Thesis upload guide
/for students/

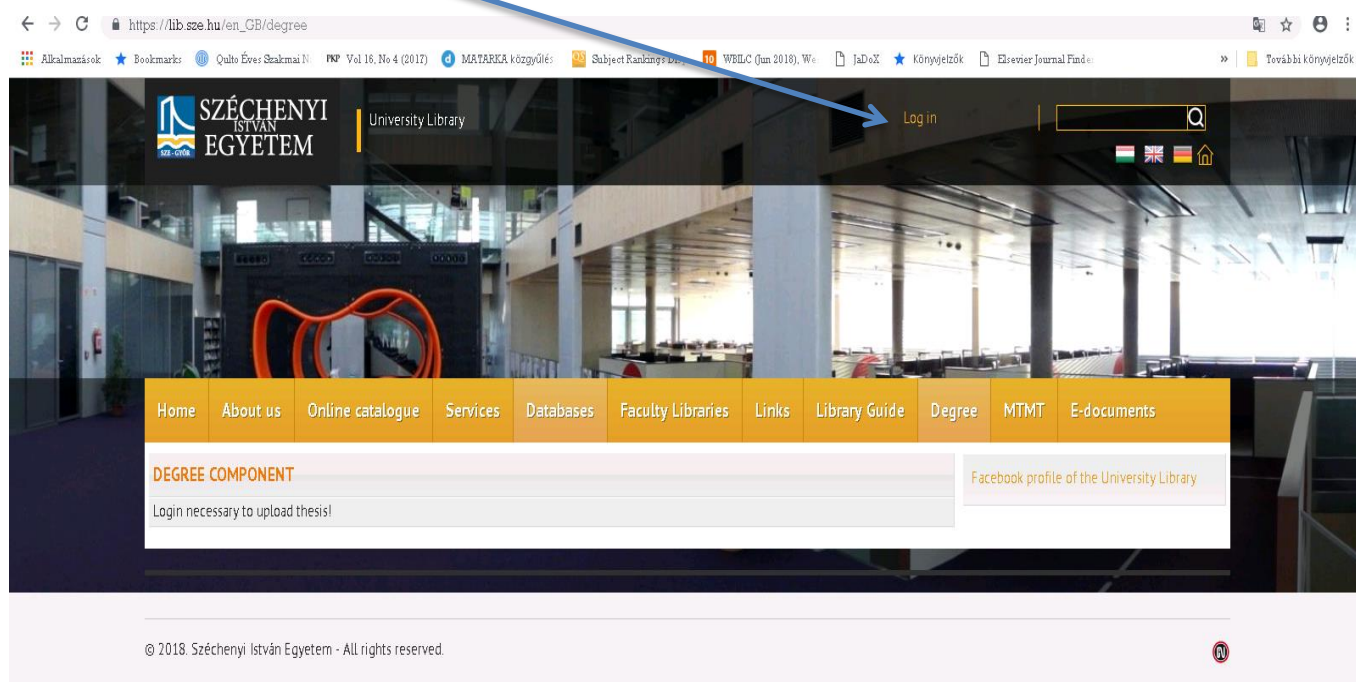# 2021

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1. Log in to the thesis uploading surface

You can choose the degree menu on the library English webpage (https://lib.sze.hu/en_GB/degree).Here in the top right hand corner you can click to log in. **Note: you must use Mozilla Firefox or Googgle Chrome.**

