STUDENTS' GUIDE FOR UPLOADING THE THESIS TO NEPTUN

The Thesis **HAS TO BE SUBMITTED VIA NEPTUN SYSTEM ONLY** (Printed versions are not accepted.)

Deadline to upload the Thesis: 23:59:00 12 April 2021. After this deadline submission is not possible any way.

Please follow the instructions above 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 proves the Thesis is

your own work, and you do not plagiarize. The documents are available on the Faculty website: https://btk.pte.hu/en/students/administration/documents-and-forms On the site choose the regarding form (BA or MA).

2. **You can upload only .pdf**

 Please, insert the Declaration of originality AND the Copyright disclaimer document after the title page.

  If you use a PDF editor, you can insert the two documents into the whole work as plus pages.

  If you work with WORD or any text editors, insert the two documents after the title page, then save the ready work with the Save as option, and choose PDF format.
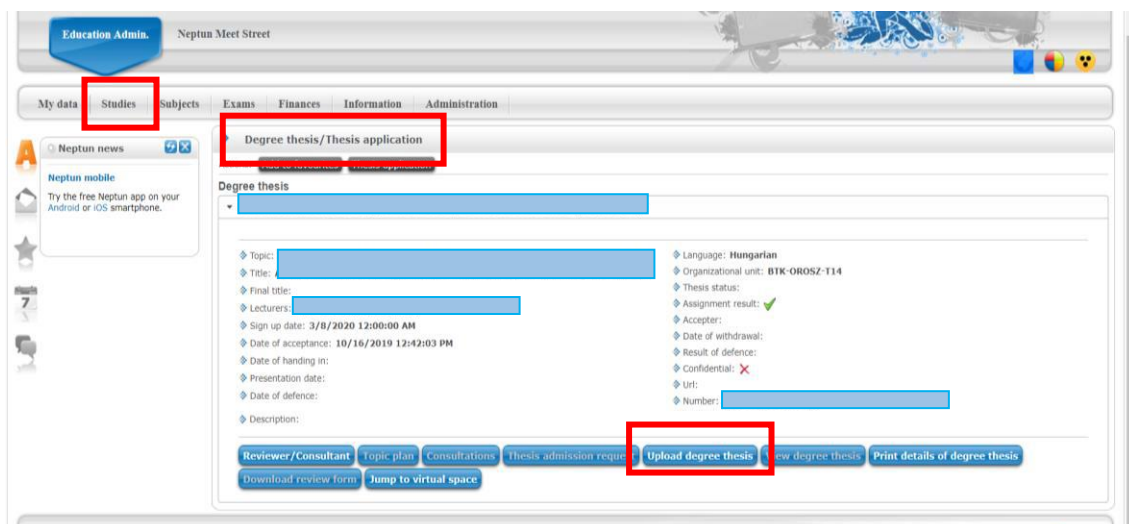
  You can use a Word-PDF converter also.

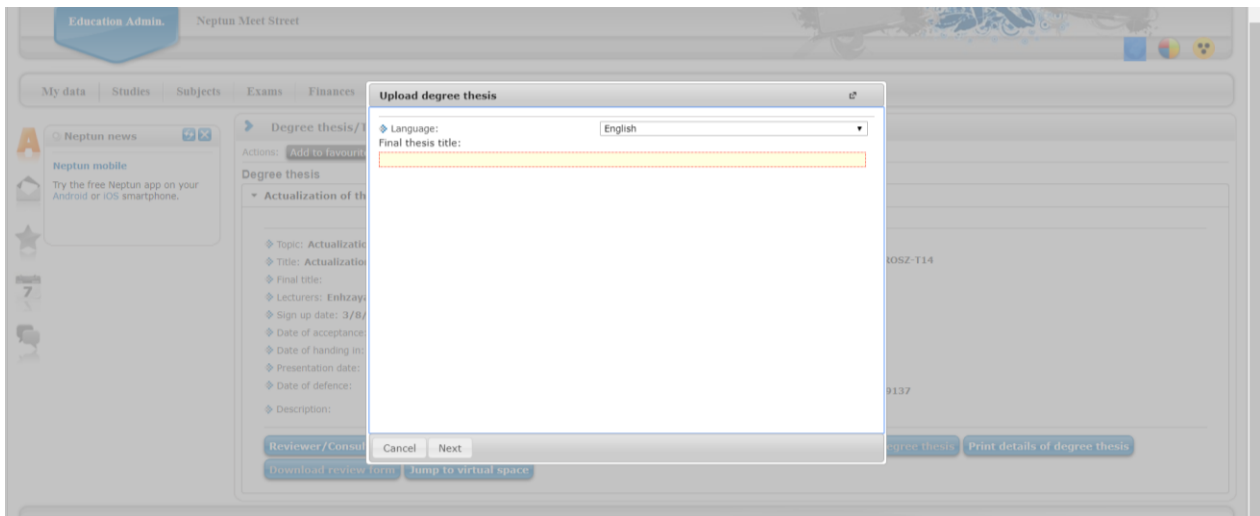4. Please name your .pdf file the following way: your name_Neptun code_2020_21_2

