

SZE UNIVERSITY LIBRARY AND ARCHIVES

THESIS UPLOADING GUIDE

2025

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Dear Student!

Please read the Thesis Uploading Guide!
If you encounter any other problems,
please contact your departmental
administrator or our library staff on the
contact details provided.

We wish you a successful upload!
SZE-ULA team

1. Access the interface

You can choose the degree menu on the library English webpage: <https://lib.sze.hu/degree-thesisuploading->

Note! You must use Mozilla Firefox or Google Chrome.

DEGREE

Please, click on the picture for uploading the thesis!

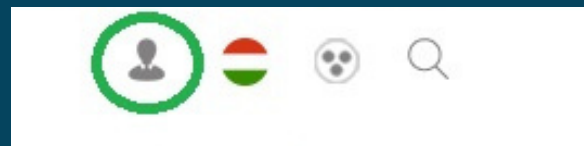


If you have problems with uploading the thesis, click above and read the guide

[THESIS UPLOADING GUIDE](#)

If you want to check your thesis, contact with your supervisor first!

[TURNITIN GUIDE](#)



2. Login to the thesis uploading surface

You must be logged in to upload your essay.

To do this, click on the little man icon in the top right corner (icon next to the language selector).

You will then need to log in to the SZE portal.



- If the student does not have a username and password, they must first register.
- If you have forgotten your password, you can request a new password by clicking on Forgot Password.
- If you still cannot register or log in, click on the Not yet registered menu item and select GUEST REGISTRATION!

3. UPLOADING THESIS

NOTE! It is not possible to upload your thesis outside the deadline.

Check the deadline at your Faculty.

a. Accepting statements

This is the first step where you declare that the thesis is your own work and the printed version of the thesis is the same as the electronic version. You could tick the box and save.

Must also declare that he/she accepts that his/her thesis will be accessible to anyone in accordance with the conditions set out in paragraph (4) of Article 78/A of the Study and Examination Regulations of Széchenyi István University, pursuant to paragraph (6) of Article 50 of the National Law on the Study and Examination of Students.

DEGREE COMPONENT

Declaration. As a student of Széchenyi István University, I declare that the thesis I have uploaded is my own work.
The digital version of my thesis is the same as my printed written thesis.

Declaration of Accessibility

I accept that my thesis will be accessible to anyone in accordance with the conditions set out in paragraph (4) of § 78/A of the Study and Examination Regulations of Széchenyi István University, pursuant to paragraph (6) of § 50 of the National Law on the Study and Examination of Students (Nftv).

☐ I accept the declarations.

SAVE[Restart filling!](#)

b. Encryption application upload I.

Here the student declares that he or she is requesting the encryption of the thesis by uploading the previously completed signed form. If you choose Yes, you have to upload the signed encryption declaration file.

The name of the uploaded file should be in the following format: NEPTUNCODE_STATEMENT (Example.: XT3NG6_STATEMENT) without accents, in capital letters)

In the File Type drop-down boxes, select ATTACHMENT.

ENCRYPTION STATEMENT: Basically, the encryption is for 5 years. This should be noted in the declaration! Thesis can be encrypted for more than 5 years only in extreme cases (maximum 15 years!). In this case, you should indicate in the encryption statement how many years you are requesting encryption.

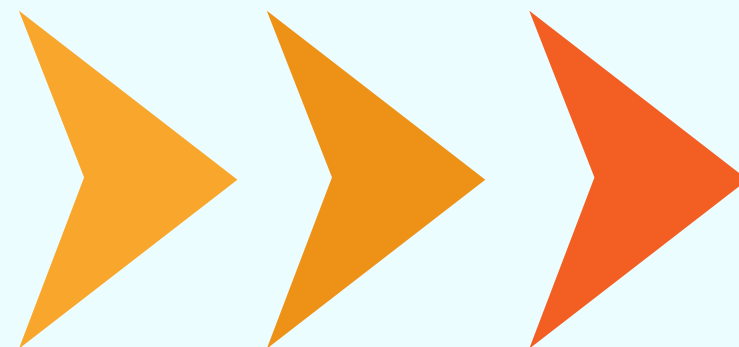
DEGREE COMPONENT

Please encrypt the thesis

☒ No ☐ Yes

SAVE

Restart filling!



DEGREE COMPONENT

 FILE UPLOAD

Please upload the signed encryption declaration based on the thesis preparation guide.
The name of the uploaded file should be in the following format: NEPTUNCODE_STATEMENT
(Example.: XT3NG6_STATEMENT) without accents, with capital letters)

SAVE

Restart filling!

b. Encryption application upload II.

The 5-year encrypted papers will be in the university repository after the encryption period has expired. That dissertations which are encrypted more than 5 years will not be included in the university repository. So those thesis will not available after the encryption period.

Unencrypted thesis: after selecting and saving the NO option, the system will let you proceed. From 2023, unencrypted papers will be available to all once uploaded to the university repository.

DEGREE COMPONENT

Please encrypt the thesis

☒ No ☐ Yes

SAVE

Restart filling!



c. Faculty/Department choice

Here you can choose the Department and Faculty to which you would like to upload your electronic thesis. Please choose the relevant Faculty and Department.

If you unsure where you have to upload, please ask the departmental administrator.

(Contact details of the departmental administrators can be found on the individual departmental websites.)



