

Submitting the Thesis Title Registration Neptun request – a Practical Guide for Students

Dear Student,

We hereby inform you that at all faculties of ELTE, the thesis topic and title registration is carried out through the Neptun electronic system.

(You have to submit your thesis title in the current semester (2026/2027/1 autumn) if you graduate in the 2026/2027/2 spring semester and you have not submitted a title before; or if you obtain your pre-degree certificate (absolutorium) in the current semester, (2026/2027/1 autumn) but you have not submitted a title before.)

In the 2026/2027/1 autumn semester, BA and MA students of the Faculty of Humanities can submit the Neptun request for thesis title registration from **1st October 2026** until **15th October 2026 16:00**. The thesis outline and bibliography may be attached to the request – in case they are required by the organisational unit (department) responsible for your study programme.

Prior to submitting the thesis title, students are required to consult with their supervisor and may submit the request only with a thesis title that has been agreed upon.

In the electronic request, the student is required to indicate not only the thesis title but also the supervisor. This ensures that the student's request becomes accessible on the supervisor's Neptun interface for review and evaluation.

If, during consultation with the thesis supervisor, the need to classify the thesis as confidential arises, the procedure set out in [Section 80 of the Academic Regulations](#) shall be followed.

Please note that if the department responsible for your study programme/specialization and the selected supervisor's department are different, the difference has to be indicated in the request.¹ If the student does not fulfil this obligation and misses to indicate the differing department, the title submission will become **invalid**.

The registration of thesis titles is conducted electronically, exclusively by filling in the relevant Neptun request. There is no opportunity for submitting paper-based requests.

This guide is intended to present the steps of submitting the thesis title registration request in Neptun.

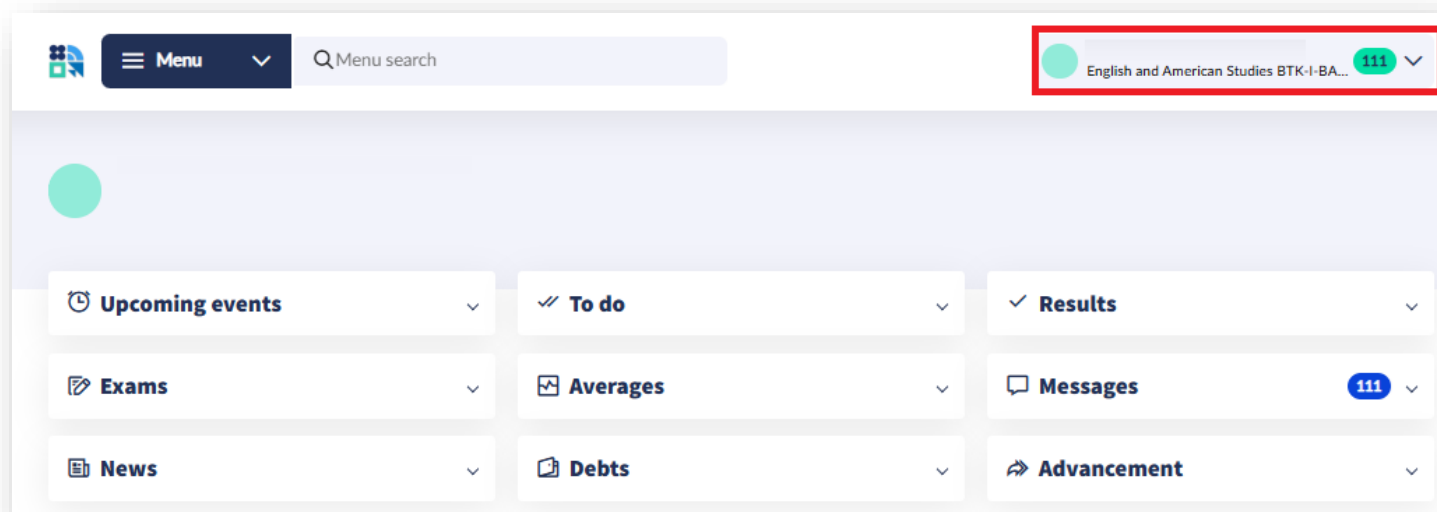
Some institutes/departments specify the final exam topic related to the thesis in advance. In this guide, you find the description of this process, too.

¹ 1 The department responsible for your study programme/specialization and the supervisor's department can differ in the following cases:

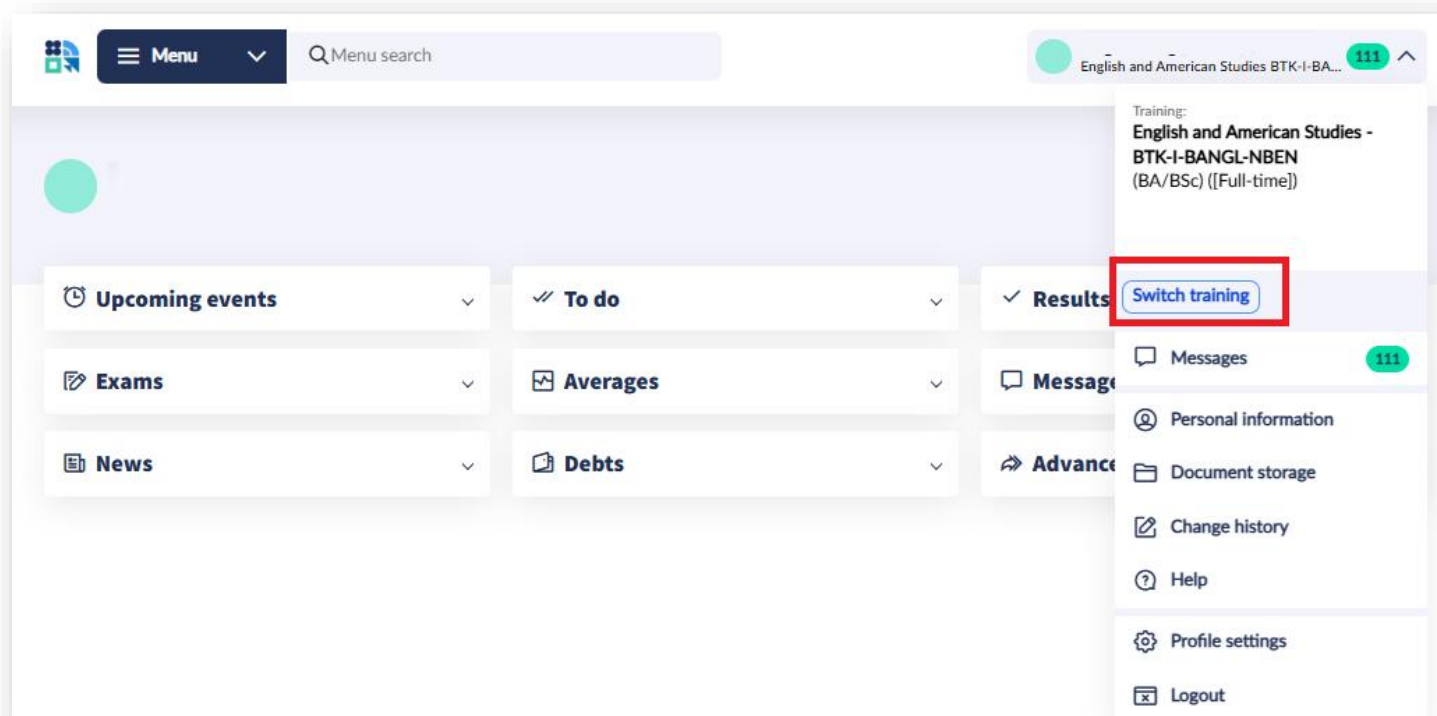
- a) within the same institute: for instance, a BA student of English and American Studies with English specialization writes their thesis under the supervision of a professor from the Department of American Studies
- b) in the case of different institutes: for instance, a BA student of English and American Studies writes their thesis under the supervision of a Professor from the Institute of Historical Studies.

