



ELTE

FACULTY OF
INFORMATICS

The thesis

- Essential information about thesis upload
- Plagiarism
- Thesis upload step-by -step
- The Encryption of the Thesis
- Additional information

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.



Deadline for the autumn semester



Deadline for the spring semester

The content of the thesis topic registration is the following:

- Data of the student,
- Level of training,
- Data of the supervisor (in the case of external supervisor the data of the external supervisor AND the internal consultant)
- The title of the thesis
- Short description of the thesis topic : max. ½-1 based on which the difficulty and complexity of the task to be solved should be able to be evaluated.

After submitting the application, the internal consultant will be assigned as reviewer, or the head of the given department as decision maker. If the internal consultant meets a thesis topic registration form which is not suitable for submission, he/she sends it back for correction. konzulense dolgozik.

When the student registers for the Final Examination, the Education Office checks whether the thesis topic registration has been accepted. When uploading (submitting) the thesis, the thesis topic registration request (which can be downloaded from Neptun) must be uploaded together with the required documents. (You can find more details here.) During the Final Examination, the Committee will check that the topic and the thesis are in line with the uploaded thesis topic registration request.

The deadline to submit the thesis topic registration requests:

 **15th of october**

 **15th of may**

- The request can be submitted between the 16-29th of october and 16-29 of may for an additional charge (late fee).
- There must be 6 months between the date of the thesis topic registration and the Final Examination. You can change the thesis topic after the submission but there must be at least 4 months between the change of the thesis topic and the Final Examination.

You can change the thesis topic until the

 **1st of february**

 **31st of august**

Via the IK-Request for changing the thesis topic request in Neptun Administration > Requests. In case of submitting the form multiple times the last submitted form is considered valid.

- **If you would like to change a thesis topic OR supervisor, use the IK-Request for changing the thesis topic request .**
- **If you want to change the thesis topic AND supervisor, use the Thesis topic registration request and make sure that there is at least 6 months between the submission of the request and the Final Examination.**
- **You can only submit the IK-Request for changing the thesis topic request only if you have a previously accepted thesis topic registration.**

The Thesis topic registration request is valid for 2 years, after which a new Thesis topic registration request must be submitted.



Things to do before submitting your thesis

- Check whether your thesis topic declaration is still valid:
- The thesis topic registration is valid for 2 years.
- If the topic OR supervisor has changed, you must report the change in Neptun Administration > Requests> IK-Request for changing the thesis topic request.
- **You can only submit the** IK-Request for changing the thesis topic request **only if you have a previously accepted thesis topic registration.** In case of correction, contact your study coordinator.
- If you want to change the thesis topic AND the supervisor or its validity has expired (2 years), then use the thesis topic registration request and make sure that there is at least 6 months between the submission of the request and the Final Examination.
- If there have been no changes to the topic or the supervisor and it is within 2 years from the date of submission (the topic notification is valid), then you have nothing to do in this regard.

- **If you would like to change a thesis topic OR supervisor, use the** IK-Request for changing the thesis topic request .
- **If you want to change the thesis topic AND supervisor, use the Thesis topic registration request and make sure that there is at least 6 months between the submission of the request and the Final Examination.**
- **You can only submit the** IK-Request for changing the thesis topic request **only if you have a previously accepted thesis topic registration.**

The Thesis topic registration request is valid for 2 years, after which a new Thesis topic registration request must be submitted.



