Student guide to uploading thesis
(2023/2024/2. semester)

01.03.2024.

Dear Graduate Student,

In accordance with the previous semesters, graduates must accomplish the electronic thesis submission/upload on the Moodle e-learning interface this semester as well.

Plagiarism is also filtered on this interface, and later (after thesis defense) the uploaded theses are automatically transferred to the BBS Repository, where the long-term storage and research service takes place.

As a graduate student, your tasks are:

1. Log in to the Moodle (https://moodle.uni-bge.hu) using your **Neptun code/Neptun password**.
2. From Neptun, the data of graduate students will be transferred to Moodle thesis courses, so your Moodle courses will also include your own Faculty's thesis course, but for the sake of simplicity, you can enter the course immediately below:
   - **BGE KKK Szakdolgozatok 2024/2025/1 (FIMB)**
   - **BGE KVIK Szakdolgozatok 2024/2025/1 (FCHT)**
   - **BGE PSZK Szakdolgozatok 2024/2025/1 (FFA)**

   If, for some reason, you have missed the list of graduate students who are automatically enrolled in the course, do not panic, but follow the instructions on this link.

   SZAKDOLGOZATFELTÖLTÉS MODUL
   Szakdolgozatok feltöltése és megtekintése - Upload thesis and view uploaded theses

3. When you enter the course, you will find a „***Szakdolgozatok feltöltése és megtekintése - Upload thesis and view uploaded theses***" link in the middle of the page, which will lead to the upload interface within the course.

4. Entering the upload interface, you will see the following image:
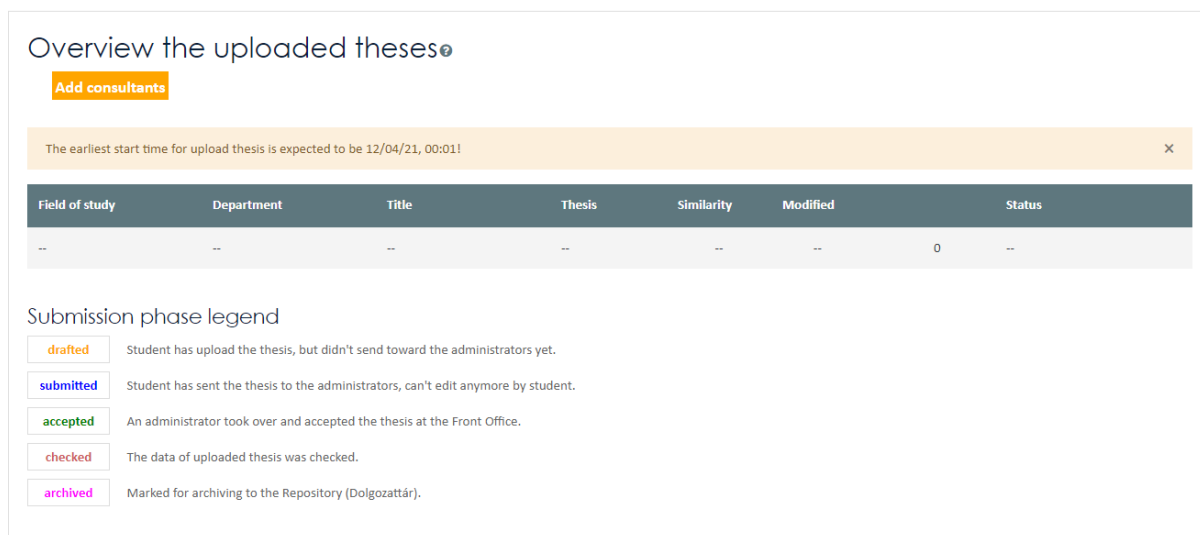
- **„Add consultants"** button: you will only need this if you have an external consultant of your choice and you can enter his/her details here, or if you cannot find the name of your external/internal consultant during the upload. [You can find out more about this at this link](#).
- If you enter the course before we have opened the upload interface, you may encounter a message „The earliest start time for upload thesis is expected to be ..." with the date and time when you will be able to start uploading.
- If the thesis upload period has already ended, the „The upload period has already ended this semester!" message is displayed here.
- If you open the interface at an interval within the upload period, so when a thesis can really be uploaded, you will see a „***New submission***" button with which you can start uploading your thesis. Use this button only if you **don't have** an uploaded thesis yet, or if you are writing theses in **several courses** at the same time and you want to upload **another thesis**. You can only start a thesis upload once for a course, otherwise if you just want to change something (change a thesis file, overwrite data), edit your existing upload.
- The overview table shows the data of the previously uploaded thesis version (if any). Here, in this table, you will typically have one thesis row unless you write thesis on more than one study at the same time. 😊 At the end of each thesis row, the icons of the actions that can be performed on the basis of the authorization are displayed (e.g. view details, edit, delete, submit).
- The notation details the possible statuses of your uploaded thesis during the upload/submission process