It is necessary to indicate the difference between the departments (See step 7-8 of this guide.)

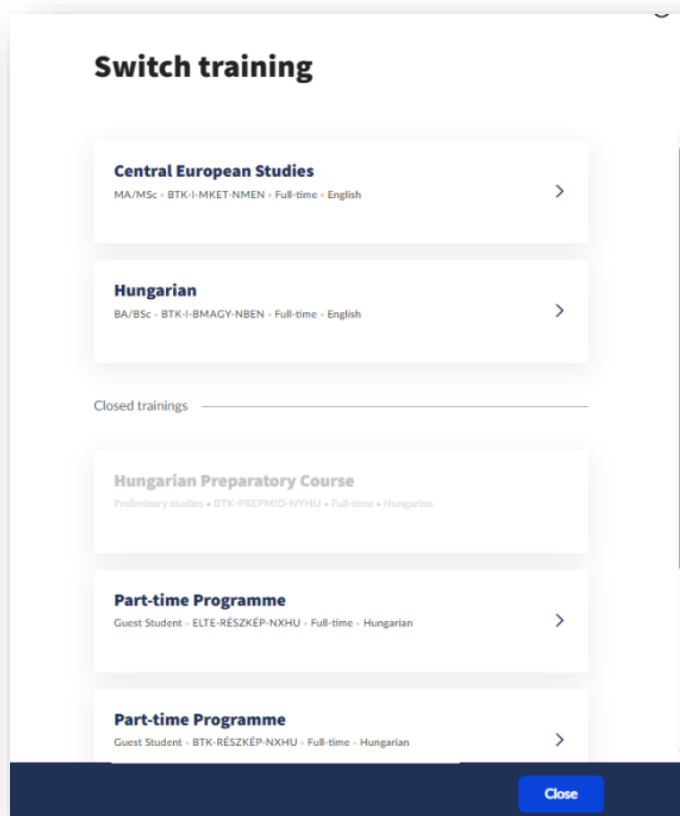
Before starting the thesis title registration, please make sure that you have selected the study programme in which you wish to register your thesis title. After logging into Neptun, you can see the currently opened study programme displayed under your name.



If you wish to switch to another study programme, please click on the field displaying your name and current study programme (indicated by a red frame in the image above), then click on the “*Switch training*” button.

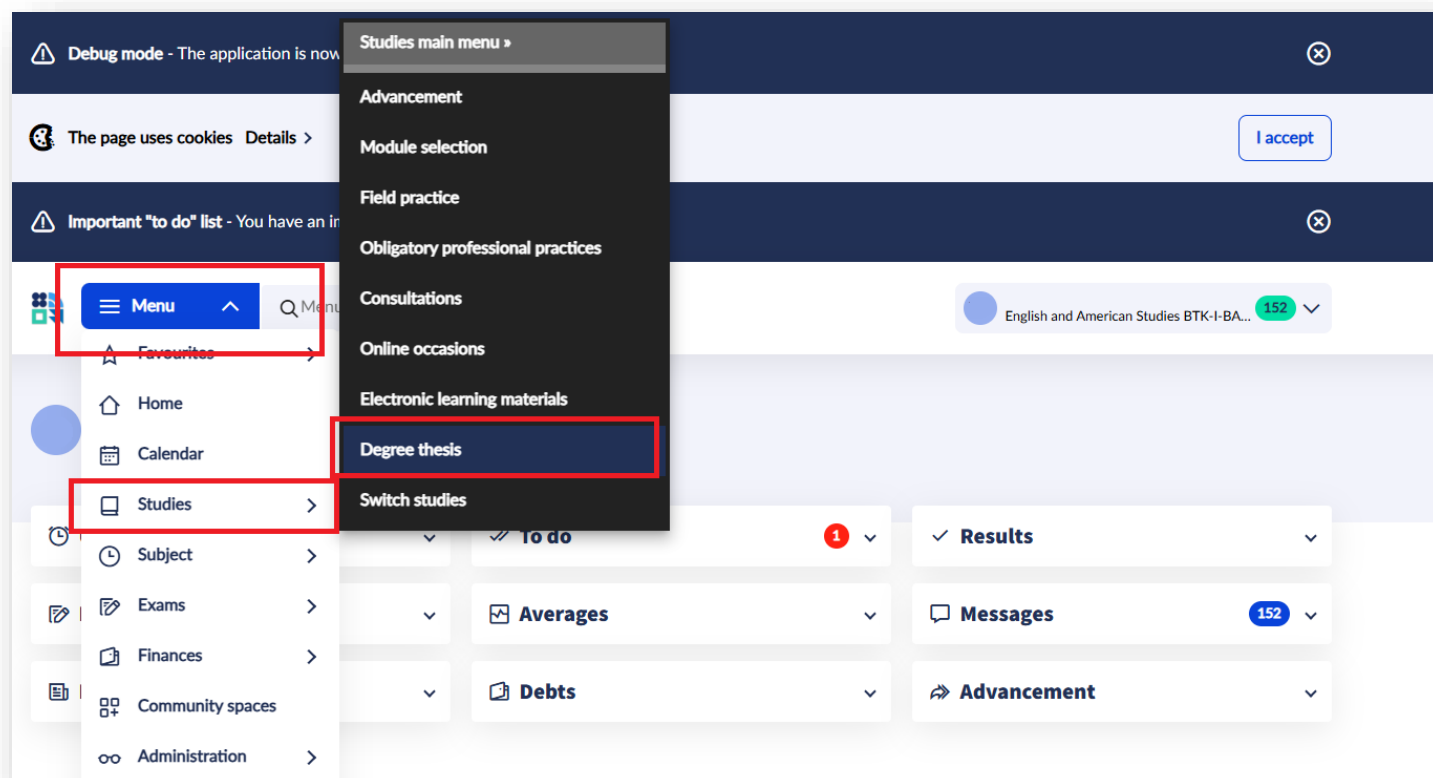


A pop-up window will then appear. Please select the study programme in which you wish to submit your thesis title. The selected study programme will then be displayed under your name.



