

STUDENTS' GUIDE FOR UPLOADING THE THESIS TO NEPTUN

The Thesis **HAS TO BE SUBMITTED VIA NEPTUN SYSTEM ONLY**

(Printed versions are not accepted.)

The deadline for uploading the Thesis can be found in the Academic Calendar. Late submission is not possible. Please follow the instructions below properly in order to have a successful Thesis submission.

PREPARATIONS BEFORE UPLOADING YOUR THESIS

1. The uploaded Thesis has to include the **Declaration of originality AND Copyright disclaimer** forms that prove that the Thesis is your own work, and you did not plagiarize. The documents are available on the Faculty website: <https://btk.pte.hu/en/students/administration/documents-and-forms>.

2. **You can upload the Thesis only in .pdf format**

Please, insert the Declaration of originality AND the Copyright disclaimer document after the title page or the very end of the Thesis.

If you work with WORD or any text editors you can save the Thesos with the *Save as* option, and choose PDF format. You can use a Word-PDF converter as well.

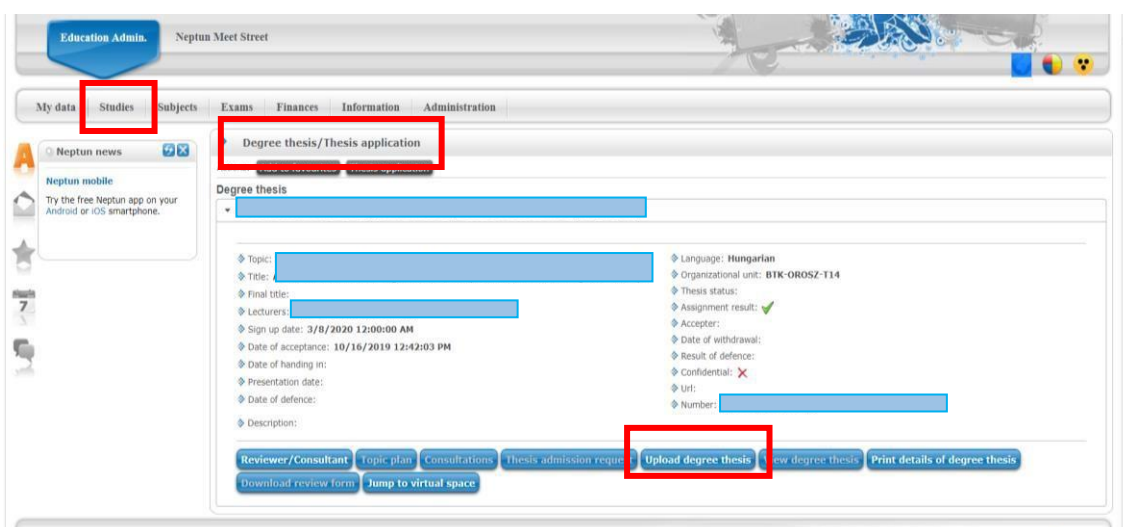
3. Please name your .pdf file the following way: **your name_Neptun code_semester**

Sample: Sam Sample_ABC123_2022-23-2

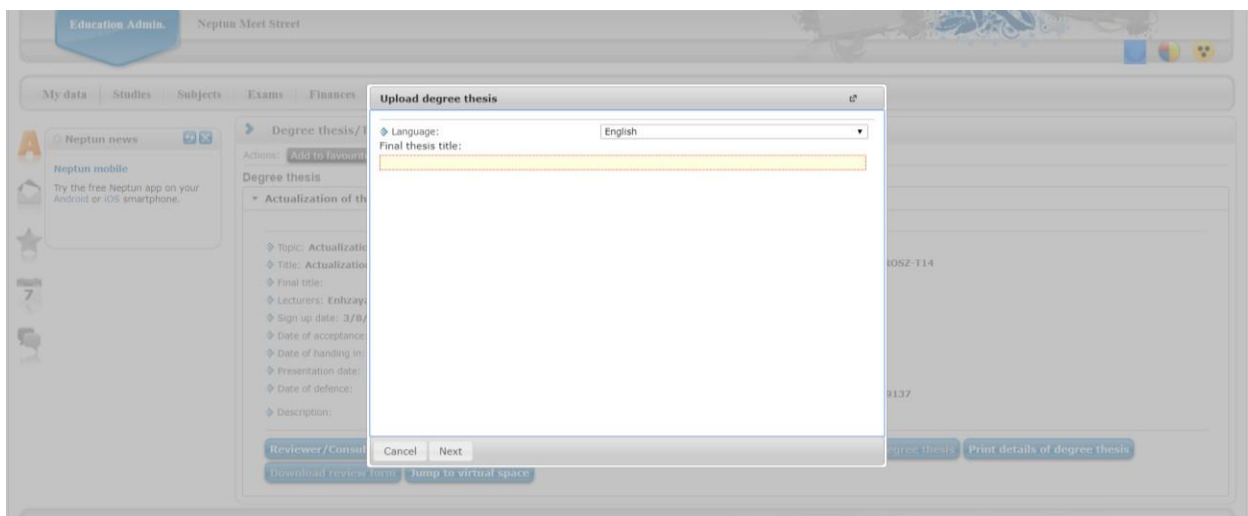
HOW TO UPLOAD YOUR THESIS:

1. **The Thesis has to be uploaded under **Studies//Degree Thesis/Thesis application** in Neptun.**

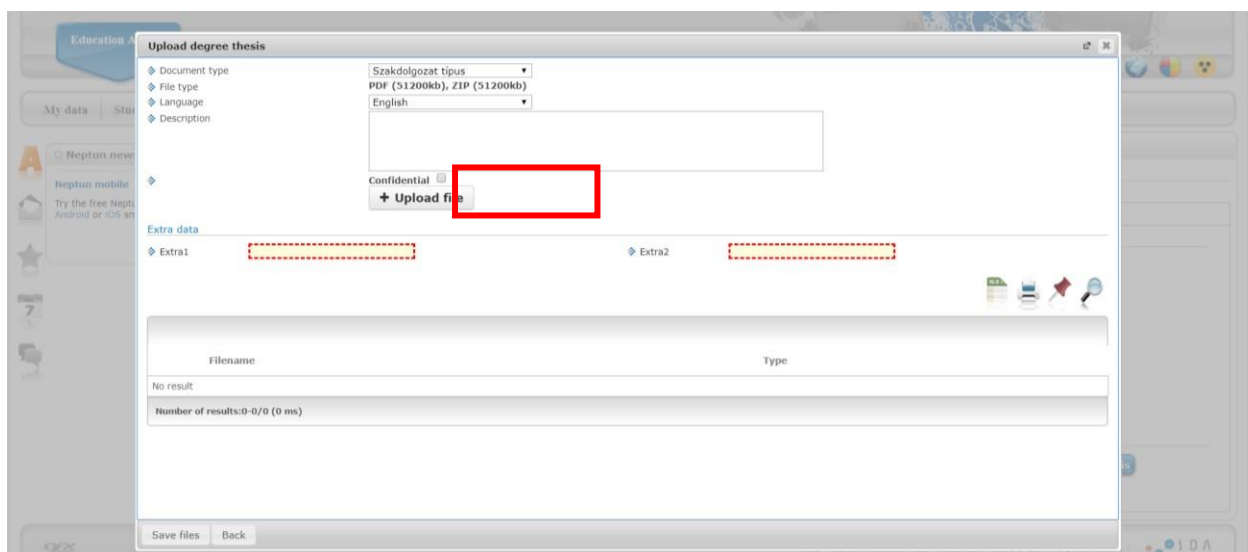
Click on the Upload degree thesis button:



