

MODULO 2

ETSZK

Application for Final Examination

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Start filling in the form

To start filling in the form, you must first log in to the Modulo 2 system (<https://modulo.etr.u-szeged.hu/Modulo2/>), then select "Submit" on the home page and the form "Final Examination Application - ETSZK" will appear in the virtual office list under the tile "ETSZK TO". Clicking on the "Fill in" button will display the form to be filled in, some of whose fields will be filled in automatically.

Personal data

Students are required to complete all fields in the block. Your contact details and personal data are automatically loaded from Neptun to help to fill in the form more quickly, the data can be changed (if necessary) while it will not affect the data in Neptun.

Personal data

Neptun code

Name

Place of birth

Date of birth


Mother's maiden name


In Neptun available

Postal code *

City *

Street, house number *

Telephone number * 

Email adress * 

Registration

In this block, the student can select the training program and the specialization in which they wish to take the final examination. If you wish to do this in more than one training program, you will have to submit several forms, as the thesis requirements of the programs/specializations are usually different.

Application


Training Program *


Training Program *

Statements

The form asks for statements from the student about the graduation ceremony and final examination.

Statements

I would like to participate on the Graduation Ceremony * 
☐ Yes ☐ No

Application based on the training program * 
☐ Yes ☐ No

☒ Taking final exam for the first time

In addition, students must declare whether they intend to attend the graduation ceremony and whether they have applied for a course for which a final examination is a prerequisite for admission.

Thesis / diploma / essay

This unit is used to record the thesis data. All fields in the block must be completed: the title of the thesis, the language of the thesis. Please also fill in the "English translation of the title" section. You must also indicate the

department (unit) (Fizioterápiás Tanszék = Department of Physiotherapy; Ápolási Tanszék = Department of Nursing) in which you are writing the thesis and the thesis consultant. If you have an external consultant, the “Name of external consultant” and “Position” fields must also be completed after the “There is an external consultant” option. Please be careful when filling in this information, as it will be entered into Neptun and will be included in the diploma and accompanying documents issued on completion of your studies. Please make sure that the department (unit) of your subject leader is correct! Please ask your consultant for help in filling in this information. If the title of the thesis is changed after the application, ask your thesis consultant to correct it during the departmental check.

The screenshot shows a web form titled "Thesis / diploma / essay". It contains the following fields and options:

- Title of the Thesis ***: A text input field.
- Year of the Thesis ***: A text input field with the value "0".
- Language ***: A dropdown menu with "-- Choose a value --".
- Is there an English title on the thesis? ***: Radio buttons for "Yes" and "No".
- English translation of the title ***: A text input field.
- Department / unit**: A dropdown menu with "-- Choose a value --".
- Consultant**: A dropdown menu with "-- Choose a value --".
- ☐ **There is an external consultant**
- ☐ **Szakdolgozatom zárt védési eljárású, ezért az Modulo-ba nem töltöttem fel.**

Other statements

Without acceptance of the declarations in this block, the Final Exam Application cannot be completed.

Submission

The student can submit the document by pressing the “Submit” button (it is recommended to use the “Save” button before submitting). Upon submission, the Modulo 2 system automatically checks the document completed by the student in two steps. It first checks the mandatory fields, if a field is left blank that is mandatory, the notification line will display an 'Incorrect data!' message, and problematic fields will be marked with “Mandatory to enter value!”

In the second step, the system scans the form for logical errors. If it finds an error, a pop-up window will indicate it.

If the system does not find any errors after submission, the document will go to the appropriate academic office with a “Submitted” status.

Until the document is closed, the form can go through the following states:

- **Thesis waiting for submission:** the form is waiting in the Registrar’s office (Secretariat of International Programs) for the thesis to arrive.
- **Waiting for the administration of the Registrar’s Department:** In this step, the Registrar’s Department (Secretariat of International Programs) checks whether the student has fulfilled the conditions for admission to the final examination (confirmed thesis, no unpaid debts, etc.); and, if everything is found to be in order, records the data in Neptun

- Waiting for the final exam: If the student can be ranked, and they stay in this status until the final examination period or its result, the following statuses may occur:
- Successful final exam: The thesis is moved to the repository
- Unsuccessful final exam: The thesis is not moved to the repository
- Withdrew the application: The student has withdrawn the application in writing
- No pre-degree certificate: The student has not fulfilled the academic conditions for admission to the final examination
- Did not show up: The student did not show up for the final examination.

Submission of the thesis

The thesis is uploaded using the “Thesis submission ETSZK” form. The forms must be attached to the existing application. After logging in, you will see the forms you have already submitted under the “Pending documents” tile. To attach a document, the student must select the previously submitted application and then the “Fill in the attached form” option, which will allow them to select the appropriate form from the list. If you are not opening the window for the first time and you already have a pending or submitted thesis submission form, this list is empty. (The document waiting for submission can be found by clicking on the “Under Editing” tile on the Main Page and can be submitted from here.) Use the “Fill in” button to fill in the form and then a fairly simple form will then appear on the screen.

The student has to declare on the accompanying form that the digital form of the thesis submitted to the Department of Studies are identical in content and form.

To upload the thesis, all you have to do is click on the “Select File” button, then select the PDF format thesis and click on the “Upload” button. The student is only able to upload one file with a maximum size of 15 MB.