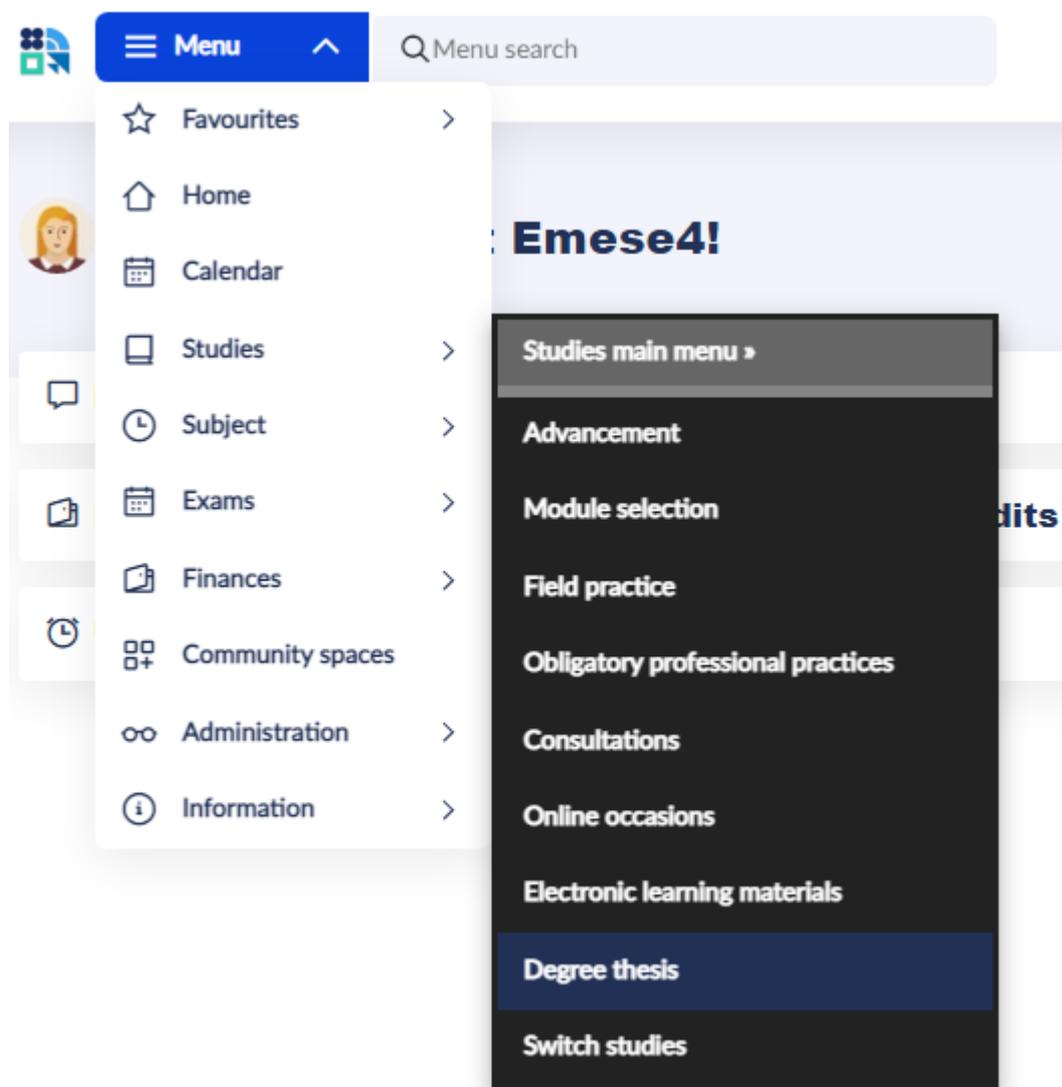


Thesis application in Neptun (new Neptun interface)

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.



The thesis/diploma work can be uploaded on the interface that appears by clicking on the “Upload thesis” button.

The screenshot shows a progress bar for an 'English thesis'. The title 'English thesis' is at the top left, with a link 'Edit title and subject heading >' to its right. The progress bar consists of five segments: 'Application accepted' (checked, 28 April 2021 at 15:02), 'Thesis writing' (checked, 3 June 2021 at 10:58), 'Admitted' (checked), 'Upload', and 'Judgement'. Below the progress bar are three buttons: 'Upload degree thesis' (solid blue), 'Register for consultation' (outline), and 'Send message' (outline). A note below the buttons reads 'For Neptun lecturers and reviewers.'

In the first step, a window about encryption/confidentiality will pop up, showing a value fixed to the thesis line, which cannot be modified.

The screenshot shows a window titled 'Encryption' with the subtitle 'Thesis confidentiality statement'. There are two radio button options: 'Not secreted' (selected) and 'Secreted'. At the bottom of the window are two buttons: 'Back' and 'Next'.