After this you can see a new webpage. On the first line you can give your **username** and on the second your **password**. You should give your SZE portal username and password. All students are given these login details at the university. If you do not know your username or password please ask at the AKIK office (the student office), or the International Student Program Office.
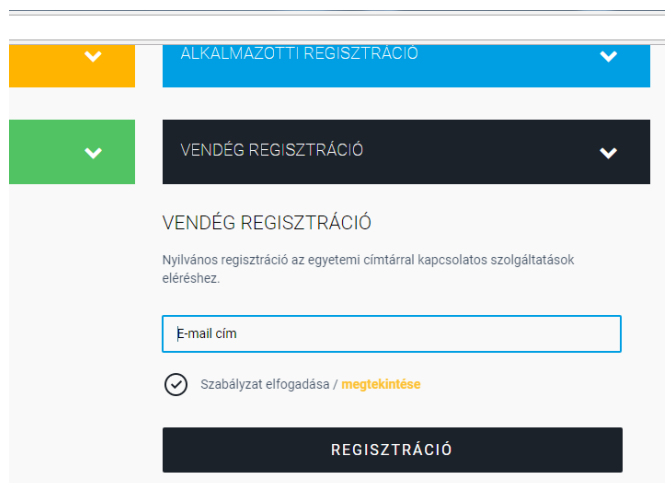
If you have not yet registered or do not remember your password you could use the "Elfelejtette jelszavát" (menü) and you can request a new password.

Another option if you are not able to enter this surface is to use the Registration as a Guest—"Még nem regisztrált" and then the Vendégregisztráció menu. After this you can enter some main information.
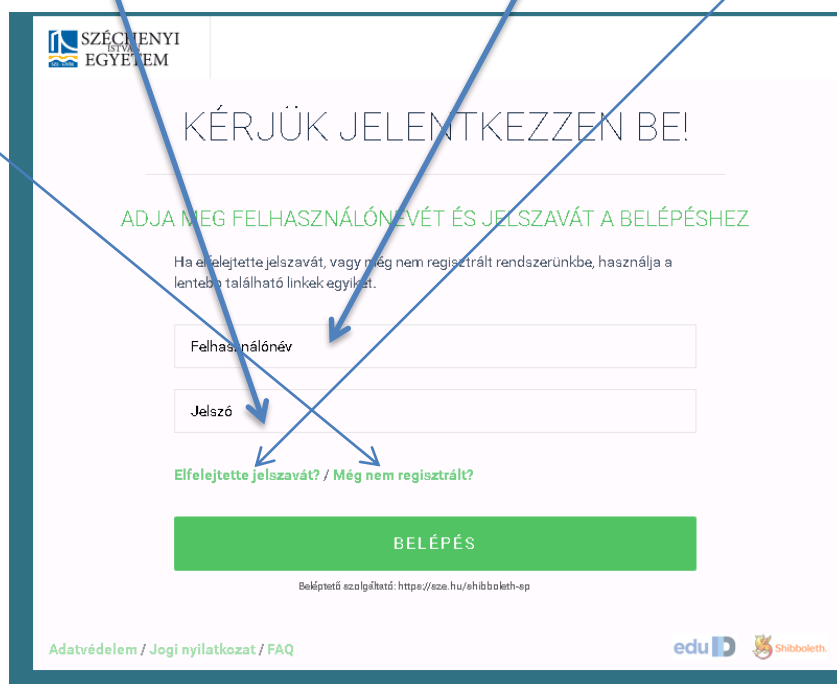
If you use the Guest (Vendégregisztráció) option please give a valid mailing address. All information will be sent through your mailing address.

