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| **Date** | **Activity** | **Unit/person** |
| 31. Oct. 2019. | Announcing fields of theses | head of department |
| 14. Dec. 2019. | **Announcing the title of thesis** and naming the consultant | last year student → Edu.Office → head of institute |
| 31. Dec. 2019. | head of department agrees on the title of thesis and the person of the consultant – in case of an outside consultant, an internal consultant should also be appointed | head of institute → Edu.Office (in an e-mail to the student) |
| 31. March 2020. | sending in the last version by the student in a Word format | student → consultant |
| 15. April 2020. | **Meeting the requirements of the thesis entry level**   * certifying it in an e-mail, pdf format AND * in an original copy signed by the consultant; consultant hands it over to student( for binding !) | consultant → student |
| at individual pace | final version of thesis (entry level and declaration of originality attached as supplement)) | student |
| 30. April 2020. | handing in thesis in two copies | student → Edu.Office |
| 30. April 2020. | loading thesis into Neptun as pdf. | student |
| 30. April – 15. May 2020. | matching theses with opponents, approving it and sending approvals to Edu.Office | head of institute → Edu.Office |
| 30. April – 20. May 2020. | Acceptance of theses at the Edu.Office or downloading from Neptun | opponent, Edu.Office |
| 25 - 31. May 2020. | **thesis evaluation pattern** (sending in opponent’s evaluation by e-mail, in pdf . format to the address [tanulmanyi@mte.eu](mailto:tanulmanyi@mte.eu) handing in the evaluated thesis. (the strict deadline for failure is 25.May! Following that date a pass mark must be given! | opponent → Edu.Office |
| 10. June 2020. | forwarding evaluation of opponents to the students in e-mail to their address available in Neptun | Edu.Office → student |