  - **drafted** Student has upload the thesis, but didn't send toward the administrators yet.
  - **submitted** Student has sent the thesis to the administrators, can't edit anymore by student.
  - **accepted** An administrator took over and accepted the thesis at the Front Office.
  - **checked** The data of uploaded thesis was checked.

o **archived** Marked for archiving to the Repository (Dolgozattár).

Upload process:

5. When starting a new upload/editing a previous upload, the **following data groups** are displayed:
   a. **Personal data**: student name and Neptun code (they are filled in from your Moodle profile).

Personal data		
Student name ❓		Barbara Teszt
Neptun code ❓		DNOLE7

   b. **Study data**: If you've previously been in a circle of students whose data we've included from Neptun into the course, you probably won't have anything to do with that either, they'll be filled out automatically. If not, there is no problem either, at the time of the first upload, you have to choose from the list of your Neptun studies, to which *study* and to which *department* the thesis you want to upload is related. From now on, it is no longer necessary to edit it when exchanging a thesis file or making other data modifications (but editing is possible with the edit button).

Study data	
Edit study data	✏️
Faculty	BGE Kereskedelmi, Vendéglátóipari és Idegenforgalmi Kar
Study code	BGFKM00TBVK
Field of study / specialization	Kereskedelem és marketing / None
Study level / type	alapképzés (BA/BSc) / Távoktatás
Department	Turizmus Tanszék

   c. **Thesis data:**
      - **Thesis title:** The full title of the thesis must be typed/copied here, following the rules of spelling in the language of the thesis. Please avoid copying all uppercase titles.
      - **Thesis file:** You need to upload a PDF file that contains your thesis in a *searchable text format* (so it cannot be a fully scanned PDF without a text layer). If the thesis PDF file contains the author's Declaration of originality, please sign it electronically (Governmential Portal or on other way) or hand-sign it with a pen and scanning it back into the thesis.
      - **Language:** the language of the main part of the thesis. Answer to „in what language did you write your thesis?". 😊
      - **Thesis tags/keywords:** definitions consisting of short, simple or complex words or possibly expressions that refer to the content of the thesis, helping to retrieve

and categorize. A minimum of five of these is mandatory, but more are possible if required. You can select all five from the predefined keyword list, but if you can't find a suitable one, you can enter your own by typing the keyword. Important information about keywords

1) Please do not write complete sentences as a keyword, as its name also includes "word". 😊
2) Enter keywords one at a time (e.g. *marketing **[ENTER]***), do not type keywords in bulk.
3) Type the tags in the appropriate spelling: common names in lower case (e.g. marketing, microcredit), proper names in capital letters (e.g. AQ Anton Kft., Cserszegtomaj, Lake Tisza). Enter company names in their short or full form according to the company register, but full capitalization should be avoided (e.g. use Liber8tech Hungary Kft. instead of LIBER8TECH HUNGARY Kft.).

