

Step-by-step guide to apply the TDK conference and uploading your paper to Moodle 2024

03.10.2024.

Dear Student,

If you would like to participate in the TDK (SSA) conference, you can apply on the Moodle e-learning surface, and later you will have to complete the electronic submission/upload of the TDK papers there.

Plagiarism checking will be also happen here, and later the uploaded papers are automatically transferred to the BBU Repository, where the long-term storage and research service takes place.

The process goes in two stages ([TDK application](#), [Paper upload](#)), on the same interface, which transforms from an application form to an upload interface when the application deadline expires.

Step I: Application for TDK

Application period: 07.10.2024 8:00 – 28.10.2024. 23:59

1. Log in to the Moodle (<https://moodle.uni-bge.hu>) using your **Neptun code/Neptun password**.
2. Enroll to the course as the first step of the application at the link below, as shown in the figure.

BGE TDK 2024

Enrolment options

BGE TDK 2024 ➔

▼ Self enrolment (TDK hallgató)

No enrolment key required.

Enrol me

[TDK course in Moodle](#)

3. When you enter the course, you will find a " **TDK jelentkezés / dolgozat feltöltés (TDK application / paper upload)**" link in the middle of the page, which leads to the application interface within the course.

▼ General

Collapse all



TDK jelentkezés / dolgozat feltöltés (TDK application / paper upload)

4. When you enter, you will be greeted with the following view:

Overview applications?

Add consultants

Application form

Title	Co-author(s)	Sections
--	--	

- Clicking on the "**Application form**" opens the application form, where you can apply or modify the application.
- „**Add consultants**” button: you will need it if you could not find the consultant of your choice on the application form and could not select it from the list. In this case, you can add either BGE instructors or external persons as consultants by providing their email address and name.
- The table shows the application data if you have already applied for TDK. In this case, you can still edit certain application data or withdraw your application.
- The notation details the possible statuses of your uploaded paper during the upload/submission process
 - drafted** Student has upload a paper, but didn't send toward the administrators yet.
 - submitted** Student has sent the paper to the administrators, can't edit anymore by student.
 - accepted** An administrator took over and accepted the paper.
 - checked** The data of uploaded paper was checked.
 - archived** Marked for archiving to the Repository (Dolgozattár).

5. Filling out the application form

- If you are not writing the paper alone, but with a **co-author**, you must select your co-author here. You are able to choose him/her if your co-author has also applied for the course **before**. Among the co-authors, **only one of them has to fill out** the application form (and then upload the paper)!
- Specifying the **title** of the TDK paper (this does not have to be the final title, you can change it later, it can be a working title)

▼ Thesis data

Co-author(s) ⓘ ⓘ No co-author selected.

Search ▼

Thesis title ⓘ ⓘ

Language ⓘ ⓘ English ▾

- Here you can set the language, in which you want to write your paper.
- In the next block, you have to choose two of the TDK sections into which you think your chosen topic fits best. You can only select sections for the **first time**, you cannot change this later! At the same time, the organizers reserve the right **to classify you to other sections** later, possibly overriding your choice, according to the evolution of the sections.

▼ Section selection

Primary TDK section ⓘ ⓘ

Secondary TDK section ⓘ ⓘ

- In the abstract field, you must copy a short summary of your future paper (resume/summary/abstract), you can write a minimum of 500 and a maximum of 2500 characters.

Abstract ⓘ

↵ A ▼ B I ☰ ☷ 🔗 🔒 🖼

- You must select your future consultant from the drop-down menu. If you can't find it in the list, you can add the desired person with the "**Add consultants**" button on the course start page.
- Finally, you must enter your t-shirt size to claim a TDK t-shirt.

▼ T-shirt size selection

Barbara Teszt (DNOLE7)

Choose an appropriate TDK t-shirt size for each co-author.

II. step: upload TDK paper




Upload period: 29.10.2024 12:00 – 04.11.2024 23:59


After the application period has ended and your TDK paper has been completed, you must upload it to Moodle on the upload interface transformed from the application form. After uploading, the Turnitin plagiarism check is automatically run, the results of which you can also view.

Until the submission deadline arrives, you can edit the upload, modify your paper and upload a new one as often as you like. After each file change, the plagiarism check is automatically run again.

Overview the uploaded theses

[Add consultants](#)

Field of study	Department	Title	Thesis	Similarity	Submitted	Status
--	--	Teszt dolgozat 2.1	--	--	--	0 drafted   


To **begin uploading**, next to your application data, press the edit button towards the end of the row of the table -> .

