

## How to upload the thesis into Neptun?

Step 1: go to Studies – Degree thesis menu

The screenshot shows a web browser window with the URL `neptun.univet.hu/ate_hw/main.aspx?ismenudick=true&ctrl=0223`. The page header includes a navigation bar with tabs: **My data**, **Studies**, **Subjects**, **Exams**, **Finances**, **Information**, and **Administration**. The **Studies** tab is active, and a dropdown menu is open, listing the following options: Training data, Term data, Class schedule, Grade average, Gradebook, Curriculum, Milestones, Field practice, Publications, Consultations, Advancement, Official notes, **Degree thesis/Thesis application** (highlighted), and Final certificate requirements. The background of the page shows a sidebar with icons for messages (7), favorite functions, and a calendar for November 2020. The Windows taskbar at the bottom displays the time as 7:44 on 2020. 11. 16.

Step 2: on the screen you need to click to Upload degree thesis. The button: View degree thesis is still inactive (the Title is filled out if the department set your thesis to neptun. If it does not appear, please contact the secretariat of the department where you write your thesis)

The screenshot shows the Neptun web application interface. The browser address bar displays the URL: `neptun.univet.hu/ate_hw/main.aspx?ismenudick=true&ctrl=0223`. The page header includes the text "Education Admin." and "Neptun Meier Street". A navigation menu contains the following items: "My data", "Studies", "Subjects", "Exams", "Finances", "Information", and "Administration".

The main content area is titled "Degree thesis/Thesis application". It features a sidebar on the left with sections for "Neptun news" (including "Neptun mobile"), "Messages" (including "Inbox (40)", "Sent messages", "Settings", "Directory"), "Favourite functions", and "Calendar" (showing "November 2020").

The main content area displays the following information for a thesis application:

- Actions: [Add to favourites](#) [Thesis application](#)
- Section: **Degree thesis**
- Thesis Title: **Approaches to hip joint laxity in dogs**
- Topic: [Empty field]
- Title: [Empty field]
- Final title: [Empty field]
- Lecturers: **Tamás Ipolyi**
- Sign up date: **9/19/2019 12:00:00 AM**
- Date of acceptance: **10/22/2020 2:08:12 PM**
- Date of handing in: [Empty field]
- Presentation date: [Empty field]
- Date of defence: [Empty field]
- Description: [Empty field]
- Language: **English**
- Organizational unit: **ATESE**
- Thesis status: **Feltölthető**
- Assignment result: **✓**
- Acceptor: [Empty field]
- Date of withdrawal: [Empty field]
- Result of defence: [Empty field]
- Confidential: **Nem titkos**
- Url: [Empty field]
- Number: **05**

At the bottom of the main content area, there are several buttons: [Reviewer/Consultant](#), [Topic plan](#), [Consultations](#), [Thesis admission request](#), [Upload degree thesis](#), [View degree thesis](#), [Print details of degree thesis](#), [Download review form](#), and [Jump to virtual space](#).

Step 3: When you click on the Upload degree thesis button, a pop-up window will open. Here you need to click on the Upload file button. A new window will open to upload the file.

It can be only a pdf file with a maximum 10 MB size.

The screenshot shows a web browser window with the URL `neptun.univet.hu/ate_hw/main.aspx?ismenuclick=true&ctrl=0223`. The page displays the Neptun logo and navigation elements. A pop-up window titled "Upload degree thesis" is open, containing the following fields and options:

- Document type: Szakdolgozat
- File type: PDF (10000kb)
- Language: English
- Description: (empty text area)
- Confidential: Nem titkos

Below these fields is a "+ Upload file" button. Underneath the form is an "Extra data" section with a table:

Filename	Type
No result	

At the bottom of the table, it says "Number of results:0-0/0 (0 ms)". The Windows taskbar at the bottom shows the date and time as 2020. 11. 16. 7:57.

Step 4: Under the File name you will see the pdf file about to be uploaded. Then click on Save files at the bottom of the page.

The screenshot shows a web browser window with the URL `neptun.univet.hu/ate_hw/main.aspx?ismenudick=true&ctrl=0223`. The page title is "Neptun.Net ATE\_HW1". The navigation menu includes "My data", "Studies", "Subjects", "Exams", "Finances", "Information", and "Administration".

The main content area is titled "Upload degree thesis" and contains the following form fields:

- Document type: Szakdolgozat
- File type: PDF (10000kb)
- Language: English
- Description: (empty text area)
- Confidential: Nem titkos

Below the form is a button labeled "+ Upload file".

