



PRACTICAL ORDER OF PREPARATION OF FINAL THESIS AT THE INSTITUTE OF BUSINESS ADMINISTRATION

Pursuant to Section 50 (6) of Act CCIV of 2011 on National Higher Education, the thesis of a student who has successfully passed the final examination must be stored in its entirety in the study system of the higher education institution and a record of it must be kept. The Neptun provides an opportunity to register documents.

From the spring semester of the 2024/2025 academic year, the final thesis can only be uploaded on this interface, which requires the contribution of students, supervisor and institute administrators.

Students are required to prepare a thesis based on the requirements of the KKK (Training and Outcome Requirement). The preparation of the thesis is supervised by a supervisor (consultant). The prerequisite for choosing a thesis title is that the student accumulates 60 credits during his or her studies. The thesis cannot be validated or discarded. (TVSZ. IV. 18§ 1-12.)

The Institute of Business Administration determines the announcement and approval of thesis titles, the rules of applying for the topic, the content and formal requirements of the thesis, the criteria for evaluation, and the method of defending the thesis in the following.

1. ELECTRONICALLY

The document entitled "**Thesis management in Neptun for students**" regulates the process of applying for the topic, which the student is obliged to complete in the given semester.

On the student web, the student starts the request for admission with the help of the "Start Admission Request" button available in the "Studies" > "Thesis" menu item in the row of the thesis, which must be approved by the lecturer. After that, the thesis upload button will be available.

If the admission request is accepted, a green check mark will be placed next to the Accepted status, and the thesis line will enter the Upload status. The student will be informed about this in a system message.

You can upload your thesis by clicking on the Upload thesis button.



In the Neptun system, the instructor is responsible for announcing the topic based on the document entitled "**Managing the thesis in Neptun (for teachers)**". On the teachers' web, in the "Thesis" > "Thesis" menu item, you can find a "Final submission support" column. The drop-down menu in this column can be used to support or reject admission requests from students. There are two options in the drop-down menu, "Supported" and "Not supported". Once the instructor has selected the appropriate option, the student can finalize the admission request by clicking on the Save button so that the student can upload his or her thesis.

Thesis results and written evaluation can be recorded on the teacher's website in the "Thesis/Theses" menu item. The thesis can be evaluated with a grade in a drop-down menu, and with a written evaluation below it.

2. PAPER BASIS

It is the student's responsibility to fill in the Thesis Form and submit it by the deadline.

The deadline for submission is in the 6th semester as agreed in the course Applied Research (BGZ1299, BGZ1299L), the deadline for which is 14 March.

After submitting the Thesis Sheet, the Head of the Institute and the Head of Specialisation will review it and may make changes if necessary.

The *Thesis Preparation Guidelines* regulate and contain the formal and content requirements for the preparation of the thesis, which document can be downloaded from the website of the Institute of Business Administration.

Deadline for submitting theses: 30 April or 30 November, 12:00 p.m.

For the payment of a late fee, an additional week in each semester.

Theses can be submitted in person from Monday to Thursday from 8.00 to 16.00, on Friday from 8.00 to 13.00, on Saturday (on the specified day) from 8.00 to 12.00 in person at office CC108 in Building C (Beatrix Bakóné Fekete) or office CC112 (Aranka Krisztina Kovácsné Csada).



The thesis must be submitted **in a bound copy** (which the student will receive back after the Final Exam) and sent electronically in PDF format by **e-mail** to the ugyintezesgti@nye.hu address by the above deadline. The thesis **should be one file with the attachments**. The electronic copy must also **contain the plagiarism declaration filled in, signed** or, if the student requests encryption, the declaration of secrecy, filled in, signed by the Head of the Institute.

Please submit the bound copy together with the following attachments:

- **Summary in 4 copies** (The student presents the main idea of the thesis in a short, condensed form, maximum 2 pages. Includes the name of the author and the title of the thesis).
- Completed "Certificate of consultations" **form** signed by the supervisor
- **Evaluation sheet** completed and signed by an external consultant in 2 originals
- **Release paper**
- In case of late submission, a certificate of payment of the late fee.

Documents to be attached, which can be downloaded from the Institute's website.

Release paper

Certification of consultations

Evaluation sheet

Plagiarism Statement

Encryption statement (if required)

Summary