

## INFORMATION FOR FINAL-YEAR\* STUDENTS

**\* (=students getting their final pre-degree certificate and/or taking their final exam in the exam period of the 2nd semester of the academic year 2024/25)**

Dear Final-Year Students,

I would like to call your attention to the following to make your tasks in connection with finishing your studies easier:

### **A.) SUBMITTING THE FORM VÉGZŐS HALLGATÓK NYILATKOZATA (STATEMENT OF BA/MA STUDENTS)**

All final-year students

1. *who are getting their final pre-degree certificate **and** taking their final exam in the 2nd semester of 2024/25, or*
2. *who got their final pre-degree certificate earlier, but who are taking their final exam in the 2nd semester of 2024/25*

are requested to submit the form from this semester in the **Neptun** system under the Administration – Application menu item. The mandatory attachment of the application is a double-sided copy of the identity card and residential address card for students participating in any training program, and the pre-qualification certificate is also a mandatory document for students participating in further specialized training.

Deadline for submission: **(Monday), 31 March 2025, 12:00 p.m.**

I ask all students who got their final pre-degree certificate earlier, but who want to take their final exam in the 2nd semester of 2024/25 to **submit the Statement of BA/MA students even if they submitted it earlier to the Registrar's Office** (the form is valid for the given semester, and it expires if the semester is closed without the final exam). In this case, you have to submit the form *Abszolvált, de nem záróvizsgázott végzős hallgatók nyilatkozata (Statement of BA/MA students who have a final pre-degree certificate, but have not taken the final exam)*.

I inform you that students who are **finishing their studies in the 2nd semester of 2024/25** – if they started their studies in the given programme no later than the 2nd semester of 2022/23 – **do not have to take a language exam**, and their diploma can be issued after a successful final exam. Students who started their studies in the 1st semester of 2023/24, and whose model curriculum includes the subject *Professional foreign language for special purposes* can get a final pre-degree certificate and can take the final exam only after completing it.

I call your attention to the fact that **only those students can register for the final exam period in Neptun who will have submitted the form Végzős hallgatók nyilatkozata (Statement of BA/MA students)** in the Neptun system with the mandatory attachments by the deadline.

Students submitting the form after the deadline have to pay a fee of HUF 1,000 – *Late submission of materials for academic purposes* – according to the law (Appendix 3 of *TJSZ – Student Fees and Benefits Regulations*). The fee will be transcribed by the programme administrators. Not paying the fee means you cannot register for exams and the final exam in Neptun.

## B.) UPLOADING THE THESIS TO DEA

*This section **does not concern** full-time students in **undivided double-major** teacher training programmes, because they had to upload their thesis to DEA before the continuous professional practice.*

I inform you that according to the modification of *The Academic and Examination Rules and Regulations of the University of Debrecen (TVSZ)* made on 8 November 2012, the PDF version of **theses must be uploaded** to DEA (Electronic Archive of the University of Debrecen). For help with the uploading process see:

**<http://dea.lib.unideb.hu/dea/handle/2437/85081>**

The faculty deadline for **submitting** and **uploading** the theses are the same: according to the TVSZ, it is **(Monday), 31 March 2025**. The institutes and the departments can extend the deadline (by two weeks maximum), and in this case this deadline must be met.

All students who are taking the final exam in the 2nd semester of 2024/25 must upload their thesis to DEA, regardless of the time of completion, the date of receiving a grade for it, and the type of programme the student studies in (full-time or part-time, BA, MA or specialized postgraduate programmes, etc.).

### **Information about uploading the thesis:**

1. If your thesis is not uploaded, the submission of the thesis will not count as completed.
2. You can upload the thesis here:

<http://lib.unideb.hu> – Keresés és Kutatás (Research and Publication) – Eszközök (Research Tools) – DEA – Felhasználói adataim (My data) (<https://dea.lib.unideb.hu/dea/login>). Log in with **your Neptun ID and password**. If you get a system notification saying that you do not have access to Neptun (Invalid user name or password),

- a) you did not use your Neptun ID and password, but some other ID and password.  
Solution: Log in with your Neptun ID and password.
  - b) Your e-mail address is not registered in Neptun. Solution: Log in to the website of Debrecen University (<http://www.unideb.hu/portal>), and after registration, add your e-mail address in Neptun. Go to the Profile menu, which is in the top right section of the screen, and select Personal information. Click on Contact information under the tab General information, and add your e-mail address in the form that appears.
  - c) If in the double-major teacher training programme your programmes belong to different faculties (BTK–TTK or BTK–IK), and if you are not writing your thesis in the BTK programme, you cannot see the collection of the other faculty (TTK or IK). You have to ask for access to the collection relevant to you by sending an e-mail to [dspace-help@lib.unideb.hu](mailto:dspace-help@lib.unideb.hu). After you get access to the collection, you can upload your **thesis written in the programme which belongs to the other faculty**.
3. You must declare that the thesis/diploma thesis/dissertation/final thesis (hereafter: thesis) is your own independent work and has been prepared in compliance with the international copyright regulations. **You must read and accept the declaration stating this when you upload the thesis DEA, as it is part of the placement agreement.**

Contrary to the previous procedure, *the plagiarism declaration has become part of the placement agreement*, which is part of the upload to DEA, and which must be accepted to complete the upload.

4. As according to the latest regulations, only *theses with at least a pass* can be admitted (approved) to DEA *after a successful final exam*, **your upload to DEA does not mean that your thesis gets into a DEA collection**. Every department/institute has a staff member (study staff administrator/institute secretary/librarian) who is responsible for checking the data of the theses and for admitting the properly uploaded theses to the specific collection in DEA after a successful final exam.