2. Please **type in the final English Thesis title**, accepted by your supervisor!

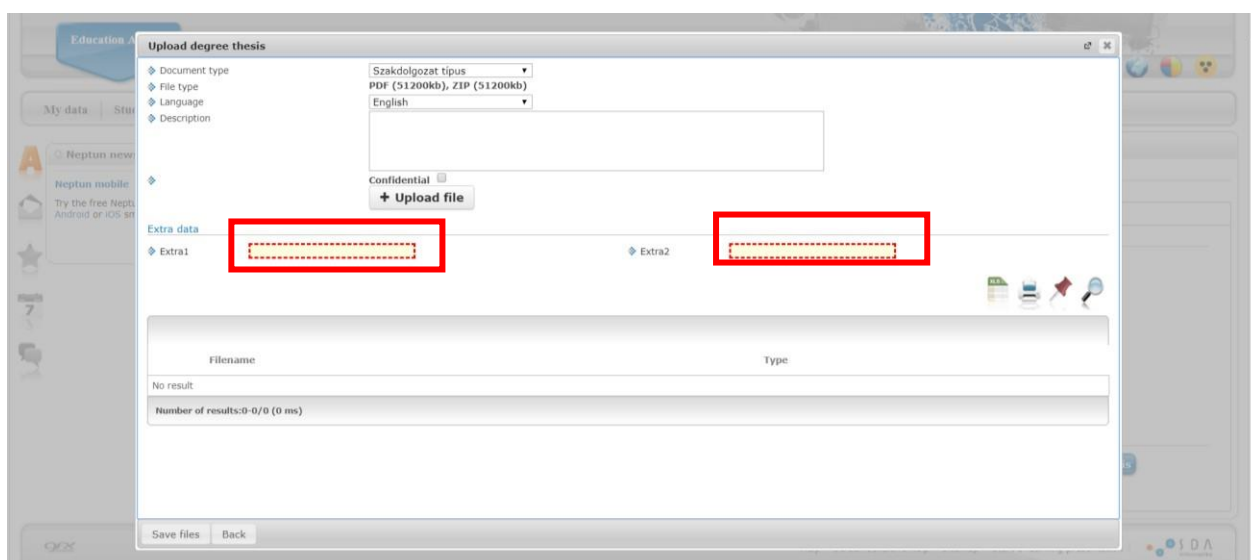


3. Click on the **Upload file** button, and upload your Thesis in .pdf format:



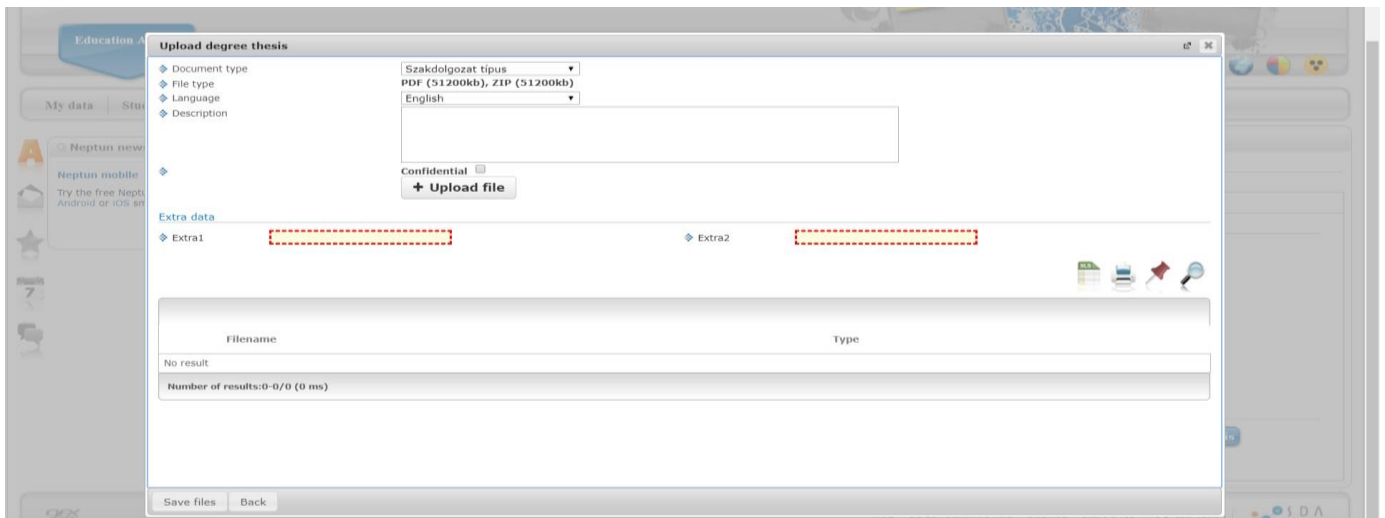
4. Before saving the file, you have to fill in the **Extra 1** and **Extra 2** fields.

Extra 1 should contain some **keywords** regarding the title and content of your Thesis.