Inappropriate keywords will be removed during the review. 😉

d. **Status**: determines the later researchability of the thesis, the level and way of accessing its content. ***By default, the thesis has limited access*** (restricted), *so it can only be searched on computers dedicated to this purpose in the BBS libraries (only screen viewing is possible, others are not)*. **The following access types can be set up on the basis of a declaration or an approved application, which must be attached in PDF format:**

- **Public access** (in which case, the full text is freely available on the Internet, the thesis can be downloaded, but all rights - e.g. permission to use - remain with the author), or
- **Confidential status** - *Confidential access* can be set upon approval of the relevant request of the economic organization involved in the thesis. You must set the confidential access status and the confidentiality expiration date **according to the request** at the time of upload, before submission. The full text will not be available in the Repository until the deadline, and after its expiration, the status of the thesis will be automatically restricted.

    This method of thesis management is allowed **according to the [Requirement**

> **System for Students** only in special cases, on the basis of a written request of the economic organization involved in the thesis. **BBS advocates copyright for public access** for free research. Confidential status can only be accepted by the University in exceptional cases and with good reason.

e. **Attachments**: If there are special file attachments to your thesis (source code, media file, etc.), or documents that the Faculty/Department requests to be attached, they can be uploaded here, in PDF and/or ZIP format. (It is forbidden to attach anything here that must be integrated into the thesis file. If you attach such a file, the Student

Status

Access level	❷	○ Public ◉ Restricted ○ Confidential

Services Office will send it back to you for correction.)

Attachments

Attachment files ❷   Maximum file size: 500MB, maximum number of files: 3

📄

■ Files

You can drag and drop files here to add them.
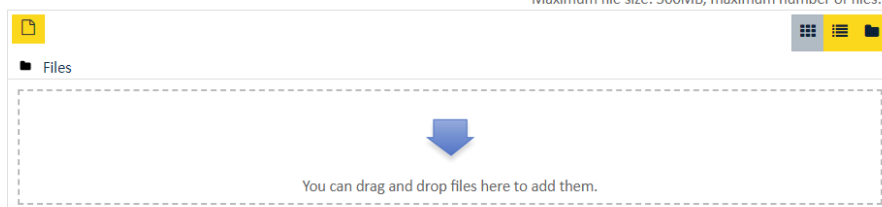
Accepted file types:

Archive (ZIP) .zip
PDF document .pdf

f. **Other data/Abstract**: the **author's short summary of the thesis (abstract/synopsis)** is included here, on the basis of which the reader/researcher can judge its content. The "abstract" does not necessarily match the summary to be submitted for defense, you can write a shorter one here or copy an existing text.

It is not worth bothering with formatting too much, as the abstract field of the Repository (where the theses are transferred for preservation and research purposes) does not support formatting, only unformatted text will be included. The abstract should be at least 500 characters long!

Other data
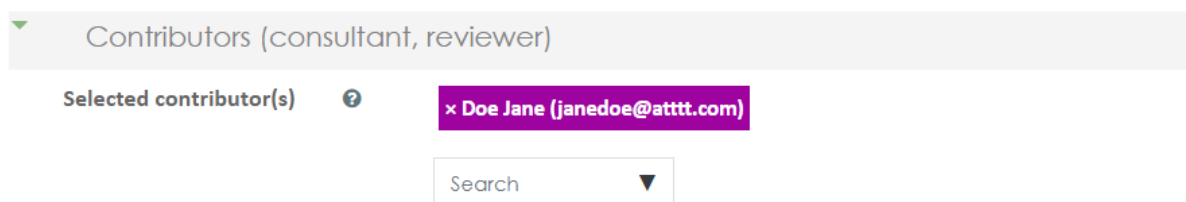
Abstract ❷

g. **Contributors**: For the sake of simplicity, the persons involved in the creation and evaluation of the thesis (consultant, supervisor, opponent, reviewer) are referred to here as "contributors". Normally, your internal consultant will be added here from

Neptun automatically, or if you or the admins have assigned to you an external consultant, he/she will be added here too. If not, you will be asked to select the appropriate people from the drop-down list or by typing the name (the auto-complete feature will also help you as you type). If you do not find your external or internal consultant in the list, follow the steps below.

