



ELTE

FACULTY OF
INFORMATICS

Conditions for obtaining Diploma (Graduation)

- Conditions for obtaining absolutory (pre-degree certificate)
- Fulfilling the Thesis Consultation subject:
- Uploading the thesis and the finalized program in Neptun
- Accomplish the internship
- Fulfilling the subject requirements of the curriculum
- Passing the Final Examination

Conditions for obtaining Diploma (Graduation)



To obtain your diploma in the semester you have to

- **Fulfil the Thesis Consultation subject:**

You will receive your Thesis Consultation grade based on the presented thesis, the program and the fulfilment of the consultation milestones. The deadline for the Thesis Consultation grade to be administered in Neptun in case of taking the Final Examination in the current semester is the 1st of October (Fall semester), the 1st of March (Spring semester).

- **upload your thesis and the finalized program in Neptun**

Deadlines:

-  1st of December (Fall semester),
-  1st of May (Spring semester)

- **accomplish the internship**

The accomplishment of the internship has to be verified by submitting the Reference Letter

Deadlines:

-  5th of December (Fall semester)
-  31st of May (Spring semester)

- **Fulfil the subject requirements of the curriculum**

Deadlines:









-  20th of December (Fall semester, in case of MSc application), 15th of January (Fall semester)
-  18th of June (Spring semester)

- **Pass the Final Examination**



Fulfil the Thesis Consultation subject:

You will receive your Thesis Consultation grade based on the presented thesis, the program and the fulfilment of the consultation milestones.

Consultation	
Deadline	Topic
 15th of May  15th of October	<p>Discussing the details of the Thesis Topic Registration Form, and submitting it. Preparing the work schedule for the thesis.</p> <ul style="list-style-type: none"> Discussing the topic and the short description of the thesis with the supervisor, checking the data of the supervisor for the Thesis Topic Registration Form. Choosing the date of the next meeting and the tasks to be fulfilled by then.
 1st of July  1st of December	<p>Planning phase, description of the software requirement to be implemented</p> <ul style="list-style-type: none"> Description of the software requirements to be implemented by the thesis, with particular regard to the functional requirements. This can take the form of a use case diagram with a detailed explanation, the explanation can be a table of user stories: <function name, short description, given-when-then triple entry>
 10th September  10th February	<p>The architecture of the designed software</p> <ul style="list-style-type: none"> Description of the architecture of the planned software (e.g. three-layer: UI - BL - DB) and business logic (class diagram in any case). Registering for the Thesis Consultation course assigned to the supervisor.
 10th of October  10th of March	<p>Presenting at least 60-70% of the implementation</p> <ul style="list-style-type: none"> Presenting at least 60-70% of the implementation based on which the fulfilment of the Thesis Consultation course can be administered in Neptun. Discussing the topics related to the topic of the thesis to be entered in the Registration Form for the Final Exam.



Fulfil the Thesis Consultation subject

The Thesis consultation subject is assessed on a 3-point grading scale:

- **Excellent:** the student fulfilled all the consultation milestones by the deadline.
- **Satisfactory:** the student does not follow the schedule of the consultation milestones, completes the thesis, but its level of completion fits the level of the last consultation milestone.
- **Fail:** the student will not fulfil the last consultation milestone until the deadline for administering the Thesis consultation grades.

The deadline for administering the Thesis Consultation grade in Neptun in case of students who upload their thesis by 1st of December/ 1st of May is:

 **15th of December**

 **15th of May.**

In other cases, the deadline for recording the practical grade applies:

 **7th of January**

 **7th of June**

In exceptional cases, when the student was unable to complete the subject on time due to illness or other extraordinary proven problems, he may complete it until the last week of the exam period with the permission of the vice-dean.

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:***

 The 1st of December .

 The 1st of May.

Start your thesis with the [inner cover](#)!

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**
- [Statement of Originality](#)
- If needed: documents regarding [Encryption](#)

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 Statement of Originality and the Encryption request (if applicable).
- 2.Upload the whole thesis programme onto Onedrive, available via your inf mailing system.

At the end of the Statement of Originality, please indicate that the whole thesis programme is available on Onedrive and give access to the head of the Final Examination Committee. He/she will forward the documents towards the other members of the Committee.

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 your thesis assessment is unsatisfactory, you have to write a completely new thesis and program. If you feel your work will not fulfil the minimum requirements do not upload your thesis, focus on obtaining the absolutory! You can submit your thesis in an upcoming semester after obtaining absolutory without paying tuition fee!

DO NOT TAKE RISKS!!!



ELTE

FACULTY OF
INFORMATICS

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.



