



ELTE

FACULTY OF
INFORMATICS

The Thesis

- Essential information about thesis upload
- Plagiarism
- The Encryption of the Thesis
- Rules on the Use of AI in the Preparation of Theses
- Thesis upload step-by -step
- The Encryption of the Thesis
- Additional information
- Viewing the Thesis evaluation

The Thesis

- **The formal requirements of the thesis are different by the training programme:**

For further information please follow the [LINK](#).

- ***Deadlines for uploading the thesis:***



1 December



1 May

Start your thesis with the [inner cover](#)! Attach the electronic Thesis Topic Registration Form downloaded from the Neptun system as the next page in your thesis.

Documents to be uploaded to Neptun:

Only one file can be uploaded in pdf or zip format. The uploaded file has to contain the following documents in addition to the thesis and the programme:

- **Thesis Topic Registration Form**
- **If needed:** documents regarding [Encryption](#)
- [Declaration on the Use of AI Tools](#) (to be included in the uploaded .zip file)

In case you can't print and sign the documents **listed above**, fill them in electronically and add the following abbreviation after your name: sgd.

For uploading data files bigger than 200 MB please follow these steps:

1.Upload in zip file: the Thesis Topic Registration Form, the Thesis, the source-code of your programme (concerning your own work), the Encryption request (if applicable) and a document where you indicate that the whole thesis programme is available on Onedrive (give access to the head of the Final Examination Committee, who will forward the documents towards the other members of the Committee).

2.Upload the whole thesis programme onto Onedrive, available via your inf mailing system.

All uploaded files (including those on OneDrive) must be created before the submission deadline.



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Please note! The deadline to upload applies for the documents uploaded on Onedrive (the date of upload is visible on Onedrive as well). We do not accept modifications or alterations after the deadline. It goes for the same for the documents uploaded in Neptun and for those files, what due to the size of the program were made available via a link.



Deadline for the autumn semester



Deadline for the spring semester

The content of the thesis topic registration is the following:

- Data of the student,
- Level of training,
- Data of the supervisor (in the case of external supervisor the data of the external supervisor AND the internal consultant)
- The title of the thesis
- Short description of the thesis topic : max. ½-1 based on which the difficulty and complexity of the task to be solved should be able to be evaluated.

After submitting the application, the internal consultant will be assigned as reviewer, or the head of the given department as decision maker. If the internal consultant meets a thesis topic registration form which is not suitable for submission, he/she sends it back for correction. konzulense dolgozik.

When the student registers for the Final Examination, the Education Office checks whether the thesis topic registration has been accepted. When uploading (submitting) the thesis, the thesis topic registration request (which can be downloaded from Neptun) must be uploaded together with the required documents. (You can find more details here.) During the Final Examination, the Committee will check that the topic and the thesis are in line with the uploaded thesis topic registration request.

The deadline to submit the thesis topic registration requests:

 **15th of october**

 **15th of may**

- The request can be submitted between the 16-29th of october and 16-29 of may for an additional charge (late fee).
- There must be 6 months between the date of the thesis topic registration and the Final Examination. You can change the thesis topic after the submission but there must be at least 4 months between the change of the thesis topic and the Final Examination.

You can change the thesis topic until the

 **1st of february**

 **31st of august**

Via the IK-Request for changing the thesis topic request in Neptun Administration > Requests. In case of submitting the form multiple times the last submitted form is considered valid.

- **If you would like to change a thesis topic OR supervisor, use the IK-Request for changing the thesis topic request .**
- **If you want to change the thesis topic AND supervisor, use the Thesis topic registration request and make sure that there is at least 6 months between the submission of the request and the Final Examination.**
- **You can only submit the IK-Request for changing the thesis topic request only if you have a previously accepted thesis topic registration.**

The Thesis topic registration request is valid for 2 years, after which a new Thesis topic registration request must be submitted.



Things to do before submitting your thesis

- Check whether your thesis topic declaration is still valid:
- The thesis topic registration is valid for 2 years.
- If the topic OR supervisor has changed, you must report the change in Neptun Administration > Requests> IK-Request for changing the thesis topic request.
- **You can only submit the** IK-Request for changing the thesis topic request **only if you have a previously accepted thesis topic registration.** In case of correction, contact your study coordinator.
- If you want to change the thesis topic AND the supervisor or its validity has expired (2 years), then use the thesis topic registration request and make sure that there is at least 6 months between the submission of the request and the Final Examination.
- If there have been no changes to the topic or the supervisor and it is within 2 years from the date of submission (the topic notification is valid), then you have nothing to do in this regard.

- **If you would like to change a thesis topic OR supervisor, use the** IK-Request for changing the thesis topic request .
- **If you want to change the thesis topic AND supervisor, use the Thesis topic registration request and make sure that there is at least 6 months between the submission of the request and the Final Examination.**
- **You can only submit the** IK-Request for changing the thesis topic request **only if you have a previously accepted thesis topic registration.**

The Thesis topic registration request is valid for 2 years, after which a new Thesis topic registration request must be submitted.