Thesis title registration:

1. Please, after consulting with your supervisor, sign in to Neptun, click on *Menu >> Studies* and select the *Degree thesis* submenu.



2. Within the *Degree thesis* submenu, click on the button “*Thesis application start*”.

Studies » Degree thesis

Degree thesis



You have not yet applied for a thesis topic.
If you would like to write a thesis this semester, start the application process!

Thesis application start

3. Click on the “*Request a custom topic*” button.

Studies » Degree thesis » Thesis topics

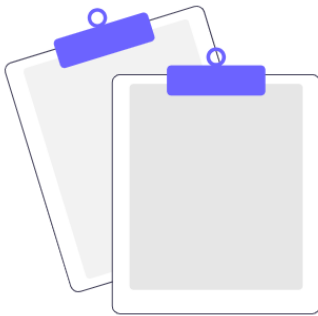
Thesis topics

BTK Degree thesis 2025/26/2
24 February 2026 - 26 February 2026

Announced by my institution

Interval data **Request a custom topic**

... ↑↓ Filter



There is no data to display.

4. On the appearing request page, you will see your personal data and the study programme on which you are submitting the request form.

- a) Please, type the exact title of your thesis in the field “*Title of Thesis*”.
- b) Select your supervisor’s name from the *supervisor (Professor)* drop-down menu. If you do not find your supervisor’s name in the list, contact us on the same day at kertesz.emese@btk.elte.hu.
- c) In case you wish to attach a thesis outline to your request, please tick the box next to “*I would like to attach a Thesis Outline*”.
- d) Please, upload only one file to the request! If you wish to upload a bibliography as well, please insert it into the document that contains the thesis outline. In this case, please tick the box “*The Thesis Outline contains a Bibliography*”.

After arranging the necessary settings, the “*Attachment*” button becomes active.

Request fill

BTK Thesis Title Registration 2025/26/2 Spring

Next page

\$FUNCTION(em.kt_karveny_head)

Thesis Title Registration

Request ID: \$AZONOSITO

Student's Data:

Név:

Neptun-kód:

Anyja neve:

Állampolgárság:

Lakóhely:

Szak:

Jogviszony típusa, kezdete:

Felvétel féléve:

Title of Thesis:

Supervisor (Professor)