6. Once you have filled in all the required information, you can use the **„Save changes"** button to save the upload. In this case, the thesis is saved as „*drafted*", which you are free

Contributors (consultant, reviewer)

Selected contributor(s)   ❷   × Doe Jane (janedoe@atttt.com)

Search   ▼

to change until you set the status to „*submitted*" by submitting the thesis with the submission button (✔). You can modify the „*drafted*" thesis **at any number of times** before the upload deadline.

7. When **editing**, you can also use the **„Save changes"** button to finalize the changes, or if you do not change anything, use the **„Cancel"** button to exit. Because, if you, for example, leave the editing interface with the browser's navigation arrows, your upload won't close properly and will remain locked for a set period of time, meaning you won't be able to submit it until the lock is released.

Plagiarism checking:

8. After a new upload and editing an existing one (if you have attached a new thesis file instead of the old one), the thesis plagiarism check will run. It usually only takes a few minutes for the check to work, and until there are no results, the „Similarity" column will read „Pending". If the scan is complete, the percentage of matches with other documents in the plagiarism filtering program's database is displayed.

Field of study	Department	Title	Thesis	Similarity	Modified		Status				
Kereskedelem és marketing	Turizmus Tanszék	Teszt dolgozat		13 %	23/03/21, 13:06	0	drafted	👁	✏	🗑	✔

This number does not mean that this percentage of the thesis is plagiarism. This is a common misunderstanding, the percentage refers only to detected text matches that may be completely correctly referenced in your thesis. At the same time, too high a number may indicate - even in the case of completely correct references - that there is too much information and quotations taken from elsewhere without change, which indicates the modesty of authorial originality and independent, creative work. Obviously, this may also depend on the specifics of the topic. Discuss the results with your consultant, but **there is no formal requirement** for the specific percentage itself.

You can read more about the plagiarism report at [this link](#).

Thesis submission:

9. If you consider the uploaded thesis to be final, you can submit it with the ✔ button in the table. If the status of the uploaded thesis changes to „***submitted***" without any error messages, you have fulfilled your obligation to upload. If you then need to make a change to the submitted thesis, either from your own initiative or on an external basis, you can only do so by requesting the administration to restore the editing right with this button -> ↺. You can find more information about reclaiming your editing right [here](#).

   Attention: *at the FIMB and FFA faculties, the prerequisite for set submitted of the thesis is the application for the final exam period in Neptun!*

If something is unclear based on what has been described, or you are stuck in your uploading process, contact the staff of the **Faculty to which you belong according to your studies** with the problem. If you do not know which Faculty you belong to, they will direct you to it. 😊 We would primarily recommend the colleagues listed below in this regard, but the Student Services Office and the colleagues of your department are also happy to help.

- **FIMB – Andrea Hargitai-Lőrincz,** Head of FIMB Library (lorincz.andrea@uni-bge.hu)
- **FIMB – Erzsébet Kovály,** Librarian (kovaly.erzsebet@uni-bge.hu)
- **FCHT – Renáta Herczeg,** Librarian (herczeg.renata@uni-bge.hu)
- **FFA – Zsolt Kovács,** Librarian (kovacs.zsolt@uni-bge.hu)
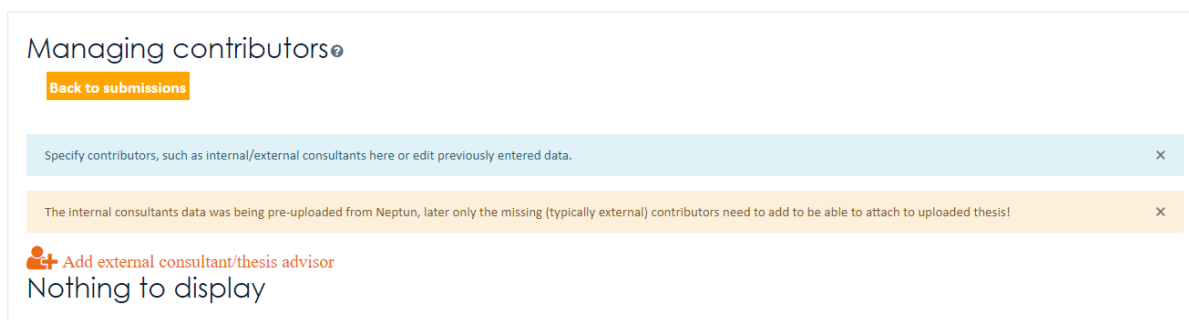
APPENDIX