The Thesis

Thesis upload

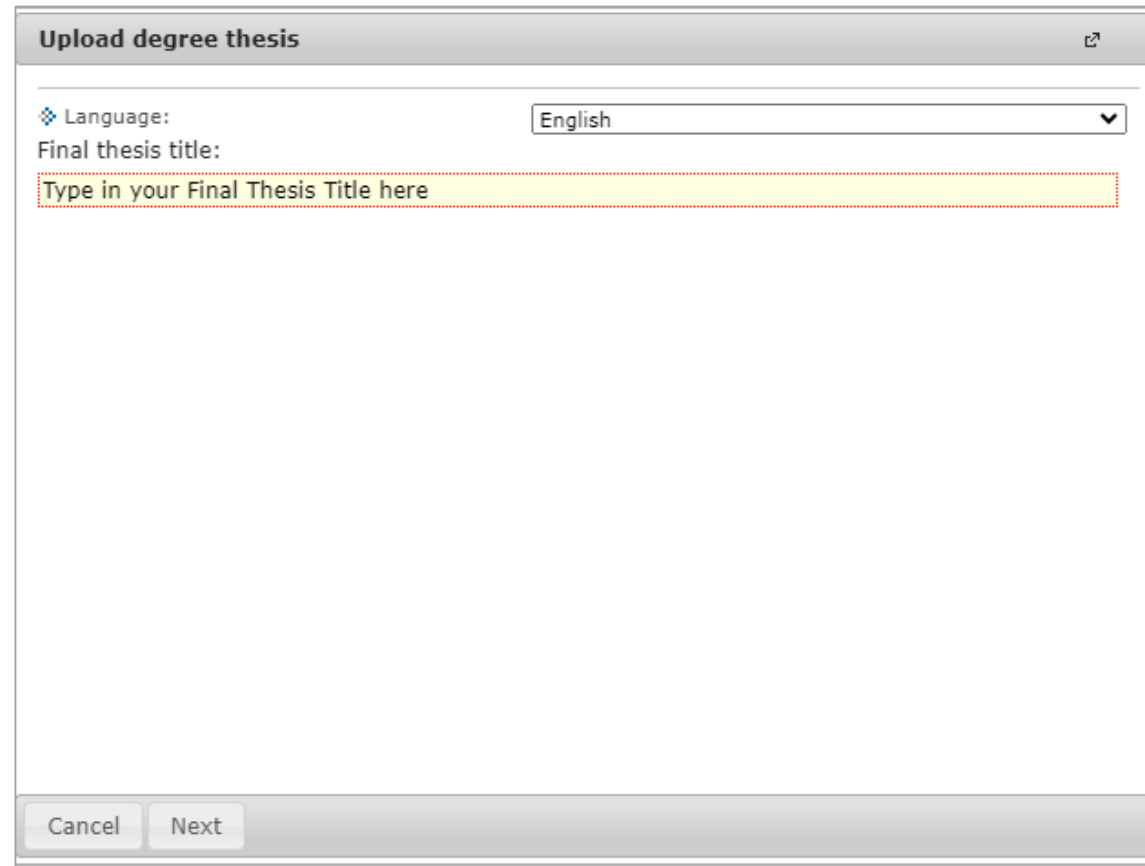
Start your Thesis upload by clicking on **Studies > Degree thesis/ Thesis application** menu. Click on **Upload degree thesis**.

The screenshot displays the website's navigation bar with the following tabs: Studies, Exams, Finances, Information, and Administration. The 'Studies' tab is selected, and its dropdown menu is open, listing various options. The 'Degree thesis/Thesis application' option is highlighted with a blue arrow. Below the navigation, the page title is 'Degree thesis/Thesis application'. There are two buttons: 'Add to favourites' and 'Thesis application'. The main content area features a heading 'Degree thesis' and a sub-heading 'Online vizsgacsalás detektálása valós időben mesterséges intelligencia segítségével'. Below this, there are several fields for thesis details, including Topic, Title, Final title, Sign up date, Date of acceptance, Date of handing in, Presentation date, Date of defence, and Description. On the right side, there are several status indicators: Language: Hungarian, Organizational unit: IK, Thesis status, Assignment result: ✓, Acceptor, Date of withdrawal, Result of defence, Confidential: Public, Url, and Number. At the bottom of the page, there is a row of buttons: Reviewer/Consultant, Topic plan, Consultations, Thesis admission request, Upload degree thesis, View degree thesis, Print details of degree thesis, Jump to virtual space, and Lecturer statement. A blue arrow points to the 'Upload degree thesis' button.

The Thesis

Thesis upload

A pop-up window will appear > **Type in the Final title of your thesis.** Make sure the title is correct as you will not be able to change it later. Click on **Next**.



Upload degree thesis

Language: English

Final thesis title:

Type in your Final Thesis Title here

Cancel Next

The thesis

Thesis upload

To upload your thesis files provide some basic information about your thesis:

Keywords: those words and expressions based on which your thesis can be easily searched for (3-5 words)

Abstract: short, maximum 500 characters long description of the thesis.