Válasszon a listából

I would like to attach a Thesis Outline

☐

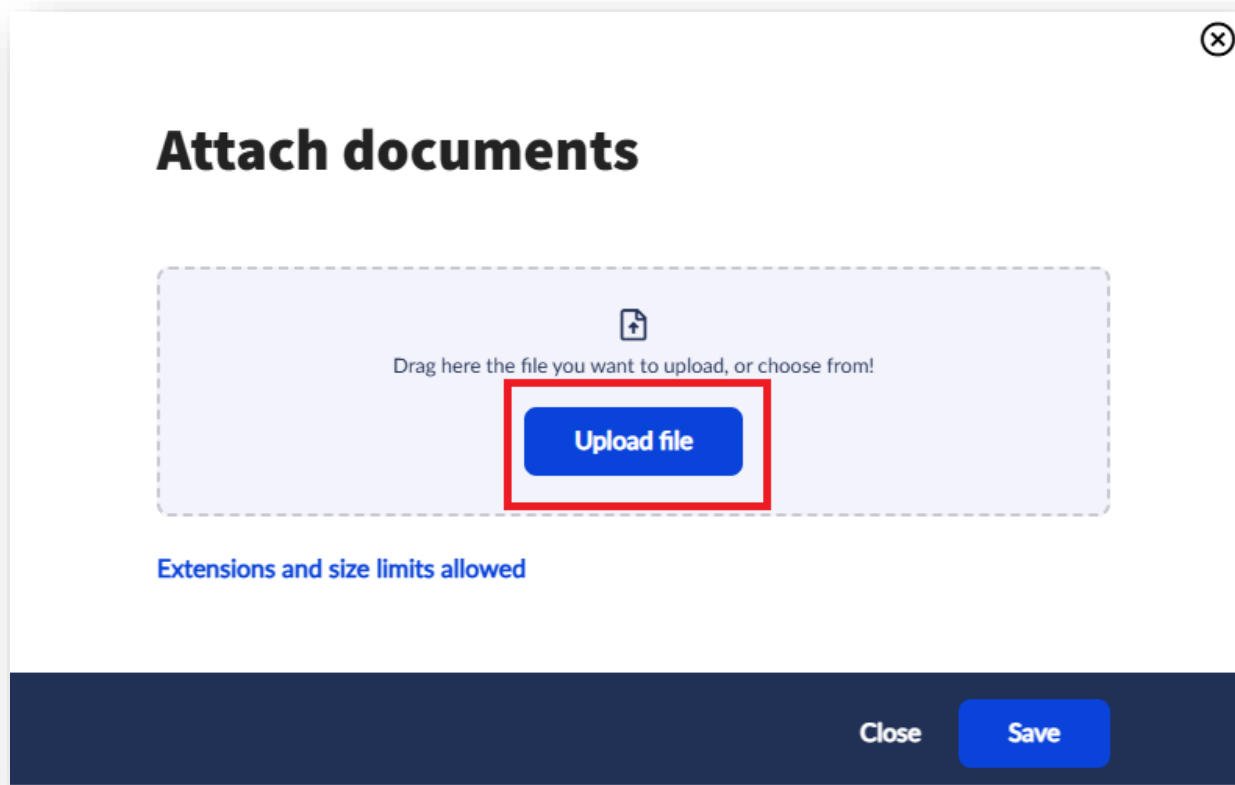
Attachment

The Thesis Outline contains a Bibliography

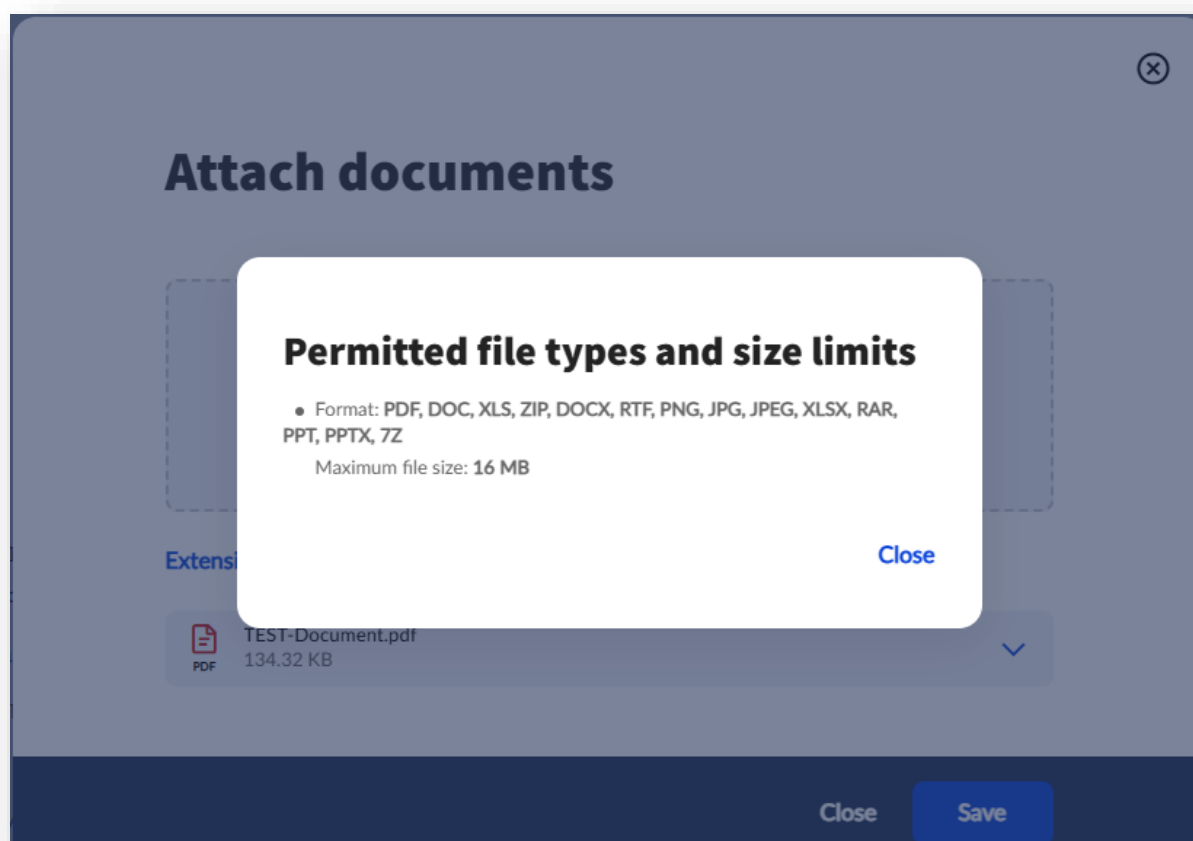
☐

In case, you would like to classify your Thesis as confidential, based on the reasons specified in [Part \(4\) of Section 80. of ELTE Academic Regulations](#), let us know by sending an email to szakzaras@btk.elte.hu. Please, put "Confidential Thesis" as subject of the email.

5. Click on “*Attachment*”, and a pop-up window will appear. Click on the “*Upload file*” button and select the file you wish to upload.



If you click on “*Extensions and size limits allowed*”, a pop-up window appears listing the supported file extensions. The uploaded file may not exceed 8 MB.



Please, double-check if the filename has appeared on the top of the page under “*Document data*”. If so, click on “*Next*”.

Document data

 TEST-Document.pdf
134.32 KB

Document details are required.

Language
English

Notes
Notes

Character limit: 0 / 1000

1/1 file

Next

After the selected file appears in the field, please click on “*Save*”.

Attach documents


Drag here the file you want to upload, or choose from!

Upload file

Extensions and size limits allowed

 TEST-Document.pdf
134.32 KB

Close

Save

6. After entering the thesis title, selecting the supervisor and uploading the thesis outline/bibliography, please click on “*Next page*” in the upper-right corner.

The screenshot shows the first page of a web form titled "BTK Thesis Title Registration 2025/26/2 Spring". The header is dark blue with a close button (X) on the left and a "Next page" button on the right. The main content area is white. At the top, it says "Thesis Title Registration". Below that, "Request ID: \$AZONOSITO". Then "Student's Data:" followed by fields for Név, Neptun-kód, Anyja neve, Állampolgárság, Lakóhely, Szak, Jogviszony típusa, kezdete, and Felvétel féléve. There are input fields for "Title of Thesis:" and "Supervisor (Professor)". Below these, there are checkboxes for "I would like to attach a Thesis Outline" (checked) and "The Thesis Outline contains a Bibliography" (checked). At the bottom, there is a note about confidentiality and a link to the ELTE Academic Regulations.

7. On this second page of the request, you can see the organisational unit (in Hungarian) to which your supervisor belongs.
If the department responsible for the thesis topic and your supervisor’s department are identical, please click on “*Next page*” in the upper-right corner.

The screenshot shows the second page of the web form. The header is dark blue with a close button (X) on the left, a "Previous page" button, and a "Next page" button on the right. The main content area is white. It starts with "Thesis Title Registration" and "Request ID: \$AZONOSITO". Then "Student's Data:" followed by the same fields as the first page. Below these, there are two red-bordered boxes. The first box contains the text "The request will be sent for approval to the primary organizational unit of the Supervisor." The second box contains the text "The approving organizational unit: BTK Latin Tanszék". At the bottom, there is a section titled "I am submitting my title to another organizational unit. Name of the other organizational unit:" with a dropdown menu labeled "Válasszon a listából".

8. If the department responsible for your study programme/specialization and your supervisor's department are different, please, discuss with your supervisor which department will be responsible for your thesis.

In this case, please select the department you agreed on with your supervisor, from the drop-down menu under *“I am submitting my title to another organizational unit. Name of the other organizational unit:”*. Click on *“Next page”* after this.

Request ID: \$AZONOSITO

Student's Data:

Név:
Neptun- kód:
Anyja neve:
Állampolgárság:
Lakóhely:
Szak:
Jogviszony típusa, kezdete:
Felvétel féltéve:

The request will be sent for approval to the primary organizational unit of the Supervisor.

