



ELTE

FACULTY OF
INFORMATICS

Thesis upload guide

The Thesis

- **The formal requirements of the thesis are different by the training programme:**

For further information please follow the [LINK](#).

- ***Deadlines for uploading the thesis:***

 1 December

 1 May

Start your thesis with the [inner cover](#)!

Documents to be uploaded to Neptun:

Only one file can be uploaded in pdf or zip format. The uploaded file has to contain the following documents in addition to the thesis and the programme:

- **Thesis Topic Registration Form**
- If needed: documents regarding [Encryption](#)

In case you can't print and sign the documents **listed above**, fill them in electronically and add the following abbreviation after your name: sgd.

For uploading data files bigger than 200 MB please follow these steps:

1.Upload in zip file: the Thesis Topic Registration Form, the Thesis, the source-code of your programme (concerning your own work), the Encryption request (if applicable) and a document where you indicate that the whole thesis programme is available on Onedrive (give access to the head of the Final Examination Committee, who will forward the documents towards the other members of the Committee).

2.Upload the whole thesis programme onto Onedrive, available via your inf mailing system.

The Thesis

Thesis upload

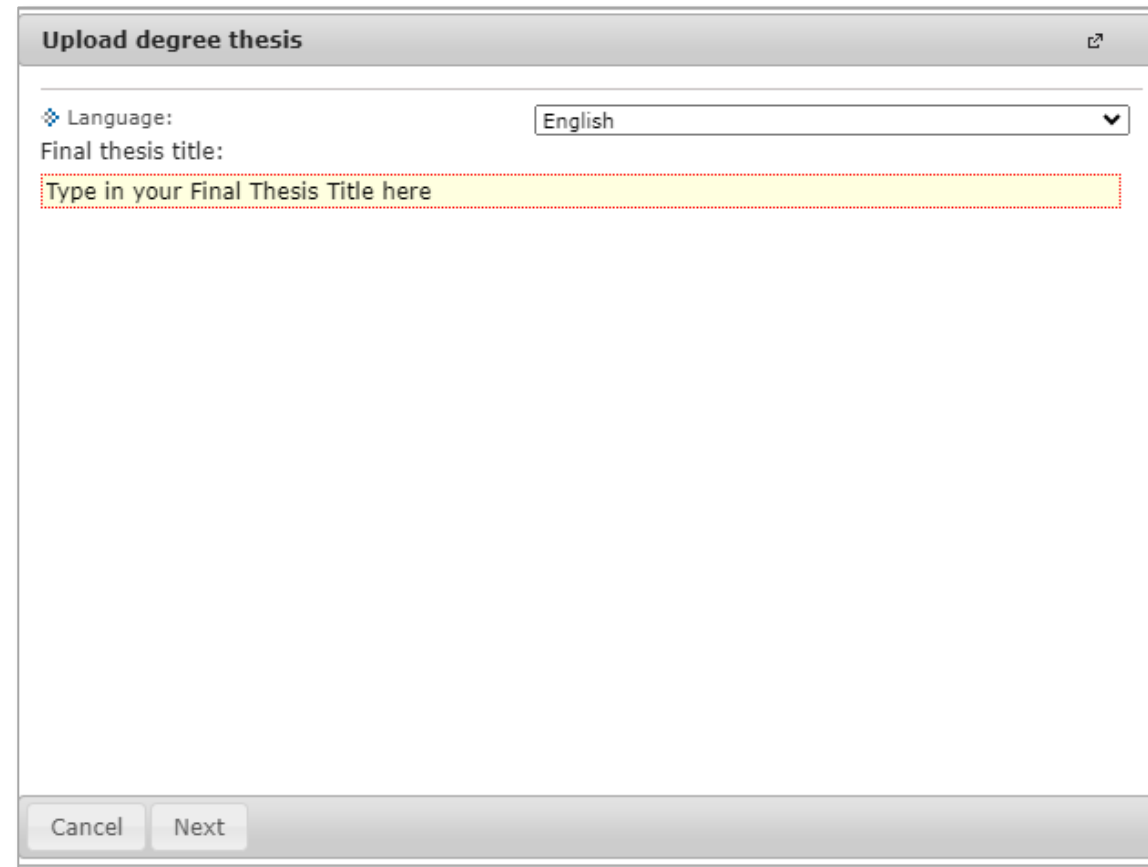
Start your Thesis upload by clicking on **Studies > Degree thesis/ Thesis application** menu. Click on **Upload degree thesis**.

The screenshot displays the web portal interface. At the top, a navigation bar includes 'Studies', 'Exams', 'Finances', 'Information', and 'Administration'. A dropdown menu for 'Studies' is open, showing options like 'Training data', 'Term data', 'Class schedule', 'Grade average', 'Gradebook', 'Curriculum', 'Field practice', 'Publications', 'E-learning materials', 'Consultations', 'Official notes', 'Degree thesis/Thesis application', and 'Final certificate requirements'. The 'Degree thesis/Thesis application' option is highlighted. Below this, the 'Degree thesis/Thesis application' section is visible, featuring a 'Thesis application' button and a list of fields for thesis details, including 'Topic:', 'Title:', 'Final title:', 'Sign up date:', 'Date of acceptance:', 'Date of handing in:', 'Presentation date:', 'Date of defence:', and 'Description:'. To the right, a list of metadata is shown, such as 'Language: Hungarian', 'Organizational unit: IK', 'Thesis status:', 'Assignment result: ✓', 'Acceptor:', 'Date of withdrawal:', 'Result of defence:', 'Confidential: Public', 'Url:', and 'Number:'. At the bottom, a row of buttons includes 'Reviewer/Consultant', 'Topic plan', 'Consultations', 'Thesis admission request', 'Upload degree thesis', 'View degree thesis', 'Print details of degree thesis', 'Jump to virtual space', and 'Lecturer statement'. A large blue arrow points to the 'Upload degree thesis' button.

