



*Oktatás, kutatás, gyógyítás: 250 éve
az egészség szolgálatában*

SEMMELWEIS UNIVERSITY

Faculty of Dentistry

Dean: Gábor Gerber, MD. Associate Professor

Semmelweis University

Faculty of Dentistry

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

Budapest

2020



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Preamble

According to § 45 Paragraph (1) in Study Standards, Chapter III.2 within Part III. of Semmelweis University Organizational and Operational Regulations (hereinafter: TVSZ.), *in order to obtain their diploma, students are required to write a thesis in bachelor and master training. The aim of the thesis is to promote via independent scientific processing of any problem in a certain disciplinary area, the student's ability of highlighting the essence, to learn using the library and the methods of literature research and to be able to summarize their opinion briefly and clearly, in addition, it may aim to systematically process the possible solutions of the practical problems regarding the specificities of the training, to demonstrate innovative concepts and results.*

Under the provisions of TVSZ § 45 taking into account the Faculty specifics, the Faculty of Dentistry introduces the following procedure for the preparation of the Thesis (hereinafter: Procedure).

I. Topic Supervisor/Consultant

TVSZ § 45 Paragraph (2) The topic supervisor, or in certain cases the consultant leads the writing of the thesis. Topic supervisor can be a professor and researcher of the faculty or with the Dean's permission, an external professional. Consultant is a university lecturer, researcher or an external professional. External supervisor may only supervise with an internal consultant. If the topic supervisor is an external professional, the subject is signed and evaluated by the faculty lecturer, research supervisor at the end of the semester.

Faculty Procedure

§ 1 Paragraph (1) In case the student has chosen an external supervisor / consultant, the topic must be approved by one of the departments of the educational-research organizational units, and an internal supervisor / consultant must also be provided.

(2) A supervisor / consultant, regardless of the language of the dissertation, may supervise the elaboration of a maximum of three theses per academic year on a TDK topic announced by him or her. In addition, if necessary, you can take on the role of supervisor / consultant for two more students on topics initiated by



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the students. That is, the supervisor / consultant can supervise the work of a total of five student theses per semester.

(3) It is the duty of the supervisor / consultant to be available to the student for consultation. During the consultations, the supervisor / consultant helps the student to gather the literature and resources necessary for writing the thesis. He assesses whether the work is progressing at the right pace and provides advice on any problems that may arise during the preparation of the work. The consultant is also responsible for helping the student to finalize the thesis, taking into account both the aspects of content and form.

(4) By **20th December**, the supervisor / consultant must notify the Dean's Office (hereinafter: DO), the International Student Training Center (hereinafter: ISTC) in the case of foreign students, and the head of the educational-research organizational unit in writing, if the student has not fulfilled the obligation of consultation specified in point (5) or is not progressing with the preparation of the thesis according to the specified pace.

(5) The student is obliged to consult the consultant at least three times during the preparation of the diploma thesis. In the year of graduation, first time up until 1st October, second time up until 1st November - these times are when the student presents his / her work (the text of the work written up until then). The third time is up until 1st December - when the supervisor evaluates the student's results and gives guidance on how to finalize them to write the thesis and submit it. These occasions must also be recorded in writing on the Form (Attachment no. 7), this document will be submitted with the dissertation.

II. Announcing the diploma thesis topics

TVSZ § 45 Paragraph (3) The educational unit of the relevant faculty creates a list of topics related to the thesis,

including the names of the consultants. The list of topics has to be announced electronically and on the news table of the educational unit and – in a case of bachelor, master or undivided training, at least four semesters prior to the last year of studies, but in a case of a minimum seven-semester-long training at least 2 semesters prior to the last semester of the training, and in a case of a maximum four-semester-long



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training one semester before the final semester – until the last day of the examination period in the fall semester in every academic year. The student may choose from any announced topic depending on the topic supervisor's capacity. The chosen topic can be different from the announced topics with the consent of the head of the educational unit responsible for the topic. (...)

Faculty Procedure

§2 Paragraph (1) Classification of thesis topics in the Faculty of Dentistry:

- A) Optional topics (These topics are announced by the educational-research organizational units, from which any student is free to choose)
- B) Scientific Student Conference (TDK) research topics (These are the topics that have been assigned to students who undertook to conduct research for the Scientific Student Conference (TDK))
- C) Topics that were initiated by the students and that have been accepted by the University (These are topics, the acceptance of which is initiated by the student. It is the student's responsibility to find a host institute and supervisor / consultant for the topic)

(2) Educational-research organizational units may designate thesis topics among the topics that are within their own professional competence.

(3) Educational-research organizational units have to announce the same number of topics (that is the sum of optional and Scientific Student Conference (TDK) topics; which is the sum of group A and group B) as the total number of the future to be fourth grade students who study at the Faculty. This information will be sent to the leaders of educational-research organizational units by the DO and the ISTC until **31st October**.

(4) Before announcing the thesis topic, the consultant should review the websites of the DO and the ISTC for a list of thesis topics that had been developed and defended in the previous years. It is the responsibility of the consultant to check that the topic had not been developed and written in any of the languages that are used in education at Semmelweis University **within the last three years**. Such a thesis topic that is assigned as the topic of a student who is currently working on a Scientific Student Conference (TDK) research topic is not allowed to be assigned as an optional topic. Such a topic that has been initiated by a student and which had already been announced for students of Dentistry by any educational-research



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organizational unit or which had been developed and written in the last three years in any of the languages that are used in education at Semmelweis University is not allowed to be accepted as a thesis topic. It is the duty of those people who are responsible for the studies of the given educational-research organizational units to check that the given thesis topic had not been developed and written at the given institute in any of the languages that are used in education at Semmelweis University. It is the duty of those people who are responsible for the studies of the given educational-research organizational units to certify on the Application form for the choice of a thesis topic (Attachment no. 4) that the given thesis topic had not been developed in any of the languages that are used in education at Semmelweis University within the last three years. Such a thesis topic must not be announced.

(5) The educational-research organizational units have to send the list of thesis topics (which have been adjusted to the planned number of IV grade students) to the DO and the ISTC by the **10th January**. The list of topics must include the topics of the thesis announced for the given academic year, the name of the educational-research organizational unit, the consultant, the optional nature of the TDK topic (in case of TDK topics, the name of the student developing the topic must also be indicated).

(6) The DO and the ISTC will summarize the received list of thesis topics by the **20th January**. (They will check whether there are any overlaps and they will compare them to the expected number of IV grade students, etc.) The finalized lists must be published by the **31st January** on the websites of the educational-research organizational units and on the website of the Faculty, and will also be forwarded to the teachers who are responsible for the students of a given year.

III. Topic selection

TVSZ § 45 Paragraph (3) (...) The student has to choose a topic and notify the head of the certain educational unit at least a year prior of the completion of their studies – in a case of minimum four-semester-long studies one semester prior to the final semester. If the head of the educational unit authorizes the topic, he is responsible of recording it and providing a consultant.

(4) Preparation for writing the thesis is aided by – in the semesters specified in the recommended curriculum, with defined individual and contact lessons – an obligatory elective course ending with an exam grade.

Name of Rules and Requirements: **Department Regulations regarding Diploma Theses at the Faculty of Dentistry**

Date it enters into force: **15th May, 2020**

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(5) While writing the thesis, the student must consult with his or her topic supervisor in each semester, as many contact hours as is defined in the curriculum. hallgatónak, a szakdolgozat elkészítése során félévenként, az ajánlott tantervben szereplő kontakt óraszámában kell konzultálnia a témavezetőjével.

Faculty Procedure

§ 3 Paragraph (1) Year 4 students have to choose a thesis topic from either the "optional thesis topics" (group A) or from "the thesis topics that have been initiated by the students and have been accepted by the University" (group C). After the student has chosen the topic of the thesis he or she must coordinate the title of the thesis with his or her tutor or consultant and with the educational-research organizational unit. After coordination the year 4 student must submit the title of the chosen thesis to the teacher who is responsible for the students of a given year (there is a specific teacher who is responsible for the students of a given year who study at the University in Hungarian, German or English) **by 1st October** in the seventh semester of his or her university training period. The teachers who are responsible for the students of a given year will send the summarized lists of titles to the DO and the ISTC **by 3rd October**. If there is more than one student who happens to choose the same thesis topic, the student who has a better study average will receive the given thesis topic. The DO and the ISTC will announce the titles of the theses and the names of the students who have chosen the topics on their websites by the 1st of October. The students who could not choose among the titles of thesis topics can do so **by 15th October** by choosing among the remaining titles according to the procedure above.

(2) The student who was unable to choose a thesis topic in the second round still has the option until the **31st October** to choose from the remaining titles, or to have an optional topic accepted by the University. The period of choosing a topic ends with this deadline.

(3) The student who is developing a thesis based on his or her Scientific Student Conference (TDK) research topic must submit the Application form for the choice of a thesis topic (Annex 4) that has been issued by an educational-research organizational unit to the DO or to the ISTC **until 15th October**.

(4) In the case of a topic that was initiated by the student (group C); the student has to find a teacher and an external tutor and an internal consultant from one of the educational-research organizational units who will undertake the task of becoming the consultant of the development of the thesis that the student has chosen on his / her own. These students will also have to submit the Application form for the choice of a thesis



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topic (Attachment no. 4) to the DO or to the KHT **until 15th October**. In such cases, the educational-research organizational units should take special care and make sure that the accepted topic is not included in either the list of optional thesis topics or in the list of Scientific Student Conference (TDK) topics (the lists should be checked, which have been posted on the websites).

(5) The topic selection process will end **on 31st October**, the list of thesis topics and the list of students who have chosen them will be published on the websites from **7th November**. The information on the statement of acceptance must match the information on the lists on the websites.

(6) The student must fill and sign the Application form for the choice of a thesis topic (Annex 4) and the student has to submit it (either in person or via the teacher who is responsible for the students of a given year) to the DO or to the ITSC from 1st to 31st October.

(7) The title of the thesis that has been submitted by the student must match the title that has been written on the application form for the choice of a thesis topic (Attachment no.4) There may be two exceptions to this provision, which are defined in Paragraphs (18) - (20) of § 45 of the TVSZ. The first exception is an application for a research project approved by the Rector ("rektori pályamunka") and the second exception is a scientific research project that has been accepted as a thesis.

(8) § 45 Paragraph (3) and (4) of the TVSZ have been amended at the Faculty as follows: the credit value of the thesis is 20. The grade obtained during the defense of **the thesis** is one of the partial grade of the final examination.

IV. Requirements regarding content and formal requirements

TVSZ. § 45 Paragraph (6) The content of the thesis may be at least 50,000 characters, the maximum content is 100,000 characters without spaces. The font to be used is Times New Roman in font size 12. The content includes the tables as well as the references; however, it does not include the figures, footnotes and bibliography. The thesis should be bound in file or book format in 2 copies; and submitted alongside an electronic copy to the educational unit responsible for the training. A certificate of submission is given to the student. The cover of the thesis should include the title of the thesis; the name, the year and the group of the



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student; in addition to the year of submission and the name and workplace of the consultant. In accordance with the permission of the head of the educational unit, the student can write the thesis in any of the languages in which the university provides a program.

Faculty Procedure

§ 4 Paragraph (1) The diploma thesis is a professional work written in a scientific way, processing a topic closely related to the practice and theoretical background of dental science, with a creative, theoretically grounded, practical approach. During the processing of the topic, the basic and latest domestic and international pieces of literature work related to the topic should also be used. The thesis should be developed based on the student's studies, with the study and use of domestic and international literature, under the guidance of the supervisor / consultant.

(2) The detailed formal requirements are contained in the document “ Requirements regarding the content and form of the diploma thesis” attached to the Rules of Procedure (Attachment no. 1).

V. Changing the selected and approved topic or supervisor

§ 5 Once the topic has been selected, any modification is possible once for the freedom of topic choice. The relevant application (Attachment no. 5) may be submitted to the Study and Examination Committee (hereinafter: SEC) no later than the first day of education in the 9th semester. SEC will only allow changes to the topic in particularly justified cases. After the deadline, the modification of the topic cannot be allowed, unless it is proven to be necessary for reasons which are beyond the control of the student. If there is a change (also) in the identity of the consultant, the written consent of the transferor, certified by their signature must also be included in the completed application.

VI. Approving Rector’s coursework and scientific work as a diploma thesis

TVSZ § 45 Paragraph (18) An awarded Rector’s coursework may be approved by the Dean as a thesis evaluated with an “excellenet” grade according to the recommendation of the head of the educational unit in case the student requests so in an application previously submitted to the Registrar’s Department.



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(19) For students participating in undivided master training, an awarded Rector's coursework may be approved by the Dean as a thesis evaluated with an "excellent" grade according to the recommendation of the head of the educational unit in case the student requests so in an application previously submitted to the Registrar's Department.

(20) A scientific paper, which has been produced by the student in relation with his/her studies, and has been published as the student's first-authored article in a peer-reviewed journal, may be approved by the Dean as a thesis in which case, review and evaluation shall be provided according to standard rules.

(21) Requests regarding the thesis defined in paragraphs (18)-(20) must be submitted to the Registrar's Department by the student until the end of the academic year before the completion of studies. Exemption from writing the thesis does not mean the exemption from the defence of the thesis.

Faculty Procedure

(1) § 6 Paragraph (1) No. 60/2018 (V.31.) on the Rector's coursework According to the provisions of the Senate resolution, the rector's coursework are approved by the Rector by 15th December each year. In view of the deadline set in the Senate resolution, students may submit the application specified in § 45 Paragraphs (18) - (19) of the TVSZ to the DO by 20th December in the 9th semester (Attachment no.6).

(2) The rector's coursework determined in § 45 Paragraph (18)-(19) are not subject to the regulations of § 45 Paragraph (6), it can also be submitted as a thesis by students in accordance with the formal requirements of the rector's coursework.

VII. Handing in and the evaluation of the diploma thesis

TVSZ § 45 Paragraph (7) A The submission deadline of the thesis may differ for each faculty, and it must be announced on the webpage of the faculty.

(8) The thesis has to be submitted for review. The reviewer is invited by the head of the educational unit which announced the topic. The reviewer should be a lecturer with a degree in higher education, researcher or external professional. In bachelor training, the topic supervisor may be asked for review, in duly justified



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cases. The number of the reviewers is one or two in bachelor training, and at least two in a case of master training. If the topic was not announced by an educational unit of the faculty, the faculty or the faculty's specialist in charge must appoint a professional reviewer, who may be an external specialist or a member of the faculty. The topic supervisor creates a review as well. Reviews should be sent to the student/candidate at least 5 days prior to the thesis defence. A grade recommendation for the thesis is given by the reviewer as well as the topic supervisor.

(9) Evaluation of the thesis is given by a 5-point scale. When rating/grading the thesis, the rate of independent research/work has to be taken into consideration. Defense of the thesis is conducted in front of a 3-member committee of the educational unit, or – if the thesis defence is part of the closing exam – the Closing Examination Board, the chair of which is the head of the educational unit or a university or college professor, or associate professor appointed by the head of the educational unit. The members of the committee are the consultant and a lecturer of the department. The committee may appoint a third member, who may be an external lecturer, chosen from the private lecturers of the university.

(10) The review should be written on a special form – form of thesis registration and evaluation – in two copies. The evaluation includes the review as well as the recommended grade. The student should be informed about the evaluation by sending the second copy of the form of the thesis registration and evaluation form prior to the closing examination, at least 10 workdays before the thesis defence.

(11) The reviewer poses 2-5 questions on the form of thesis registration and evaluation pertaining to the content of the thesis; The oral description of the thesis of a length prescribed by the committee, the answering of the previously posed and possible further questions denote the defense of the thesis.

(12) A thesis which is not submitted for defense is marked as “fail”. Evaluation of theses which are submitted for defense are assessed by the committee regarding the reviewers' recommendation and the student's performance during the defense according to paragraph (9).

(13) In the case of one reviewer, the head of the educational unit either authorizes the “fail” evaluation, or appoints a new reviewer. In the case of two reviewers, if only one reviewer gives a “fail” evaluation, the head of the educational unit appoints a new reviewer.



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(14) In case of a “fail” evaluation, the head of the educational unit notifies the student and informs him/her about the conditions of revision/supplementation. The thesis evaluated as “fail” may only be revised/supplemented once.

(15) The final exam after the revision/supplementation of the thesis can be taken only in the subsequent final exam period by the student

a) who did not submit his/her thesis until the deadline;

b) whose thesis was evaluated by the reviewer as “fail” with the approval of the head of the educational unit,

c) whose thesis was evaluated as “fail” by the newly appointed reviewer according to paragraph (12).

(16) The conditions for the revision/supplementation of the failed thesis are determined by the head of the relevant educational unit, and it may include a request for further consultations if necessary.

(17) After the defense, the head of the educational unit gives one copy of the thesis to the student, the other copy and a copy of the report of the defence certifying the evaluations remains at the educational unit. The thesis has to be kept by the educational unit in accordance with the prevailing Document Management Policy.

Faculty Procedure

§ 7 Paragraph (1) The head of the educational-research organizational unit that is responsible for the topic may reject the preparation of the thesis to be continued or the defense of the thesis to be carried out if the consultant informs the director that the student continuously failed to perform his or her duty (e.g.: the student did not attend the consultation lesson or the student did not progress properly with the preparation of the thesis.)

(2) If the student believes that the consultant does not provide valuable assistance to the student in writing the thesis, the student may report this problem to the director of the educational-research organizational unit who can appoint a new consultant for the student if necessary.

(3) The completed thesis must be submitted to the educational-research organizational unit responsible for the training no later than 15th February in the year of graduation. The thesis must be submitted in 2 copies in paper, these two copies have to be bound in a book form and the content of the thesis must be submitted



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on digital media (pdf and word formats). It is not possible to submit the thesis after the deadline according to § 45 Paragraph (15) of the TVSZ.

(4) The student must declare that he or she complied with the provisions of Act LXXVI of 1999 on Copyright during the preparation of the thesis. This declaration is the so-called “Statement against Plagiarism” and it should be submitted as an appendix to the thesis (Attachment no. 3). Educational-research organizational units may only accept a thesis that contains this statement.

(5) The qualification (grade) of the thesis proposed by the reviewer and the consultant is not part of the textual assessment prepared for the student, which has to be written on the form of Attachment no.8. This must be received by the student no later than 5 days before the defense of the thesis.

(6) The defense of the thesis includes a maximum eight-minute-long presentation with a (PowerPoint) show, which summarizes the most important content elements and findings of the thesis. The student also has to answer the questions asked by the reviewers and the committee during the defense. The thesis is defended in an open session in front of a committee of at least three members of the educational organizational unit. The committee is chaired by the director or deputy of the educational-research organizational unit, the members of the committee are the supervisor / consultant and the reviewer of the thesis. In the case of an external supervisor, both the internal consultant and the external supervisor must be present at the defense session.

(7) The thesis - which is one of the compulsory subjects - is evaluated by a grade of 1-5. The grades are as follows: unsatisfactory (1), satisfactory (2), average (3), good (4), excellent (5). The evaluation will be carried out by the committee after listening to the student's presentation and answers to the written questions and to the questions that the student is asked during the defense session. The extent of the independent research of the student, which should be included in the content of the thesis should be taken into consideration during the evaluation and the preliminary proposal of the consultant or the opponent must be taken into account, too. A report has to be written on the defense session in accordance with the regulations (Attachment no. 9).

(8) The defense sessions of the theses must be organized and carried out by the educational-research organizational units that have announced the topics and they have to take into account that a copy of the report on the defense sessions must be sent to the DO or (in the case of a student who studies at the University in a foreign language) to the ISTC by 15th April at the latest.



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(9) If the student has received the grade unsatisfactory for his / her thesis during the defense session or for any other reason, the student may revise his / her thesis. The student can re-submit the thesis after the revision, if this is also supported by the educational-research organizational unit that had announced the topic. The thesis can be resubmitted until 20th August. In case of a successful defense in August, the student can take the next supplementary final exam coming up.

(10) A thesis that has been assessed as unsatisfactory may only be resubmitted once.

(11) The document entitled "Diploma thesis evaluation criteria (Faculty of Dentistry)" is attached to the Rules of Procedure. (Attachment no. 2)

VIII. Final provisions

§ 8 Paragraph (1) By adopting these Rules of Procedure, the 8/2018 (III.02.) „Rules and requirements of writing a diploma thesis at the Faculty of Dentistry” Faculty Council decision shall be repealed.

(3) A simplified extract can be made from these Rules of Procedure to help students orient themselves.

(4) The procedure for handling the diploma theses is described in Attachment no. 10.

15th May, 2020 Budapest



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IX. Attachments

1. Attachment no. 1 – Requirements regarding the content and form of the diploma thesis (Faculty of Dentistry)
2. Attachment no. 2 – Diploma thesis evaluation criteria (Faculty of Dentistry)
3. Attachment no. 3 – Plagiarism declaration
4. Attachment no. 4 – Bejelentő lap szakdolgozat témaválasztásról
5. Attachment no. 5 – Request form for changing the selected and approved topic or supervisor (Faculty of Dentistry)
6. Attachment no. 6 – VI. Request form for approving Rector's coursework and scientific work as a diploma thesis
7. Attachment no. 7 – Consultation data sheet (Faculty of Dentistry)
8. Attachment no. 8 – Szakdolgozat bírálati lap
9. Attachment no. 9 – Thesis defense report
10. Attachment no. 10 – Retention Procedure (Faculty of Dentistry)



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1. Attachment no. 1

Requirements regarding the content and form of the diploma thesis (Faculty of Dentistry)

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 approval submitted to DO or ISTC, chosen during the topic selection (Group A) or a suggested and approved topic (Group C). Deviations from this are only allowed in the case of a rector's coursework approved as a diploma thesis. (Procedure § 3 Paragraph (7)).

- **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.

- **Objective of the diploma thesis**

Defining the professional objectives the author wants to achieve by introducing the topic and working out and/or solve the chosen problem.



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- **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.

- The following two chapters may form a part of those theses containing independent scientific research:

- **Applied Methods**

Qualitative and quantitative methods used in the processing of the topic, statistical analyses, software used, according to the relevance of the thesis. The applied tools and methods of the project work can also be described here, if these form a structural part of the thesis.

- **Results**

There must be a factual list that contains the professional results achieved, including their interpretation. Figures and tables may be used as these facilitate the systematizing and the interpretation of the results.

- **Conclusions, forward-looking statements and suggestions**

Findings and conclusions based on the results, the recommendations for the future and the opinions in the literature should be confirmed, contradicted, and, if necessary, rejected.

- **Summary**

A concise summary of the essence of the thesis. The summary should not contain any new piece of information that is not included in the body of the thesis.

- **Bibliography (see the formal requirements)**

In case of displaying any intellectual product (publication, figure, table) that is not the own creation of the student, the source of these must be shown, which must be indicated in the bibliography.

Failure to do so is considered plagiarism, which may result in the initiation of an investigation and, if necessary, the immediate suspension of the student's legal relationship with the University.



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- **Acknowledgments**

A list of contributing partners who assisted the student in preparing the dissertation, either by providing data, analysis, or providing professional advice.

- **Figures, tables (these may be included between parts of the text of the thesis)**

Each figure and table must be given a title and a serial number, separately. The title, the headings of the table, the units of measure of the figures must be given and indicated in such a way that the figures and tables can be interpreted regardless of the context. All figures and tables in the text must be referenced, otherwise they cannot be included in the thesis. The same information content should not be displayed in the form of a chart and a table at the same time. If a figure or table is from a literature source, it must be indicated below by giving the exact reference of that figure and table.

- **Glossary, list of abbreviations (as required)**

- **The completed form of Declaration against Plagiarism (Attachment 3)**

- **Attachments**

The materials that are not closely related to the statements of the text or that are quite long (e.g. figures, tables, questionnaires, other documents) should be included in an appendix. The appendix shall be numbered and titled and referred to in the text.

3. *Formal requirements of the thesis*

The general **formal requirements** of the thesis are the following:

Length: The text of the thesis must be no less than 50,000 characters and no more than 100,000 characters (without spaces). The tables and figures, footnotes and bibliography at the end of the thesis are considered to be excluded from the length of the thesis.

Margins: 2.5 cms at the bottom, top, right and left

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



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Adjustment of sections: justified

Betűméret: 12

Font size: 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.

3. *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



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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 hámszettekkel 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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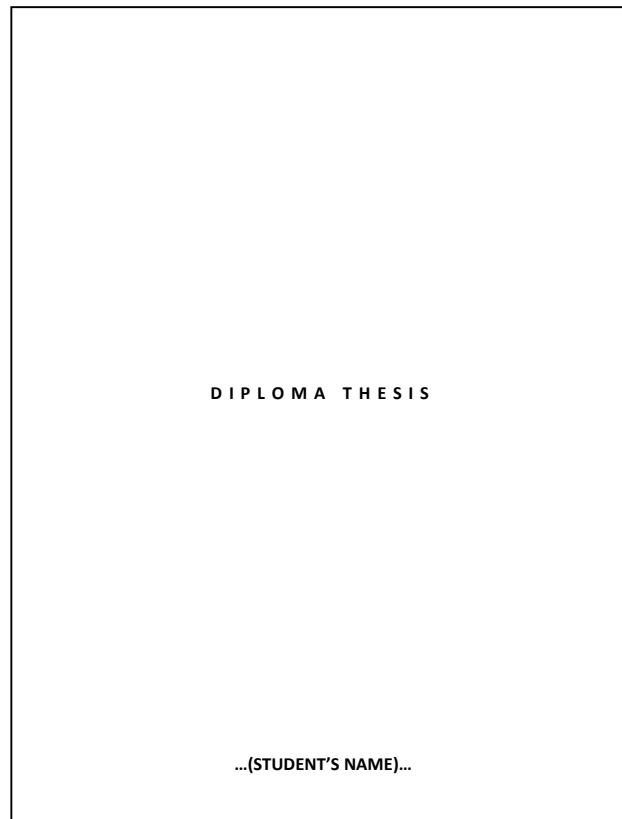
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The hardcover and the front endpaper of the diploma thesis:

Hardcover:





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Front endpaper:

Semmelweis University

Faculty of Dentistry

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

... (DIPLOMA THESIS TITLE) ...

Supervisor:



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2. Attachment no.2

Diploma thesis evaluation criteria (Faculty of Dentistry)

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)?



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- 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. What is the appearance of the diploma thesis? Does it provide a uniform picture?



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3. Attachment no. 3

Plagiarism declaration

Declaration of compliance with the rules of the preparation of the diploma thesis

The undersigned:Neptun code:

declare that the diploma thesis the title of which is

.....