Enrollment in the course

If you were not automatically enrolled in the thesis course, please report the problem to the appropriate contact person for your faculty at the contact details below::

- **FIMB – Andrea Hargitai-Lőrincz,** Head of FIMB Library (lorincz.andrea@uni-bge.hu)
- **FIMB – Erzsébet Kovály,** Librarian (kovaly.erzsebet@uni-bge.hu)
- **FCHT – Renáta Herczeg,** Librarian (herczeg.renata@uni-bge.hu)
- **FFA – Zsolt Kovács,** Librarian (kovacs.zsolt@uni-bge.hu)

Entering consultant details

This feature was introduced this year to avoid unnecessary and lengthy correspondence between actors in the upload process if a consultant is missing from the system. Typically, you will only need this if you have an external consultant of your choice and you can enter his/her details here (at FIMB and FFA Faculties), or if you cannot find the name of your external/internal consultant during the upload.

You can see a list of contributors assigned to your name so far, if there are any. Assignments could have been made by transferring from Neptun, or administrators could have set up contributors manually, and you can see here if you have previously entered names.

You can add the details of the new (external) consultant to the system by clicking on the „**Add external consultant/thesis advisor"** button and by filling in the form that appears.

If the system does not experience a problem or error in the data during the upload, it creates a user in the Moodle (if it does not already exist), adds it to the course (if it has not been added yet), then the status of the uploaded contributor will immediately be *accepted* and will be linked to your thesis in the specified role (external/internal consultant) upon upload.

In case of a problem, or if you write a comment to the upload (which someone needs to review to see what you want), the upload will be saved as a *request*. These requests will be reviewed and accepted by the admins, you can select them at upload only after they are accepted.

The same is true if you change the details of an already entered consultant -> you can only enter the data to be changed as a comment on the form (you cannot change the data directly), which will then be approved by the admins. Until then, the status will be *request for modificaton*.

You can only delete contributors here that you have added to the system (they will only be deleted as contributors, not from Moodle as users), otherwise you can only request deletion in a comment.

Request to get the editing right back and its process

If you have already submitted your thesis (you have pressed the ✔ icon), then the Student Services Office received your thesis for formal examination, and you no longer have the opportunity to edit it. If you still find that you need to change something (you misspelled something, your consultant suggested a change), you can use the ↺ icon in the overview table to initiate the request to get the editing right back. After you press it, an e-mail form will appear where you can justify requesting the right to edit to the Student Services Office, but you can

also use the default text.

Once submitted, all you have to do is wait until the Student Services Office staff receives your e-mail and can take the time to give the editing right back to you. Please be patient, it is almost certain that you are not the only one who wants something from them on the topic of thesis. 😉

If your request is justified, your upload will be restored to „**drafted**" status, you can edit it again and you will have to submit it again. If, for any reason, giving back the right to edit is refused, this will also be justified in an e-mail.

If, at the end of the upload deadlines, the Student Services Office has already accepted your upload (so the status has become „**accepted**"), you no longer have the opportunity to request the right to edit in this way.

Viewing the Turnitin report

Clicking on the percentage of the result opens the plagiarism check report on the Turnitin page. The first time you use it, you must accept the terms of use for Turnitin, and then you can view the detailed results of the detection.

Parts of text found to match the source in the Turnitin are highlighted in color in the text. In the sidebar, you can click through the sources to see which detail matches the given source. The matches also include trivial things, such as the name of the University in every thesis: „*Budapest Business School*". 😊

Of course, these matches do not necessarily mean plagiarism, after all, why not use sources for your thesis, however, what is important is to never forget to **refer to them**. Turnitin does not check if the matches are referenced, it just finds what is the same as other documents, so your consultant may want to review the report to avoid evaluation just by the percentage result.