

 <b>CORVINUS UNIVERSITY</b> of BUDAPEST	<b>PROVISIONS OF THE VICE-RECTOR FOR ACADEMIC PROGRAMMES</b>	<b>2/2025.</b> Version Number: <b>00.</b>
<b>THE PROCEDURE FOR THE TOPIC SELECTION, PREPARATION, SUBMISSION AND ASSESSMENT OF BACHELOR AND MASTER THESES IN THE 2ND (SPRING) SEMESTER of the 2024/2025 ACADEMIC YEAR</b>		

<b>Person responsible for professional aspects:</b>	Beáta Farkas	Education Management Operative Team Leader
<b>Person responsible for professional review:</b>	Lajos György Szabó	Vice-Rector for Academic Programmes
<b>Legal aspects checked by:</b>	Zsuzsanna Borbás	Head of Legal and Procurement Services
<b>Decision-maker:</b>	Lajos György Szabó	Vice-Rector for Academic Programmes
<b>Person responsible for editing and publishing the text:</b>	Anikó Erős	Higher Education Expert

Version number	Publication date	Effective date	Version tracking
00.	16.01.2025	16.01.2025	publication

**THE PROCEDURE FOR THE TOPIC SELECTION, PREPARATION,  
SUBMISSION AND ASSESSMENT OF BACHELOR AND MASTER  
THESES IN THE 2ND (SPRING) SEMESTER of the 2024/2025  
ACADEMIC YEAR**

**Preamble**

**1.§**

- (1) The purpose of the provisions is to define the tasks and deadlines for the thesis in the spring 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.

**THE PROCEDURE FOR THE TOPIC SELECTION, PREPARATION,  
SUBMISSION AND ASSESSMENT OF BACHELOR AND MASTER  
THESES IN THE 2ND (SPRING) SEMESTER of the 2024/2025  
ACADEMIC YEAR**

- (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) Programme Management (hereinafter: PM) 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 Study Administration Services (hereinafter: SAS) 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".

**THE PROCEDURE FOR THE TOPIC SELECTION, PREPARATION,  
SUBMISSION AND ASSESSMENT OF BACHELOR AND MASTER  
THESES IN THE 2ND (SPRING) SEMESTER of the 2024/2025  
ACADEMIC YEAR**

- (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.§**

- (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 2024/2025/2.
- (3) Final thesis upload in the Neptun system
- 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.
  - The student can upload his/her thesis in Neptun under Studies/Thesis.
  - 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”.
  - Clicking on the “Supported” button constitutes a declaration by the supervisor confirming that the thesis can be submitted.
  - 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,
- who have taken the Thesis Seminar 2 or equivalent subject in the spring semester of the 2024/2025 academic year.
  - 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,

**THE PROCEDURE FOR THE TOPIC SELECTION, PREPARATION,  
SUBMISSION AND ASSESSMENT OF BACHELOR AND MASTER  
THESES IN THE 2ND (SPRING) SEMESTER of the 2024/2025  
ACADEMIC YEAR**

- a) who commenced their studies from the first year of the 2012/2013 academic year and
  - 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) Acceptance of a Students' Scientific Associations project as a thesis.
  - a) Students who participated in the May or November 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/November 2024 paper submitted for the competition of Students' Scientific Associations as a thesis for the final exam of the second semester of 2024/2025"
  - b) Students who will participate in the May 2025 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/November 2025 paper submitted for the competition of Students' Scientific Associations as a thesis for the final exam of the second 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

**THE PROCEDURE FOR THE TOPIC SELECTION, PREPARATION,  
SUBMISSION AND ASSESSMENT OF BACHELOR AND MASTER  
THESES IN THE 2ND (SPRING) SEMESTER of the 2024/2025  
ACADEMIC YEAR**

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.

**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 PM 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 second (spring) semester of the 2024/2025 academic year.