DEGREE COMPONENT

Faculty

Albert Kázmér Faculty of Agriculture and Food Science

Department

Department of Agricultural Economics

SAVE

Restart filling!

d. Thesis and attachment uploading

DEGREE COMPONENT



FILE UPLOAD (Please upload thesis as pdf file. You can upload all other attachments in any other file format. After uploading (the type(attachment/paper) must be indicated. Maximum size of files uploaded is 500Mb/file and 1024Mb is the limit for all files. Names of uploaded files should be in the following format. Thesis: NAME_NEPTUNCODE.pdf (e.g.: KISSJOSEPH_XT3NG6.pdf) (without accents and in capital letters), Supplement (attachment): NEPTUNCODE_MELLEKLET _1 (without accents and in capital letters), NEPTUNCODE_MELLEKLET _2)



Here you can upload your essay, its annex(es) and enter the required information.

If you are unable to upload the plagiarism statement in the PDF file, it can be uploaded as an Annex. In this case, it is no longer necessary to upload it in the essay file.

The uploaded thesis, its attachment(s) and the mandatory data can be modified and deleted until it has been reviewed by the departmental administrator. This is not possible once the thesis has been approved.

EGYETEM NEVE
KAR/INTÉZET NEVE
TANSZÉK NEVE

DOLGOZAT CÍME

BELSŐ KONZULENS
KÜLSŐ KONZULENS

HALLGATÓ NEVE
SZAK, SZAKIRÁNY

GYŐR
2015

e. The first/front page of the thesis

Note! The first page of the uploaded thesis should be the title page.

The title page should contain the information in the attached image.

Format and layout may vary from department to department. Please refer to the departmental requirements. (The data sheet and other preface pages are not required in the thesis file.

These signed data sheets can be uploaded as a separate file, packaged as an attachment.)

f. The uploaded file names

Thesis (Note: upload a file saved to PDF and NOT scanned to PDF)

NAME_NEPTUNCODE.pdf

(for example: JOSEPHBROWN_X5VNG - without accents and in capital letters)

Attachments (any kind of file format is possible):

NEPTUNKOD_MELLEKLET_1

(pl. XT3NG6_MELLEKLET_1)(ékezetek nélkül).

If you have **several attachments**, please pack in **ZIP format file** and upload it. In this case please use the following name:

NEPTUNCODE_MELLEKLET



g. Compulsory datas I.

The form contains automatically inserted data, please check them.

(Faculty, Department, Name, Neptun code, Year of preparation, Type of thesis, Language of thesis.)

Please fill in all the required data accurately !

THESIS TITLE:

If the thesis has been classified for more than 5 years, please mark the line Thesis title with: LONG-TERM ENCR. and then enter the title of the thesis. Only for theses that have been classified for more than 5 years, this marking is mandatory.

Do not enter unknown or foreign characters in the thesis title field! Only characters that are used in a basic way may be entered!

Faculty	Albert Kázmér Faculty of Agriculture and Food Science
Department	Department of Agricultural Economics
Name	Keséné Bohácsi Beáta
Neptun code	COI7ZD
Title of thesis	
Comments:	Please indicate the names and Neptun codes of other students (co-authors) if more than one person wrote the thesis.
Preparation year	2025



g. Compulsory datas II.

Comments: If more than one student has written the paper, please indicate the name and Neptun code of the co-author in this field when uploading the paper.

Program/Specialisation: It is also important to fill in the fields for course and specialisation. The field of specialisation must be filled in in the field of the degree course in which you have graduated. In addition, if you also have a specialisation, you should enter it in the appropriate field.

Type of thesis: It is important to indicate at which level of education the student is submitting the thesis

- BA/BSc
- MA/MSc
- Higher education vocational course
- Special training
- Integrated

Title of thesis
Comments:
Please indicate the names and Neptun codes of other students (co-authors) if more than one person wrote the thesis.
Preparation year
2025

g. Compulsory datas III.

Start typing the name of the **internal consultant** and select it from the drop-down list.

When you are done, you should also enter the **faculty and department** of the consultant.

Language of the thesis:

- Hungarian
- English
- German

The student must enter 3 **keywords** related to his/her essay:

- Keyword 1
- Keyword 2
- and Keyword 3 for form elements.

Program (Course)	
Specialisation (Optional, If you have it)	
Internal consultant name	
(E.g.: name, prefix)	
Faculty (consultant)	Albert Kázmér Faculty of Agriculture and Food Science
Department (consultant)	Department of Agricultural Economics
Dolgozat nyelve	Magyar
Típus	szakdolgozat
Hozzáféres	Nyilvánosan hozzáférhető
Kulcsszó 1	
Kulcsszó 2	
Kulcsszó 3	

4. Errors during saving

The title is incorrect

You will see this message if the “Title of Thesis” row is empty or you have used some unknown characters in the title.

The given consultant name is incorrect

You will see this message if the “Consultant name” row is empty.

The uploaded file is incorrect

If you attempt to upload a file with invalid characters you will see this message; for example, the Thesis file contains scanned text. If a page is scanned it is not an issue but the whole thesis can not be fully scanned. If you would like to upload pictures and multiple attachments, please choose the supplement option. The upload format is not restricted to PDF here.

**If you are unable to upload the thesis, please exit the webpage and retry.
Unless you see the successful upload message uploading is not complete.**



4. SUCCESSFUL SAVING

After your data input and file upload please click the SAVE button at the end of the page. After this step the thesis upload is finished. You won't see any other messages after this.

If necessary, you can enter the surface and edit your uploads.

NOTE! If the administrator has changed the thesis status to ACCEPTED, you can no longer alter your thesis or edit it. If the department administrator has not changed the status to ACCEPTED, you can still edit or delete your documents.