Thesis

IMPORTANT INFORMATION

Section 381

and Section 79

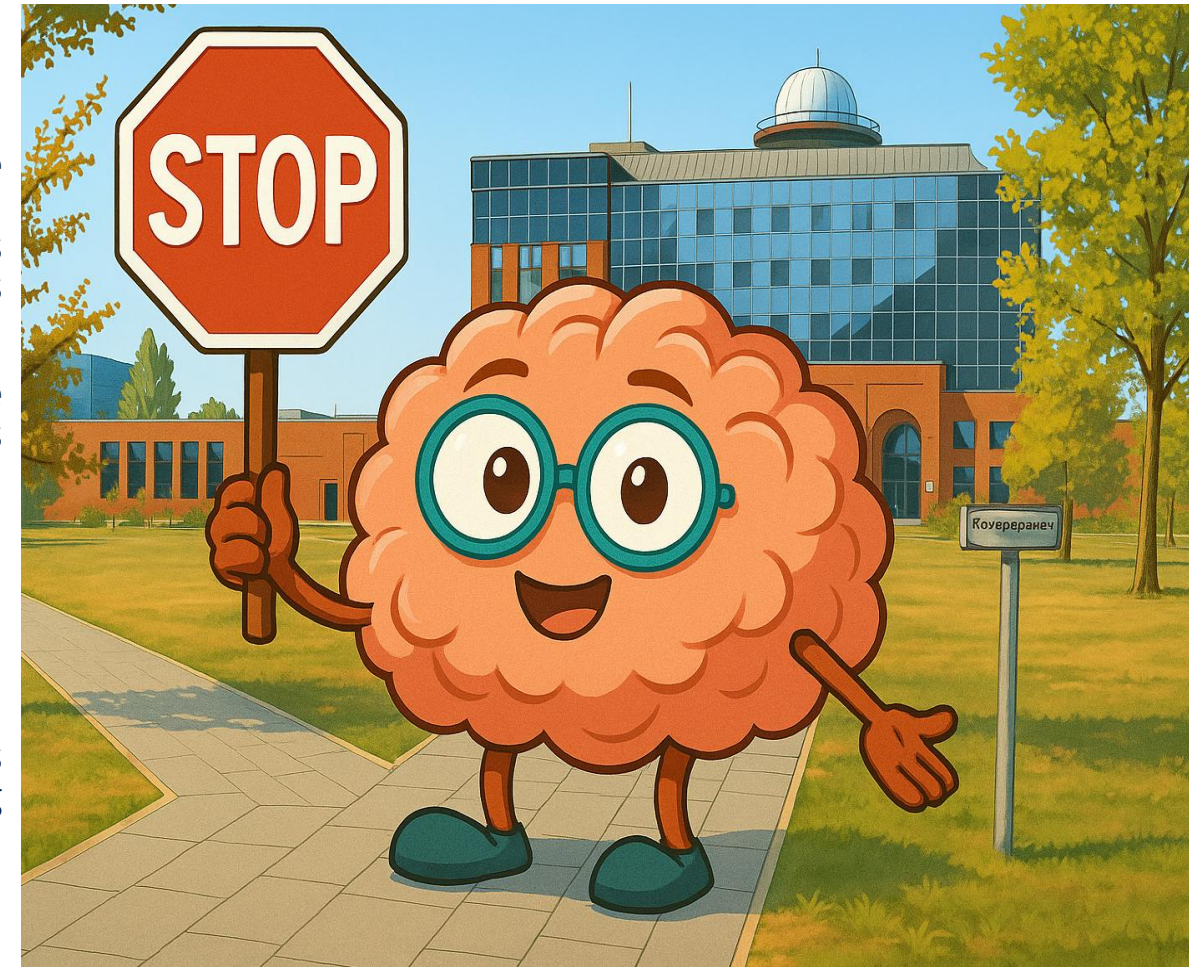
(1) **If the Supervisor does not accept the degree thesis, it cannot be submitted.** Based on the recommendation of the Supervisor, the Final Examination Committee assesses the degree thesis and summarizes its findings in a report. Based on this report the Office of Educational Affairs registers the result in the Electronic Registration System.

(2) **If the assessment of the degree thesis is unsatisfactory, the student has to write another degree thesis.** The new degree thesis can be submitted in the next final examination period.

(3) Defending the degree thesis is part of the Final Exam.

If the assessment of your thesis assessment is unsatisfactory, you have to write a completely new thesis and program If, in the opinion of your supervisor or based on your own assessment, your work does not meet the thesis requirements, you are advised to focus on obtaining your absolution and submit your thesis in a subsequent semester.

DO NOT TAKE RISKS!!!



Make sure to avoid plagiarism!

Section 377/A

- (1) A student who uses aids other than those specified by the instructor or provides unauthorised assistance to another student during an evaluation (exam, test, homework assignment) requiring the preparation of a computer programme or programme module is in violation of the academic rules, and shall not be permitted to complete the subject in the given semester and therefore shall not obtain the credit awarded for the subject.
- (2) A minutes shall be taken of the violation referred to in paragraph (1), which shall include the place, time, and a brief description of the circumstances of the violation, as well as a statement by the student in question declaring whether they admit to or dispute the allegation against them. If the student disputes the allegation against them, the Dean shall conduct a hearing to clarify the facts.



Make sure to avoid plagiarism!