When starting a new upload/editing a previous upload, the **following data groups** are displayed:

- 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:** during the first upload, you must select from the list of your studies in Neptun, which course and which department the thesis you want to upload is related to. In the future, it is no longer necessary to edit when changing the thesis file or changing other data (but it 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. **Paper data:**

- **Paper title:** if it has **changed since the application**, the full title of the paper must be typed/copied here, following the rules of spelling in the language of the paper. Please avoid copying all uppercase titles.
- **Main file:** You need to upload a PDF file that contains your paper in a *searchable text format* (so it cannot be a fully scanned PDF without a text layer).
- **Language:** the language of the main part of the paper. Answer to „in what language did you write your paper?”. 😊
- **Tags/keywords:** definitions consisting of short, simple or complex words or possibly expressions that refer to the content of the paper, 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., Czerszegtomaj, 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. 😊

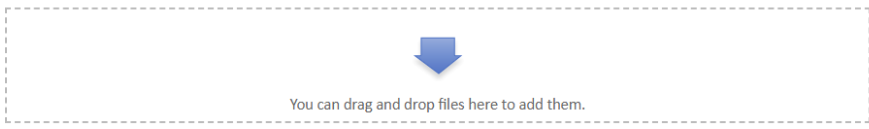
Thesis data

Thesis title ⓘ ⓘ

Thesis file ⓘ ⓘ Maximum file size: 500MB, maximum number of files: 1



Files



You can drag and drop files here to add them.

Accepted file types:

PDF document .pdf

Language ⓘ ⓘ


Thesis tags ⓘ Predefined tags for your thesis (at least 5 pcs)

d. Status: determines the later researchability of the paper, the level and way of accessing its content. **By default, the paper 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 paper can be downloaded, but all rights - e.g. permission to use - remain with the author).

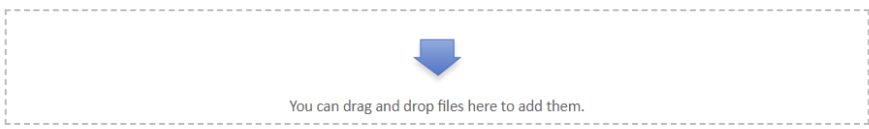
e. **Attachments:** you must also upload the text of the resume/summary here **in Word format**, or if special file attachments are included with your paper (source code, media file, etc.), those in PDF and/or ZIP format.

Attachments

Attachment files ⓘ ⓘ 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

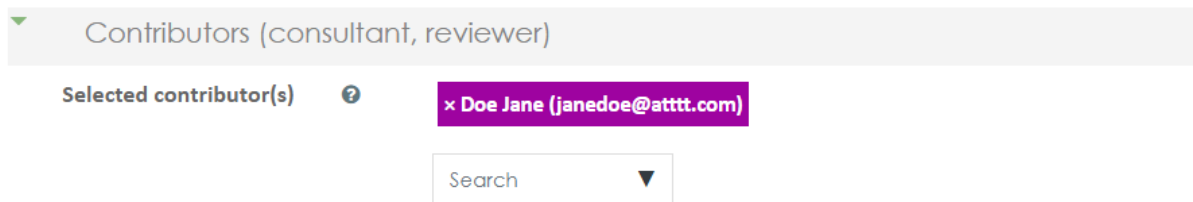
f. **Other data/Abstract (resume):** the **author's short summary of the paper (abstract/resume)** is included here, on the basis of which the reader/researcher can judge its content. The "abstract" does not necessarily match the summary to be

Other data

Abstract ⓘ ⓘ

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.

- g. **Contributors:** For the sake of simplicity, the persons involved in the creation and evaluation of the paper (consultant, supervisor, opponent, reviewer) are referred to here as “contributors”. If you do not find your external or internal consultant in the list, follow the steps [below](#).








The screenshot shows a web interface for selecting contributors. At the top, there is a header bar with a green downward arrow on the left and the text "Contributors (consultant, reviewer)". Below this, on the left, is the text "Selected contributor(s)" followed by a question mark icon. To the right of this is a purple button with a white 'x' icon and the text "Doe Jane (janedoe@atddd.com)". Below the button is a search input field with the placeholder text "Search" and a downward arrow icon on the right.

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 paper is saved as „**drafted**“, which you are free to change until you set the status to „**submitted**“ by submitting the paper with the submission button (📄). You can modify the „**drafted**“ paper **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 paper file instead of the old one), the paper 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 paper is plagiarism. This is a common misunderstanding, the percentage refers only to detected text matches that may be completely correctly referenced in your paper. 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](#).

Paper submission:

9. If you consider the uploaded paper to be final, you can submit it with the  button in the table. If the status of the uploaded paper 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 paper, 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](#).

