

## 1 SELECTION AND SUBMISSION OF TOPIC



### TOPIC SELECTION

Students are required to select a thesis topic and declare it to the head of department.

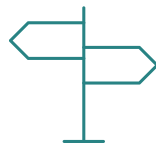
If a student wishes to prepare a thesis in a subject area for which they have not yet completed the related course, prior approval from the relevant head of department is required. The departmental approval declaration must be submitted to the Students' Secretariat by the end of the 8th semester.



### THESIS ANNOUNCEMENT FORM

After selecting a topic, students must complete the Thesis announcement form in the Neptun system. Detailed instructions are available on the [Students' Secretariat's website](#).

## 2 REQUIREMENTS AND SUPPORTING RESOURCES



### GUIDE TO THESIS WRITING

The [Library website](#) provides a guide outlining the formal requirements of thesis preparation, citation practices, and the structure of the bibliography. This document forms an appendix to the CSE.

Additional resources available include: AI Policy (and guidance materials), downloadable thesis template, citation guide, literature search guides, brief guide to conducting a systematic literature review, and other supporting materials.



### SOFTWARE TOOLS

The Library recommends downloading and using the Zotero reference management software during thesis preparation. A short introductory video on reference management tools is also available.



### ETHICS AND COPYRIGHT

The same webpage contains a brief overview of copyright regulations, the concept of plagiarism, and methods for avoiding plagiarism.

## 3 CONSULTATIONS



### THESIS PROGRESS REPORT

The supervisor maintains the thesis progress report throughout the semester. The report is kept at the department and is provided to the student once the thesis has been completed. A scanned copy of the form must be attached in the Neptun system when uploading the thesis. The form is available on the [Library website](#).



Students must consult their supervisor if artificial intelligence (AI) tools are used during the writing process. In accordance with [Rector's Instruction](#) No. 7/2024/2025, the thesis must also indicate when and for what purpose AI was used.

## 4 THESIS UPLOAD AND PLAGIARISM CHECKER

### INITIAL UPLOAD IN NEPTUN



- The thesis upload function is available in the Neptun system under the Studies menu.
- Students must provide the final thesis title in both Hungarian and English, select the document type, upload the file, and save the submission.
- If modifications are required, the uploaded file may be deleted and replaced until the final submission deadline.

### PLAGIARISM CHECKER

- Before final submission, all theses must undergo plagiarism checker through the Neptun system.
- To facilitate this process, students must upload their thesis to Neptun by the initial upload deadline. University Neptun administrators will then centrally submit the document to Turnitin for similarity checking.
- The similarity report is generally available within a few hours, and no later than the morning following the deadline.
- Supervisors do not receive separate notifications when the report becomes available. They are responsible for reviewing and evaluating the results through Neptun and informing the student whether revisions are necessary.

### FINAL SUBMISSION



- If the supervisor does not recommend any changes, no modification of the uploaded file is required. In such cases, no further action regarding the thesis in Neptun is necessary.
- If revisions are required, the student may delete the uploaded file from Neptun and upload the revised version agreed upon with the supervisor.

## 5 FINAL SUBMISSION AND EVALUATION



### Printed and electronic copies

- The printed and electronic versions of the thesis must be identical, except for the cover of the printed copy.
- Since 2023, submission of the copyright (HuVetA) declaration is no longer required.

For final thesis submission, students must submit the following:

- upload the final electronic PDF version to the Neptun system,
- attach the consultation record form as an appendix,
- submit the bound printed copy to the relevant department by the announced deadline.

The printed and electronic versions must be fully identical in all content elements.

### Mandatory appendices to be bound into the thesis

- Thesis progress report,
- Declaration of Identity between TDK Paper and the Thesis (required only for students submitting their previous TDK work as a thesis).



## RECOMMENDED TIMELINE



### During the 7th semester

Participation in the mandatory How to write a thesis? course.



### During the 8th semester

Completion and submission of the declare of topic selection in Neptun.



### Thesis progress report courses

Students are required to register for the courses Thesis progress report 1 and Thesis progress report 2 in the Neptun system during two consecutive semesters, namely the 10th and 11th semesters.

Throughout these consultations, students regularly meet with their supervisor, who monitors the progress of thesis preparation. The supervisor evaluates the student's work with a grade, records it in the Neptun system by the end of the examination period, and also indicates it on the thesis progress report.



### Final Stage

Before submitting the completed thesis, students must obtain their supervisor's approval and upload the thesis to Neptun to initiate the plagiarism-checking process.



The preparation of a TDK paper and a thesis is not entirely identical in terms of formal and content requirements.

When preparing a TDK paper, students must always follow the TDK Call for Applications applicable to the given year. This call is generally published during the summer or early autumn and is available at: <https://tdk.univet.hu/>.