  Sample: Sam Sample_ABC123_2020-21-2

HOW TO UPLOAD YOUR THESIS:

1. The Thesis has to be uploaded in Studies//Degree Thesis/Thesis application menu in Neptun. Click on Upload degree thesis button:
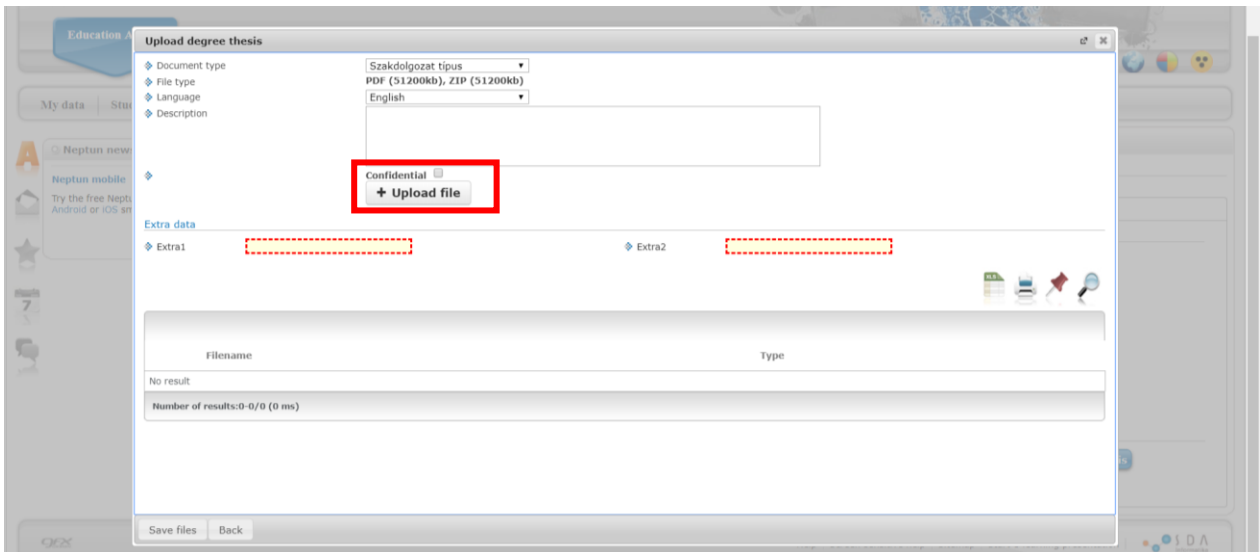
2. Please type in the final English Thesis title, accepted by your supervisor :

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

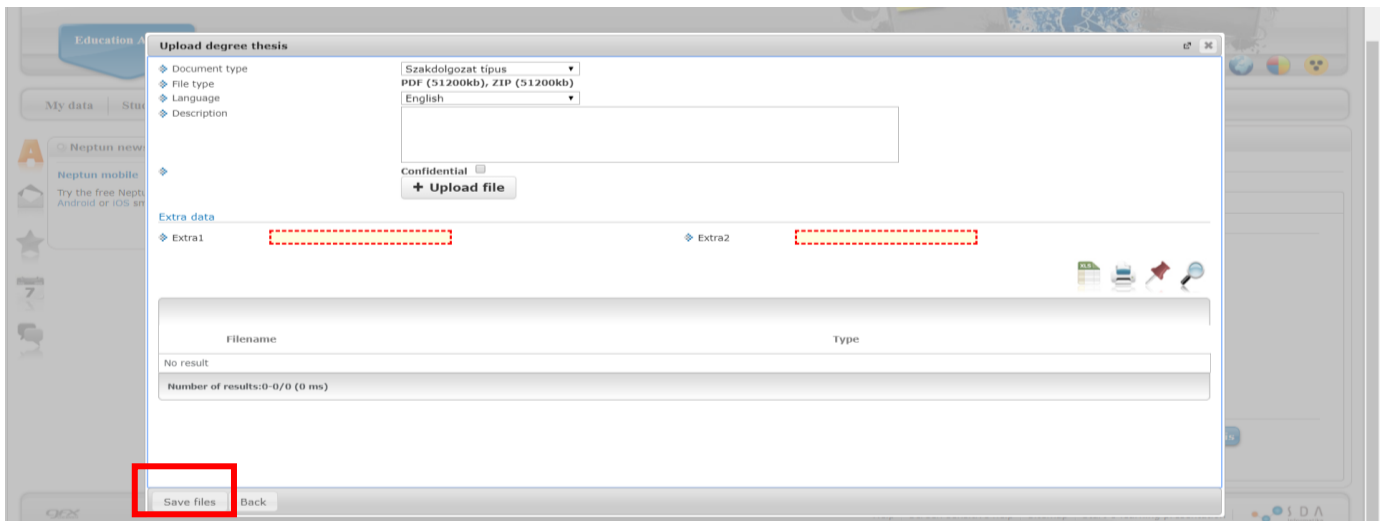**4. Before saving the file, you have to fill in the Extra 1 and Extra 2 fields.**