If something is not clear based on what has been described, or if you are stuck in your uploading tasks, contact the **interface administrator** with the problem.

- **Zsolt Kovács**, Librarian (kovacs.zsolt@uni-bge.hu)

Or the organizers of TDK:

- **Dr. Babos Krisztina** (babos.krisztina@uni-bge.hu)
- **Dr. Takács Edit** (takacs.edit@uni-bge.hu)

APPENDIX

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, or if you cannot find the name of your external/internal consultant during the upload.

The screenshot shows the 'Managing contributors' page. At the top, there is a header 'Managing contributors' with a help icon. Below it is an orange button labeled 'Back to submissions'. A light blue information box states: 'Specify contributors, such as internal/external consultants here or edit previously entered data.' Below that, an orange warning box says: 'The internal consultants data was being pre-uploaded from Neptun, later only the missing (typically external) contributors need to add to be able to attach to uploaded thesis!'. At the bottom, there is a red icon of a person with a plus sign and the text 'Add external consultant/thesis advisor'. Below this, it says 'Nothing to display'.

You can see a list of contributors assigned to your name so far, if there are any. 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.

The screenshot shows the 'Add/edit contributor' form. The title is 'Add/edit contributor' with a help icon. Below the title is a section header 'Contributor's data'. The form contains several fields: 'Contributor lastname' with a red error icon and a help icon, containing the text 'Doe'; 'Contributor firstname' with a red error icon and a help icon, containing the text 'Jane'; 'Contributor email' with a red error icon and a help icon, containing the text 'janedoe@freemail.hu'; 'Language' with a help icon, containing a dropdown menu with 'English' selected; 'Role' with a help icon, containing a dropdown menu with 'External thesis advisor' selected; and 'Comment' with a help icon, containing a rich text editor with various formatting tools (bold, italic, underline, link, unlink, image) and a large text area. At the bottom right of the form is a blue button with an upward arrow. At the bottom of the form are two yellow buttons: 'Save changes' and 'Cancel'. At the very bottom, there is a small text message: 'There are required fields in this form marked 1'.



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 paper (you have pressed the  icon), then the administrators received your paper 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 administrators, but you can also use the default text.


Sending message









▼ Send messages

Outgoing message language  English

Title of the connecting thesis Teszt dolgozat

Message subject  Editing rights request

Message text 



Dear Administration,


I would like to require back the editing rights for my thesis submission titled "Teszt dolgozat" in Szakdolgozatfeltöltés teszt 2020/2021/2 course.

Justification:

Best regards,
Barbara Teszt (DNOLE7)

Send

Cancel



Once submitted, all you have to do is wait until the administrator 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 paper.



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 admins 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.

Barbara Teszt | Teszt dolgozat

13

1

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 paper: „Budapest Business School”. 😊

Barbara Teszt | Teszt dolgozat

Match Overview

13%

Match 1 of 1

Currently viewing standard sources

View English Sources (Beta)

Internet Source

teltest2.synsystem.net

5%

Internet Source

2 bigcoinlaundry.com

4%

Internet Source

3 www.hawkheatingsupp...

3%

Internet Source

4 ar.scribd.com

2%

Internet Source

Integer sit amet ullamcorper mauris. Vivamus est tortor%2c mollis in sodales ut%2c bibendum at purus. Sed volutpat risus at turpis pretium tristique non laoreet mi. Nam quis sapien orci. **Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Sed lobortis mi sit amet velit commodo eget mollis lacus rutrum. Nullam vitae luctus sapien. Cras id velit a eros lacinia posuere. Donec ultricies suscipit**

Integer elicit a cur et ante vestibulum, con tristique et tellus ultrices. Phasellus sed libero et ex commodo vulputate.

Conditio imperdiet, con mi sit amet rutrum. Procent et felis sodales. Vivamus ante lacus, conat is lacus. Vestibulum sit amet purus. Integer mi et, ultricies mi. Nam, donec ante rutrum accumsan dictum. Aliquam molestie, tortor ut tristique semper, diam lectus elementum, velit, eget conat is andus et non velit. Maecenas non mollis lacus, id pellentesque lectus. Aliquam donec dapibus sapien, et luctus quam dictum et. Nunc et quam nunc et imperdiet purus. Maecenas enim sit et ante, vel bibendum a massa venenat a sed. Sed nunc lacus, lacus at lectus conat is, ullamcorper dibus ante. Sed id nibh eu massa feugiat. Quibus, quis at libero. Sed exie conat is, sed et ut conat is, lacus, lacus, lacus. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubitum nunc. Maecenas nunc sit, vel pharetra risus porta eget.

Of course, these matches do not necessarily mean plagiarism, after all, why not use sources for your paper, 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.