Section 74/B

- (1) The following rules apply to use the intellectual property of others:
- a) when using a part or the whole of the intellectual property of others (e.g., copying a passage, quoting, translating, or introducing) the source, the name of the author must be indicated, if the name is clearly stated in the source, or, in the case of oral works, can be clearly attributed to a person;
 - b) when using a part or the whole of the intellectual property of others, depending on the nature, length and aim of its use in the student coursework, in the appropriate situation and to the appropriate extent.
 - c) text quoted word for word must be put in quotation marks, while the extent of information that is a reference but not a direct quote must be made clear in the text, and
 - d) in the case of fair use of intellectual property which goes beyond free use, the student must seek the consent of the author or rightsholder for its use in a student coursework in accordance with the University Regulations, which is to be submitted together with the student coursework (e.g., when quoting an unreleased work).
- (2) 383The lecturer is authorised to check any student coursework and is obligated to check the Student's thesis for plagiarism, specified in the present Section, with specialised software. (3) 384Reference rules of a specific scientific field apply to all other use and indicating use of the intellectual property of others, on which the Faculty shall put out a guideline. Section 74/C385 (1) In the case of a student who does not comply with the provisions regulating the use of the intellectual property of others [Section 74/A-74/B of the present Regulations] regarding the student coursework (with the exception of written or oral exams, the lab minutes or tests), the student coursework must be deemed unfit for evaluation, and the relevant course or thesis must not be rewarded with a grade.
- (2) In the case of a student purporting the intellectual property of others as their own, violating the rules of fair use [Section 74/B (1) of the present Regulations], either word for word or in content, as part of their student coursework or constituting their entire coursework, or submits coursework edited together from parts of intellectual property of others, or violates the rules of using copyrighted work in some other way (such as lifting a word-for-word quote without the use of quotation marks and citing the source or paraphrasing without citing the source) shall especially constitute a disciplinary offence the facts.



Rules on the Use of AI in the Preparation of Theses

Spring Semester of the Academic Year 2025/26

(Transitional Provisions for the Implementation of Dean's Instruction No. 1/2026 (III.26.))

The provisions of Dean's Instruction No. 1/2026 (III.26.), entitled "*The Use of Artificial Intelligence in Education, Research and Administration*," apply to students submitting their theses in the second semester of the 2025/26 academic year as follows:

Declaration on the Use of AI Tools

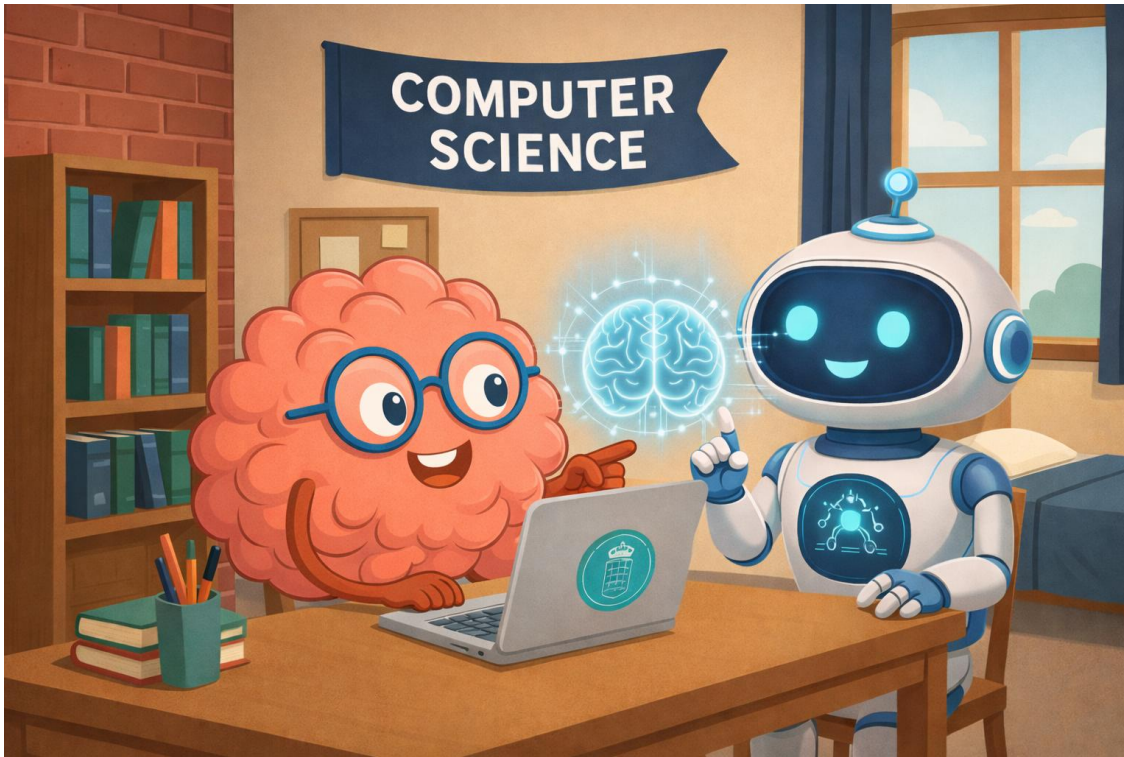
For every submitted BSc and MSc thesis, a signed document titled "[Declaration on the Use of AI Tools](#)" (hereinafter: *Declaration*) must be included as a separate file within the submitted **.zip archive**. **If the Declaration is not attached, or if it is submitted with content that contradicts the supervisor's instructions or contains false statements, the supervisor will refuse to evaluate the thesis, and the student will not be permitted to take the final examination.**

The Faculty's rules and regulations on the use of artificial intelligence are available [HERE](#).

Supervisor's Instructions

If the supervisor has **prohibited the use of AI tools**, or has made their use subject to specific conditions, the student must comply with these requirements and document this in the Declaration.

If the supervisor has **not prohibited** or restricted the use of AI tools, their use is permitted under the conditions below.



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Rules on the Use of AI in the Preparation of Theses

Spring Semester of the Academic Year 2025/26

(Transitional Provisions for the Implementation of Dean's Instruction No. 1/2026 (III.26.))

