Thesis topic registration

Thesis topic registration

For students of the Faculty of Informatics (both in Hungarian and English training programmes), the thesis topic registration is submitted in the form of an electronic request via Neptun (hereinafter referred to as thesis topic registration requests).

The thesis topic registration request is available in Neptun under the menu item **Administration -> Requests -> Available request forms**.

You can choose from the topics offered by the departments, or you can pick a topic yourself if you find a suitable supervisor. If you choose an external supervisor, you must also look for an internal consultant. **Please submit your request in time**!

The request cannot be submitted without a supervisor!

BSc in Computer Science training

The supervisor can be an internal consultant (see later) AND an external supervisor in one person if he has an appropriate qualifications (at least a bachelor's degree and a few years of professional experience, or is an ongoing master's student in the same field of study). The external supervisor, however, also requires an internal consultant. The supervisor is responsible for the professional content of the thesis and provides professional assistance to the student during his thesis activities. Before submitting the thesis, he reviews the thesis. It is important that, if he is an external supervisor, he knows the faculty's expectations, especially the criteria for evaluating the thesis.

The internal consultant is a lecturer or doctoral student of the Faculty of Informatics. His/her task is to monitor the student's thesis activities, consult with the external supervisor if necessary, report on the student's work completed up to that point at specified intervals (milestones), write an evaluation of the thesis, indicate to the Final Examination Committee the topics of the main material related to the thesis, prepare the student for the thesis defense to be presented in the Final Examination. His/her task is to review and comment on the topics selected for the Final Examination.

We recommend the following procedure before submission:

- Discuss the topic to be worked on with your supervisor (this is also included in the request).

- Formulate a short description of the topic of the thesis together.

- Upload the data and the description in the request.

- Double-check the data of the supervisor so that it is recorded correctly.

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 consulent)

- The title of the thesis

- Short description of the thesis topic : max. ½-1 page based on which the difficulty and complexity of the task to be solved can be evaluated.

After submitting the application, the internal consultant will be assigned as the 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.
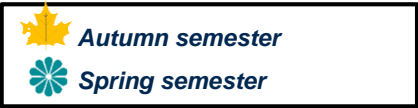
You can change the thesis topic until the

❄ **1st of february**

🍁 **31st of august**

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

🍁 *Autumn semester*
❄ *Spring semester*

- **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.

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