In case your thesis is Encrypted set the Confidential field to CONFIDENTIAL

Upload degree thesis

Document type: Thesis
File type: PDF (204800kb), ZIP (204800kb)
Language: English

Description: In case your thesis is Encrypted set this field to CONFIDENTIAL

Confidential: Public

+ Upload file

Extra data

Keywords: 3-5 words and expressions based on which your thesis can be easily searched for

Abstract: short, maximum 500 characters long description of the thesis.

Filename	Type
No result	
Number of results:0-0/0 (0 ms)	

Save files Back

The thesis

Thesis upload

Upload your thesis file in .zip or .pdf format in accordance with the formal requirements.

Rename the file the following fashion: FULL NAME_NEPTUN CODE_THESIS.pdf/.zip

After choosing the file to be uploaded wait for it to upload (The Neptun does not indicatesm when the file is uploaded, the file's name will appear in a list below the menu.

Once your file is uploaded, click on **Save files**.

The screenshot shows the 'Upload degree thesis' form with the following fields and annotations:

- Document type:** Thesis (dropdown)
- File type:** PDF (204800kb), ZIP (204800kb)
- Language:** English (dropdown)
- Description:** Empty text area. Annotation: "In case your thesis is Encrypted set this field to CONFIDENTIAL" with an arrow pointing to the field.
- Confidential:** Public (dropdown)
- + Upload file:** Button with an arrow pointing to it.
- Extra data:** Section with two red dashed boxes. Annotation: "3-5 words and expressions based on which your thesis can be easily searched for" points to the Keywords field. Another annotation: "short, maximum 500 characters long description of the thesis." points to the Abstract field.
- Keywords:** Field with a red dashed box.
- Abstract:** Field with a red dashed box.
- Filename:** Table with one row: TEST_TIMOTHY_ABC1DE_THESIS. Annotation: "The uploaded file will be listed here" with an arrow pointing to the filename.
- Number of results:** 0-0/0 (0 ms)
- Save files:** Button at the bottom left, indicated by a large blue arrow.
- Back:** Button at the bottom left.

The thesis

Thesis upload > verification

You can double-check your uploaded file via **Studies > Degree thesis / Thesis application menu, View degree thesis option**

The screenshot displays the web portal interface for the Faculty of Informatics at ELTE. The top navigation bar includes 'Studies', 'Subjects', 'Exams', 'Finances', 'Information', and 'Administration'. The 'Studies' menu is expanded, showing options like 'Training data', 'Term data', 'Class schedule', 'Grade average', 'Gradebook', 'Curriculum', 'Field practice', 'Publications', 'E-learning materials', 'Consultations', 'Official notes', 'Degree thesis/Thesis application', and 'Final certificate requirements'. The 'Degree thesis/Thesis application' option is highlighted. Below the navigation, the 'Degree thesis/Thesis application' page is shown, featuring a 'View degree thesis' button. A blue arrow points to this button. The page also displays a list of thesis details, including 'Topic:', 'Title:', 'Final title:', 'Language: Hungarian', 'Organizational unit: IK', 'Thesis status:', 'Assignment result: ✓', 'Acceptor:', 'Date of withdrawal:', 'Result of defence:', 'Confidential: Public', 'Url:', and 'Number:'. At the bottom of the page, a row of buttons includes 'Reviewer/Consultant', 'Topic plan', 'Consultations', 'Thesis admission request', 'Upload degree thesis', 'View degree thesis', 'Print details of degree thesis', 'Jump to virtual space', and 'Lecturer statement'. A blue arrow points to the 'View degree thesis' button.

The Encryption of the Thesis

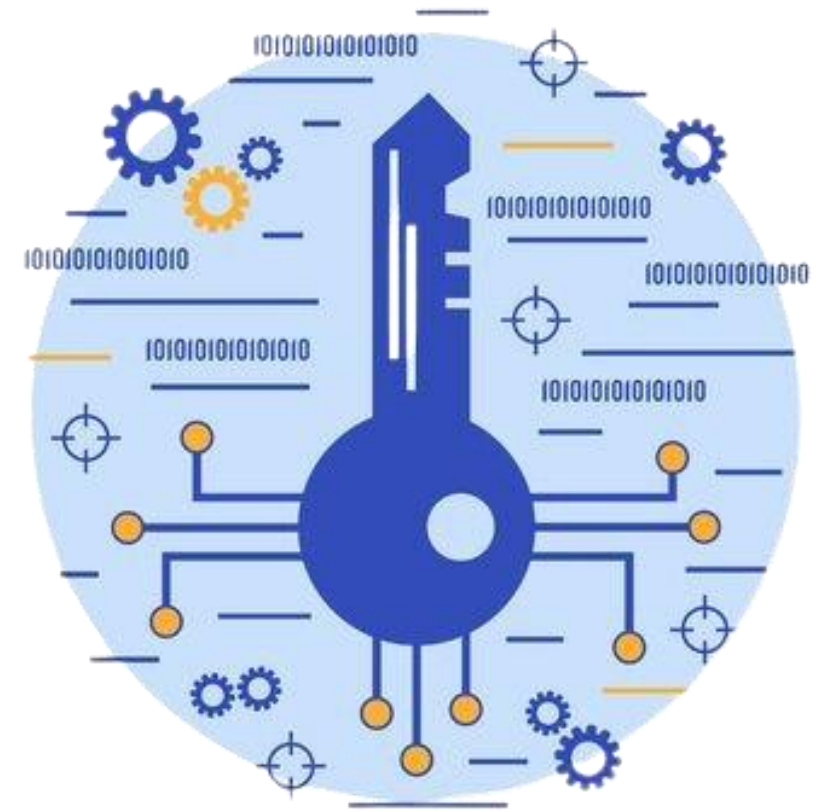
The thesis may only contain information warranting its confidentiality in justified cases.