If you have any questions regarding the registration process, please ask the staff of your Faculty where you will submit your printed thesis.
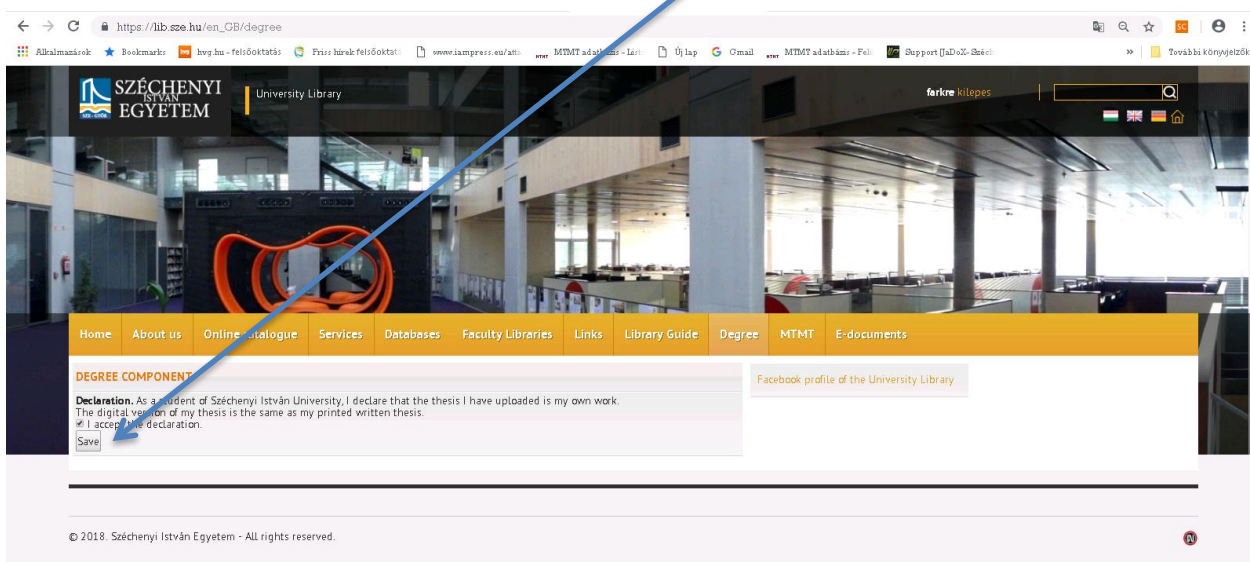

2. Thesis upload

It is not possible to upload your thesis outside the deadline. Check the deadline at your Faculty.

Accepting the statement

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.
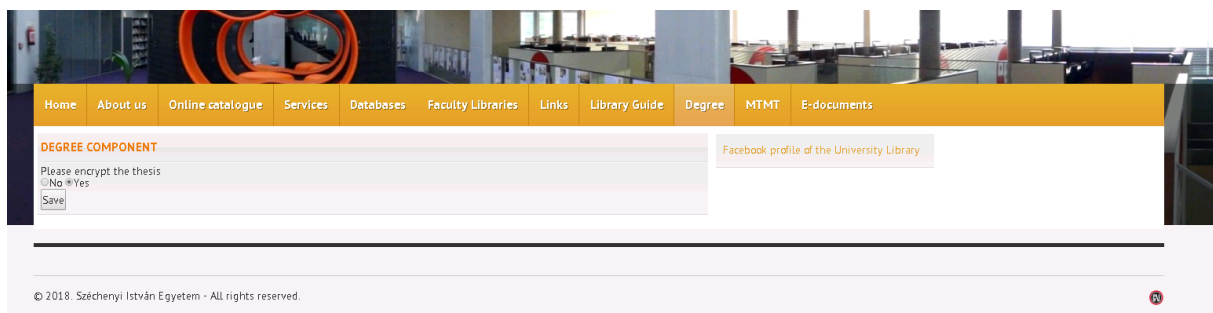

Encryption application upload

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)