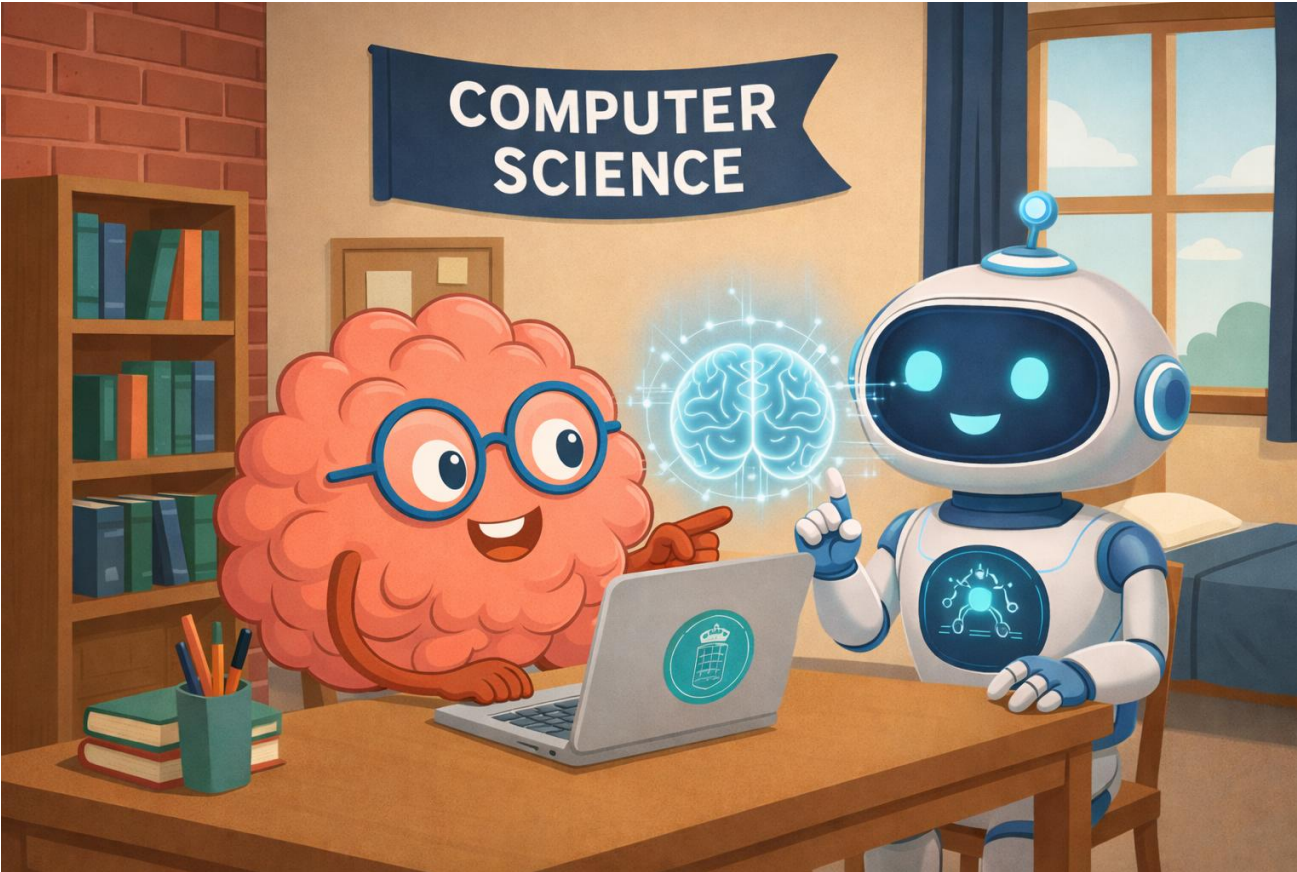
Conditions for Using AI Tools

The use of AI tools must be clearly described in the Declaration.

Content generated by AI tools (including text or code):

- may **not be submitted as the student's own work**, and
- may **not be used without verification**.

The student bears **full responsibility** for the content of the thesis.



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Rules on the Use of AI in the Preparation of Theses

Supervisor's Responsibilities and Verification

The supervisor will:

- check the thesis using the **Turnitin system**, and
- verify the formal and substantive correctness of the Declaration.

If:

- the Declaration is missing, or
- its content contradicts the supervisor's instructions or contains false statements,

then:

- the thesis evaluation will be **refused**, and
- the student will **not be allowed to take the Final Examination**.

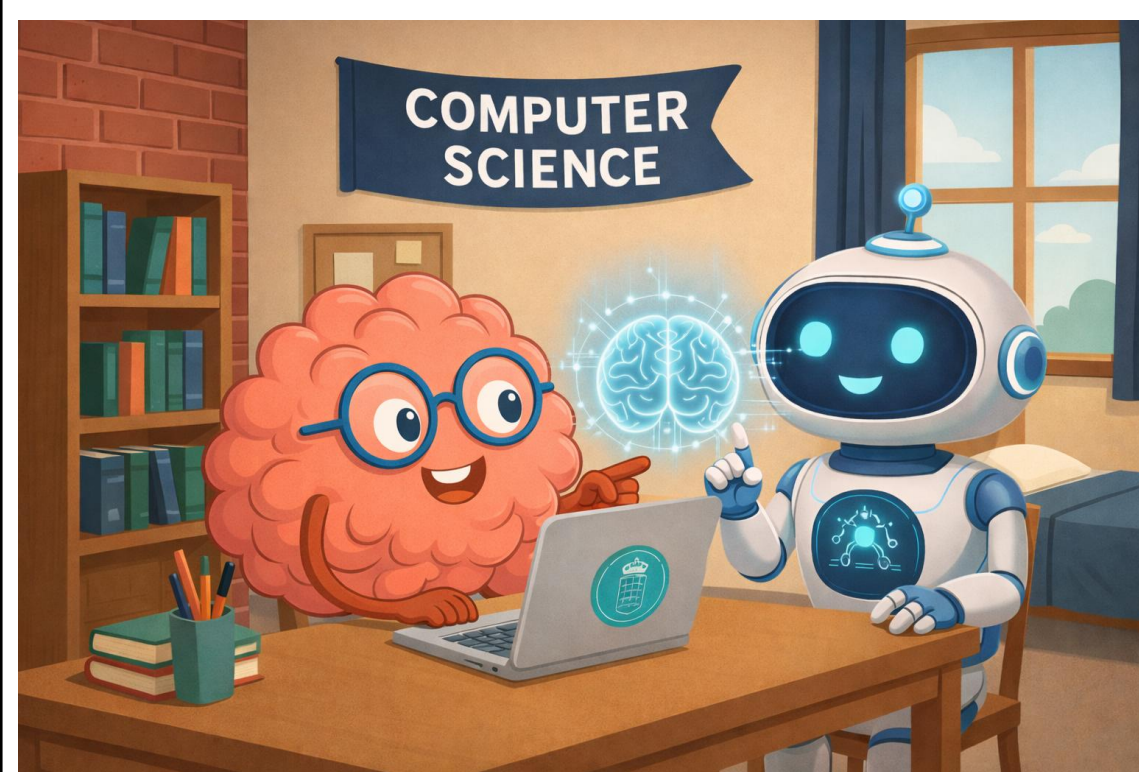
Submitting a Declaration containing false statements will result in **disciplinary proceedings**.