The approving organizational unit: BTK Latin Tanszék

I am submitting my title to another organizational unit. Name of the other organizational unit:
Válasszon a listából

9. You can check the thesis title registration form's details on the next page. If everything is in order, you can submit your request by clicking on the *“Submit a request”* button in the upper-right corner.

Previous page Submit a request

Thesis Title Registration

Student's Data:

Név:
Neptun- kód:
Anyja neve:
Állampolgárság:
Lakóhely:
Szak:
Jogviszony típusa, kezdete:
Felvétel féltéve:

Title of Thesis:
Supervisor (Professor):

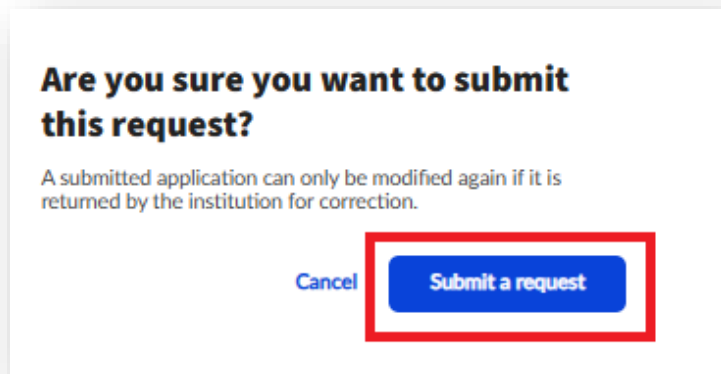
I would like to attach a Thesis Outline ☒

The Thesis Outline contains a Bibliography ☒

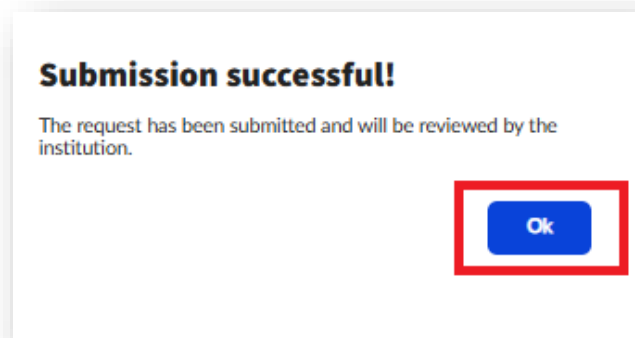
In case, you would like to classify your Thesis as confidential, based on the reasons specified in [Part 14 of Section 80. of ELTE Academic Regulations](#), let us know by sending an email to szakzarias@btk.elte.hu. Please, put "Confidential Thesis" as subject of the email.

Thesis Title Registration

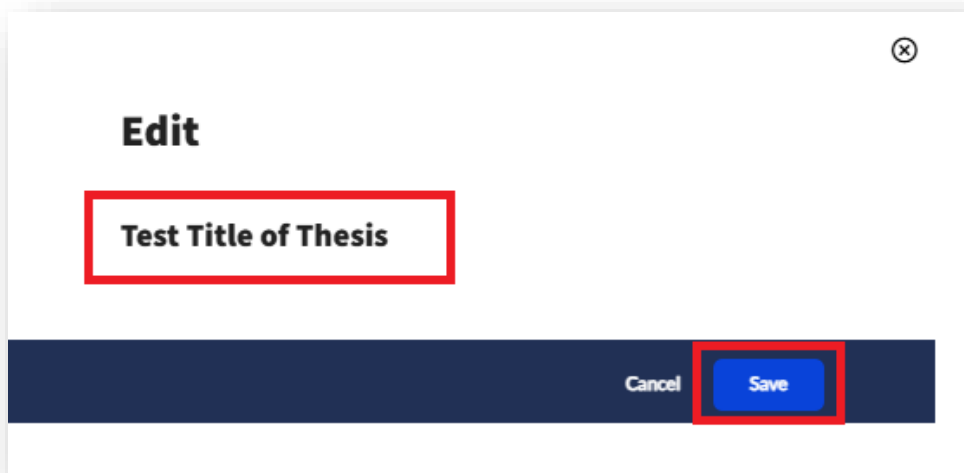
10. A pop-up window will then ask you to confirm whether you wish to submit the request. If so, please click on the “Submit a request” button.



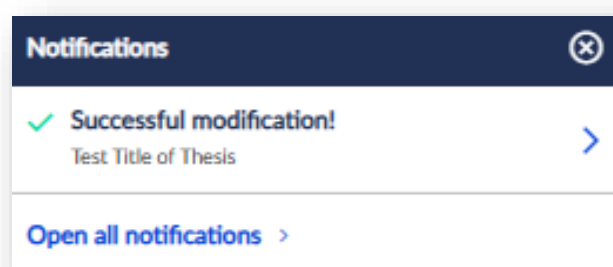
11. After a successful submission, a pop-up window will confirm that your thesis title has been submitted. Then click “Ok.”



At this point, Neptun will offer the topic for editing. Please click the “Save” button.