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

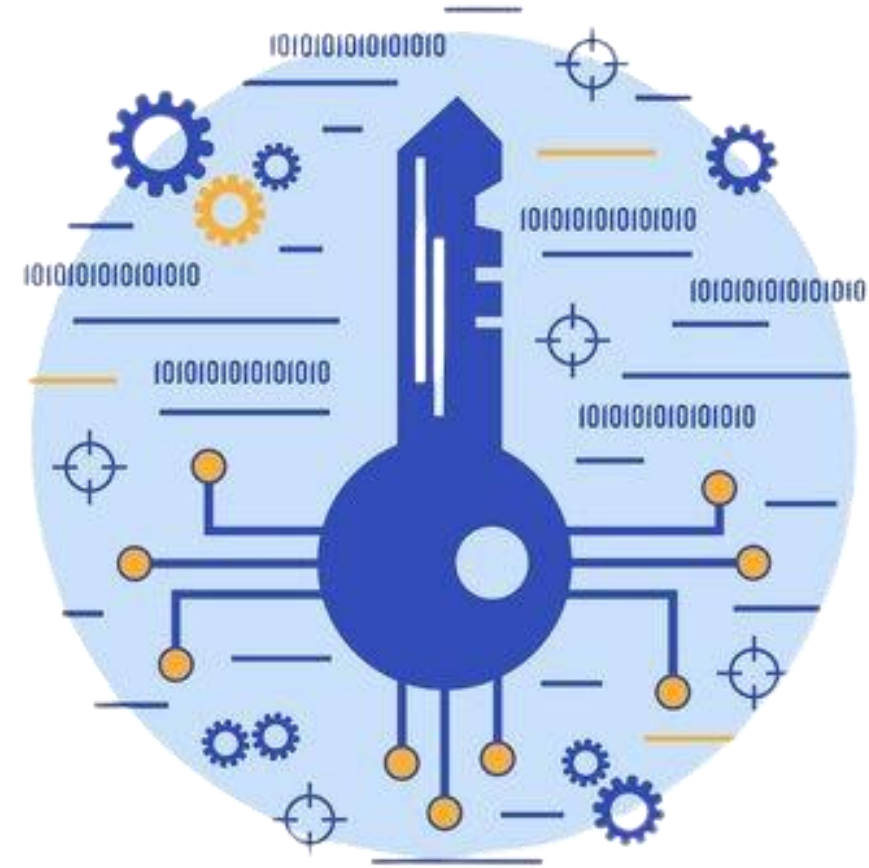
Deadline for submitting the encryption documents:

🌟 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 dropdown 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, additional information

- **IMPORTANT! The upload deadline also applies to documents uploaded to Onedrive!** We are unable to accept modifications of a later date, the same expectations apply to those who upload to Neptun, and due to the large size, the program is available via a link.
- **The thesis file can be modified until the upload deadline. To do this, you must first delete the previously uploaded file, then you can upload the corrected, supplemented document.**
- **The opponent of the thesis will evaluate the thesis and deliver the preliminary thesis opinion to the student via Neptun.** Since the evaluation part of the thesis also takes place in Neptun, only by uploading it is ensured that both the supervisor/opponent and the Final Examination Committee members have access to the theses of the final examinees, therefore it is important that those who previously submitted their thesis in paper form, upload it to Neptun by the deadline.
- **If you have an external supervisor,** send the evaluation prepared by him/her to the internal supervisor via e-mail, the internal supervisor will be able to upload the evaluation to Neptun.



Accomplishing the internship In 5 steps

1.

- Initiating a Cooperation Agreement between the University and the employer

2.

- The employer issues the Declaration of Acceptance that has to be accepted by the University

3.

- Starting the Internship

4.

- At the end of internship the employer issues the Reference Letter

5.

- If everything is correct, the University accepts and administrates the accomplishment of the internship



1.