By clicking the „Next” button, a new pop-up window comes up:

The screenshot shows a form titled 'Upload degree thesis' with the subtitle 'Asterisked processes are mandatory.' The form has three input fields, each with a right-pointing chevron: 'Final title *', 'Szakdolgozat', and 'Szakdolgozat melléklet'. At the bottom of the form are two buttons: 'Back' and 'Ready'.

By clicking the „Final title” field, the final title of the thesis should be written.

Upload degree thesis

Asterisked processes are mandatory.

Final title *	>
Szakdolgozat	>
Szakdolgozat melléklet	>

Back

Ready

After adding the final title, clicking the „Save” button allows us to proceed.

1.1. Uploading a „Tesis” (Szakdolgozat) - type document

Clicking on „Szakdolgozat” you can now upload your Thesis file

Upload degree thesis

Asterisked processes are mandatory.

Final title *	>
Szakdolgozat	>
Szakdolgozat melléklet	>

Back

Ready

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.

Upload Szakdolgozat

Szakdolgozat



Drag here the file you want to upload, or choose from!

[Upload file](#)

Extensions and size limits allowed

BackSave

Clicking the “Upload file” 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 Faculty 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



More data

 HKR.pdf
2.3 MB 

Language
English 

Notes

Character limit: 0 / 1000

The “Language” value can be selected from the drop-down list. The “Notes” field should be left empty. Click “Next” and then “Save” to save the upload.

The file will now be visible in the "Upload Szakdolgozat" window, as shown in the image below.

Upload Szakdolgozat

Szakdolgozat



Drag here the file you want to upload, or choose from!

Upload file

Extensions and size limits allowed



HKR.pdf

2.3 MB

▼

Back

Save

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.

Upload degree thesis

Asterisked processes are mandatory.

Final title *



Szakdolgozat



Szakdolgozat melléklet



Back

Ready

In the pop-up window, click the "Upload file" button and select the ZIP file containing the attachment(s) stored on your computer.

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

More data

2017.ZIP
ZIP 9.98 MB

Language
English

Notes

Character limit: 0 / 1000

Next

The “Language” value can be selected from the drop-down list. The “Notes” field should be left empty. Click “Next” and then “Save” to save the upload.

The file will now be visible in the "Upload thesis" window, as shown in the image below.

Upload Szakdolgozat melléklet

Szakdolgozat melléklet

Drag here the file you want to upload, or choose from!

Upload file

Extensions and size limits allowed

2017.ZIP
ZIP 9.98 MB

Back Save

Upload degree thesis

Asterisked processes are mandatory.

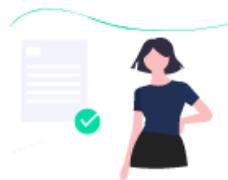
Final title * This is the title	>
Szakedolgozat HKR.pdf - 2.3 MB	>
Szakedolgozat melléklet 2017.ZIP - 9.98 MB	>

Back

The upload is finalized by pressing the "Ready" button.

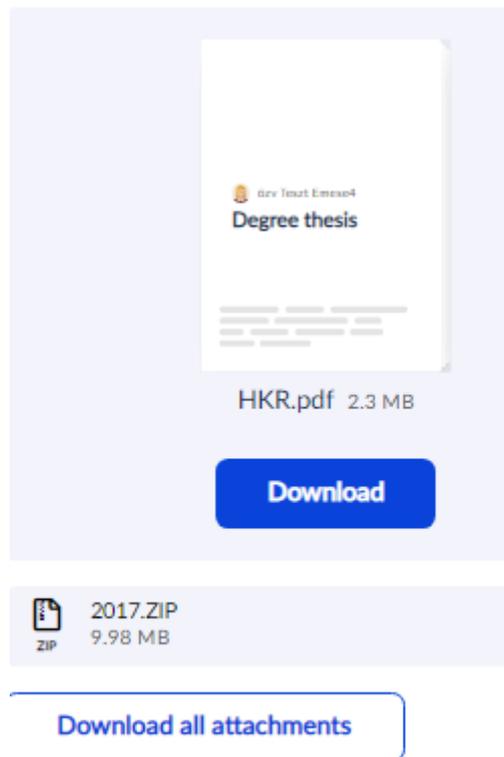
After finalization, the uploaded files cannot be deleted or modified, the thesis/diploma work is considered submitted!

Thesis successfully uploaded!



1 files have been uploaded, which are already accessible to consultants and instructors.

You can view the uploaded files in the "Studies/Degree Thesis/" menu item, as follows:



By pressing the "Download" button, the uploaded "Thesis/Szakdolgozat" document type file can be downloaded, while by pressing the "Download all attachments" button, the uploaded ZIP file containing the attachment(s) can be downloaded.

Neptun Office
Budapest, 14th May 20025