Thesis IMPORTANT INFORMATION

Section 381

and Section 79

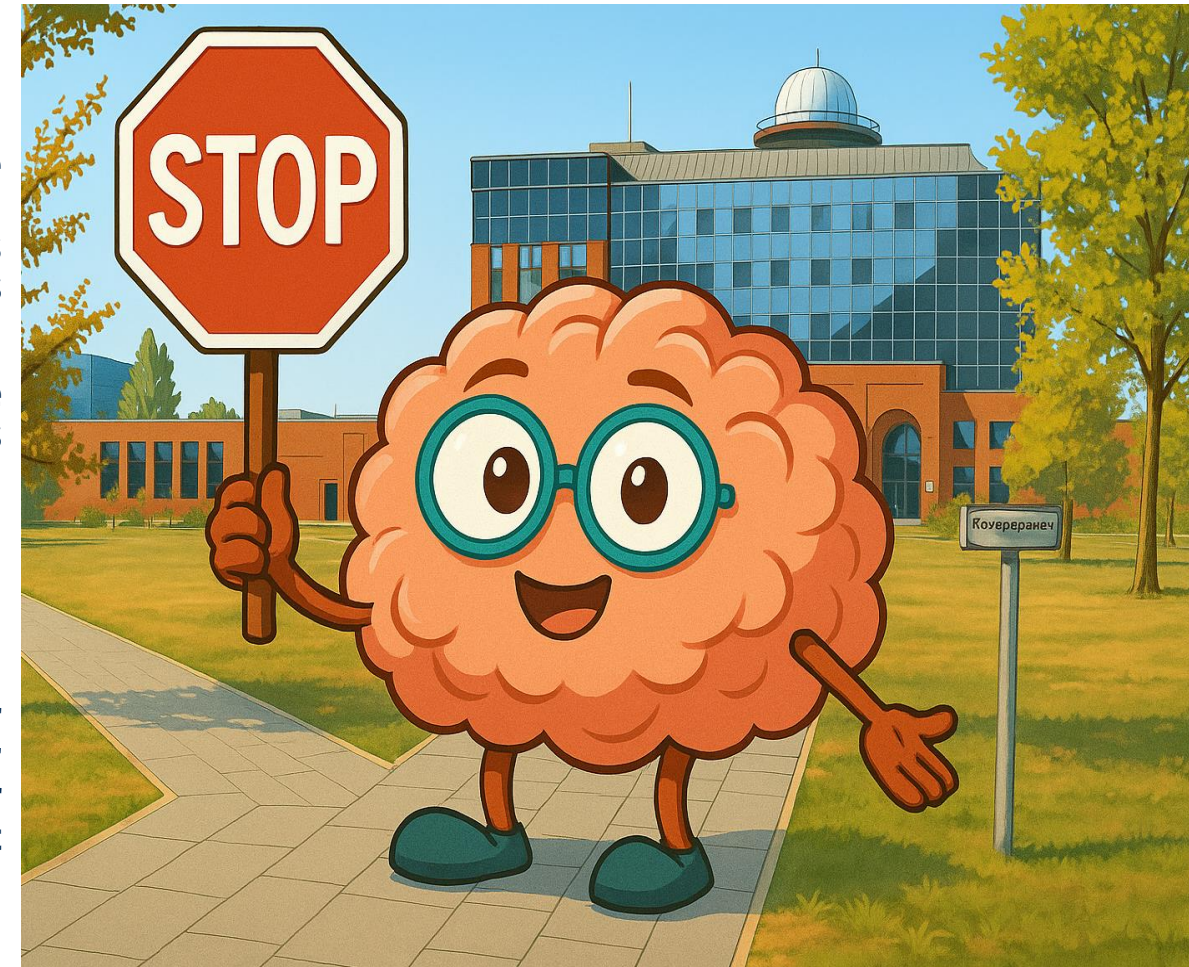
(1) **If the Supervisor does not accept the degree thesis, it cannot be submitted.** Based on the recommendation of the Supervisor, the Final Examination Committee assesses the degree thesis and summarizes its findings in a report. Based on this report the Office of Educational Affairs registers the result in the Electronic Registration System.

(2) **If the assessment of the degree thesis is unsatisfactory, the student has to write another degree thesis.** The new degree thesis can be submitted in the next final examination period.

(3) Defending the degree thesis is part of the Final Exam.

If the assessment of your thesis assessment is unsatisfactory, you have to write a completely new thesis and program. If you feel your work will not fulfil the minimum requirements do not upload your thesis, focus on obtaining the absolutory! You can submit your thesis in an upcoming semester after obtaining absolutory without paying tuition fee!

DO NOT TAKE RISKS!!!



Make sure to avoid plagiarism!

Section 377/A

- (1) A student who uses aids other than those specified by the instructor or provides unauthorised assistance to another student during an evaluation (exam, test, homework assignment) requiring the preparation of a computer programme or programme module is in violation of the academic rules, and shall not be permitted to complete the subject in the given semester and therefore shall not obtain the credit awarded for the subject.
- (2) A minutes shall be taken of the violation referred to in paragraph (1), which shall include the place, time, and a brief description of the circumstances of the violation, as well as a statement by the student in question declaring whether they admit to or dispute the allegation against them. If the student disputes the allegation against them, the Dean shall conduct a hearing to clarify the facts.