Initiating a Cooperation Agreement between the University and the employer

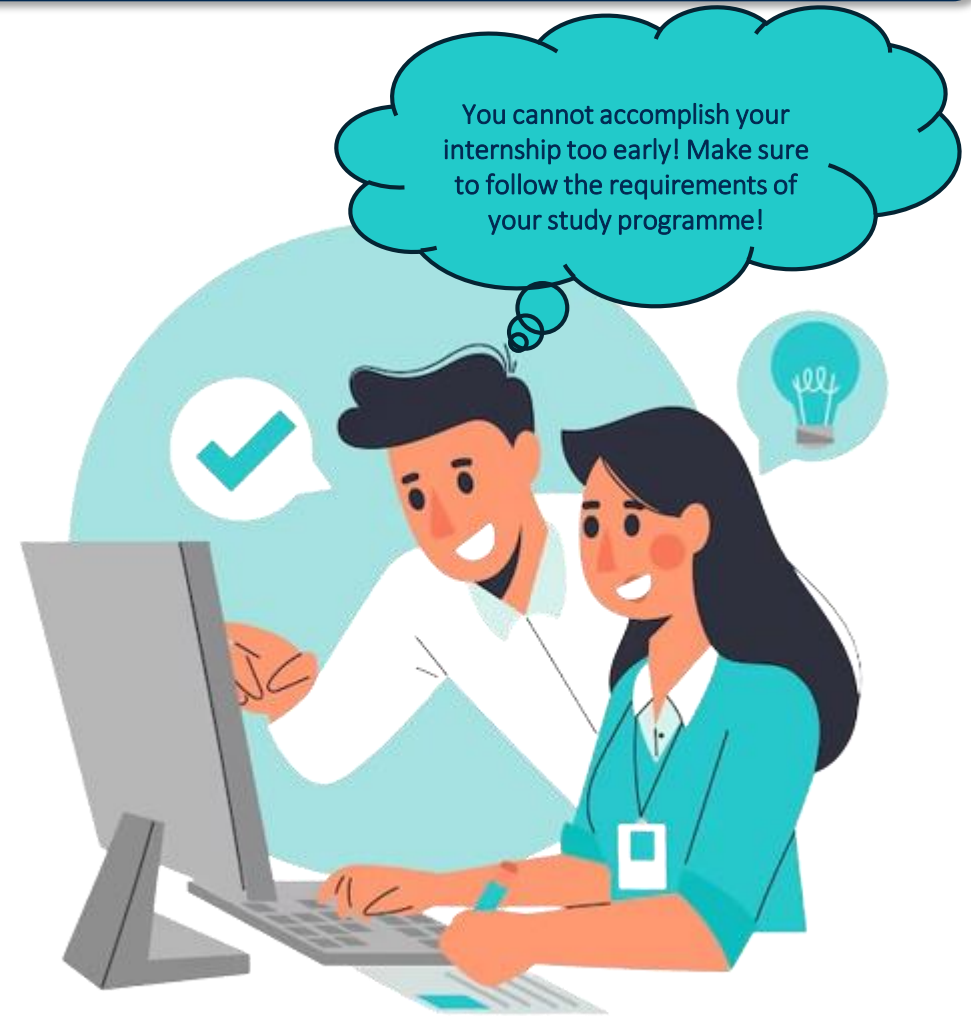
Find a suitable company for the internship:

You can choose from a wide variety of companies where you can **do IT-related tasks** under the supervision of a **professional mentor** who accepts your supervision, it does not have to be a company related to Informatics.

In case you need some ideas we are recommending you few companies, where our students fulfilled their internship beforehand:

Companies for Internship

- If you find a research project within the Faculty, you can and would like to join, **you can accomplish your internship even within the Faculty.**
- If you would rather work through an intermediary company, you can also inquire about the available opportunities at the School Association.
- **You do not have to complete your internship during the study term.** As it does not have a credit value we recommend you to accomplish your internship during the summer break, so your workload will be shared gradually.



Important Information!

You may start your internship after the second Active semester in the BSc programme. Do not leave the selection of your internship place to the last minute! Without accomplishing the internship you cannot sit for the Final Examination or graduate!

2.

The employer issues the Declaration of Acceptance which has to be accepted by the University

Make sure to have a valid Cooperation Agreement between the University and the company you will accomplish your internship:

- **The chosen employer can hire you as an intern if a Cooperation Agreement is signed beforehand between the University and the company or -in case of mediation- with the School Association.** A Cooperation Agreement is mandatory even if you already had an employee legal status at the company before starting your internship.
- The Cooperation Agreement does not necessarily have to be signed right before starting your internship. Currently, we have already established valid Cooperation Agreements with multiple companies. For further information inquire at the chosen employer or via the okt_asszisztens@inf.elte.hu e-mail address.
- The Cooperation Agreement is a contract between the employer and the University. You do not have to sign it. Your task is only to make sure that the Agreement is signed and valid before you start to work as an intern. Contact your future superior or HR to initiate the Agreement directly by contacting the University via okt_asszisztens@inf.elte.hu. The related documentation is available on our [website](#).
- **The University and the employer are legally obliged to sign a Cooperation Agreement. We recommend you to not to start your internship until you have a signed, valid Cooperation Agreement. In case by any circumstance the Cooperation Agreement does not go through then it may be, that we cannot accept your internship! In addition to that in case of haphazard labour control both - the employer and the university - can be called to account legally.**
- **Until there is not a valid Cooperation Agreement, the employer cannot issue the Declaration of Acceptance.**

Important information!