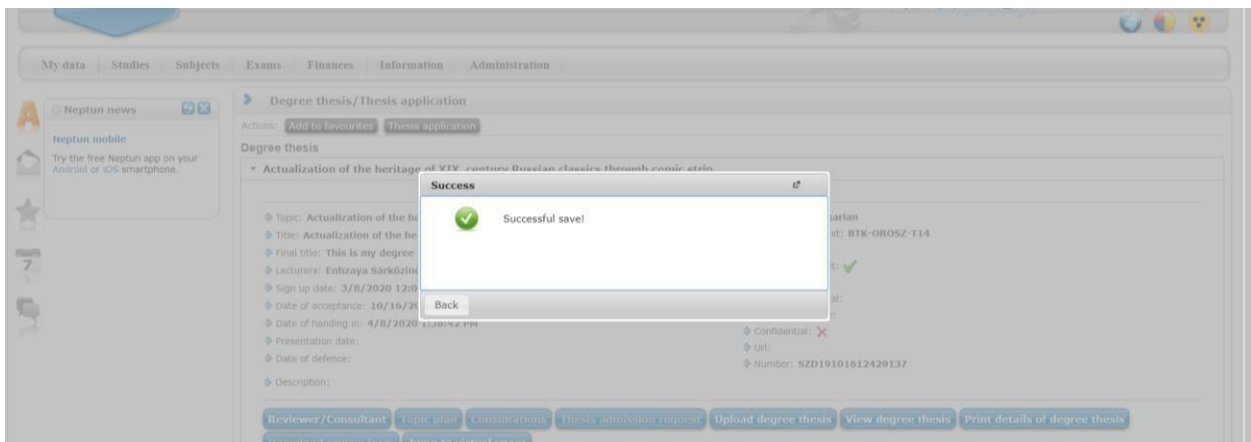


Extra 2 is the **brief content** of your Thesis (NOT the abstract). It helps library cataloguing.