Make sure to avoid plagiarism!

Section 74/B

(1) The following rules apply to use the intellectual property of others:

- a) when using a part or the whole of the intellectual property of others (e.g., copying a passage, quoting, translating, or introducing) the source, the name of the author must be indicated, if the name is clearly stated in the source, or, in the case of oral works, can be clearly attributed to a person;
 - b) when using a part or the whole of the intellectual property of others, depending on the nature, length and aim of its use in the student coursework, in the appropriate situation and to the appropriate extent.
 - c) text quoted word for word must be put in quotation marks, while the extent of information that is a reference but not a direct quote must be made clear in the text, and
 - d) in the case of fair use of intellectual property which goes beyond free use, the student must seek the consent of the author or rightsholder for its use in a student coursework in accordance with the University Regulations, which is to be submitted together with the student coursework (e.g., when quoting an unreleased work). (2) 383The lecturer is authorised to check any student coursework and is obligated to check the Student's thesis for plagiarism, specified in the present Section, with specialised software. (3) 384Reference rules of a specific scientific field apply to all other use and indicating use of the intellectual property of others, on which the Faculty shall put out a guideline. Section 74/C385 (1) In the case of a student who does not comply with the provisions regulating the use of the intellectual property of others [Section 74/A-74/B of the present Regulations] regarding the student coursework (with the exception of written or oral exams, the lab minutes or tests), the student coursework must be deemed unfit for evaluation, and the relevant course or thesis must not be rewarded with a grade.
- (2) In the case of a student purporting the intellectual property of others as their own, violating the rules of fair use [Section 74/B (1) of the present Regulations], either word for word or in content, as part of their student coursework or constituting their entire coursework, or submits coursework edited together from parts of intellectual property of others, or violates the rules of using copyrighted work in some other way (such as lifting a word-for-word quote without the use of quotation marks and citing the source or paraphrasing without citing the source) shall especially constitute a disciplinary offence the facts.



The Thesis

Thesis upload

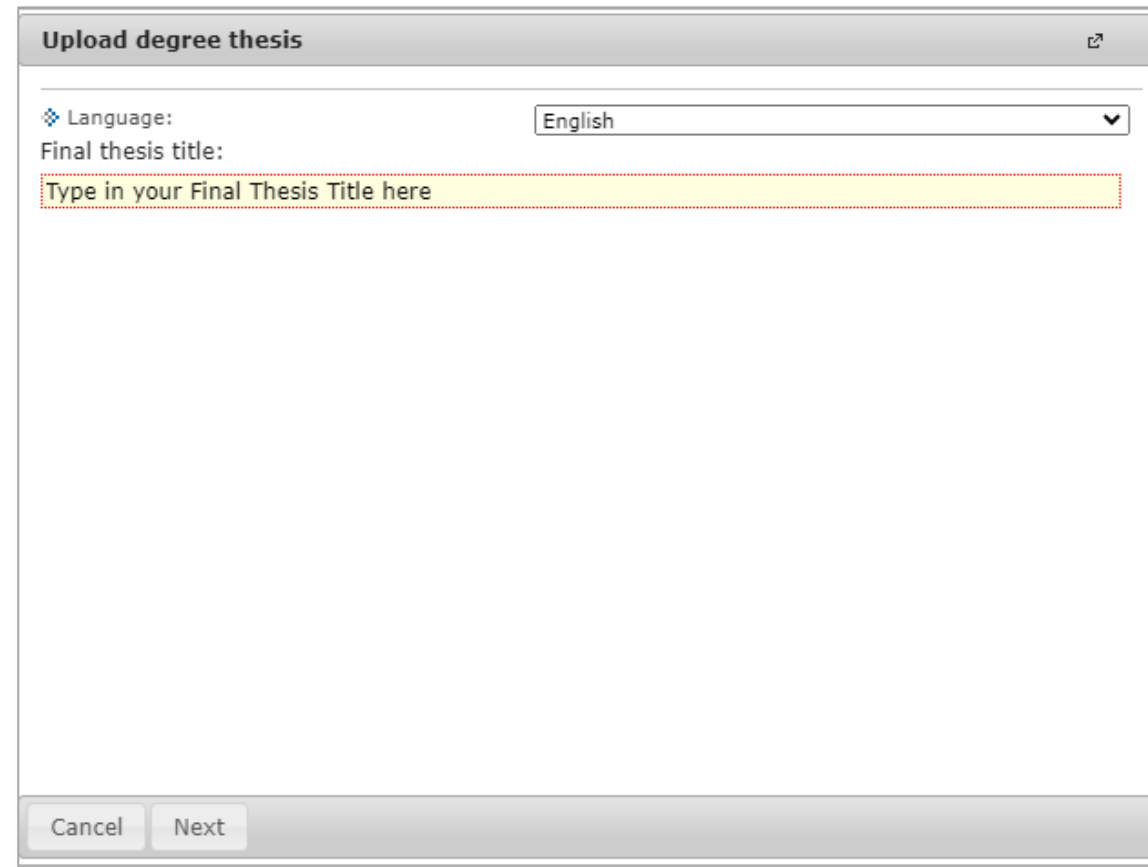
Start your Thesis upload by clicking on **Studies > Degree thesis/ Thesis application** menu. Click on **Upload degree thesis**.