**THE PROCEDURE FOR THE TOPIC SELECTION, PREPARATION,  
SUBMISSION AND ASSESSMENT OF BACHELOR AND MASTER  
THESES IN THE 2ND (SPRING) SEMESTER of the 2024/2025  
ACADEMIC YEAR**
**1. Annex: Deadlines**

	Activity	Location	Person/body in charge	Start	Completion
1	Updating request/application forms with regard to theses, setting up launches.	Neptun	PM	06.01.25	24.01.25
2	Preparing the information bulletin of the VRE on students' thesis submission for the second semester of the 2024/2025 academic year.	Word	PM	06.01.25	24.01.25
3	Creating thesis rows that do not yet exist in Neptun and refining thesis rows (for applications not previously made in Neptun).	Neptun	PM, institute responsible for the programme	17.02.25	28.04.25
4	Thesis topic selection spring semester I.: Prior to the launch of the February thesis topic selection, consultation on the topic selection data and settings, data reporting, subject to the launch.	Excel, Word	PM, programme leader, institute administrator/ programme coordinator	06.01.25	24.01.25
5	Thesis topic selection spring semester I.: Entering the data in Neptun to launch the thesis topic selection (subject to the launch).	Neptun	PM, programme leader, institute administrator/ programme coordinator	06.01.25	24.01.25
6	<b>Thesis topic selection</b> spring semester I.: Topic selection period, registration by students. (Adjusted for each study programme, coordination with PM two weeks before the launch)	Neptun	student	<b>10.02.25</b>	<b>09.03.25</b>
7	Thesis topic selection spring semester I.: Data reporting, if necessary, to make decisions once the topic has been chosen.	Excel	PM	17.02.25	10.03.25
8	Thesis topic selection spring semester I.: Taking decisions after the topic selection.	Excel	programme leader	17.02.25	14.03.25
9	Thesis topic selection spring semester I.: After the decision, finalising the thesis topic assignment in Neptun.	Neptun	programme leader, institute administrator/ programme coordinator	19.02.25	17.03.25
10	Thesis topic selection spring semester I.: Recording decisions on topic selection at the thesis seminars - placing students into thesis seminars (where appropriate).	Neptun	institute administrator/study programme coordinator	19.02.25	17.03.25
11	Submitting the request for the acceptance of the May or November 2024 TDK paper as a thesis for the final exam of the second semester of 2024/2025.	Neptun	student	10.02.25	<b>21.02.25</b>
12	The programme leader decides on the acceptance of the May or November 2024 TDK paper as a thesis for the final exam second semester of 2024/2025; recording the decision.	Neptun	programme leader, institute administrator/ programme coordinator	10.02.25	26.02.25
13	Setting the withdrawal option of the recorded thesis topic of students with an approved "Request for the acceptance of the May or November 2024 TDK paper as a thesis for the final exam of the second semester of 2024/2025".	Neptun	institute administrator	24.02.25	08.03.25
14	Creating a new thesis row for students with an approved "Request for the acceptance of the May or November 2024 TDK paper as a thesis	Neptun	PM/institute administrator	24.02.25	08.03.25

**THE PROCEDURE FOR THE TOPIC SELECTION, PREPARATION,  
 SUBMISSION AND ASSESSMENT OF BACHELOR AND MASTER  
 THESES IN THE 2ND (SPRING) SEMESTER of the 2024/2025  
 ACADEMIC YEAR**