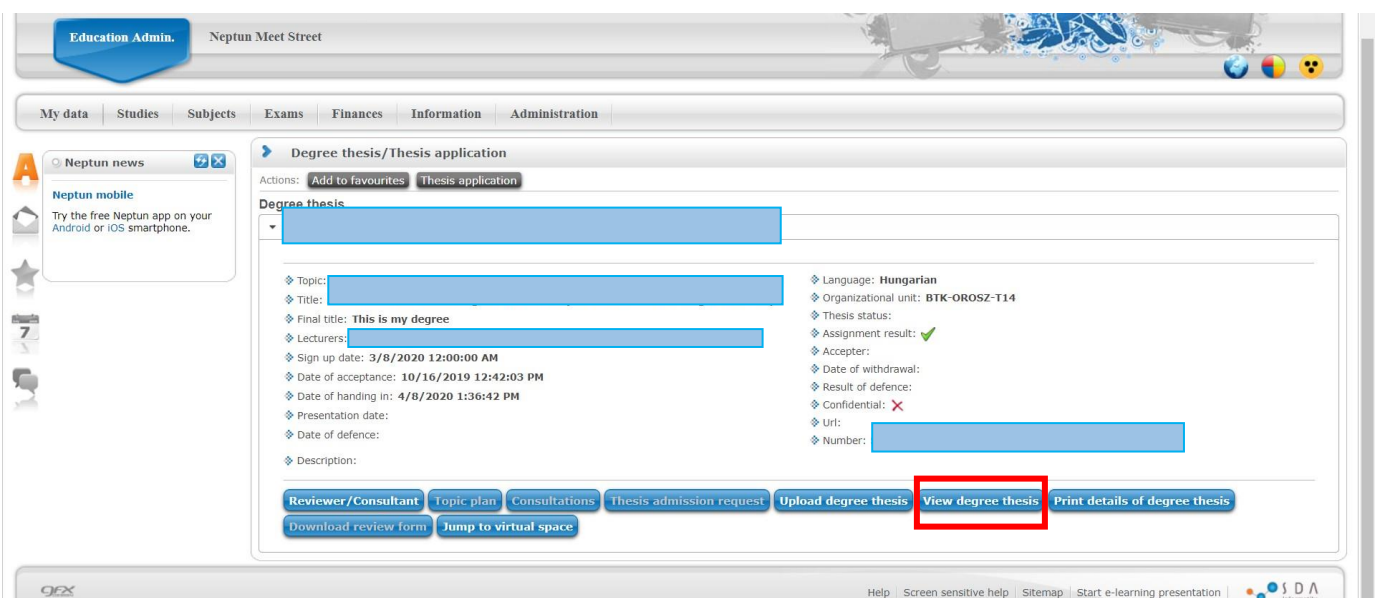
5. Click on the Save files button



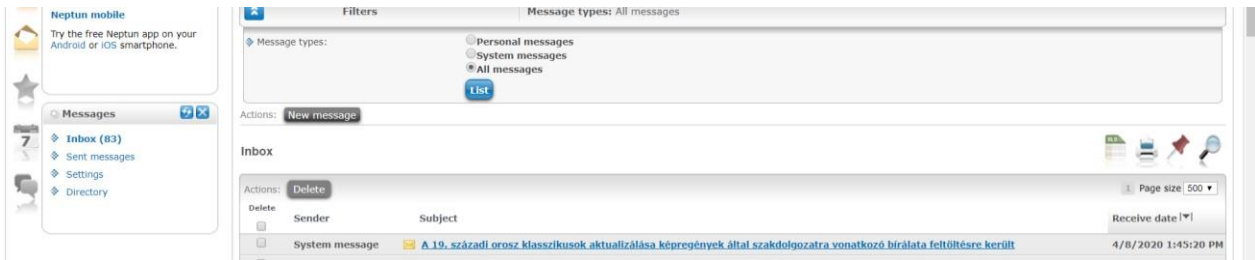
6. If your upload is successful, you will get the following message:



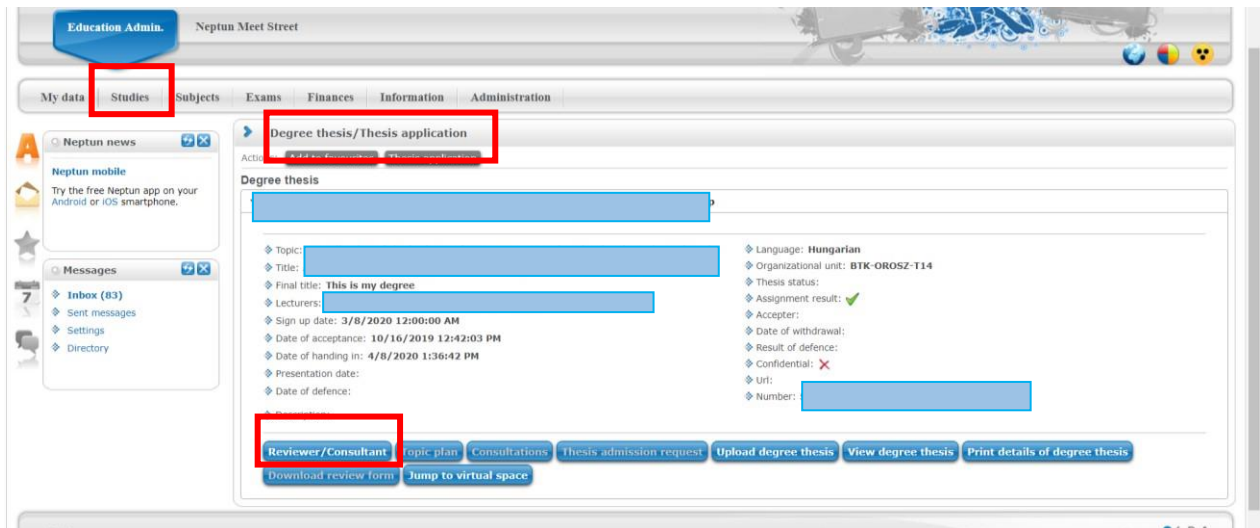
7. Please do not forget to check the successful upload. Click on the View degree thesis button:



8. When the evaluation of the Thesis is ready, and uploaded by the opponent/supervisor professors, you receive a message from Neptun:



9. To check the evaluation, go to Studies//Degree Thesis/Thesis application menu in Neptun, then click on the Reviewer/Consultant button:



10. You can download the evaluation clicking on the arrow sign next to the name of the opponent/supervisor:

