to launch the thesis topic selection (subject to the launch)	Neptun	EM, study programme leader	11.11.2024	22.11.2024
51	Thesis topic selection autumn semester II.: <b>Topic selection period, registration by students</b> (Adjusted for each study programme, coordination with EM three weeks before the launch)	Neptun	student	<b>25.11.2024</b>	<b>15.12.2024</b>
52	Thesis topic selection autumn semester II.: Data reporting, if necessary, to make decisions once the topic has been chosen	Excel	EM	02.12.2024	18.12.2024
53	Thesis topic selection autumn semester II.: Taking decisions after the topic selection	Excel	study programme leader	02.12.2024	20.12.2024

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	Activity	Location	Person/body in charge	Start	Completion
54	Thesis topic selection autumn semester II.: After the decision, finalising the thesis topic assignment in Neptun	Neptun	study programme leader, EM	04.12.2024	08.01.2025

## 2. Annex: Thesis-related applications

serial no.	Name of application	Accessible by	Period of display	Fee
1	F104-SZD Request for restriction of public access to thesis	Specialist postgraduate programmes, executive programmes and part-time programmes, as well as teacher trainings	10 am on 26.08.2025 - noon on 22.11.2024	free of charge
2	F101-SZD Request for change of thesis topic or for the replacement of the supervisor I.	During student status (all students who have a thesis row in the given programme and the submission date is empty)	<b>10 am on 28.08.2024 - noon on 13.09 2024</b>	subject to a fee, may be submitted after the payment of a fee, 4 percent of the minimum wage rounded up to 100 HUF (HUF 10 700)
3	F201-SZD Request for change of thesis topic or for the replacement of the supervisor II.	After termination of student status (student who obtained the final certificate). (All former students who have a thesis row in the given programme and the submission date is empty.)	<b>10 am on 28.08.2024 - noon on 13.09 2024</b>	subject to a fee, may be submitted after the payment of a fee, 5 percent of the minimum wage rounded up to 100 HUF (HUF 13,000)
4	F103-SZD Request for the submission of a thesis during student status I.	During student status, has an active thesis row, but the thesis submission date is empty	<b>10 am on 28.08.2024 - noon on 13.09 2024</b>	free of charge
5	F203-SZD Request for the submission of a thesis within 2 years after the termination of student status II.	After the termination of student status (obtained the final certificate), if two years have not yet elapsed since the date of issue of the final certificate.	<b>10 am on 28.08.2024 - noon on 13.09 2024</b>	subject to a fee, may be submitted after the payment of a fee, 5 percent of the minimum wage rounded up to 100 HUF (HUF 13,000)
6	F204-SZD Request for the submission of a thesis after 2 years of the termination of student status III.	After the termination of student status (obtained the final certificate), if two years have elapsed, but five years have not passed since the date of issue of the final certificate.	<b>10 am on 28.08.2024 - noon on 13.09 2024</b>	subject to a fee, may be submitted after the payment of a fee, 5 percent of the minimum wage rounded up to 100 HUF (HUF 13,000)
7	F102-SZD Request for the correction of an unsuccessful thesis during student status I	Unsuccessful thesis: submitted and graded as "fail" (not defensible) during student status.	<b>10 am on 28.08.2024 - noon on 30.08 2024</b>	free of charge
8	F205-SZD Request for the correction of an unsuccessful thesis after the termination of student status II	Unsuccessful thesis: submitted and graded as "fail" (not defensible) after the termination of student status (obtained the final certificate).	<b>10 am on 28.08.2024 - noon on 30.08 2024</b>	free of charge
9	F301-SZD Request for the acceptance of the May 2024 TDK paper as a thesis for the	Students who qualified for the OTDK in May (individual section)	<b>10 am on 28.08.2024 - noon on 13.09 2024</b>	free of charge

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serial no.	Name of application	Accessible by	Period of display	Fee
	final exam of the first semester of 2024/2025			
10	M104-Request for Dan's equity for students with terminated student status	Students after termination of student status (who obtained the final certificate).	<b>ongoing</b>	

### 3. Annex: Text of declarations

1. Declaration on own work

I declare that all text sections, figures and tables in the thesis in question are original and solely the result of my own work, except for those parts cited in accordance with the rules, and that no other documents or contributors have been relied upon.

2. Declaration on thesis written in a simultaneous programme.

I declare that I am fully aware of my responsibility in that the overlap between this thesis and the thesis I submitted in a simultaneous programme does not exceed 10%. I acknowledge that if the study programme leaders (or the persons designated by them) find a match of more than 10%, I have not fulfilled my study obligations and cannot take the final examination.

3. Text of the lecturer's declaration:

I declare that the thesis is suitable for submission and recommend it for defence.