Please note that the date of the Declaration of Acceptance cannot be before the date of the Cooperation Agreement and it cannot be later than the date of starting the internship.

About the Cooperation Agreement

- **By concluding the Cooperation Agreement, the employer acquires the status of a professional internship location, which entitles the company to accept our students for internships.**
- Our students cannot fulfil their internship with an employer that does not have an agreement in force. The agreement must also be concluded in the case of an already existing employment relationship or an internship abroad.
- The employer does not have to conclude the agreement with the University only if the student wishes to do an internship through the mediation of a School Association. In this case, the University accepts the agreement between the employer and the School Association.
- Our Faculty currently has agreements in force with hundreds of employers, so we ask our students to kindly inquire about the existing agreements of concluding an agreement with the employer or **your educational assistant** when starting the administration of the internship.

COOPERATION AGREEMENT ON INTERNSHIP
Number of the Agreement:

I. THE PARTIES

DATA	UNIVERSITY	EMPLOYER
Name	Eötvös Loránd University	
Seat	1053 Budapest, Egyetem tér 1-3.	
Represented by	Dr. László Borhy, Rector	
Registration Number	FI80798	Cg.
Tax Number	15308744-2-41	
Bank Account Number	Hungarian State Treasury 10032000-01426201-00000000	
Organisational entity	Faculty of Informatics	
Seat:	1117 Budapest, Pázmány Péter sétány 1/C	
Represented by:	Dr. Tamás Kozsik	
Contact person:	Ms. Krisztina Orbán	
Address:	1117 Budapest, Pázmány Péter sétány 1/C	
Phone:	+36 1 372-2517	
Fax:		
E-mail:	okt_assisztens@inf.elte.hu	

II. SCOPE OF THE AGREEMENT

II.1. On the basis of the present Cooperation Agreement the Employer undertakes to provide in-company internship per school year for students who are in legal relationship with the University. The internship will be provided free of charge for the following educational programmes:

educational programme	schedule (hours/week)	number of students
BSc Programme in Computer Science 240 working hours lasting at least 6 weeks for students admitted in 2012 and 2013		
BSc Programme in Computer Science 320 working hours lasting at least 8 weeks for students admitted in or after 2014		
MSc Programme in Computer Science 240 working hours lasting at least 6 weeks for students admitted in or after September 2014		
MSc Programme in Computer Science for Autonomous Systems 240 working hours lasting at least 6 weeks for students admitted in or after September 2018		

The administration of the Cooperation Agreement

- **The deadline to submit the Cooperation Agreement 15 day before starting the internship at the latest.**
- We can accept the Cooperation Agreement if and only if it is filled out fully and properly and signed by the person authorized to represent the company in the following formats and ways of submission:
- **In an e-mail in PDF format send either**
 - the document with the **digital signature** of the person authorized to represent the company
 - **Signed on paper** by the person authorized to represent the company AND **authenticated in the AVDH system**
- **If the representative of the company signs the document by hand, it is mandatory to have the document stamped. In this case submit two original copies in either of the following ways:**
- Submitting
 - **In person:** In the Southern building's Northern reception overlooking the TTK anytime (you do not have to request an appointment). Kindly submit the document in a closed envelope and write the following note on it: To Krisztina Orban Educational Assistant
 - **By postal services** (with advice of delivery service only) to the following address:

*Eötvös Loránd Tudományegyetem Informatikai Kar
Tanulmányi Hivatal, Orbán Krisztina
1117 Budapest, Pázmány Péter sétány 1/C, 2.316/A*
- **Of the documents received as a hard copy the University keeps an original copy for the Archives, the rest will be delivered by postal services (with advice of delivery) to the employer after the dean has signed it .**



Submit the Declaration of Acceptance form issued by your future employer

By submitting this declaration your future employer (company) lets the University know, that it would like to hire you for an internship within the framework of the Cooperation Agreement. **The University has to accept the place of internship beforehand, therefore the declaration has to be submitted before starting the internship either by you or by your future employer!**


On the declaration form, the company declares **the timeframe of your planned internship and what kind of tasks you will get, who will assist you in the implementation of the tasks.**

The declaration will not be accepted automatically by the University. The University consents that you accomplish your internship at the chosen company only if the University finds that the company fits the requirements. Do not start your internship before you receive a feedback e-mail that your Declaration of Acceptance form has been accepted. If your form gets denied your work will not be accepted as an internship. If you start your internship before your Declaration of Acceptance gets accepted you risk this.

Send the document to [okt asszisztens@inf.elte.hu](mailto:okt_asszisztens@inf.elte.hu) e-mail address or to the university's **postal address**. If you send the Declaration of Acceptance form, it will be sent back to your employer after the representative of the University has signed it. You will be informed regarding the status of your Declaration via e-mail, once you receive the e-mail feedback you may start your internship.