Your upload will be denied in the following cases:

- you have entered incorrect details
- you have uploaded the thesis to the wrong collection
- you have uploaded the wrong file.

When the institute/department administrator admits your thesis to the DEA collection, you will get an automatic e-mail message after a successful final exam.

Information about uploading theses:

<https://dea.lib.unideb.hu/items/0051cab8-a6a3-4af6-9bf0-e201d56c657b>

If you have any questions about the use of DEA, please contact the staff of DEENK (University of Debrecen National and University Library) at [dea@lib.unideb.hu](mailto:dea@lib.unideb.hu).

### **THINGS TO DO CONCERNING THE COMPLETION OF YOUR STUDIES**

**If you wish to get your final pre-degree certificate AND take your final exam in the 2nd semester of 2024/25:**

If you are a full-time student, please check before requesting your final pre-degree certificate that the **occupational safety course** and the required number of **physical education courses** are registered in Neptun. If any of them is missing, you cannot get the final pre-degree certificate.

Please check that all the grades of your completed subjects/courses are registered in Neptun. If they are not, turn to the lecturer or the study staff administrator of your programme for help, because it is the lecturer's task to register the grades or make sure they are registered before the final exam.

The condition of the admission to the final examination is that the completion of the programme requirements should be certified by the representative of the degree programme by a form concerning the student's training. You have to download the form applicable to you from the faculty's website (<http://btk.unideb.hu> – Hallgatónak – Ügyintézés – Nyomtatványok, űrlapok 5.b). After filling it in, give the form/send the form by e-mail to the study affairs/institute administrator, who will give it to the staff of the Registrar's Office after checking it. **Only students whose final pre-degree certificate form has been certified by the degree programme and has been received by the programme administrator at the Registrar's Office can be admitted to the final exam.** The programme administrator prepares the minutes of the final exam according to the form.

**If you wish to get your final pre-degree certificate, but WILL NOT take the final exam in the 2nd semester of 2024/25:**

**If you do not wish to take your final exam in the given exam period**, but you would like to complete your studies in the 2nd semester of the academic year 2024/25, you can receive your final pre-degree certificate if you have the credits – with or without the thesis credit – required by the degree, and you also have to meet the requirements of the issue of the final pre-degree certificate (full-time programmes: occupational safety course, physical education courses, etc.).

**After the issue of the final pre-degree certificate**, you do not have to register for another semester because your **student status will be terminated**, and the final exam can be taken in any examination period **within five years after the issue of the final pre-degree certificate**. When **five years have passed after the termination of the student status, the final exam cannot be taken**.

The administration process of the issue of the final pre-degree certificate is the same as in the case of the final exam, so you have to submit the final pre-degree application form certified by the degree programme to the Registrar's Office so that your student status can be terminated and attended to, and the public bodies (OEP, Diákhitel Központ, EMMI) get valid data from our obligatory data reports.

**If you received your final pre-degree certificate in a previous semester, and you wish to take the final exam in the 2nd semester of 2024/25:**

**If you received your final pre-degree certificate without completing your thesis**, but your thesis has been finished since then, and you have received at least a *pass* for it, you have to **make sure your grade is registered in Neptun**. The grade of a thesis written after the issue of the final pre-degree certificate is registered by Várhegyi László, Neptun administrator, in the Registrar's Office, floor 3, 333.

### **CONDITIONS OF THE FINAL EXAM:**

To sum it up: if you would like to take the final exam in the 2nd semester of the academic year 2024/25, the following conditions must be met (it is not a chronological order):

1. submitting the form *Végzős hallgatók nyilatkozata* (*Statement of BA/MA students*) to the Registrar's Office
2. receiving the **final pre-degree certificate**
  - a. earning the credits required by the programme,
  - b. for full-time students: occupational safety course and the required number of physical education courses
3. a **thesis** with at least a *pass* grade
4. **uploading** your thesis to DEA
5. **fulfilling** all kinds of **financial obligations** towards the university and the faculty (including dormitory fees)
6. registering for the final exam in the degree programme (specified by the institute/department)
7. **registering for the final exam period in Neptun**

### **Registration for the final exam period:**

In Neptun, in *Exams/Final exams*, click on *Continue to the application*. A push notification will appear to indicate that your registration was successful.

If you want to **cancel your registration** for the final exam period, in *Exams/Final exams*, click on *Continue to the application*, then click on *Cancel application*. A push notification will appear to indicate that your deregistration was successful.

***You have to register for the period only.*** The Registrar's Office will register you for the day of the final exam according to the exam schedule of the institution/department.

I call your attention to the fact that you can register for the final exam period in Neptun if

1. you do not have any tuition fee debts and
2. you do not have any fee debts (including dormitory fees) and
3. you do not have any debts towards any faculties of Debrecen University (see *TVSZ* § 26 (3) and
4. you have submitted the form of Statement of graduate students (*Végzős hallgatók nyilatkozata*) in the Neptun system to the Registrar's Office so you are in the group of students registering for the final exam period.

You cannot register for the final exam period if any of the four conditions is not satisfied. If you still wish to take the final exam in the 2nd semester of 2024/25 and the Registrar's Office has to register you, it counts as *Late application for an exam* and results in a payment obligation of a fee of HUF 2,000.

**Final exam period** in the 2nd semester of 2024/25:

**2 June – 20 June 2025**

**Final exam registration period:**

**(Monday), 12 May 2025, 8.00 a.m. – (Wednesday), 28 May 2025, 8.00 p.m.**

We wish you success in taking the final exam and getting your degree.

Debrecen, 3 March 2025

Bartáné Kustár Katalin  
Head of the Registrar's Office