In case of suspicion, the supervisor may:

- verify (orally or in writing) that the thesis is the student's own work, and
- involve departmental or institutional leadership and, if necessary, the **Disciplinary Committee**.

Information Obligation

Supervisors must inform their students **in writing** about these conditions by **15 April 2026**.



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The Encryption of the Thesis

The thesis may only contain information warranting its confidentiality in justified cases.

The thesis is to be classified as confidential (encrypted) if it

- contains business secrets,
- contains classified information,
- contains a patent or an invention,
- contains the personal data of a third party,
- concerns the University's business interests. (ARS, section 80 (4))

Documents required for requesting the encryption:

- **IK - Encryption of the thesis** in Neptun
- the **Statement of Consent** form: the document has to be attached to the request filled out, signed and stamped by the head of the involved company or involved person. This document has to be attached to the Neptun request in pdf format .



The Encryption of the Thesis

Deadline for submitting the encryption documents:

🍁 The 1st of November

🌸 The 1st of April

- After the electronic request is accepted and the decision is made that the student has obtained the necessary consents for the encrypted thesis, and the supervisor, the reviewers and the members of the Final Examination Committee are granted access by the relevant party.
- Upload the decision to Neptune along with the thesis. When you upload your thesis file, choose the "**Confidential**" option from the Encryption menu.
- In case of encryption, protect your thesis with a password, send the password to your supervisor and - if you have already learned the composition of the future Final Examination Committee - to the members of the committee.

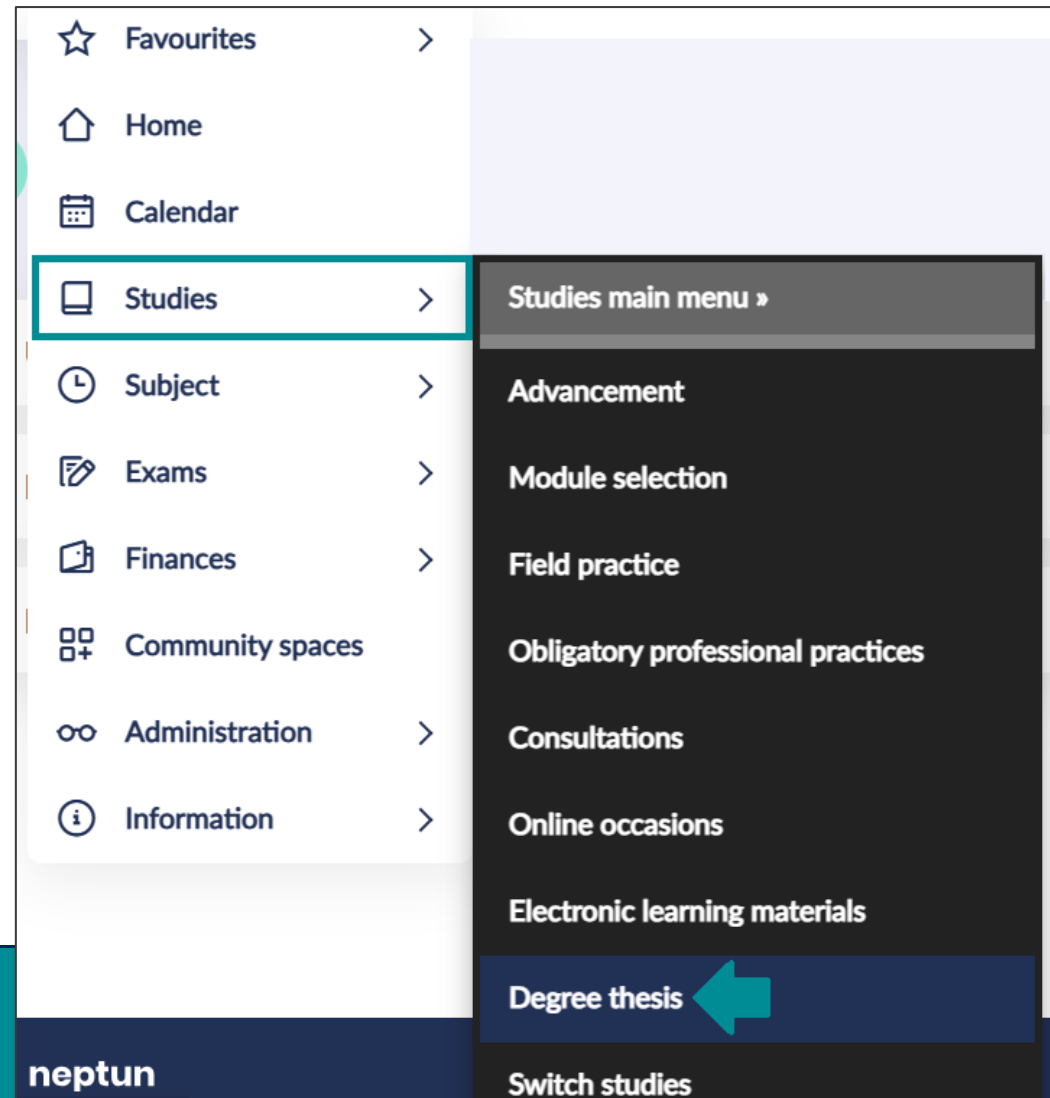
[Protect a document with a password](#)