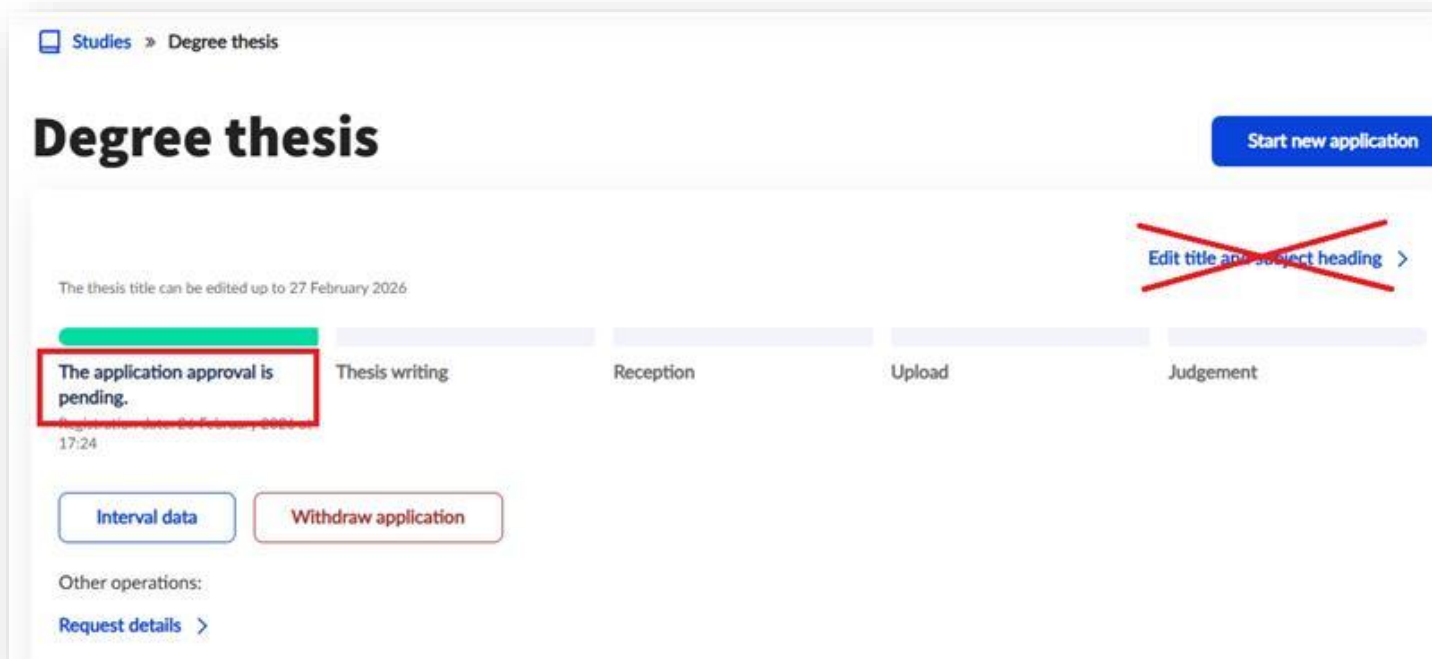


Next, the system confirms in a pop-up window that the registration was successful.

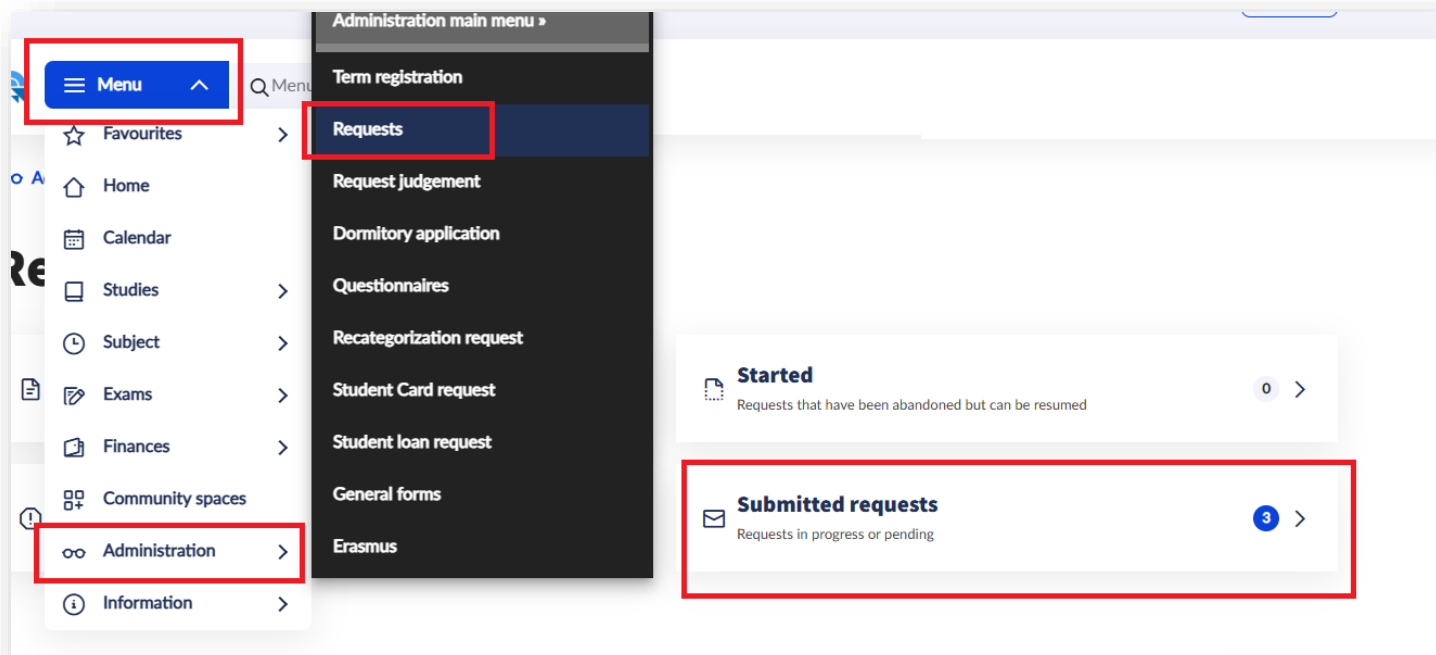


You will see the thesis title you wish to register under Menu >> Studies >> Degree thesis.

We would like to draw your attention to the fact that your thesis title is not yet approved at this stage, your application is pending. Any modifications are possible only if the request is returned for correction by your supervisor and resubmitted after the corrections have been made. See step 13. to learn how to edit your submitted title.



12. If your thesis title registration was successful, you will see the title registration request under *Menu >> Administration >> Requests >> Submitted Requests*.



Under *Submitted requests*, click on the “*Details*” button at the end of the row to see the status of your request:

The image shows two overlapping screenshots from a web application. The top screenshot displays the 'Submitted requests' page with a table of requests. The bottom screenshot shows the details for a specific request.

Submitted requests page:

- Breadcrumbs: Administration » Requests » Submitted requests
- Section: Submitted requests
- Text: Requests in progress or pending
- Table headers: Request form name, Submission time, Identifier
- Table row: BTK Thesis Title Registration 2025/26/2 Spring, 26 February 2026 at 17:24, BTK Thesis Title Registration 2025/26/2 /2
- Action: Details >

Request Details page:

- Breadcrumbs: Administration » Requests » Submitted requests » BTK Thesis Title Registration 2025/26/2 Spring
- Section: BTK Thesis Title Registration 2025/26/2 Spring
- Status: Being processed
- Justification: -
- Download request button
- Supplements: 2 >
- Metadata table:
 - Judgement date: -
 - Submission time: 26 February 2026 at 17:24
 - Request ID: BTK Thesis Title Registration 2025/26/2 /2
 - Administrator: -
 - Fee obligation: -
 - Description: -

13. In case the supervisor sends the request back because something must be corrected, please go to *Menu >> Administration >> Requests >> Returned for correction*.

