



Directorate of Education

**Thesis protocol
2024-2025 academic year**

Deadline	Activity	Organisation / person
30 September 2024.	Announcement of thesis topic areas	Head of Department
31 October 2024.	Submission of <u>thesis title</u> and name of <u>supervisor</u>	graduate student → SO → director of the institute
15 November 2024.	Approval of the Director of the Institute (approval of the title of the theses submitted and the person of the supervisor - in the case of an external supervisor, also the name of the internal supervisor)	Director → SO (sent to the student by e-mail)
31 March 2025.	Sending the last version of the thesis undertaken by the student in Word format	student → supervisor
17 April 2025.	Proof of completion of <u>an entry level thesis</u> <ul style="list-style-type: none"> • by e-mail, in .pdf format AND • original, signed copy to be handed over to the student by the consultant (the student must have it with the binding!) 	(internal) supervisor → student and SO
at an individual pace	Finalisation of thesis (entry level, declaration of authenticity attached)	student
2 May 2025.	Submit 1 copy of the thesis	student → SO
2 May 2025.	Submit thesis in pdf to Neptun	student
30 April - 15 May 2025.	Assign thesis to opponents, approve them and send the approved list to SO	director → SO
30 April - 15 May 2025.	Receive theses at the SO or download them electronically from Neptun	opponent, SO
25 May - 31 May 2025.	Submit the <u>thesis evaluation template</u> (opponent's opinion) by e-mail in .pdf format to tanulmanyi@mte.eu and submit the evaluated thesis.	opponent → SO
10 June 2025. (Friday)	Forwarding of opponent's opinions by e-mail to the student's e-mail address recorded in Neptun	SO → student