

## Dean's order no.3, annex no. 2.

### Thesis/Diploma Thesis/Final Thesis (Full-time and correspondence)

- 1) Thesis, diploma and final thesis consultations are provided on a continuous basis, using the online communication system (email, skype, e-learning, etc.) chosen by the supervisor.
- 2) The papers will not be submitted in printed form; library upload will indicate the submission of documents in accordance with appropriate procedures. Detailed descriptions of the formal and content requirements and processes can be found on the GTK website (<https://econ.unideb.hu/hu/node/205>). We would ask everyone to read carefully the requirements as well as the procedure and conditions for the submission of papers.
- 3) The upload deadline of degree theses/dissertations has been modified; the new deadline is **12.00 (noon) 26 October 2020. The submission is, mutatis mutandis, an electronic upload to the University and National Library (DEENK) system of the University of Debrecen by the above deadline. During the upload, students should pay special attention to the selection of the right institute where their consultants work.**
- 4) The theses are subject to plagiarism check during the consultation and after submission.
- 5) 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](mailto: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 26 October). Please upload the encryption document together with the dissertation - in a separate file, in pdf format (copy and print protected). No subsequent encryption is possible.
- 6) In the emergency, the thesis / diploma thesis / dissertation evaluation process takes place in the Neptun system.
- 7) After uploading the dissertations to DEA, the institute administrator/the designated administrative staff at Szolnok Campus record the data and consultant of the dissertation in the Neptun system in the menu item of students' dissertations. After that, the papers reviewed by the instructor will appear on the instructor interface of the Neptun system, within 24 hours of publication, the instructor is required to upload the consultant review form prepared by him/her to the Neptun system. The instructor does not need to sign the consultant opinion form, after converting the fully completed Word document to pdf format he/she must upload it by entering the Neptun system's own instructor interface (it replaces the signature). Consultant review forms uploaded by administrators will not be accepted.
- 8) After uploading the supervisor's review form, if the supervisor supports the submission of the thesis, the institute administrator/designated administrative staff at Szolnok Campus confirm the upload of the diploma thesis. Based on the supervisor's review form, if the supervisor does not support the submission of the dissertation, the institute administrator/designated administrative staff at Szolnok Campus will reject it in the DEA, and students may submit their diploma theses in the following semester. After the acceptance of the dissertation, the evaluation process continues. All dissertations will be reviewed by a competent colleague of the institute to which the dissertation was submitted. The institute administrator records the person of the reviewer in the Neptun system and sends the dissertation to him/her electronically. The reviewer uploads his/her review to the Neptun system

by 6 November 2020. The instructor does not need to sign the consultant opinion form, after converting the fully completed Word document to pdf format he/she must upload it by entering the Neptun system's instructor interface (it replaces the signature). Review forms, comment sheets uploaded by administrators will not be accepted.

- 9) Teacher of Economics MSc students will upload the portfolio to the Moodle system of the DE Teacher Training Center by 27/11/2020.