

## 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 in MENU/Studies/Degree thesis

### **An important task before uploading the thesis:**

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

Click the **Start a request for admission** 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:

- public or confidential thesis
- final title
- keywords (the most important terms in the thesis that ease the library search) under Additional information
- an abstract of the thesis (summarizing the main content in a few paragraphs) under Additional information

Don't forget to click the Save button at every step.

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

### **Mandatory attachments:**

- **Statement of Authenticity**
- **Declaration and Documentation on the Use of Artificial Intelligence (AI) Tools**

### **Optional attachments:**

- **Application for the Acceptance of an OTDK Project as a Thesis**
- **Application for the Acceptance of a TDK Project as a Thesis**
- **Request for Confidentiality of Thesis**

Click Thesis, then the **Upload file** button. Make sure you uploaded the correct files, then click **Next**. You cannot upload a new file at this point (if you uploaded an incorrect file, click Back). Click **Save** to finish uploading.

You finalize the process by selecting **Ready**. After this you cannot make any modifications!

**Please do not use the upload 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 is uploaded to Neptun by the denoted opponent. The student is notified by the system once the upload takes place and the evaluation/review is downloadable.