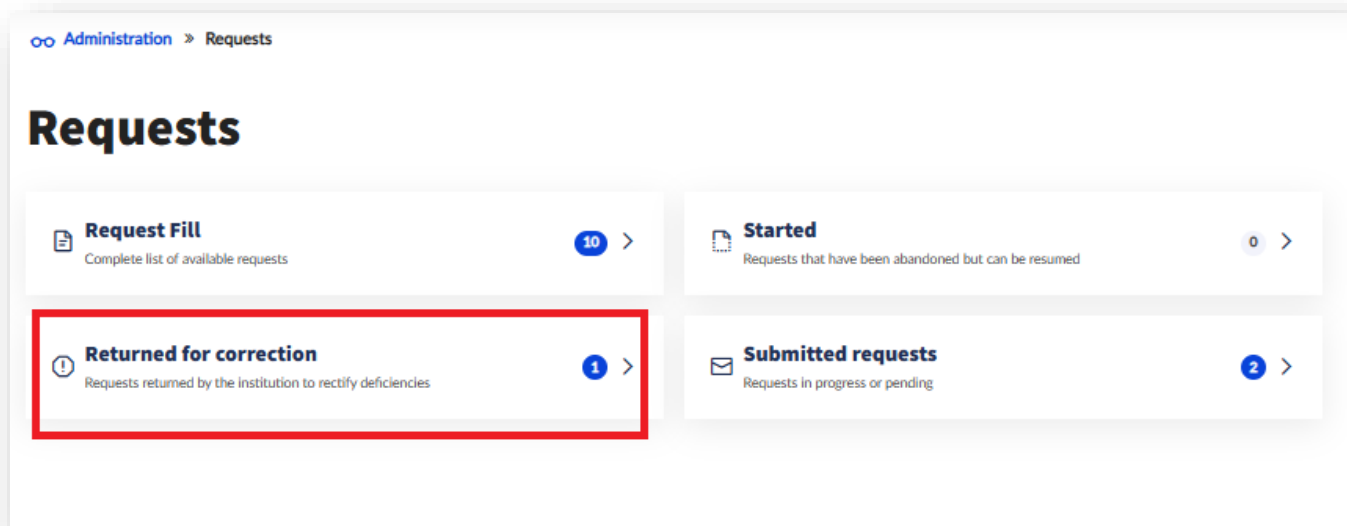
The image shows a screenshot of the application's main menu. A red box highlights the 'Menu' button, and another red box highlights the 'Administration' option. A third red box highlights the 'Requests' option within the 'Administration' sub-menu.

Menu structure:

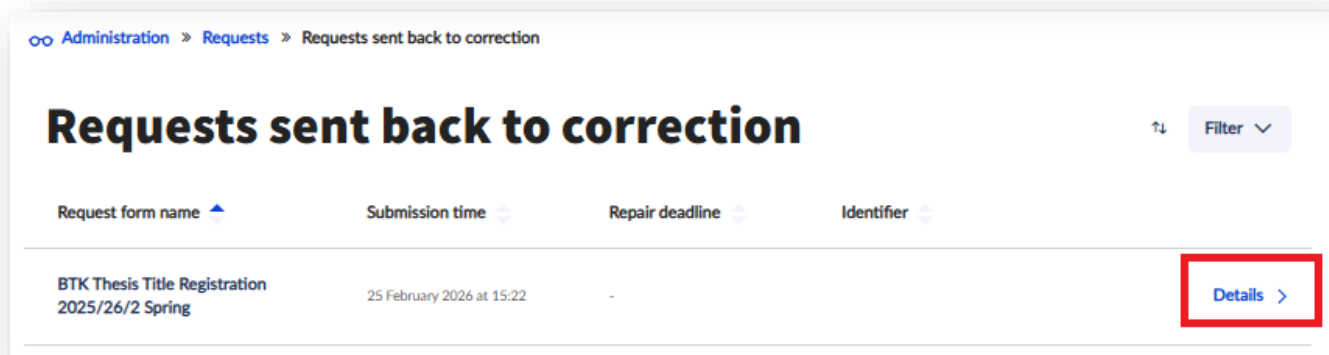
- Menu
- Favourites
- Home
- Calendar
- Studies
- Subject
- Exams
- Finances
- Community spaces
- Administration
- Information

Administration sub-menu:

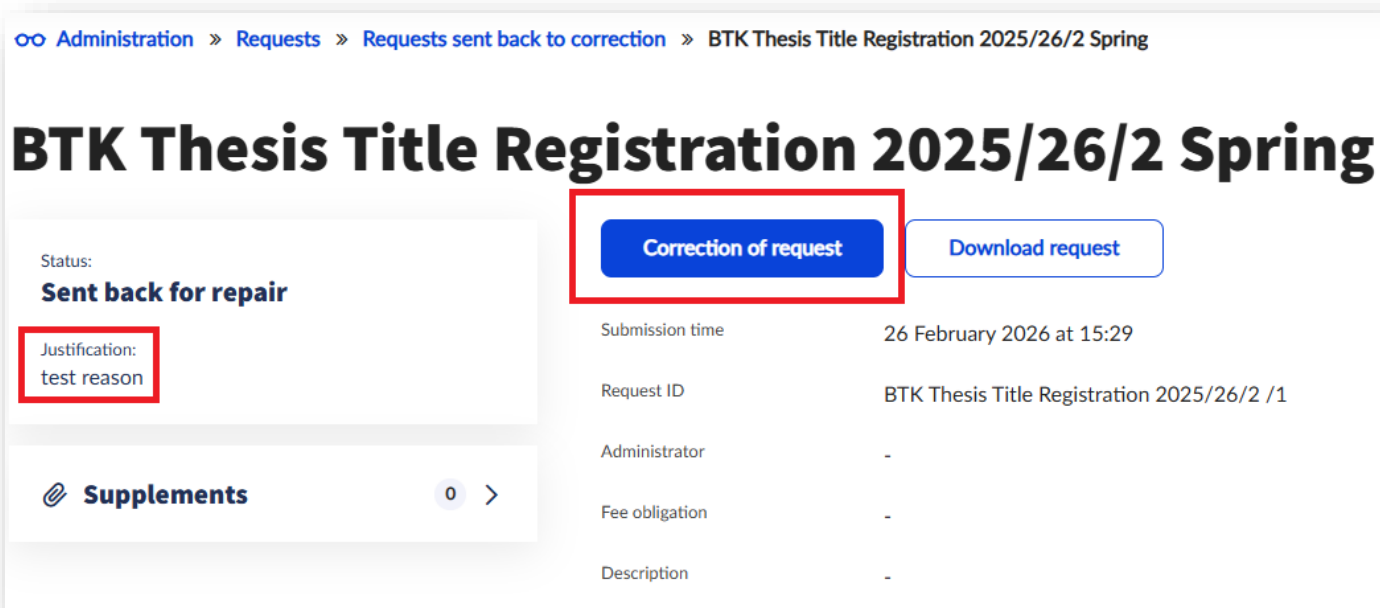
- Administration main menu >
- Term registration
- Requests
- Request judgement



For correcting the request, please click to the “*Details*” button at the end of the row.



