

submitting theses

hard copies

You have to submit two hard copies (one ring-bound, one hard-bound) of your thesis by the [deadline](#).


- publicly funded Hungarian students at the Registrar (Tanulmányi Hivatal)
- international students at the International Office
- self-funded BA and MA students: Ms Katalin Szabó (A045)
- Stipendium Hungaricum students: Mr Rezső Jarmalov (A045)

⚠ No hard copies have to be submitted. ⚠

soft copy

⚠ Instead, you have to submit your thesis electronically to Neptun (**in addition** to the standard SEAS upload, described below). Yes, for technical reasons you have to submit the same PDF copy of your thesis to **two** different places. ⚠

BA students and MA students have to submit their theses electronically (soft copy).

- it must be a single  PDF file
- the file must not be password protected
- the file must not be scanned; it must be generated from the source file(s) of the thesis ([creating PDF files](#))
- it must contain the entire thesis including title page, certificate of research containing your declaration on the originality of the thesis, appendices, and illustrations (format permitting), the front cover and your signature from the certificate may be omitted
- it must be identical with the ~~printed version (hard copy) of your thesis~~ you uploaded to Neptun
- visit <http://seas3.elte.hu/seas/studies/graduation/thesis/submit.html> to submit your thesis
 - you will need your Neptun code
 - when giving the title (and subtitle) of your thesis please use [sentence case](#), *not title case*
 - when giving your supervisor's name do not include any honorifics (prof, dr, PhD), only their family name(s) and given name(s), in this order

After uploading you will receive a message from the server after the upload finishes. Please read it and repeat the upload process if it says there's anything wrong.

If you receive a "successfully uploaded" message, it only acknowledges the fact that the file has been successfully uploaded but not its compliance with formal or academic criteria. It is the duty of the referee to compare the two copies (soft and hard). Only those theses can be defended that have been uploaded before the deadline and whose copies have proved identical and uploaded as described above.

After a successful upload you can check some details of your thesis in the [thesis database](#) (look for your name).

The **deadline** for submitting the hard copies is set by the Faculty every semester. The SEAS deadline for electronic submission is identical with that of the Faculty.

creating PDF files

- [the basics](#)
- [PDF creator](#)
- [an alternative PDF creator](#)
- [yet another \('cute'\) PDF creator](#) ~~(gets installed among printer options in Word)~~
- [generating your PDF file online](#)
- [merging your PDF files](#)
- [split and merge PDF files](#)

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