	Activity	Location	Person/body in charge	Start	Completion
	for the final exam of the second semester of 2024/2025”.				
15	Creating a Moodle course for the trial upload, data reporting.	Moodle	CTL	03.03.25	07.03.25
16	Checking, correcting and updating thesis submission settings in Neptun.	Neptun	PM, programme leader, institute administrator/ programme coordinator	05.04.25	25.04.25
17	Checking thesis reviewing templates, reconciliations, corrections.	Word	PM, programme leader, institute administrator/ programme coordinator	05.04.25	25.04.25
18	Checking Moodle access rights, checking that the course is displayed for the Moodle trial upload.	Moodle	student	05.04.25	25.04.25
19	Checking Neptun access rights, 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	05.04.25	25.04.25
20	Trial upload of thesis to Moodle	Moodle	student	27.04.25	25.05.25
21	The student is obliged to present 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	14.04.25	30.04.25
22	<b>Filing the "Thesis admission request" in Neptun</b> by the student.	Neptun	student	<b>10:00 05.05.25</b>	<b>23:59 13.05.25</b>
23	<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>10:00 05.05.25</b>	<b>23:59 15.05.25</b>
24	<b>Thesis submission.</b> Deadline for submission of the thesis. <b>Thesis upload</b> , declarations (on simultaneous programme, disclosure of thesis).	Neptun	student	<b>10:00 05.05.25</b>	<b>12:00 16.05.25</b>
25	Text similarity check.	Neptun	programme leader, institute administrator/ programme coordinator	19.05.25	26.05.25
26	Identifying thesis referees, delivering theses to the referees.	Neptun	programme leader, institute administrator/ programme coordinator	19.05.25	26.05.25
27	Recording the name of thesis referees in Neptun.	Neptun	programme leader, institute administrator/ programme coordinator	19.05.25	26.05.25
28	The theses are assessed by the referees, and when the review form is submitted, the review becomes visible to the student.	Neptun	referees	<b>19.05.25</b>	<b>06.06.25</b>
29	Launching the "Thesis submission request" in Neptun by the student to submit his/her teacher portfolio.	Neptun	student	10:00 12.05.25	<b>23:29 20.05.25</b>
30	Accepting the "Thesis admission request" by the lecturer in Neptun for submitting the teacher portfolio.	Neptun	supervisor	10:00 12.05.25	<b>23:59 22.05.25</b>



**THE PROCEDURE FOR THE TOPIC SELECTION, PREPARATION,  
SUBMISSION AND ASSESSMENT OF BACHELOR AND MASTER  
THESES IN THE 2ND (SPRING) SEMESTER of the 2024/2025  
ACADEMIC YEAR**

	Activity	Location	Person/body in charge	Start	Completion
31	Submission of the teacher portfolio. Deadline for submission: first working day of the last week of the study period.	Neptun	student	10:00 12.05.25	<b>12:00</b> <b>23.05.25</b>
32	Thesis topic selection spring 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	PM, programme leader, institute administrator/ programme coordinator	28.04.25	09.05.25
33	Thesis topic selection spring semester II.: Entering the data in Neptun to launch the thesis topic selection (subject to the launch).	Neptun	PM, programme leader	28.04.25	09.05.25
34	<b>Thesis topic selection</b> spring semester II.: Topic selection period, registration by students (Adjusted for each study programme, coordination with PM three weeks before the launch)	Neptun	student	<b>12.05.25</b>	<b>01.06.25</b>
35	Thesis topic selection spring semester II.: Data reporting, if necessary, to make decisions once the topic has been chosen.	Excel	PM	19.05.25	04.06.25
36	Thesis topic selection spring semester II.: Taking decisions after the topic selection.	Excel	programme leader	19.05.25	06.06.25
37	Thesis topic selection spring semester II.: After the decision, finalising the thesis topic assignment in Neptun.	Neptun	PM, programme leader	20.05.25	10.06.25
38	TDK data on the results of the May 2025 University TDK.	Excel		21.05.25	23.05.25
39	Launching of applications for admission of a TDK thesis as a thesis "Application for admission of the May 2025 TDK thesis as a thesis for the final exam 2024/25/2" in Neptun.	Neptun	PM	21.05.25	23.05.25
40	Submitting the request for the acceptance of the May 2025 TDK paper as a thesis for the final exam of the second semester of 2024/2025.	Neptun		26.05.25	30.05.25
41	The study programme leader decides on the acceptance of the May or November 2025 TDK paper as a thesis for the final exam of the second semester of 2024/2025. The recording the decision.	Neptun	programme leader / institute administrator	26.05.25	06.06.25
42	Setting the withdrawal option of the recorded thesis topic of students with an approved "Request for the acceptance of the May 2025 TDK paper as a thesis for the final exam of the second semester of 2024/2025".	Neptun	institute administrator	26.05.25	11.06.25
43	Creating a new thesis row for students with an approved "Request for the acceptance of the May 2025 TDK paper as a thesis for the final exam of the second semester of 2024/2025".	Neptun	PM/institute administrator	26.05.25	11.06.25

