**THESIS SUBMISSION 2021/2022/2**

**for BSc and MSc students**

The deadline of the thesis submission**: 22nd April 2022 12.00 (noon), no delay can be accepted at all!**. You should upload your thesis into the University of Debrecen Electronic Archive (DEA) by this time. In case you missed the deadline you can not attend the final exam!

You should not submit your thesis printed and bounded so the thesis submission is only the uploading to DEA!

Here you can find many useful information to the uploading: [*https://dea.lib.unideb.hu/dea/handle/2437/85081?locale-attribute=en*](https://dea.lib.unideb.hu/dea/handle/2437/85081?locale-attribute=en)

You should upload 2 separate files by one uploading:

-the thesis

-the Declaration *(Annex 2 in Thesis requirements)* The Declaration must be uploaded filled in and signed.

Both files must be uploaded in pdf format in a secured version. We kindly ask you to follow the steps on how to make a file secured for copy and print protection (see the *Thesis upload guide*  *https://mad-hatter.it.unideb.hu/portal/displayDocument/Szervezeti%20t%C3%A1rak/Kari%20t%C3%A1rak/GTK/Dokumentumt%C3%A1r/Angol%20nyelv%C5%B1%20dokumentumok/Thesis/Thesis%20upload%20guide.pdf).*

If the request of the company requires encryption of the dissertation, the company signed and stamped request for encryption must be scanned and sent by the student to gtk.dekan@econ.unideb.hu with the subject "Encryption Request". Only and exclusively an encryption request that is complete and completed as appropriate is signed by the Dean but does not need to be signed by the consultant. After signing, a reply will be sent back to the student via email. No encryption may be requested after the deadline for uploading the dissertation to DEA (12.00 noon 22 April 2022). Please upload the encryption document together with the thesis in a separate file, in pdf format (copy and print protected). No subsequent encryption is possible.

After you have uploaded your thesis into DEA, your supervisor will upload the Supervisor’s opinion sheet of your thesis into Neptun but only if s/he agrees that you can submit your thesis. If yes, we will let your thesis into DEA and your thesis submission will become final by that.

You will get a message about this from DEA.

You will find your supervisor’s opinion sheet and the review of your thesis here in Neptun: *Studies / Degree thesis/Thesis application / Reviewer/Consultant / Review conclusion*

Here are some additional information:

-If a thesis is not provided to the supervisor at least two weeks before the deadline for submission it cannot be accepted. (Your supervisor has many students that s/he mentors, so s/he needs time to review the final version of your thesis.)

-Please check how the title page/internal must look like in the *Thesis requirements*. **There cannot be any kind of variations in it at all!!!**

-Please add the name of the university, the faculty, the institution and the department where your supervisor belongs to to the internal page as it is in the sample in the attachment. You can check the correct names below in this document.

-You must put the Hungarian title as well on to the internal title page! Please ask your supervisor to translate the English title into Hungarian for you.

**Here is the important information for your thesis to the internal page:**

The name of the university: University of Debrecen

The name of the faculty: Faculty of Economics and Business

The name of your major:

BSc in Business Administration and Management

Commerce and Marketing, BSc

International Economy and Business, MSc

Rural Development Engineering, MSc

Institutes and departments (where you supervisor belongs to):

**Institute of Economics and World Economy**

Department of Micro-and Macroeconomics: Dr. habil Pál Czeglédi associate professor, Dr. Levente Nádasi assistant professor, Dr. habil Judit Katonáné Kovács associate professor, Dr. István Kovács assistant professor

Department of Environmental Economics: Dr. Piroska Harazin assistant professor

Department of World Economy and International Business: Dr. habil László Erdey associate professor, Dr. Ádám Márkus assistant professor, Eszter Tóth senior lecturer

Department of European Integration: Dr. Zsuzsanna Trón assistant professor

Department of Business Law: Prof. Dr. Tamás Fézer professor

**Institute of Management and Organisational Sciences**

Department of  Management Sciences: Dr. Mária Ujhelyi associate professor

Department of Human Resource Management: Dr. András István Kun associate professor

**Institute of Applied Economics Sciences**

Department of Farm Business Management and Corporate Planning: Dr. Krisztián Kovács assistant professor

Department of Business Economics and Enterprise Development: Prof. Dr. habil András Nábrádi professor

**Institute of Accounting and Finance**

Department of Finance: Dr. habil Patrícia Becsky-Nagy associate professor, Dr. Vilmos Lakatos associate professor, Mirjam Hamad PhD student

**Institute of Applied Informatics and Logistics**

Department of Logistics Management: Prof. Dr. Miklós Pakurár professor

Please do not forget to register for the final exam in Neptun till 22nd April 2022!

Please note that no student is allowed to take the final exam in case they have any debts towards the university or they have non-returned books to the library.

Registrar’s Office

Faculty of Economics and Business

University of Debrecen