The Declaration of Acceptance

- The internship has to be announced to the University in advance.
- The Declaration of Acceptance is an official way for an employer to let the University know its intention to employ you as an intern which the university accepts/denies.
- The Declaration of Acceptance has to be submitted to the educational assistant 15 days before the start of the internship at the latest. The vice dean of Education will sign the document before the start of the internship.
- Keeping track of the deadlines and the arrangement and coordination of the internship place and schedule is your responsibility.
- Submit the Declaration of Acceptance in a single .pdf file to the educational assistant with
 - A digital signature or
 - As a document filled in on paper signed with a digital authentication or
 - As a document filled in and signed, stamped on paper and scanned (there is no need for the original hard copy for the administration)



Eötvös Loránd University
Faculty of Informatics
Contact: okt_asszisztens@inf.elte.hu

DECLARATION OF ACCEPTANCE FOR INTERNSHIP

This declaration of acceptance confirms that the student of Computer Science BSc studies at ELTE Faculty of Informatics can complete the mandatory 320 hours internship specified in the training and graduation requirements of the program at the chosen organization within the framework detailed below.

The internship can be started after the approval of this declaration by the Faculty!
**FROM JANUARY 1, 2024 THIS DECLARATION CANNOT BE SUBMITTED WITH ANY DELAY!
ANY WORK WHICH WAS STARTED WITHOUT THE PRELIMINARY APPROVAL OF THE UNIVERSITY,
WILL NOT BE RECOGNIZED AS INTERNSHIP ACCOMPLISHMENT!**

1. Information about the student

Student's name: _____ Starting year of studies: _____
 Neptun code: _____
 Phone number: _____ E-mail: _____

2. Information about the employing organization

Name: _____
 Address: _____
 Phone number: _____ Web page: _____
 Effective date of the cooperation agreement concluded with ELTE Faculty of Informatics: _____
 Date of expiry of the cooperation agreement concluded with ELTE Faculty of Informatics: _____

	Contact person	Student's professional supervisor
Name	_____	_____
Department	_____	_____
Position	_____	_____
E-mail	_____	_____
Phone	_____	_____

3. Information about the internship

Internship starts: _____ ends: _____
 duration: weeks schedule: hours/week total: hours
 Department name: _____
 Professional work to be performed by the student (in details): _____


4.

At the end of internship the employer issues the Reference Letter

Accomplish your internship

- To accomplish your internship you have to work at least the following working hours:
 - **Bachelor of Computer Science:** 320 hours
 - **Master of Computer Science, Master of Computer Science for Autonomous Systems:** 240 hours
- As a Stipendium Hungaricum Scholarship holder, you may work 30 hours/ week during the study term, 40 hours/week out of the study term.
- The internship does not need to be done continuously; if required, the 320 working hours can be completed in 2 separate parts, even with 2 separate employers.

The employer confirms the completion of the internship to the University on the Reference Letter.

 ELTE | FACULTY OF INFORMATICS

**Eötvös Loránd University
Faculty of Informatics**
Contact: okt_asszisztens@inf.elte.hu

REFERENCE LETTER ABOUT COMPLETION OF INTERNSHIP

This reference letter certifies that the student of Computer Science BSc studies at ELTE Faculty of Informatics has completed the mandatory 8 weeks internship specified in the training and graduation requirements of the program at the chosen organization.

The Reference Letter can be submitted only if the Declaration of Acceptance was previously approved by our Faculty of Informatics!

1. Information about the student

Student's name: _____ Starting year of studies: _____
Neptun code: _____
Phone number: _____ E-mail: _____

2. Information about the employing organization

Name: _____
Address: _____
Phone number: _____ Web page: _____

	Contact person	Student's professional supervisor
Name	_____	_____
Department	_____	_____
Position	_____	_____
E-mail	_____	_____
Phone	_____	_____

3. Information about the completed internship

Internship start date: _____ end date: _____
duration: weeks schedule: hours/week total: hours
Department name: _____

3.1. Employer's general feedback, comments for ELTE Faculty of Informatics (optional):

3.2. Short evaluation of the internship, summary from the student (in at least 4 sentences):

4.


At the end of internship the employer issues the Reference Letter

The Reference Letter

- Submit the **Reference Letter** as a single .pdf file to the **educational assistant**. The original document is not needed for the administration, the signed and authenticated form scanned in colour is suitable
- The deadline to submit the form is the 30th day after finishing the internship, **BUT in case you intend to graduate in the same semester, the deadlines are the following:**

 the 5th of December
 the 31st of May.