The Thesis

Thesis upload

A pop-up window will appear > **Type in the Final title of your thesis.** Make sure the title is correct as you will not be able to change it later. Click on **Next**.



The screenshot shows a pop-up window titled "Upload degree thesis" with a close button in the top right corner. Inside the window, there is a "Language:" dropdown menu currently set to "English". Below this, the text "Final thesis title:" is followed by a large text input field. The input field contains the placeholder text "Type in your Final Thesis Title here" and is highlighted with a yellow background and a red dotted border. At the bottom of the window, there are two buttons: "Cancel" and "Next".

The thesis

Thesis upload

To upload your thesis files provide some basic information about your thesis:

Keywords: those words and expressions based on which your thesis can be easily searched for (3-5 words)

Abstract: short, maximum 500 characters long description of the thesis.

In case your thesis is Encrypted set the Confidential field to CONFIDENTIAL

Upload degree thesis

Document type

Thesis

File type

PDF (204800kb), ZIP (204800kb)

Language

English

Description

Confidential

Public

+ Upload file

3-5 words and expressions based on which your thesis can be easily searched for

In case your thesis is Encrypted set this field to CONFIDENTIAL

short, maximum 500 characters long description of the thesis.

Extra data

Keywords

Abstract

XLS

Filename

Type

No result

Number of results:0-0/0 (0 ms)

Save files

Back

The thesis

Thesis upload

Upload your thesis file in .zip or .pdf format in accordance with the formal requirements.

Rename the file the following fashion: FULL NAME_NEPTUN CODE_THESIS.pdf/.zip

After chosing the file to be uploaded wait for it to upload (The Neptun does not indicatesm when the file is uploaded, the file's name will appear in a list below the menu.

Once your file is uploaded, click on **Save files**.

The screenshot shows the 'Upload degree thesis' form with the following fields and annotations:

- Document type:** Thesis (dropdown)
- File type:** PDF (204800kb), ZIP (204800kb) (dropdown)
- Language:** English (dropdown)
- Description:** Text area with annotation: "In case your thesis is Encrypted set this field to CONFIDENTIAL"
- Confidential:** Public (dropdown)
- + Upload file:** Button with an arrow pointing to it from the left.
- Extra data:** Section with two red dashed boxes:
 - Keywords:** Red dashed box with annotation: "3-5 words and expressions based on which your thesis can be easily searched for"
 - Abstract:** Red dashed box with annotation: "short, maximum 500 characters long description of the thesis."
- Filename/Type table:**

Filename	Type
TEST_TIMOTHY_ABC1DE_THESIS	

Annotation: "The uploaded file will be listed here" with an arrow pointing to the filename cell.

Number of results: 0-0/0 (0 ms)
- Buttons:** Save files, Back

A large blue arrow points down from the 'Save files' button.

The thesis

Thesis upload > verification

You can double-check your uploaded file via **Studies > Degree thesis / Thesis application menu, View degree thesis option**

The screenshot displays the web application interface for the ELTE Faculty of Informatics. The top navigation bar includes tabs for Studies, Subjects, Exams, Finances, Information, and Administration. The 'Studies' tab is selected, and a dropdown menu is open, showing options like Training data, Term data, Class schedule, Grade average, Gradebook, Curriculum, Field practice, Publications, E-learning materials, Consultations, Official notes, Degree thesis/Thesis application, and Final certificate requirements. The 'Degree thesis/Thesis application' option is highlighted. Below the navigation bar, the 'Degree thesis/Thesis application' section is visible, containing a list of fields for thesis information, including Topic, Title, Final title, Sign up date, Date of acceptance, Date of handing in, Presentation date, Date of defence, and Description. The 'View degree thesis' button is highlighted with a blue arrow. The bottom of the page features a row of buttons: Reviewer/Consultant, Topic plan, Consultations, Thesis admission request, Upload degree thesis, View degree thesis, Print details of degree thesis, Jump to virtual space, and Lecturer statement.

Studies | Subjects | Exams | Finances | Information | Administration

Degree thesis/Thesis application

Buttons: Add to favourites | Thesis application

ee thesis

Fields:

- Topic:
- Title:
- Final title:
- Sign up date:
- Date of acceptance:
- Date of handing in:
- Presentation date:
- Date of defence:
- Description:
- Language: **Hungarian**
- Organizational unit: **IK**
- Thesis status:
- Assignment result: **✓**
- Acceptor:
- Date of withdrawal:
- Result of defence:
- Confidential: **Public**
- Url:
- Number:

Buttons: Reviewer/Consultant | Topic plan | Consultations | Thesis admission request | Upload degree thesis | **View degree thesis** | Print details of degree thesis | Jump to virtual space | Lecturer statement

The Thesis

Thesis upload, additional information

- **IMPORTANT! The upload deadline also applies to documents uploaded to Onedrive!** We are unable to accept modifications of a later date, the same expectations apply to those who upload to Neptun, and due to the large size, the program is available via a link.
- **The thesis file can be modified until the upload deadline. To do this, you must first delete the previously uploaded file, then you can upload the corrected, supplemented document.**
- **The opponent of the thesis will evaluate the thesis and deliver the preliminary thesis opinion to the student via Neptun.** Since the evaluation part of the thesis also takes place in Neptun, only by uploading it is ensured that both the supervisor/opponent and the Final Examination Committee members have access to the theses of the final examinees, therefore it is important that those who previously submitted their thesis in paper form, upload it to Neptun by the deadline.
- **If you have an external supervisor,** send the evaluation prepared by him/her to the internal supervisor via e-mail, the internal supervisor will be able to upload the evaluation to Neptun.

