

Dear Graduate Student!

The degree theses and diploma projects must be uploaded electronically to DEA and e-Learning/moodle *without the Student declaration*.

For them to be submitted, the institutes' education administrators shall create a moodle course (one for each institute or major) named Degree Thesis/Diploma Project, where the students can upload the PDF files containing their work. This moodle course is available in the e-learning system (web: <https://elearning.unideb.hu/>) among the courses of the given institute.

Subsequently, the institute (with the help of an appointed teacher/SEB secretary/administrator expert) must ensure that the degree theses/diploma projects are sent out for evaluation, and that the supervisor's report is sent to the student and the State Examination Board.

Deadline for submission of thesis and diploma work is
for the **BSc. and MSc.** students: **24th of April 2026, 12:00 (midday)**

The submission of thesis and diploma work after the deadline shall not be accepted. (The deadline extension for submission of thesis and diploma work can be requested by the institution/department of your training program. It must be max. only 1 week after the deadline.)

The student has to upload the thesis/diploma work converted to PDF format *without* the student declaration to the **DEA (library)**! (web: <https://dea.lib.unideb.hu/>).

The uploaded thesis in the DEA will be approved by after the successful state exam.

Procedure for signing the Student Declaration (only choose one option):

There are two options to signature your declaration with your supervisor:

Option 1. by *personally* (your supervisor signature the declaration with his/her handwrite on paper) or

Option 2. by *electronically* via Neptun system (your supervisor will sign electronically your requested declaration template)

In case of Option 1. - after with the signed declaration by the supervisor- you have to send it to **Alexandra Csatóry via email** (acsatary@science.unideb.hu) **or give it personally (in office hours)** until the deadline of the thesis submission, otherwise the thesis upload will be refused for both uploading platforms.

The original declaration is available on the following website: ([word](#) | [pdf](#))

Procedure for the (electronic) student declaration via Neptun (Option 2.):

1. After the login in to the web interface (neptun.unideb.hu), select the Requests menu in the Administration menu.
2. From the available requests, select the appropriate request template. Name of the request: **TT_Student_declaration-2025/26/2**
3. All fields of the application must be filled in, and the declaration If only just signed by the student must be attached to the electronic application. **Important:** Fill the name and department

of the supervisor accurate, because this is the only way to assign it to the application from the Neptun database!

4. The declaration attachment which only just signed by the student can be uploaded to the request by pressing the **Attachment** button in the application:
 - a. In the window that appears, press the + **Upload file** button to browse the application attachment to upload.
 - b. Select the file you want to upload, and then click **Open**.
 - c. The Description field is optional, but not required.
 - d. Use one of the **Close** or **Back** buttons to finalize the attachment of the document. If the document is successfully uploaded, a staple will appear in the request next to the **Attachment** button.
5. When you have completed the application, click **Next** button (located at the bottom of the application).
6. You can check the filled form again. In case you want to change any of the data, press the **Previous** button (located at the bottom of the request), which will navigate you back to edit the request.
7. If all the data has been entered correctly, the application can be submitted with the **Submit request** button (also located at the bottom of the application).
8. The submitted application can be found in the **Requests** menu on the **Submitted requests** tab.

The student may not have the necessary tool to print the original application, so the electronic Declaration application is structured so that the student has to mark the appropriate circle at the bottom of the application.

- *“For my request form, I attach the original, signed request form in PDF format.”*
- *“I do not have the appropriate tool to print the original application, therefore I can't upload the original, signed request form. I declare that the above data and reasons correspond to reality.”*

Procedure for downloading a declaration decision:

1. After the login in to the web interface (neptun.unideb.hu), select the **Requests** menu in the **Administration** menu.
2. The submitted and evaluated application can be found in the **Submitted requests** tab under the **Requests** menu.
3. The evaluated application must be selected by pressing the [+] (plus) button in the right row, and then the **View resolution** function in the context menu that appears here.
4. The decision (in a PDF viewer) is displayed, which can be downloaded / saved

Procedure for thesis classification (to protect business or other significant interests):

The thesis classification (to protect business or other significant interests) should only be requested by students whose contact person in the thesis organization (company, firm, external consultant, university supervisor) does not allow the disclosure of the thesis/diploma work data because it would harm the business or other significant interests of the organization.

The thesis classification request is signed by the student and uploaded to the Neptun system, where the supervisor assigned by the Registrar's Office gives his/her opinion. A decision is generated for the thesis classification request approved by the supervisor. The decision will have an application identification number.

Important: In the 7th point of request If the thesis can not be uploaded in the DEA then in the 2nd point you have to pull out the classification's time period with a line.

In that case If the thesis is uploadable, but until max. 5 years is not accessible the classification request must be submitted with the thesis in a separate file on the uploading platforms.

The original application (which the student prints and it must be uploaded / attached) is available on the following website: ([word](#) | [pdf](#))

After the login in to the web interface (neptun.unideb.hu), select the Requests menu in the Administration menu.

1. From the available applications, select the appropriate application template. Name of the application: **TT_Thesis classification request_2025/26/2**
2. The further steps of the procedure are same as above (*steps of the procedure for uploading the student declaration*).

Procedure for uploading to the Library (DEA):

Web page: <https://dea.lib.unideb.hu/home>

Upload guide: [link](#)

Additional information from the University Library: <https://lib.unideb.hu/en/>

Please indicate the contact details below if you encounter any difficulties or jams with your application.

Thanks and regards:

Registrar's Office

Faculty of Science and Technology