The Thesis

Thesis upload

Start your Thesis upload by clicking on **Studies > Degree thesis/ Thesis application** menu. Click on **Upload degree thesis**.



Thesis upload

Click on **Upload degree thesis**.

Degree thesis

[Start new application](#)

[Edit title and subject heading >](#)

Application accepted ✓

Thesis writing ✓

13 April 2026 at 00:00

Admitted ✓

1 May 2026 at 23:59

Upload

Upload deadline: 1 May 2026 at 23:59

Judgement

Upload degree thesis

[Register for consultation](#)

[Send message](#)

For Neptun lecturers
and reviewers.



ELTE

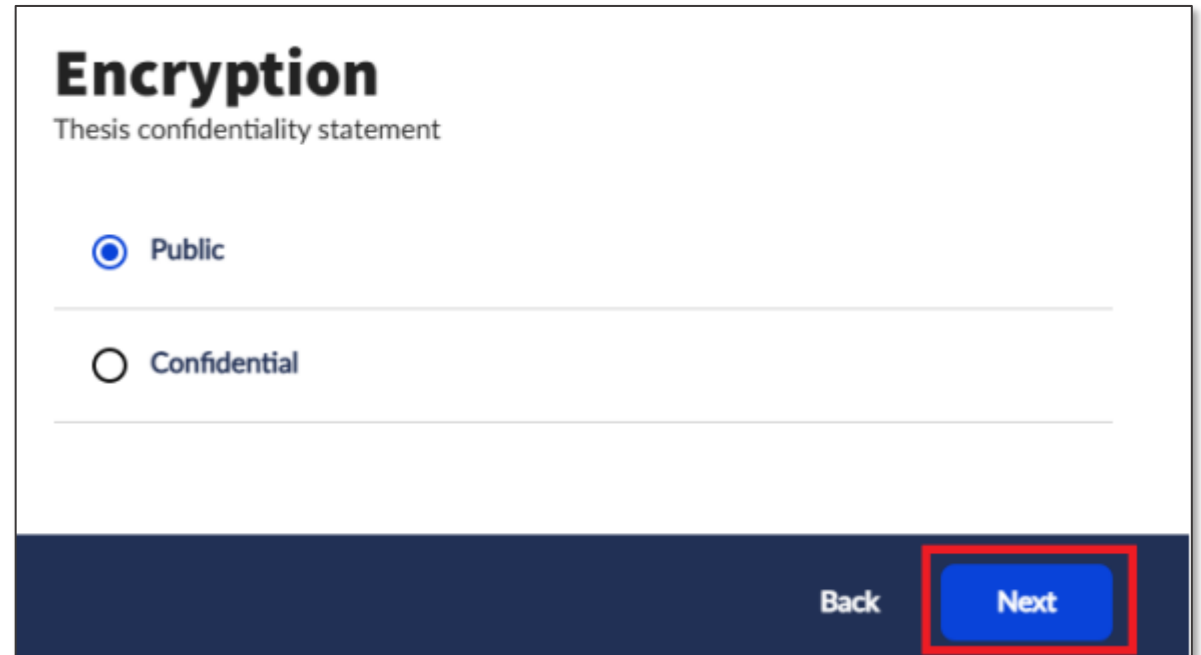
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Thesis upload

In the pop-up window, select whether your thesis is **confidential (encrypted)** or **public**.

Please note that a thesis may be classified as confidential only if the necessity of confidentiality has been confirmed by your supervisor and the required permissions are included in the thesis. (For further information, see the ELTE SZMSZ Vol. II., Academic Regulations for Students, Section 80.)

After selecting the appropriate option, click **Next**.



Encryption
Thesis confidentiality statement

☒ Public

☐ Confidential

Back **Next**

Thesis upload

You will find three menus on the next page.
Click on each menu to add the required data.

Upload degree thesis

Asterisked processes are mandatory.

Final title *

>

Additonal information *

>

Thesis

>

Back

Ready

Thesis upload

Final title: Enter the final title exactly as it appears on the cover page of your thesis file. Please provide the complete title here, even if it is not in Hungarian or not exclusively in Hungarian.

In the **Enter title in additional languages** dropdown menu, you may also add the thesis title in English.

Once you have entered all relevant information, click **Save**.

Upload degree thesis

It is not mandatory to fill in all fields, but the final address must be entered in at least one language.