Extra 1 should contain some keywords regarding the title and content of your Thesis.
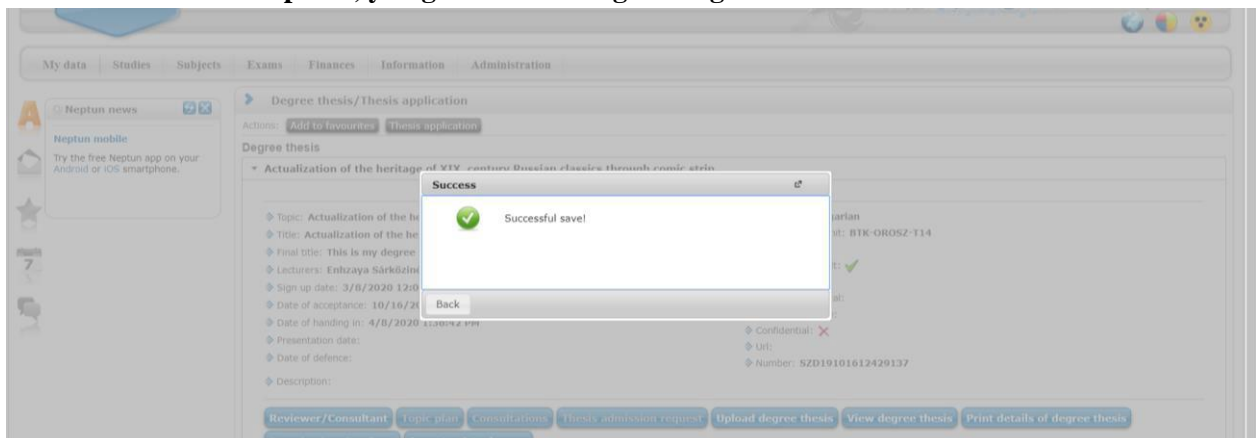**Extra 2 is the brief content of your Thesis (NOT the abstract). It helps the library cataloguing.**
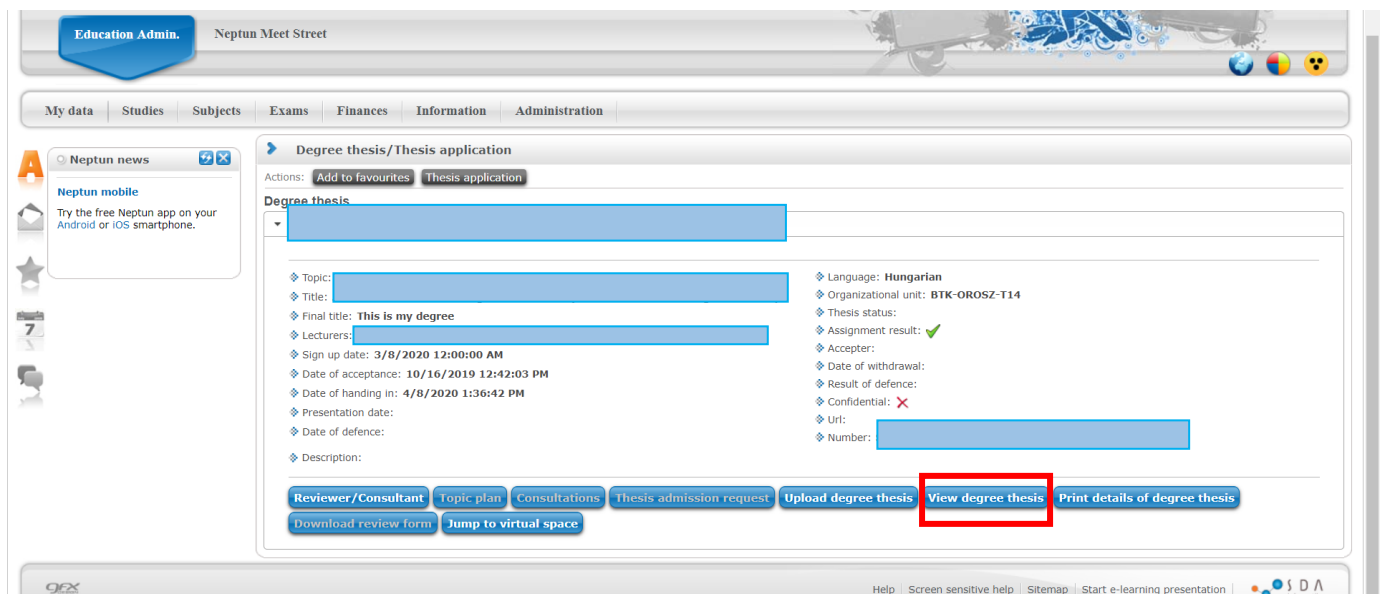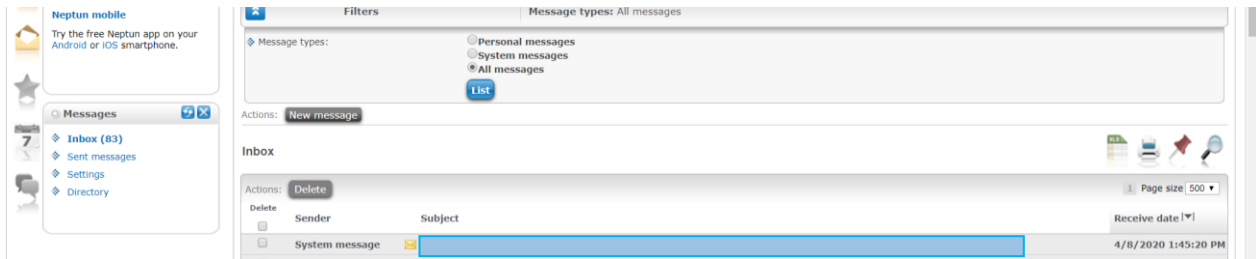
5. Click on Save files button:

6. In the case of successful upload, you get the following message:


7. Please do not forget to check the successful upload. (You can never trust Neptun…) Click on the View degree thesis button:

8. When the evaluation of the Thesis is ready, and uploaded by the opponent/supervisor professor, 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:
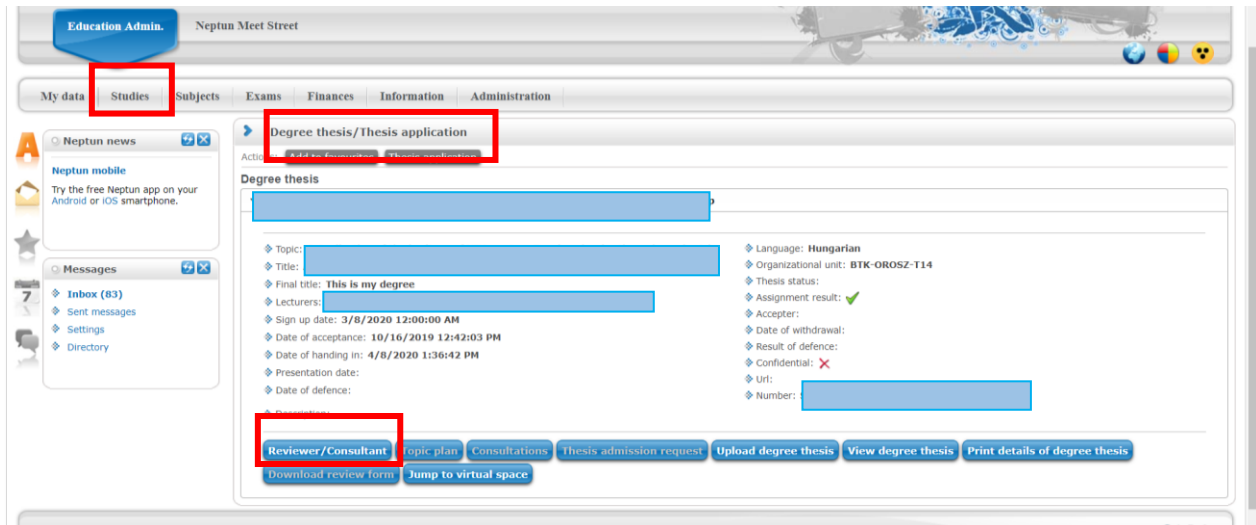
10. You can download the evaluation clicking on the arrow sign next to the name of the opponent/supervisor: