

Rules and requirements of writing a diploma thesis at the Faculty of Dentistry

The student has to write a diploma thesis in order to obtain the certificate. The aim of the diploma thesis is to facilitate, by individually processing any topic of a particular scientific field on a scientific level, the ability to tackle problems during professional activities, to acquire the methods of using the library and literature, and to be able to form an opinion in a straightforward and exact way.

I. THE METHOD OF ANNOUNCING AND CHOOSING THE DIPLOMA THESIS TOPICS

Diploma thesis topics are practically divided into three groups:

- A) Free to choose topics (topics published by the departments, free to be chosen by any student)
- B) Topics related to work within the Union Of Research Students (topics announced for students working in it)
- C) Topics suggested by the student (topics found out by the student and student found a tutor to be his/her supervisor)

II. ANNOUNCING THE DIPLOMA THESIS TOPICS

1. The announcement and acceptance of the topics are the tasks of the clinics / institutes that forward the detailed list of students and corresponding topics by the deadline to the Dean's Office (hereinafter: DO) and to the Foreign Students' Secretariat (hereinafter: FSS). The Study and Examination Committee's approval is only necessary when changing a topic after the period of topic selection, in accordance with the rules set out in section VI.

Mainly the supervisor is responsible for the topic to be elaborated, who has to check the websites of DO and FSS where a list of topics of earlier, successful diploma thesiss is available. It is the supervisor's task to check whether the particular topic has been

elaborated in the last three years in any languages of the foreign language programmes. Such a topic cannot be announced as free to choose which is reserved for a student conducting work within the Union Of Research Students at a clinic / institute, furthermore it is not possible to approve a topic which has already been announced in the same year for dentistry students at any clinic / institute, or has been elaborated in the last three years. The tutors of the particular clinic / institute are also responsible for the announced topics / titles, their task is to check and confirm whether the particular topic has been elaborated in any of the languages of the foreign language programmes at the institute. Such topics must be taken off the list before sending them to the DO and the FSS, these must not be announced.

Should the student choose an external supervisor, the topic has to be accepted by any of the clinics / institutes of the faculty, and an internal supervisor must be appointed, too.

2. In one semester, regardless of the language of the diploma thesis, a supervisor is not allowed to supervise the elaboration of more than 3 topics announced, or elaborated as a topic related to work within the Union of Research Students, however, if necessary, it may accept supervisory role in topics initiated by students.

The Excel sheets containing the free to choose topics, the topics related to work within the Union of Research Students (in the attached format) and the names of the corresponding supervisors are prepared by the educational organisational units, separately in the individual languages of the foreign language programmes, and sent every school year until the last school day of the spring semester to DO and FSS. In terms of topics related to work within the Union of Research Students, the names of the students working on the topics are to be indicated, too.

3. The educational organisational units announce a total number of free to choose topics and topics related to work within the Union of Research Students on a faculty level that equals at least to the number of students to be in year IV.
4. The recipients of the lists summarise the information and if it may turn out that not enough topics were announced, then, in order to have at least one topic per student, the DO and the FSS indicate to the clinics / institutes that how many topics are missing, and how many additional topics should be announced proportionately to the number of tutors. Should the DO or the FSS find topics with the same title, they consult with the supervisors regarding the amendments. The list of topics is finalised until the end

of the exam period and made available to the students on the appropriate webpages (DO and FSS).

III. TOPIC SELECTION

First, the students have to decide which topic they want to choose from the above types.

1. Students choosing from the free to choose topics have to provide the chosen topics until 1 October to the students' representative, elected by the students in the beginning of the school year. The students' representative, in case of Hungarian language programmes, must be an active member of the Students' Union. If this is not possible, the Students' Union, in accordance with its Committee's decision, appoints a student for this task from the particular year. In case of international students, the students' representative is an elected member of the foreign students' association, or if this is not possible, then it is someone appointed by them from the particular year. Their task is to summarise and submit the choices of students to the competent parties (DO or FSS). When choosing the topics, the students are allowed to consult with each other, avoiding the situation when a topic is chosen by more than one student. Should a topic still be chosen by more than one student, the student with the best cumulated academic result is entitled to write the diploma thesis in the particular topic. The competent colleague at the DO and the FSS uploads the name of the student next to the topics on the appropriate webpages until 7 October. Should someone not be able to choose a topic in the first round, he/she may choose from the remaining topics in a second round until 15 October. The distribution of these topics is in accordance with the same principle applied in round one, or alternatively they can write the diploma thesis in a topic they suggest or a topic approved by a clinic / institute, in accordance with the above procedure, with the same deadline of 15 October.
Should someone not be able to choose a topic even in this second round, he/she has the opportunity to choose from the remaining topics until 31 October or to have a suggested topic approved by them. The topic selection period closes with this deadline.
2. Students writing the diploma thesis in a topic related to work within the Union of Research Students must submit the confirmation of acceptance issued by the clinic / institute to DO or FSS until 15 October.
3. Students not choosing from the free to choose topics and not conducting work within

the Union of Research Students, must find a tutor for a suggested topic, an external supervisor, and an internal supervisor from any of the clinics / institutes undertaking the supervisory role for the suggested topic. They also have to submit the confirmation of acceptance issued by the clinic / institute to DO or FSS until 15 October. In such cases the clinics / institutes proceed with due diligence so that the accepted topic will not be either on the list of free to choose topics, or on the topics list related to work within the Union of Research Students (the lists uploaded to the webpages are checked).

IV. DIPLOMA THESIS TOPIC ACCEPTANCE

As of 31 October, the topic selection period closes and as of 7 November the diploma thesis topics as well as the names of the students are available on the webpages. Correspondingly, the clinics / institutes issue the confirmations of acceptance that are to be submitted in their correct form until 20 November to DO or FSS. The details provided on the confirmations of acceptance must correspond to the details of the lists uploaded to the webpages.

V. REQUESTING EXEMPTION FROM WRITING THE DIPLOMA THESIS

1. In accordance with the recommendation of the leader of the competent educational organisational unit the Dean may approve research essays with awards I., II. and III. to be a diploma thesis with excellent grade, should the student request this in its application submitted to the Dean's Office (pursuant to section III/10 of the Rector's competition announced for Semmelweis University students).
2. Pursuant to the relevant resolution of the faculty, in cases where there are maximum two authors, students who prepared a research essay that was graded with honours, or received an award at a competition of a professional scientific association, in accordance with the recommendation of the leader of the competent educational organisational unit, may request the Dean to be allowed to submit their research essay in compliance with the above conditions as their diploma thesis. Should the Dean conclude a positive decision on their request, they have to submit their research essay digitally and in printed version until the stipulated deadline at the competent educational organisational unit where the diploma thesis defence takes place. In such

cases it is not mandatory to comply with the formal requirements of a diploma thesis.

3. The application for exemption must be submitted by the student to the Dean's Office at the latest by the last school day of the 8th semester. Applications submitted with a delay will be rejected without further consideration.

VI. CHANGING THE SELECTED AND ACCEPTED TOPIC / SUPERVISOR

After the topic selection there is only one opportunity to exercise any sort of amendment. The corresponding application may be submitted to the Study and Examination Committee until the last school day of the 9th semester. The Study and Examination Committee may approve the amendment of the topic only in justified cases. The amendment of the topic will not be approved after the deadline, with the exception when it becomes necessary due to a reason not attributable to student. Should there be any changes in the supervisor, the written contribution of the supervisor handing over the supervision must be included on the filled application.

VII. THE DIPLOMA THESIS

1. The diploma thesis is a professional task prepared with scientific standards, processing a topic closely related to the practice and theoretical background of dentistry, with creativity, theoretically substantiated, while applying a practical approach. While processing the topic the relevant, essential and latest domestic and international discussions and researches must be considered. The diploma thesis is to be elaborated on the basis of the student's studies, in consideration and application of the domestic and international literature, under the guidance of the supervisor.
2. It is mandatory for the student to consult with the supervisor at least three times during the preparation of the diploma thesis (first time until 1 October in the final year, second time until 1 November, when the student reports on its work conducted so far, and the third time until 1 December, when the supervisor evaluates the student's results and provides guidance on how to finalise the work, write and submit the diploma thesis). These occasions must be recorded in writing.
3. It is the supervisor's duty to be available for consultation. At the consultation sessions the supervisor helps the student in collecting the literature and the sources necessary for the diploma thesis, it assesses whether the work is in accordance with

the schedule, and gives recommendations regarding the issues that may arise during the work. It is also the supervisor's task to help the student in achieving the final form of the diploma thesis, in consideration of the formal requirements and its content.

4. The leader of the competent educational organisational unit may reject the continuation of writing the diploma thesis, and the execution of the diploma thesis defence, should the supervisor indicate that the student does not comply with its obligations on an ongoing basis. Should the supervisor, in accordance with the student's opinion, not provide valuable assistance in writing the diploma thesis, the student may contact the leader of the competent educational organisational unit.
5. The finalised diploma thesis must be submitted in the last school year until 15 February to the department in two, identical, printed copies, and electronically, burned on a CD (both in Word and PDF formats).
6. Should the student fail to submit the diploma thesis by the deadline demonstrably through no fault of its own, the deadline may be extended by a maximum of one month and on one occasion, with the written contribution of the supervisor and the leader of the competent educational organisational unit (in case when their opinions differ, the decision of the leader of the organisational unit prevails), and with the approval of the Study and Examination Committee. In such an instance the latest deadline of submitting the diploma thesis is 14 March.

VIII. DIPLOMA THESIS EVALUATION

1. A pre-condition of the final exam is obtaining the pre-degree certificate stating that all course-units have been completed [Nftv.108.§ (43.)], and a diploma thesis approved by an examiner called on by the leader of the institute announcing the topic, defended at the Evaluation Committee (obtaining at least a 'pass' grade).
2. The supervisor evaluates the submitted diploma thesis. The written evaluation considers the compliance with the formal requirements and the required content, and includes the evaluation of the student's work. It evaluates the diploma thesis with a grade between 1-5.
3. The leader of the competent organisational unit responsible for organising the occasion of the diploma thesis defence has a tutor (hereinafter: 'opponent') with

experience in the topic examining the diploma thesis, preparing a written evaluation of it, and grading it with a value between 1-5.

4. The qualification (grade) of the diploma thesis recommended by the examiner and the supervisor is not part of the written evaluation prepared for the student, these are delivered to the author at least 5 days before the diploma thesis defence. The examiner asks questions in its review, to be answered by the student during the diploma thesis defence.
5. The diploma thesis defence includes a maximum of 8 minutes long presentation, summarising the most important elements and conclusions of the diploma thesis, using a PowerPoint presentation, and responding to the questions asked by the examiner and the Committee. The diploma thesis defence takes place in front of the Committee of the educational organisational unit, consisting of at least three persons. The chairman is the leader, or its deputy, of the educational organisational unit, whereas the other members are the supervisor and the examiner of the diploma thesis. In case of an external supervisor, both the external and internal supervisors must be present.
6. The diploma thesis, classified as an obligatory elective subject, is graded between 1-5. Grades: fail (1), pass (2), satisfactory (3), good (4), excellent (5). The evaluation is done by the Committee after listening to the student's presentation and receiving the answers for the written and orally asked questions. The extent of the individual research that the diploma thesis contains is considered in the evaluation as well as the preliminary recommendations of the supervisor and the opponent. A record of the defence must be prepared in accordance with the regulations.
7. A maximum of one month deadline may be offered for the resubmission, and for the correction and amendment of diploma thesis that do not comply with the formal requirements (i.e. less than 50 000 characters - without spaces). The amended diploma thesis must be submitted at the latest by 14 March (in semester 10). The diploma thesis defence takes place at the latest by 1 May in semester 10.
8. There is a possibility to resubmit the diploma thesis that received a 'fail' grade, for whatever reason, until 20 August. These students are not entitled to attend the normal

final exam, only its retake at the end of August. A failed diploma thesis defence may be retaken only once. (TVSz. 24.§ 8.)

IX. DIPLOMA THESIS EVALUATION CRITERIA

It is not allowed to defend any diploma thesis that contains plagiarism! Any quotation without quotation marks and the indication of the source, any figure, statistical data or illustration without reference to the source, paraphrasing a complete text or part of it (i.e. rephrased by the author by its own words) without referencing to the source are considered to be plagiarism.

1. Structure of the diploma thesis

- Is it transparent?
- Does its content correspond to the title?
- Are there any forward-looking recommendations, conclusions?
- Does its articulation help in the recognition of its structure?
- Is its structure professionally correct and logical?
- Are the individual sections and subsections appropriately separated from each other?

2. Professional relevance of the diploma thesis

- Does it achieve the objective, are the conclusions supported?
- Do the relevant topics of the educational content appear in the diploma thesis?
- Is the individual examination in the foreground?
- Does the author correctly apply the methods and tools appearing in the examination and analysis of the central topic of the diploma thesis?
- Does it display all the necessary analytical methods?

Are the results and conclusions logical and valid, are they assessed in consideration of the findings of the relevant literature?

3. Using references

- Does the student use references in the correct way?
- Does the student summarise the references correctly and with critical thinking during the introduction, analysis of the research question, and the interpretation of the findings?
- Do the quotations comply with the requirements?
- Do the citations included in the text appear in the list of references (and vice versa)? Is the list of references relevant (does the relevant literature appear in it, is it up to date, is it relevant to the topic)?
- Does it comply with the formal requirements?
- Does it include reference to international literature?

4. Using figures and tables, other formal requirements

- Are all figures and tables referred to in the text?
- Is it easy to find these in consideration of the references?
- Are the figures and tables numbered, do they have titles and references to the source?
- Is there a transparent table of contents?
- Are the pages numbered?
- Is there relevant information in the header and footer and does this help in navigating in the document?
- Is the spelling and phrasing correct?

5. Correct and consistent use of technical terms

- Is the terminology used by the author uniform and correct?
- Does the student use foreign terms uniformly (coherent use of medical terminology in Latin language, names of institutions)?
- Does the student use a list of abbreviations, definitions?

6. Does the diploma thesis provide a uniform picture?

X. REQUIREMENTS

1. Requirements regarding the content of the diploma thesis

The diploma thesis is a consultative study based on individual professional work, confirming tangible knowledge and the summarising ability. The rules and spelling of the Hungarian language (or of the particular language in case of foreign language programmes) must be observed. The structure of the individual chapters and their relationship with each other must be logical, consequent, the phrasing is continuous, descriptive, free text.

2. Chapters of the diploma thesis

- Title
This can only be the title stipulated on the confirmation of acceptance submitted to DO or FSS, chosen at the topic selection or a suggested and accepted topic.
- Table of Content
It includes the titles of the numbered sections and subsections, and the corresponding page numbers.
- Preface
The introduction of the theoretical and/or practical relevance of the topic, justification of the topic selection.
- Diploma thesis's Objective
Defining the professional objectives the author wants to achieve by introducing the topic and working out and/or solve the chosen problem.
- Literature Review
Summarised introduction of the available and most important domestic and international publications of the chosen topic. This can be the introduction and description of the significance and issues of the topic, the applied methods, the related findings, conclusions, achievements, recommendations, and the processing of other, similar topics.
- Applied methodology
Qualitative and quantitative methods, statistical analysis, software applied during the processing of the topic, according to their relevance. This is where the

project tools are introduced, should these be integrated into the diploma thesis.

- **Presentation of Results**
Factual list of the achieved professional findings and their interpretation. Figures, tables may help in the structuring and interpretation of the findings.
- **Findings, forward-looking establishments, recommendations**
Confirming, challenging or rejecting conclusions, establishments, forward-looking recommendations, opinions found in the literature, relying on the findings.
- **Conclusions**
A brief conclusion of the substance of the diploma thesis. The conclusion must not contain new information and establishments that have not been discussed in the diploma thesis.
- **List of references (see also: formal requirements)**
Any sources of literature used and not being the intellectual property (publication, figure, table) of the author must be indicated in the list of references. **By not doing so is qualified to be plagiarism, triggering the commencement of an investigation and it may also trigger the immediate suspension of the student.**
- **Acknowledgements**
Mentioning contributing partners who helped in writing the diploma thesis, either by providing information, analysis or professional advice.
- **Figures, tables (these may also appear at other sections of the diploma thesis)**
All figures and tables must be separated with titles and numbers. The titles, the table headers, the units of the figures must be provided and indicated in a way that the figures and tables must be interpreted irrespective of the surrounding text. All figures and tables must be referred to in the text, otherwise they cannot appear in the diploma thesis. The same information should not appear in a figure and a table in the same time. Should a figure or table come from a literature source, it must be indicated below it by providing the exact reference.
- **Definitions, abbreviations (if applicable)**
- **A declaration that the diploma thesis is the own work of the student**
- **Appendices**
Content not closely related to the substance, or having a longer form, such as a figure,

a table, a questionnaire or other documents should appear in the appendices. The appendices must have a number and a title, and reference to them in the text.