Final title

Enter title in additional languages ▼

[Back](#) [Save](#)

Thesis upload

- **Additional information:** On this page, you can enter the keywords and the abstract of your thesis.
- **Keywords:** Please provide terms related to the topic of your thesis. We recommend entering 2–3 keywords.
- **Abstract:** A maximum of 500 characters can be entered in this field. If the text exceeds this limit, the system will display the following error message:
"Az entitás érvénytelen attribútummal rendelkezik. A(z) Extra2 értéke túl hosszú (Jelenlegi: ..., Megengedett: 500)."

After entering the keywords and the abstract, click **Save**.

Additional information

Keywords

Abstract

[Back](#) [Save](#)



Thesis upload

Thesis: On the thesis upload interface, you can upload your thesis file (often as a compressed file)

Click **Extensions and size limits allowed** to view the accepted formats (ZIP or PDF) and the maximum file size (200 MB).

By clicking the **Upload file** button, you can select the thesis file you wish to upload from your computer.

Documents to be uploaded to Neptun:

Only one file can be uploaded in pdf or zip format. The uploaded file has to contain the following documents in addition to the thesis and the programme:

- **Thesis Topic Registration Form (after the internal cover page)**
- **If needed:** documents regarding [Encryption](#)
- [Declaration on the Use of AI Tools](#) (to be included in the uploaded .zip file)

In case you can't print and sign the documents **listed above**, fill them in electronically and add the following abbreviation after your name: sgd.

For uploading data files bigger than 200 MB please follow these steps:

1.Upload in zip file: the Thesis Topic Registration Form, the Thesis, the source-code of your programme (concerning your own work), the Encryption request (if applicable) and a document where you indicate that the whole thesis programme is available on Onedrive (give access to the head of the Final Examination Committee, who will forward the documents towards the other members of the Committee).

2.Upload the whole thesis programme onto Onedrive, available via your inf mailing system.

Upload Thesis

Thesis



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

Upload file

Extensions and size limits allowed

Back

Save

Thesis upload

After selecting the thesis file, the **Document data** page will appear.

Here, you can view the uploaded thesis file and select the language of the thesis. Please do not use the **Notes** field.

Once you have completed these steps, click **Next**.

Document data

 test thesis.pdf
PDF 27.17 KB

Document details are required.

Language
English

Notes
Notes

Character limit: 0 / 1000

1/1 file

Next

Thesis upload

Neptun will then display the thesis upload interface again, where the selected file will now be visible.

If everything is correct, click **Save**.

Upload Thesis

Thesis



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

Upload file

Extensions and size limits allowed

 test thesis.pdf
27.17 KB

[Back](#) [Save](#)

Thesis upload

Next, Neptun allows you to review the entered data (final title, keywords, and abstract).

If everything is correct, click **Ready**.

Upload degree thesis

Asterisked processes are mandatory.

Final title *

test



Additional information *



Thesis

test thesis.pdf - 27.17 KB



Back

Ready



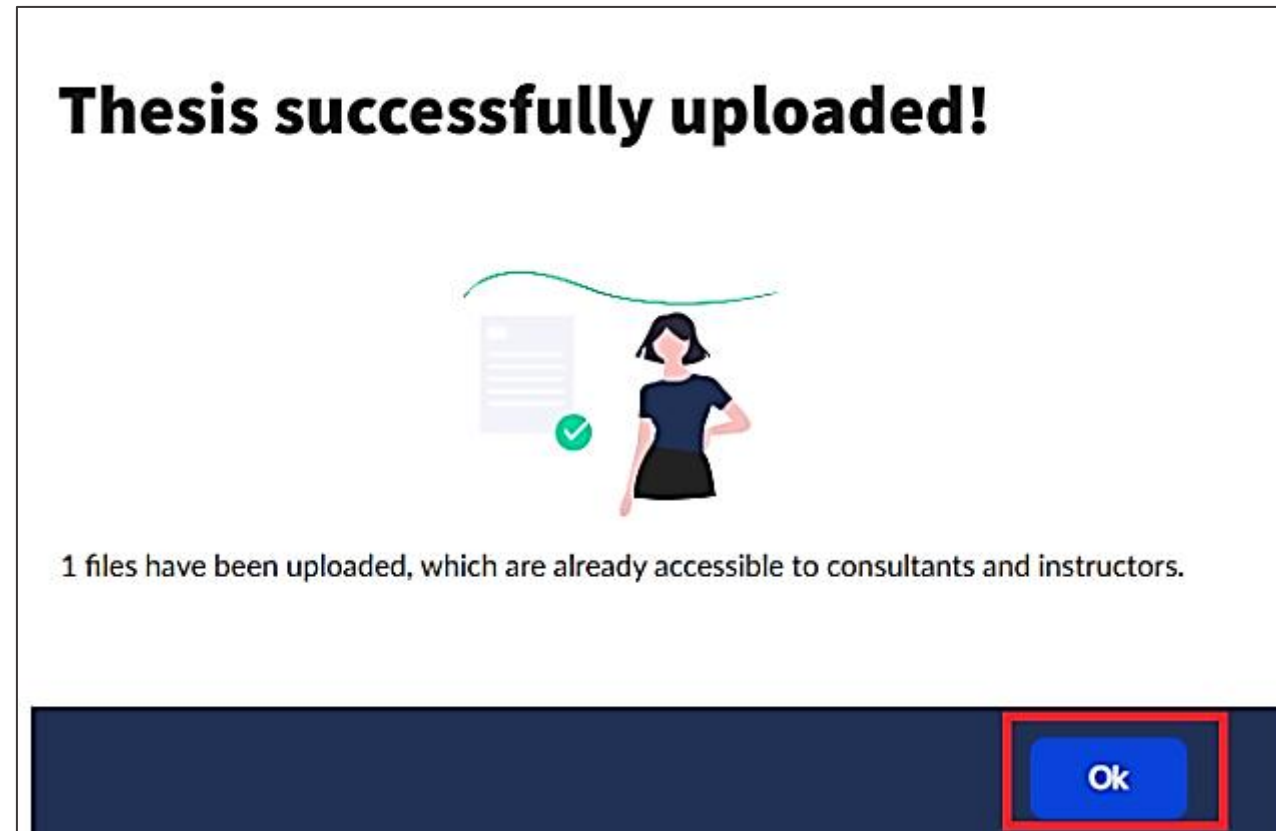
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Thesis upload

Neptun will confirm the successful upload of your thesis. The thesis submission is considered final only at this stage.