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**. *In this case, you should indicate in the encryption statement how many years you are requesting encryption.* **Maximum encryption period: 15 years. Please do not use final encryption!** 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.
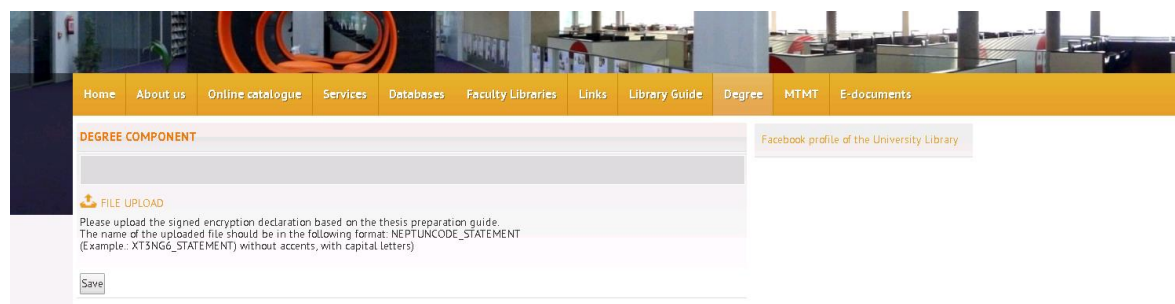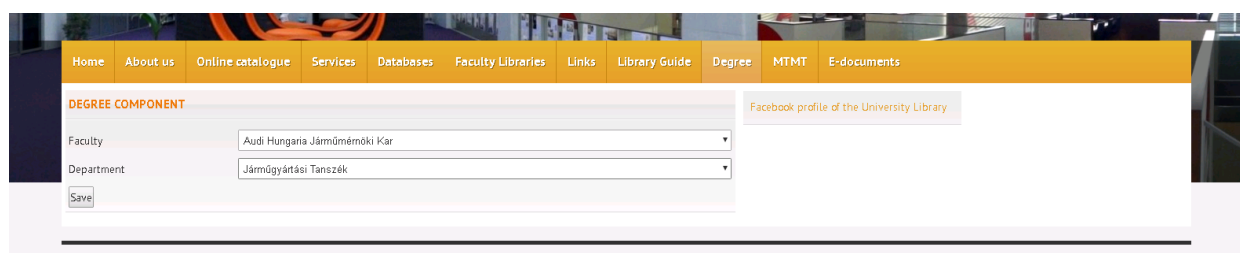
Non encryption thesis

If you choose No, go to the next step.

Institute/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.

Thesis and attachment uploading

You can upload the main data and files here. The uploaded thesis and attachments can be edited and deleted if the department administrator has not yet accepted the thesis. It is not possible to edit or delete the thesis and the attachments once it has been accepted.

The first page of the thesis (front page)

Please check the requirements with the relevant faculty and department administrator. Some main information must be given.

Department name
Faculty name

Title

Consultant name

Student name
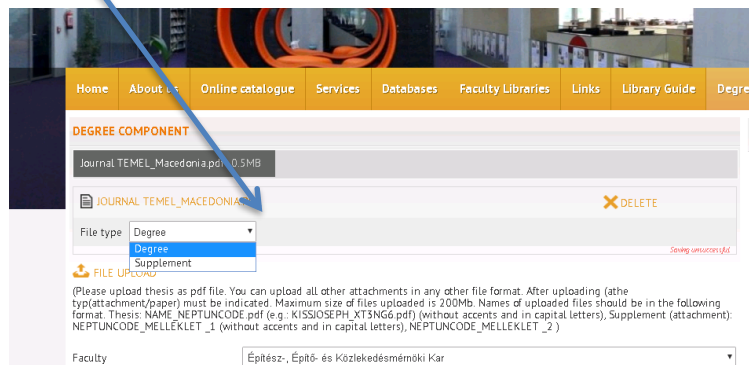Programme title,
specialisation

GYŐR
2018

The uploaded file names

Please first choose file upload option.

Thesis: It must be saved as a PDF : NAME_NEPTUNCODE
(for example: JOSEPHBROWN_X5VNG) (without accents and in capital letters)

Attachments: any kind of file format is possible. Please use the following name variations: NEPTUNCODE_MELLEKLET1, NEPTUNCODE_MELLEKLET2. If you have several supplement please pack in one file. (For example Zip format.) In this case please use the following name: NEPTUNCODE_MELLEKLET

Please choose the relevant file type. If you upload an attachment you could choose the Supplement option.

Compulsory data:

Usually the system fills in some data automatically. Faculty/Department, Name, Neptun-code, Preparation year of thesis.

Please fill in the following information: The title of the thesis, the programme name, specialisation, Consultant name, Faculty of the consultant, Department of Consultant,

Please do not use unknown characters in the thesis title!

IF the THESIS is encrypted for more than 5 years, please indicate in the row of the _Title of the thesis_: LONG-TERM ENCR. Pleae use this words and then you can enter the title of the thesis. Please use this just for that thesis which are encrypted for more than 5 years.

Type of the thesis:

Please choose the correct option from the following:

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

3. 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- successful thesis upload, editing possibility

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.

ATTENTION!

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.