On the page that opens, you can edit your request. In the justification field, you will find the reason why the request was returned for revision, provided that your selected supervisor has completed this section. To make the necessary changes, please click on the “*Correction of request*” button.



At this point, the request editing interface becomes available again, where you can make the necessary modifications and corrections.

Following the correction, the request can be submitted again as described in the previous steps.

14. After the supervisor accepts your title, the request will be forwarded to the head of the organizational unit (institute or department) responsible for the topic of your thesis.

If the head of the organizational unit accepts your request, you will receive a system message in Neptun with the subject “*Request status change*”.

On those study programmes where the Final Exam topic related to the thesis is specified in advance, the topic is also mentioned in this system message.

Request status change



26 February 2026 at 16:00

Dear Student,

This is to inform you that the status of the request 'BTK Thesis Title Registration 2025/26/2 Spring' ID 'BTK Thesis Title Registration 2025/26/2 /1' you had submitted on '2026. 02. 26.', has become **'Approved'**.

Justification: Elfogadva

The Final exam topic: Test topic. Modified by

Simultaneously, you will also receive a system message regarding the supervisor's approval, with the subject line: “*Your thesis application was judged by a tutor.*”

Your thesis application was judged by a tutor.



26 February 2026 at 15:45

Dear Student!

Please note that on your Communication and Media Studies (BTK-I-MKOMM-NMEN) training your thesis application has been estimated: Oktató által támogatva by the tutor.

Once your thesis title registration request is approved, you will see it under *Menu >> Administration >> Requests >> Submitted Requests*. Click on the “*Details*” button at the end of the row to see the status of your request:

Administration > Requests > Submitted requests > BTK Thesis Title Registration 2025/26/2 Spring

BTK Thesis Title Registration 2025/26/2 Spring

Status:
Approved

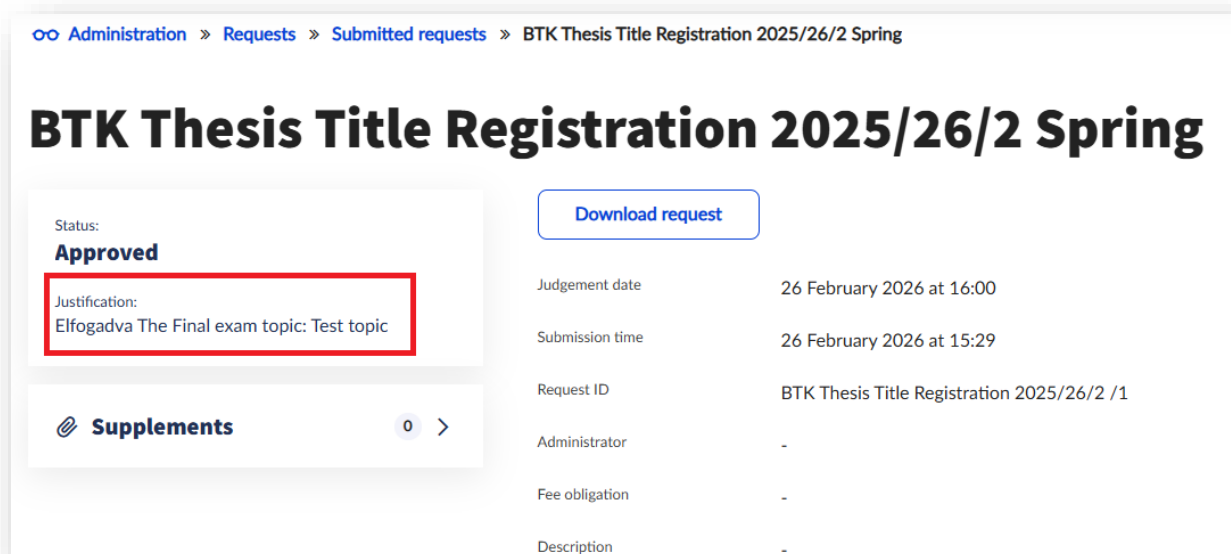
Justification:
Elfogadva The Final exam topic: Test topic

[Download request](#)

Judgement date	26 February 2026 at 16:00
Submission time	26 February 2026 at 15:29
Request ID	BTK Thesis Title Registration 2025/26/2 /1
Administrator	-
Fee obligation	-
Description	-

 **Supplements** 0 >

On those study programmes where the Final Exam topic related to the thesis is specified in advance, the final exam topic related to the thesis can also be viewed under *Menu >> Administration >> Requests >> Submitted Requests*. Click on the “*Details*” button at the end of the row. You will find the final exam topic in the *Justification* field.



Administration > Requests > Submitted requests > BTK Thesis Title Registration 2025/26/2 Spring

BTK Thesis Title Registration 2025/26/2 Spring

Status: **Approved**

Justification: Elfogadva The Final exam topic: Test topic

Download request

Judgement date	26 February 2026 at 16:00
Submission time	26 February 2026 at 15:29
Request ID	BTK Thesis Title Registration 2025/26/2 /1
Administrator	-
Fee obligation	-
Description	-

Supplements 0 >

The final data of your thesis will appear under *Menu >> Studies >> Degree thesis* once all submitted requests have been processed.

Title registration after the deadline:

If you miss the deadline for submitting the Neptun request, you have to use a paper-form for a late payment fee the following way:

1. Fill in the relevant “Thesis title announcement” form (BA or MA) from this page (scroll down to the bottom of the page): [Document and form database | Eötvös Loránd Tudományegyetem](#)
2. After filling in the form, have it approved by your new **supervisor** and the **Head of Department**.
3. Send the filled-in and approved form to kertesz.emese@btk.elte.hu via email, or submit it in-person in room 24 of Building A (Budapest, Múzeum krt. 4/A) in the office hours.

The approval can be a hand-written signature, or an email directly sent to kertesz.emese@btk.elte.hu. It is important that the thesis title is mentioned in the email, or the filled-in form is attached to the approval email.

The process of **changing** the thesis **title and/or supervisor** is the same. For that, the form “Changing Thesis title” has to be filled, which you find under the aforementioned link.

Should you have any questions or problems regarding the request submission, please contact us at kertesz.emese@btk.elte.hu.

Best regards,
Faculty of Humanities, Office of Educational Affairs