When you log into Neptun, firstly you need to click on the **Administration**. Inside of the administration, you click on „**requests**". Secondly on the „**avalaible request forms**", thirdly you click on the „**Thesis announcemenet form**".

Then the form shown below will appear to you, which you must fill out (**you must choose a department, you must fill out the thesis topic in Hungarian and English and you must fill out the thesis topic field. When you have done that, you must also choose an internal supervisor – in the text field you need to**

start typing your supervisor's name and it will give up the options). Furthermore, you will need to give answers to two questions. The default answer here is going to be „**no**". If you wish not to change anything on this, please click on the **NEXT** button.

If by chance to someone, to both questions the answer is going to be **yes,** the form will look like this as it is shown under. Here you need to choose the **second internal supervisor**, after, in the next text field you need to type in **the external supervisor's name**.

Thesis announcemenet form

ANNOUNCEMENT OF THE CHOSEN TOPIC OF THE THESIS

Please fill out the form below prior to print out the thesis announcement form!

University:

University of Veterinary Medicine Budapest

Name of Student: Norris Chuck

Department: Choose from the list!

Thesis title:

Thesis topic:

Name of the internal supervisor:

Do you have a second internal supervisor?
- ● yes
- ○ no

Name of the internal supervisor:

Do you have an external supervisor?
- ● yes   ○ no

Name of the external supervisor:

After having filled and submitted the form above, please print it out, have it signed by your supervisor and load back to this request!

Previous   Next   Submit request   Suspend filling in   Assign document   Back

The filled out form for example looks like this (**the picture below**). After you need to click on the **NEXT** button. Then you will get the summary of the completed questionnaire. At the very end of the page directly on the screen which is only visible after the scrolling, you can find the „**Submit the application**" button and you will have to click on it.

ANNOUNCEMENT OF THE CHOSEN TOPIC OF THE THESIS

Please fill out the form below prior to print out the thesis announcement form!

University: University of Veterinary Medicine Budapest

Name of Student: Norris Chuck

Department: Centre for Animal Welfare, Law, Analysis and Methodology

Thesis title: This is the title

Thesis topic: Here comes the topic

Name of the internal supervisor: András Adorján

Do you have a second internal supervisor?
● yes
○ no

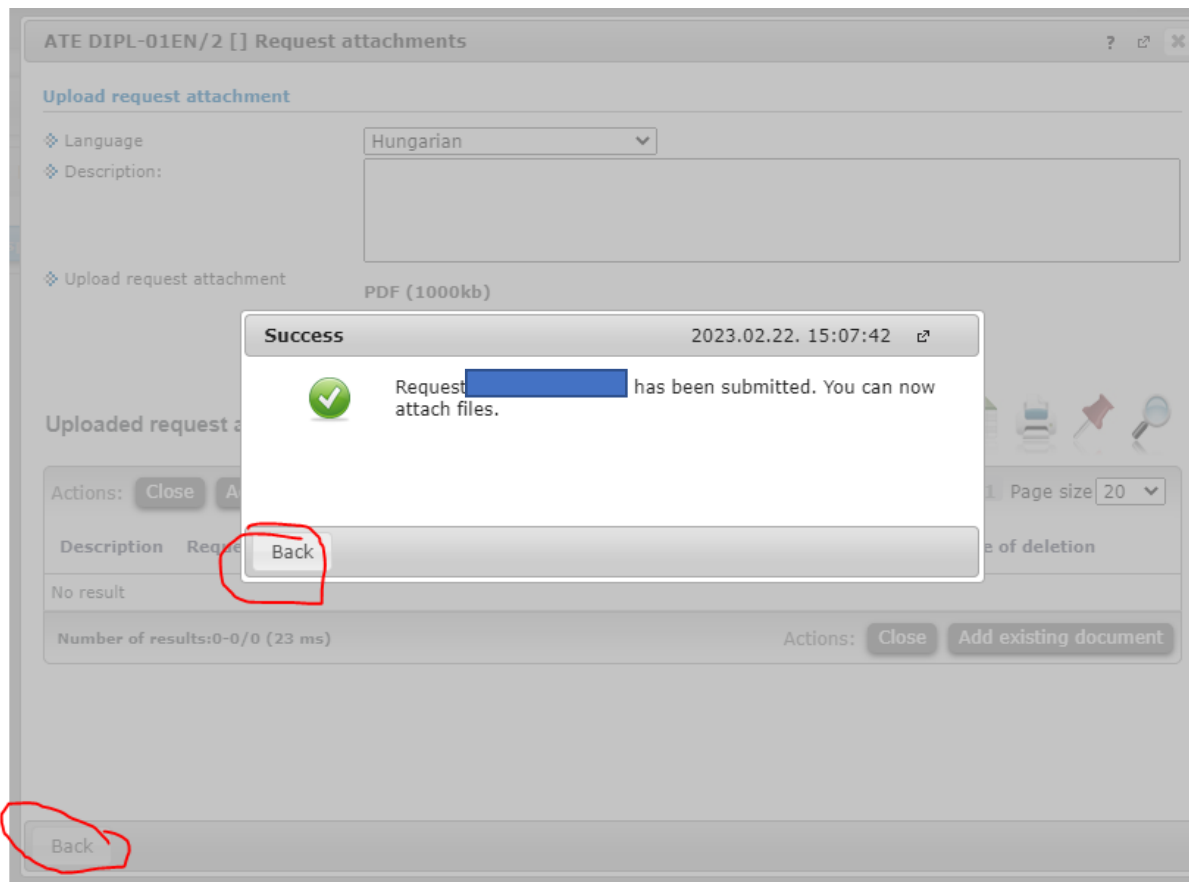Name of the internal supervisor: Ágnes Judit Berényi

