



Degree Thesis Upload Guide

Based on the decision numbered VIII/2020. (II. 24.) of the Senate, beginning with the spring semester of 2019/2020, all theses are to be submitted electronically.

Accordingly, the thesis and its preliminary evaluation/review shall be uploaded to Neptun: the thesis data in the given degree programme can be viewed under **Studies/Degree thesis/Thesis application**

An important task before uploading the thesis:

The supervisor has to approve the thesis submission. By their approval the supervisor confirms that the thesis meets the requirements detailed in the [Guide to Writing a Thesis](#).

Click the **Thesis admission request** button to ask for the supervisor's approval. The supervisor immediately gets a system notification about your request and you will also be informed about their approval or rejection.

Uploading the thesis:

If your thesis admission request has been approved by the supervisor, you can start uploading the thesis by clicking the **Upload degree thesis** button. **Please note that once uploaded, the thesis cannot be modified/edited, so make sure that you upload the final version.**

Do provide the following data when uploading the thesis:

- the final title of the thesis (click *Next* to continue)
- keywords (the most important terms in the thesis that ease the library search)
- an abstract of the thesis (summarizing the main content in a few paragraphs)

The degree thesis must be uploaded in .zip file format with all its attachments.

Mandatory attachment:

- **Statement of Authenticity:** it can be inserted into the thesis or can be attached to it as a separate document within the .zip file

Click the **Upload file** button and then finalize the process by selecting **Save files**. If the submission deadline has not passed yet, you can make modifications by uploading a new .zip file, but no changes can be made once the deadline passes.

Please do not use this interface for presenting the thesis to the supervisor while writing it. Only the final version of the thesis shall be uploaded to Neptun!

The preliminary thesis evaluation/review gets uploaded to Neptun by the designated opponent. The student is notified by the system once the upload takes place and the evaluation is downloadable.