- If you complete your internship during the holidays or in the exam period**, in case the Reference Letter submitted by the 31st of August the internship will be registered for the Spring semester, in case the Reference Letter is submitted by the 31st of January, the internship will be registered for the Fall Semester.
- If you do not submit the Reference Letter within the 30 days deadline, the Education Office will transcribe a late fee every week until the form is submitted (3000 HUF/week, maximum 30 000 HUF)**

 **ELTE** | FACULTY OF INFORMATICS

Eötvös Loránd University
Faculty of Informatics
Contact: okt_assisztens@inf.elte.hu

REFERENCE LETTER ABOUT COMPLETION OF INTERNSHIP

This reference letter certifies that the student of Computer Science BSc studies at ELTE Faculty of Informatics has completed the mandatory 8 weeks internship specified in the training and graduation requirements of the program at the chosen organization.

The Reference Letter can be submitted only if the Declaration of Acceptance was previously approved by our Faculty of Informatics!

1. Information about the student

Student's name: _____ Starting year of studies: _____
Neptun code: _____
Phone number: _____ E-mail: _____

2. Information about the employing organization

Name: _____
Address: _____
Phone number: _____ Web page: _____

Contact person		Student's professional supervisor
Name		
Department		
Position		
E-mail		
Phone		

3. Information about the completed internship

Internship start date: _____ end date: _____
duration: weeks schedule: hours/week total: hours
Department name: _____

3.1. Employer's general feedback, comments for ELTE Faculty of Informatics (optional): _____

3.2. Short evaluation of the internship, summary **from the student** (in at least 4 sentences): _____

5.

If everything is correct, the University accepts and administrates the accomplishment of the internship

Submit the Reference Letter

- On this form, **the employer verifies how long you worked for them as an intern, what tasks you were given, and how you completed them.** You must also evaluate your own internship work on this form.
- Based on the employer's and your assessment, **the University decides whether it can accept the internship as a performance.**
- **The Reference Letter has to be sent to the educational assistant or to our postal address** either by you or your employer.
- You will not receive the document back, after signing it, **it will be sent to your administrator, who will administer the accomplishment of the internship in Neptun.** At the end of the exam period check your Neptun, the administration of your internship has to be completed by then.
- You do not need to inquire about the acceptance of the Reference Letter **If everything is in order, we will automatically notify you of its transfer to your administrator after its acceptance.** If something is wrong, we will let you know.
- **Make sure that the reference letter arrives at the University no later than the 30th day after the end of the internship! If you send the document later than this, the University will charge a late fee based on the current fee schedule. If it is too late, it may even happen that we will only be able to administer the internship for the next active semester.**



In order to obtain the absolutory (pre-degree certificate) you need to fulfil the subject requirements of the curriculum

In the BSc programme you have to fulfill altogether 180 credits in the following divisions:

Compulsory subjects 127 cr.

Compulsory elective subjects 23 cr

Elective subjects 10 cr

Thesis consultation 20 cr



The Final Examination

Registering for the Final Examination

- For students in the the BSc in Computer Science, **Master of Computer Science, Master of Computer Science for Autonomous Systems, MSc in Data Science programme**

Way of registration for the Final Examination:

Via Neptun (Submitting the electronic request)

- **For those participating in Budapest-based training(IK):**

Neptun->Administration->Requests->IK - Registration for Final Examination (MSC)

IK - Registration for Final Examination (BSC)

IK - Registration for Final Examination (EIT MSC)

- **For training participants based in Szombathely /SAVARIA/ (IK-SEK):**

Neptun->Administration->Final Exams

At the end of the SEK Final Examination row (will appear in Hungarian: *current semester SEK záróvizsga időszak (Szombathely)*) click on the "+" sign, then choose the **Register** option

- **Deadlines:**

 **The 1st of November (Fall semester),**

 **the 1st of April (Spring semester).**



The Final Examination

Conditions for admission to the Final Examination

- **Students who obtained an absolatory (pre-degree certificate) can sit for the Final Examination.** The determination of accomplishment of the absolatory requirements (checking the fulfillment of the subject requirements of the curriculum) is based on the grades administered in Neptun.
- **Those who have missing grades in Neptun cannot be admitted to the Final Examination.**
- **The Final Examination can be taken by those who:**
 - indicated his/her intention in writing by the given deadline.
 - Obtained the absolatory:
 - Fulfilled the subject requirements of the curriculum. We would like to point out that the credit value of a subject cannot be broken down/divided between compulsory elective and elective credits, even if the credit value of completed subjects exceeds the number of credits according to the curriculum. For example, for a 4-credit subject, you have to decide which category the 4 credits should be counted into.
 - Fulfilled the Thesis Consultation subject and it was recorded in Neptun.
 - Accomplished the internship and this was recorded in Neptun.
 - Uploaded the thesis to Neptun by the deadline and the supervisor's assessment shows at least a sufficient rating.
 - **He has no debt to the university** (debt in Neptun or library debt).



The Final Examination

The Schedule of the Final Examination

- Information of the Final Examination:
 - [BSc in Computer Science](#)
 - [MSc in Computer Science and MSc in Computer Science for Autonomous Systems](#)
- The Topics of the Final Examination are available [HERE](#).
- The Final Exam Committees are available [HERE](#).