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, containing a 'Thesis application' button and a list of fields for thesis submission, 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 of these fields, a list of metadata is shown: 'Language: Hungarian', 'Organizational unit: IK', 'Thesis status:', 'Assignment result: ✓', 'Acceptor:', 'Date of withdrawal:', 'Result of defence:', 'Confidential: Public', 'Url:', and 'Number:'. At the bottom of the page, 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 header.
- Keywords:** Text area with annotation: "3-5 words and expressions based on which your thesis can be easily searched for"
- Abstract:** Text area with annotation: "short, maximum 500 characters long description of the thesis."
- Filename:** Table header for the list below.
- Type:** Table header for the list below.
- Table:** Contains one row with the filename "TEST_TIMOTHY_ABC1DE_THESIS".
- Number of results:** 0-0/0 (0 ms)
- Save files:** Button at the bottom left with a large blue arrow pointing to it from above.
- Back:** Button at the bottom left.



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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 its 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

is: [Add to favourites](#) [Thesis application](#)

ee thesis

Topic: Language: **Hungarian**

Title: Organizational unit: **IK**

Final title: Thesis status:

ers: Assignment result: **✓**

Sign up date: Acceptor:

Date of acceptance: Date of withdrawal:

Date of handing in: Result of defence:

Presentation date: Confidential: **Public**

Date of defence: Url:

Description: Number:

[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 Encryption of the Thesis

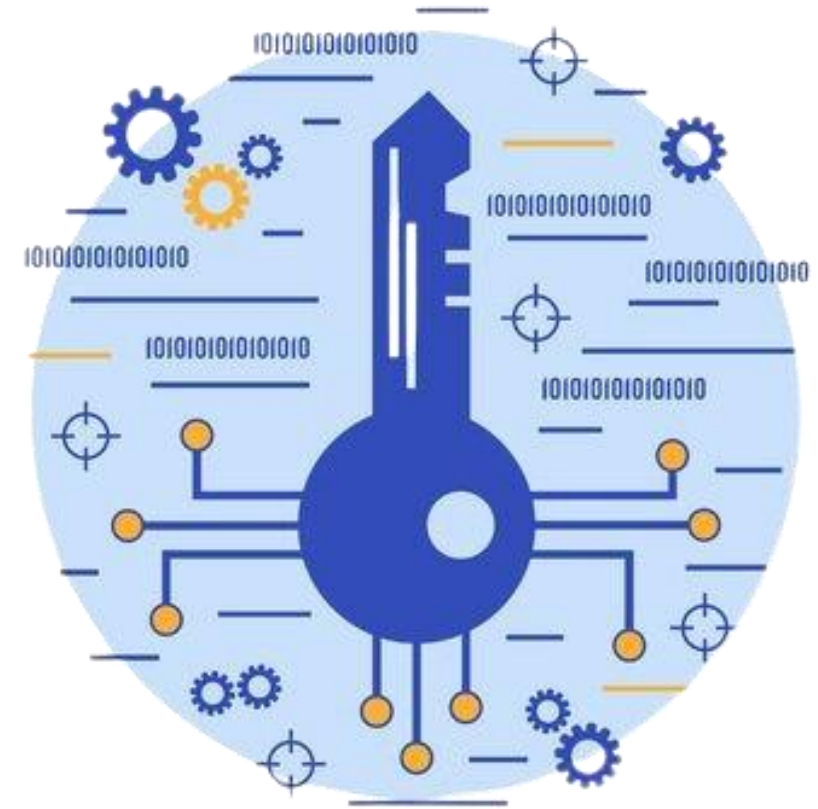
The thesis may only contain information warranting its confidentiality in justified cases.