3. Formal requirements

The general formal requirements of the diploma thesis are as follows:

wordcount: It must not be shorter than 50 000 characters or longer than 100 000 characters (without spaces). The wordcount includes the tables and the list of references, however the figures, footnotes and bibliography do not.

margins: 2.5 cm at the bottom, at the top, on the left and the right sides

margin at the binding edge: left side, 1.5 cm

page numbers at the bottom of the pages, in the middle, all pages, starting from the front page

adjustment of sections: justified

font size: 12

font: Times New Roman

font colour: black

line spacing: 1.5

table of content: provided with page numbers at the beginning of the diploma thesis. Figures and tables are numbered, provided with title, can be interpreted regardless of the surrounding text, all of them are referred to in the text with their number

printout: one sided

number of copies to be submitted: 2 printed and 2 electronic copies (Word and PDF format) burned on CD.

copies to be submitted: please submit the two printed copies in black leather hard binding (with gold lettering), the hardcover lettering must say “DIPLOMA THESIS”,

under that the name of the student and the year of submission; the title of the diploma thesis, the student's name, the supervisor's name, title and workplace must appear on the front endpaper. Emboss the student's name and the year on the spine.

4. Formal requirements of the list of references

- Any literature used must be referred to by indicating the author and the year in the citation. It is also possible to indicate the number used in the list of references by applying square brackets.
- Use alphabetical order in accordance with the names of the authors in the list of references. In terms of monographs and books provide the name(s) of the author(s), the year of publication, the title of the publication, the name of the publisher and the location of the publication. In terms of journals, after the name(s) of the author(s), the year and the title, also provide the name of the journal in *italic font*, the volume number and the page number (from - to). It is also possible to name an Internet source, in which case after the author and the title of the publication the exact web address and the date of query must be indicated.
- It is important that all literature used must be referred to in the diploma thesis, and all conclusions, facts, data that are not the author's own intellectual property must include the data source. Should the author refer to a source multiple times in the diploma thesis, obviously the source must be indicated at all places.
- It is an important requirement that it is only allowed to quote any text word for word if there is an accurate indication of the source and the location of the text (page number in case of a book or journal). **By not doing so is qualified to be plagiarism and it may trigger the immediate suspension of the student in the most serious cases.**

Examples for using literature with numbers:

...

...: „Az egyes plakk-baktériumok bakteriális felszíni molekuláik révén a sulcus hámsejtekkel is képesek kommunikálni.” [23]

...

Referenciák

...

23. Gera I: A bakteriális biofilm és a kémiai plakk-kontroll lehetőségei. Irodalmi összefoglaló *Fogorv. Szle.* 2008; 101: 91-99.

24. Gera I: *Parodontológia.* Semmelweis Kiadó, Budapest, 2009; 94.

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The hardcover and the front endpaper of the diploma thesis:

Hardcover:

DIPLOMA
THESIS

...(STUDENT'S NAME)...

Front endpaper:

<p>Semmelweis University Faculty of Dentistry</p> <p>...(STUDENT'S NAME)... ...(DIPLOMA THESIS TITLE).</p> <p>Supervisor: (supervisor's name)</p>

XI. RETENTION

The leader of the educational organisational unit returns one copy of the diploma thesis to the student after the successful diploma thesis defence, whereas the other copy, together with a copy of the records containing the assessment and the confirmation of the successful diploma thesis defence stay with the educational organisational unit. The diploma thesis (the hardcopy and the electronic version) is retained for 5 years at the library of the educational organisational unit.

The record of the diploma thesis defence is sent to the Dean's Office at the latest until 15 April. In cases of students attending foreign language programmes the records are sent to the FSS.

Budapest, March 2018

This policy is applied for the first time in school year 2018/2019, in case of students attending year IV. at the Faculty of Dentistry.