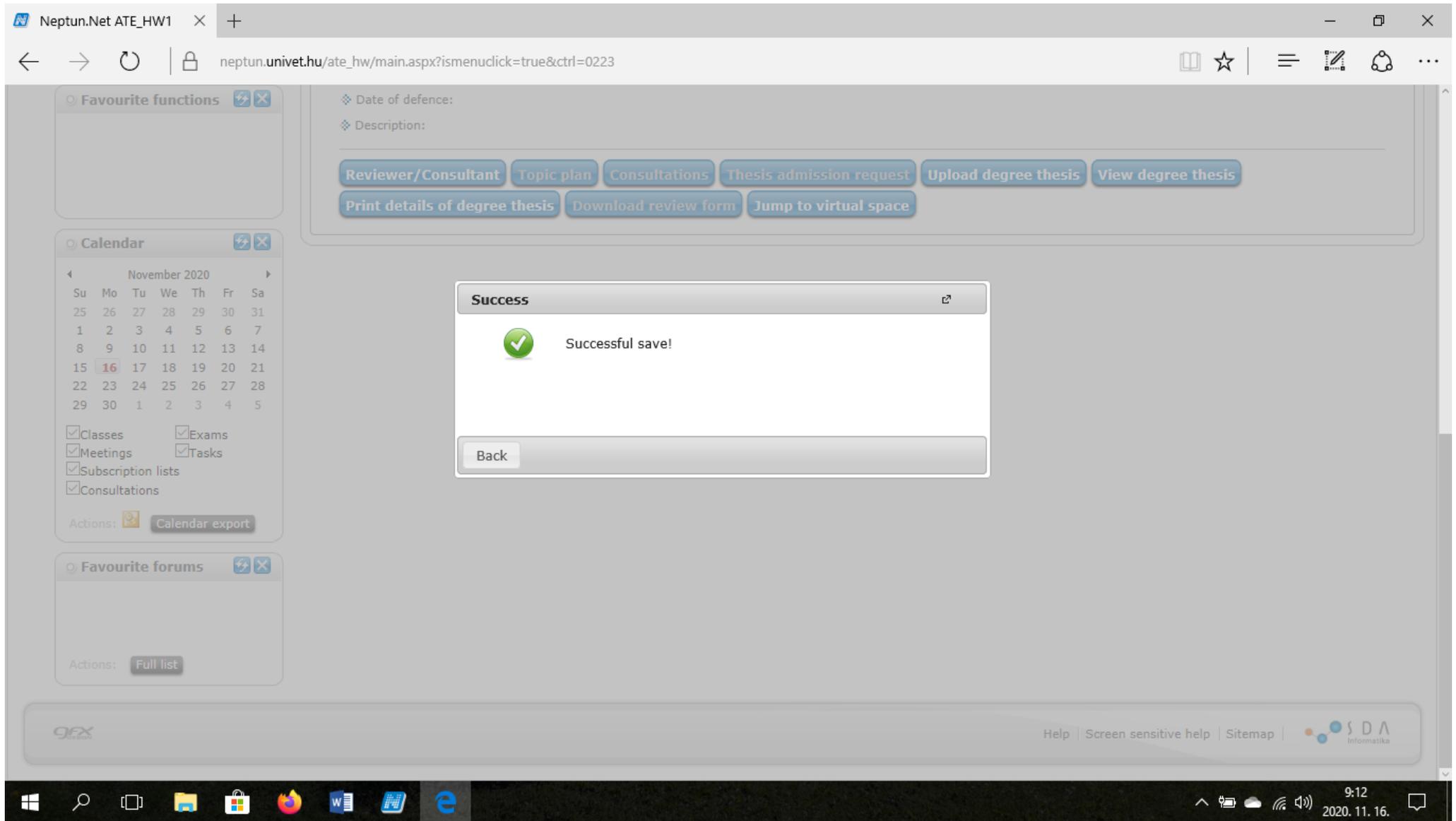
Under the "Extra data" section, there is a table with the following content:

Filename	Type
2019-2020-Univet-Brochure.pdf	Szakdolgozat

Below the table, it says "Number of results:0-0/0 (0 ms)".

At the bottom of the page, there are buttons for "Save files" and "Back". The Windows taskbar at the bottom shows the time as 9:10 on 2020.11.16.

Step 5: After clicking on Save files, we will get this confirmation message.



Then the View degree thesis button will be active, we can see that our Thesis file has been successfully uploaded.

Step 6: Then we need to fill out the 'Electronic license agreement' form at the Administration – Requests menu. (This is the so-called Hu-VetA-form).

Neptun.Net ATE\_HW1

neptun.univet.hu/ate\_hw/main.aspx?ismenudick=true&ctrl=1407

**NEPTUN**  
Egységes Tanulmányi Rendszer

Education Admin. Neptun Meet Street

My data | Studies | Subjects | Exams | Finances | Information | **Administration**

Neptun news  
Neptun mobile  
Try the free Neptun app on your Android or iOS smartphone.

Messages  
Inbox (40)  
Sent messages  
Settings  
Directory

Favourite functions

**Requests**

Actions: Add to favourites

Available request forms Submitted

- Enrollment/Registration
- Dormitory application
- Select specialization
- Final exams
- Recategorization request
- Requests**
- Request estimation
- Student Card request
- Questionnaires
- Switch studies

Name	Valid from	Valid until	Request filled
<a href="#">ELECTRONIC LICENSE AGREEMENT AND COPYRIGHT DECLARATION</a>	4/7/2020 12:00 AM		

Number of results: 1-1/1 (563 ms)

Page size 20

9:21  
2020. 11. 16.

Step 7: Click on the Electronic license button:

Neptun.Net ATE\_HW1 x +

neptun.univet.hu/ate\_hw/main.aspx?ctrl=h\_templates&issub=true

Education Admin. Neptun Meet Street

My data | Studies | Subjects | Exams | Finances | Information | Administration

**ELECTRONIC LICENSE AGREEMENT AND COPYRIGHT DECLARATION**

**HuVetA**

**ELECTRONIC LICENSE AGREEMENT AND COPYRIGHT DECLARATION\***

Name : Emilia Jennings

Contact information (e-mail): emilia.jennings@gmail.com

Title of document (to be uploaded): Approaches to hip joint laxity in dogs

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Windows taskbar: 9:23, 2020. 11. 16.

Step 8: Pick one of the 3 options, click Next then Submit request.