The thesis is to be classified as confidential (encrypted) if it

- contains business secrets,
- contains classified information,
- contains a patent or an invention,
- contains the personal data of a third party,
- concerns the University's business interests. (ARS, section 80 (4))

Documents required for requesting the encryption:

- **IK - Encryption of the thesis** in Neptun
- the **Statement of consent** form: the document has to be attached to the request filled out, signed and stamped by the head of the involved company or involved person. This document has to be attached to the Neptun request in pdf format .



The Encryption of the Thesis

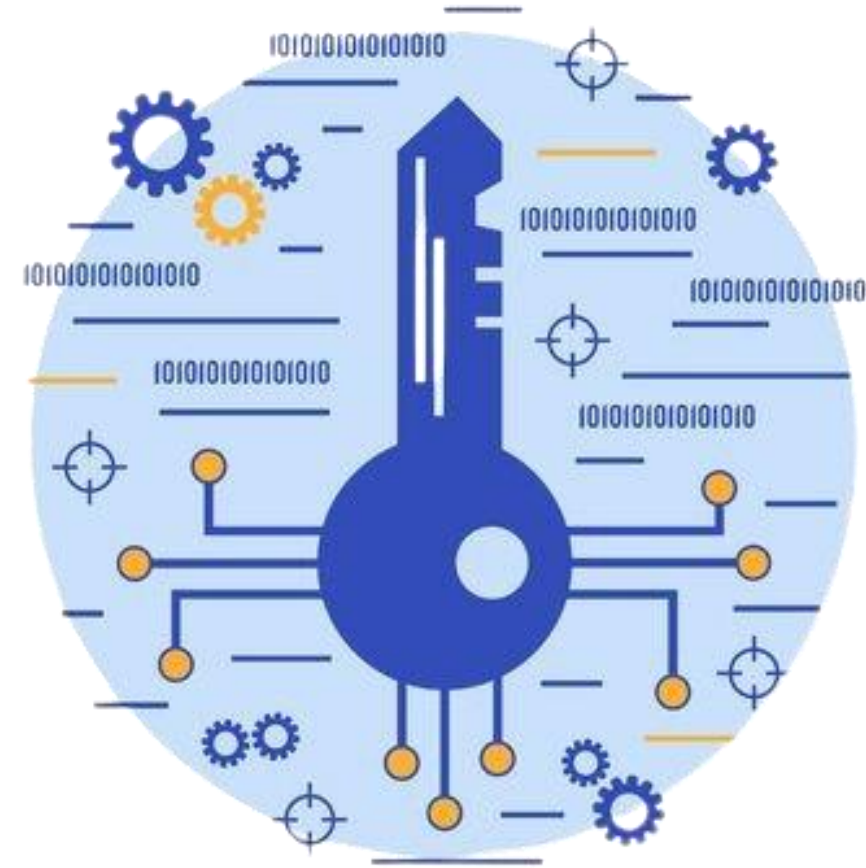
Deadline for submitting the encryption documents:

🍁 The 1st of November

🌸 The 1st of April

- After the electronic request is accepted and the decision is made that the student has obtained the necessary consents for the encrypted thesis, and the supervisor, the reviewers and the members of the Final Examination Committee are granted access by the relevant party.
- Upload the decision to Neptune along with the thesis. When you upload your thesis file, choose the "**Confidential**" option from the dropdown menu.
- In case of encryption, protect your thesis with a password, send the password to your supervisor and - if you have already learned the composition of the future Final Examination Committee - to the members of the committee.

Protect a document with a password



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.