Do you have an external supervisor?
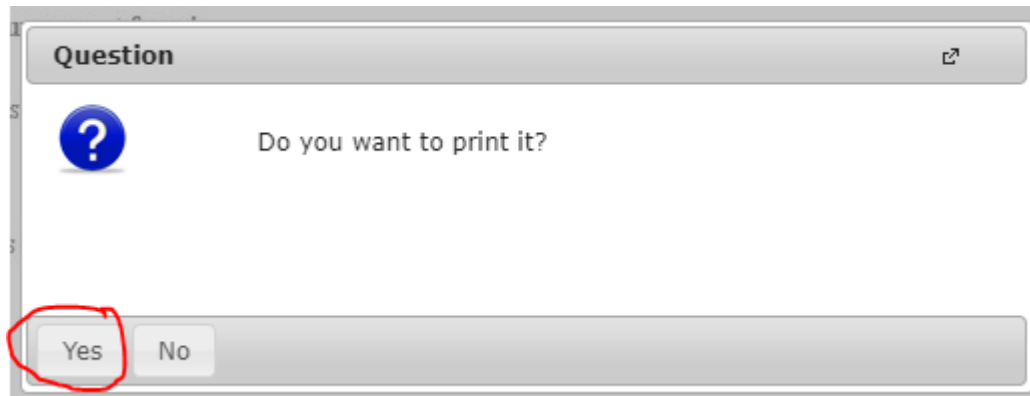● yes   ○ no

Name of the external supervisor: dr. John Doe

After having filled and submitted the form above, please print it out, have it signed by your supervisor and load back to this request!

Previous | Next | Submit request | Suspend filling in | Assign document | Back

After that, the next picture will be shown which you can see on the next page below. Firstly on the „**success**" header window you will have to click on the „**BACK**" button, then on the header which is underneath, you will also have to click on the „**BACK**" button.

A window will appear which will ask „**Do you want to print it**?" Here you must click on the „**YES**" button, when you print the application as a PDF to the default directory.

If you accidentally click on the „**NO**" button, then on the „**Submitted requests**" tab, at the end of the application line there will be a „**+**" sign which you will have to click on and there you need to choose the „**Download as PDF**".

The filled questionnaire's picture will look like this in PDF:

University of Veterinary Medicine, Budapest   **Student name: Norris Chuck**

ANNOUNCEMENT OF THE CHOSEN TOPIC OF THE THESIS

I would like to ask for the permission of the Head of the Centre for Animal Welfare, Law, Analysis and Methodology, to write my thesis in the following topic advertised and supervised by the Department.

Budapest, 22.02.2023

_____
Norris Chuck

Topic of the thesis:

Here comes the topic

Title of the thesis:

This is the title

Name of the internal supervisor: András Adorján   Ágnes Judit Berényi

Name of the external supervisor: dr. John Doe

_____   _____
 András Adorján   Ágnes Judit Berényi

_____
 dr. John Doe

I approve:

                                                            L.S.

_____
 Signature of the Head of the
            Department

You must print this out, make a signature on it and scan it. You have to scan it in a PDF format. The file's size can be maximum 1000 kb.

Furthermore on the „**application's submitted requests**" tab, If you click on the plus sign at the end of the application line, you must click on „**Thesis announcemenet form request attachments**" pop-up menu. After the picture that is below will appear. Here you have to click on the „**Upload file**" and after you have uploaded it, you click on the „**BACK**" button.

The window will disappear and the thesis announcemenet form will be uploaded.