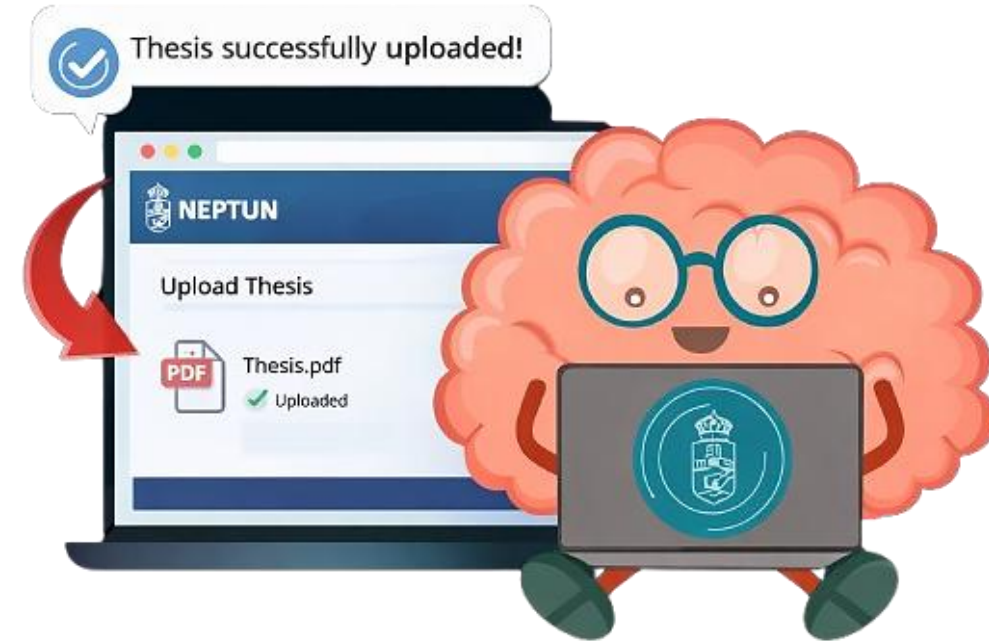
Please click **OK**.



The Thesis

Thesis upload, additional information

- **IMPORTANT! The submission deadline also applies to documents uploaded to OneDrive. Modifications made after the deadline cannot be accepted.** The same requirements apply to students who upload their thesis to Neptun, as well as to those who provide access to their work via a link due to its large file size.
- **The thesis file can be modified until the submission deadline.** To do so, you must first delete the previously uploaded file in Neptun and then upload the revised or updated version.
- **The reviewer will evaluate the version uploaded to Neptun and will send their preliminary assessment of the thesis to the student.**
- **As the evaluation process also takes place in Neptun, uploading the thesis ensures that the supervisor/reviewer and the members of the Final Examination Committee can access it.** Therefore, even students who have previously submitted their thesis in printed form must upload it to Neptun by the specified deadline.
- **If you have an external supervisor, please send their completed evaluation to your internal supervisor via email.** The internal supervisor will upload both evaluations to Neptun in a compressed format.



Viewing the Thesis Evaluation

Once your thesis evaluation has been uploaded, Neptun will notify you via a system message.

To view the evaluation, navigate to **Studies** > **Degree thesis**, then click **Show more**.

[Studies](#) > [Degree thesis](#)

Degree thesis

[Start new application](#)

[Edit title and subject heading](#) >

Application accepted ✓ 27 February 2026 at 00:00

Thesis writing ✓ 14 January 2026 at 09:49

Admitted ✓

Upload ✓

Judgement

[View data](#) [Download all reviews](#) [Send message](#)

For Neptun lecturers and reviewers.

Other operations:

[Jump to the community space](#) > [Print details](#) > [Interval data](#) > [Consultation data](#) >

Topic

Reviewer

Assessment -

Class percent 0

[Show more](#) ▾



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Viewing the Thesis evaluation

The thesis evaluation is uploaded as a file and can be accessed from a dropdown menu.

Click the dropdown menu containing the thesis evaluation.

The evaluation interface will open. To download the evaluation document, click **“Download file”**.

 **thesis evaluation.pdf**
202 KB

Language

Hungarian

Notes

-

Type

Thesis review type

Download file

Studies > Degree thesis

Degree thesis [Start new application](#)

[Edit title and subject heading >](#)

Application accepted ✓
27 February 2026 at 00:00

Thesis writing ✓
14 January 2026 at 09:49

Admitted ✓

Upload ✓

Judgement


test thesis.pdf 27 KB
Download

View data **Download all reviews** **Send message**
For Neptune lecturers and reviewers.

Other operations:
[Jump to the community space >](#) [Print details >](#) [Interval data >](#) [Consultation data >](#)

Topic

Reviewer

Assessment -

Class percent 0

Reviewer type Supervisor

Judgement -

 **thesis evaluation.pdf**
202 KB