**THE PROCEDURE FOR THE TOPIC SELECTION, PREPARATION,  
SUBMISSION AND ASSESSMENT OF BACHELOR AND MASTER  
THESES IN THE 2ND (SPRING) SEMESTER of the 2024/2025  
ACADEMIC YEAR**
**2. Annex: Thesis-related applications**

	Name of application	Accessible by	Period of display	Fee
<b>1</b>	F104-Request to restrict access to a thesis	Continuing vocational training, executive training and part-time and teacher training	10:00 10.02.2025-12:00 05.05.2025	free of charge
<b>2</b>	F101-Request to change the topic of the thesis or the supervisor or the topic and the supervisor I.	During student status	10:00 10.02.2025-12:00 21.02.2025	subject to a fee, may be submitted after the payment of a fee, 4 percent of the minimum wage rounded up to 100 HUF.
<b>3</b>	F201-Request to change the topic of the thesis or the supervisor or the topic and the supervisor II.	After leaving student status	10:00 10.02.2025-12:00 21.02.2025	subject to a fee, may be submitted after the payment of a fee, 5 percent of the minimum wage rounded up to 100 HUF.
<b>4</b>	F103-Request to submit a thesis I. During student status	During student status	10:00 10.02.2025-12:00 23.02.2025	free of charge
<b>5</b>	F203-Request to submit a thesis II. Within two years of leaving student status	After termination of student status, two years have not passed since the final certificate was issued.	10:00 10.02.2025-12:00 23.02.2025	subject to a fee, may be submitted after the payment of a fee, 5 percent of the minimum wage rounded up to 100 HUF.
<b>6</b>	F204-Request to submit a thesis III. From two years after termination of student status	After termination of student status, but two years have passed since the final certificate was issued, but five years have not yet passed.	10:00 10.02.2025-12:00 23.02.2025	subject to a fee, may be submitted after the payment of a fee, 5 percent of the minimum wage rounded up to 100 HUF.
<b>7</b>	F102-Request for correction of an unsuccessful thesis I.	Unsuccessful thesis: submitted and graded unsatisfactory (not defensible).	10:00 10.02.2025-12:00 23.02.2025	subject to a fee, may be submitted after the payment of a fee, 5 percent of the minimum wage rounded up to 100 HUF.
<b>8</b>	F205-Request for correction of an unsuccessful thesis II.	Unsuccessful thesis: submitted and graded unsatisfactory (not defensible).	10:00 10.02.2025-12:00 23.02.2025	subject to a fee, may be submitted after the payment of a fee, 5 percent of the minimum wage rounded up to 100 HUF.
<b>9</b>	F301-Request for taking Scientific Students' Association (2024) dissertation as Thesis 2024/25/2	Students qualifying for OTDK in May or November 2024.	10:00 10.02.2025-12:00 23.02.2025	free of charge
<b>10</b>	F302-Request for taking Scientific Students' Association (2025) dissertation as Thesis 2024/25/2	Students qualifying for OTDK in May 2025.	expected 10:00 27.05.2025-12:00 31.05.2025	free of charge
<b>11</b>	M104-Request for Dean's equity for students with terminated student status	After leaving student status	ongoing	free of charge

**THE PROCEDURE FOR THE TOPIC SELECTION, PREPARATION,  
SUBMISSION AND ASSESSMENT OF BACHELOR AND MASTER  
THESES IN THE 2ND (SPRING) SEMESTER of the 2024/2025  
ACADEMIC YEAR**

**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.