Thesis application in Neptun

1. Submitting your thesis

In Neptun, under the menu item "Studies -> Degree thesis/Thesis Application", the thesis row is listed for all students whose thesis assignment sheet has been issued and whose topic is still valid.

 By clicking on the "Upload degree thesis" button, the thesis/diploma work can be uploaded on the interface that appears.

• First, the "Language" value must be selected from the drop-down list.

• The final title of the thesis must be entered in the "Final Thesis Title" field.

By clicking the „Next" button, the upload will be possible.

1.1.   Uploading a „Thesis" (Szakdolgozat) - type document

The thesis/diploma work must be uploaded in 1 single pdf file.

The file size can be a maximum of 100 MB. In case of a larger file size, it is worth reviewing the thesis to see if it contains large images. In such cases, it is worth using a lower resolution image version in the file you want to upload.

• Document type: select "Thesis" from the drop-down list. On this interface, you can upload a thesis/diploma work in pdf format.

• Language: select the language of the thesis from the drop-down list.

• Description: empty.

• Confidential: you can select it from the drop-down list if the thesis/diploma work is confidential. The default value is "Not secreted".

Clicking the button, select the final version of your thesis file that you have saved on your own computer.

The thesis file name has a fixed format, as per the following:

Faculty code - student Neptun code - semester of submission.

For example: RKK-EJUZGR-2024-25-2.pdf

The faculty code and Neptun code must be entered in uppercase, separated by a "-" hyphen, and the file extension (.pdf) must be written in lowercase.

> **Faculty codes at the Obuda University**
>
> **AMK** - Alba Regia Faculty
>
> **BGK** - Bánki Donát Facutly of Mechanical and Safety Engineering
>
> **KVK** - Kandó Kálmán Faculty of Electrical Engineering
>
> **KGK** - Keleti Károly Faculty of Business and Management
>
> **NIK** - Neumann János Faculty of Informatics
>
> **RKK** - Rejtő Sándor Faculty of Light Industry and Environmental Engineering

1.2. Uploading a "Thesis Attachment" (Szakdolgozat melléklet) document type

If the thesis has separate attachments that cannot be included in the thesis, but are necessary for the evaluation, these files must be uploaded in ZIP format with the "Thesis Attachment" type. The maximum file size is 100 MB.

If the thesis does not have a separate attachment, it is not necessary to upload a file with this type.

• **Document type:** select "Thesis Attachment" (Szakdolgozat melléklet) from the drop-down list. On this interface, the thesis/diploma work attachments can be uploaded in zip format.

• **Language:** select the language of the thesis from the drop-down list.

• **Description:** empty.

The thesis attachments file name has a fixed format, just like the thesis file - as per the following:

Faculty code - student Neptun code - semester of submission.

For example: RKK-EJUZGR-2024-25-2.zip

Clicking the **+ Upload file** button, select the final version of your thesis attachment file that you have saved on your own computer.

To finalize, click the "Save files" button. **After finalizing, the uploaded files cannot be deleted or modified, the thesis/diploma work is considered submitted!**
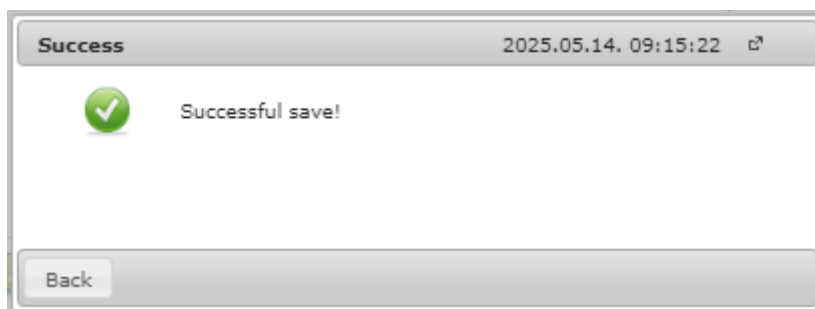
You can view the uploaded files in the "Studies/Degree Thesis/Thesis Application" menu, using the button below the thesis.

By pressing it, you can download the uploaded file or files, depending on whether the thesis had attachments. In the latter case, a ZIP file will be downloaded.
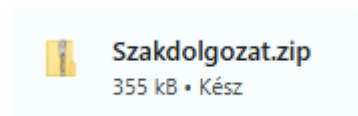
Neptun Office

Budapest, 14th May 20025