

**Provisions of the 29/2020. (IV. 23.) Presidential Committee  
to Deadlines and Procedures Regarding Thesis Submission  
in Academic Year 2019/2020**

Due to the declared state of emergency concerning the coronavirus pandemic, in parallel with implementing distance learning, the schedule of the semester has been changed. It resulted in a 2-week extension of the deadline for thesis submission. The present measure amends the procedures of thesis submission, thus making it simple and online.

**1. Thesis submission procedures and deadlines**

**1.1. Submission procedure**

Your thesis accompanied by the **Urkund plagiarism report** is to be submitted **only electronically** uploaded to the Moodle system.

**Students of the International Business BA study program are exempt from it, as their theses are to be submitted via the Neptun system.**

- In July, 2018 anti-plagiarism regulations were adopted (BCE SZMSZ Volume I, SZMR I.20.). Regulation is available on Neptun login page. 'I.20\_Anti-plagiarism regulations\_2018\_junius\_19.pdf',
- Urkund is a fully-automated text-recognition system. The purpose of its introduction is to support the activities of lecturers and consultants in the detection of plagiarism and to support students in the avoidance of plagiarism. General information on Urkund is available on the Neptun login page.
- Information about the use of Urkund can be found on the Neptun login page 'User guide Urkund'. Please read it carefully.

**1.2. Deadlines**

For the Budapest and Székesfehérvár campuses

<b>Uploading thesis electronically</b>		
Level of degree/Specialisation	Deadline	Platform
<b>Bachelor Programs:</b> Business and Management, Business Informatics, Commerce and Marketing, Rural Development Engineering, Applied Economics, Economic and Financial Mathematical Analysis, Political Science	<b>18<sup>th</sup> May, 2020 (Monday) 14 :00</b>	Moodle
<b>Bachelor Programs:</b> Finance and Accounting, Tourism and Catering, Human Resources, Communication and Media Science, International Relations, Sociology	<b>18<sup>th</sup> May, 2020 (Monday) 15 :00</b>	
Master Programs	19 <sup>th</sup> May, 2020 (Tuesday) 15 :00	
Postgraduate Specialist Training Programs	20 <sup>th</sup> May, 2020 (Wednesday) 15 :00	
International Business Economics	<b>18<sup>th</sup> May, 2020 (Monday) 15 :00</b>	

***The thesis cannot be submitted after the deadline indicated in the table. Those who do not upload their theses by the given deadline cannot take the final exam this semester (2019/2020, spring semester).***

Please note that

- the system treats 'Server time' as official time;
- thesis can be uploaded to the Moodle system only once on the Final Submission page, further amendments are not possible;
- further requirements regarding thesis writing and submission, which are not included in this information paper, can be found in the Study and Exam Regulation, paragraph 41. Please read it carefully.

### **1.3. Declarations to be submitted**

1.3.1. Declarations to be submitted to Moodle as part of the thesis.

**A signed declaration is to be submitted as an 'image' (scanned).**

1.3.1.1. **Own Work Declaration** (Annex 1).

The student submitting the thesis is required to state that *the thesis is the result of his/her own work.*

Availability: The page following the cover page of the thesis (before the 'Table of Contents').

1.3.1.2. **Supervisor's Declaration**

The thesis supervisor sends the declaration issued to the student from the e-mail address .....@uni-corvinus.hu with the following wording:

**I, ..... (name of supervisor) as supervisor hereby declare that I support the submission and defence of the thesis written by ..... (name of student, Neptun code), titled .....**

The e-mail is to be attached by the student in pdf format following Annex 1.

1.3.1.3. **Declaration on Thesis Written in Simultaneous Studies** (Annex 4).

Students participating in simultaneous studies are to declare that the overlap between their theses does not exceed 10%. (Annex 4).

1.3.1.4. **Declaration on Passing the Complex Examination – RELEVANT TO HUNGARIAN LANGUAGE TRAINING ONLY** (Annex 3)

To be submitted only by undergraduate students in Business Informatics.

1.3.1.5. **Statement about the Publicity of the Thesis Work (Annex 2)**

When submitting the Thesis Work, the student as an author has to declare on the authorisation of the publication of his or her Thesis Work.

Availability: Below Annex "**Statement on the Originality of the Thesis Work**"

## **2. Moodle access of students having absolved their academic requirements (a.k.a. students of 'absolved' status)**

2.1. Students of 'absolved' status are to submit their theses to the Urkund system in Moodle.

2.2. All students of 'absolved' status are asked to check whether they are still entitled to use the Moodle system. If you are unable to log in to Moodle, please inform your academic registrar.

### 3. Entry into force

3.1. This provision shall enter into force on the day of its publication.

Prepared by:	Livia Pavlik, Chancellor Lajos György Szabó, Vice-rector of education	21 April 2020.	
Reviewed by:	Barbara Bíró, Legal Leader	21 April 2020.	
Approved by:	Presidential Committee	23 April 2020.	ET-39/2020 (IV. 23.)
Released by:	Marica Sárközi-Kerecsi, Leader of administrative and regulatory services	23 April 2020.	