(hereinafter: the thesis) is my own work, during the preparation of the which I complied with the regulations of Act LXXVI of 1999 on Copyright and I complied with the relevant provisions of the Act and the rules laid down by the University for the preparation of the dissertation, in particular with regard to references and citations.

By signing this statement, I acknowledge that if it can be proven that I did not prepare the thesis on my own or that there is a copyright infringement in connection with the thesis, Semmelweis University will refuse to accept the thesis and may initiate disciplinary proceedings against me.

Refusal to accept the thesis and initiation of disciplinary proceedings do not affect other legal consequences (civil law, infringement law, criminal law) due to copyright infringement..

.....,20. Budapest

.....

Student's signature



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4. Attachment no. 4

Application form for the choice of a thesis topic

This document must be submitted to the Dean's Office of the Faculty of Dentistry no later than 31st October of the academic year prior to the year of graduation (to be submitted by the student in person or through the form teacher who is responsible for given year students).

Name of student:

Neptun code:

Name of the educational-research organisational unit that announced the thesis title:

Diploma thesis title:

Name of the supervisor / consultant:

....., 20... Budapest

PERMITTED BY:

.....
Signature of the supervisor / consultant *L.S.*

CERTIFICATE OF THE TEACHER RESPONSIBLE OF STUDENT STUDIES: I certify with my signature that the topic of the above dissertation has not been developed in any of the languages taught in the last 3 years in the educational-research organizational unit.

.....
Signature of the teacher responsible of studies

L. S.

Name of Rules and Requirements: **Department Regulations regarding Diploma Theses at the Faculty of Dentistry**

Date it enters into force: **15th May, 2020**

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5. Attachment no. 5

Request form for changing the selected and approved topic or supervisor (Faculty of Dentistry)

Hallgató neve: Neptun kódja:

Data of the thesis originally announced	Modified data (please enter new data only)
Address:	New address:
Name of the educational-research organizational unit that announced the original thesis:	Name of the educational-research organizational unit that announced the new thesis:
Supervisor/Consultant:	New Supervisor/Consultant:

Reasons of the request:

.....
.....

Date: Student's signature:

Approval of the original supervisor/consultant to the change of the title of the thesis or of the supervisor/consultant (underline as appropriate)	Approval of the new supervisor/consultant
Date	Date
Signature L.S.	Signature L.S.
To be filled in by the Study and Examination Committee!	
I APPROVE	I DO NOT APPROVE
Date	Signature

Name of Rules and Requirements: **Department Regulations regarding Diploma Theses at the Faculty of Dentistry**

Date it enters into force: **15th May, 2020**

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6. Attachment no. 6

**Request form for approving Rector's coursework and scientific work as a
diploma thesis** (According to provisions of the TVSZ. § 45 Paragraph (18)-(19)-(20))

Student's name: Neptun code:

Year:

In which year ?

The educational-research organizational unit that announced the coursework:

Title of the coursework:

Ranking achieved, praisal:

Title of the research published as a first author's work in a peer-reviewed scientific journal created within
the framework of studies:

Reference to publication in a peer-reviewed scientific journal (title of journal, issue, page number, etc.):
.....

....., 20... .Budapest

.....
Student's signature

The application must be accompanied by the proposal of the head of the responsible department / clinic!

Deadline and place of submission: 20th December, Dean's Office



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7. Attachment no. 7

Consultation data sheet (Faculty of Dentistry)

Student name: Neptun code:

Diploma thesis title:

Name of education-research organisational unit that announced the thesis title:

.....

Name of supervisor/consultant:

Title of the research published as a first author's work in a peer-reviewed scientific journal created within the framework of studies:

	Time	Signature and stamp
1.		
2.		
3.		

A konzultációs adatlapot a szakdolgozattal együtt kell leadni.

Date of submission:

Student's signature:



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8. Attachment no. 8

Diploma thesis evaluation sheet

Attachment no. 2 of the Faculty Regulations (the document, that is called: Diploma thesis evaluation criteria (Faculty of Dentistry) must be taken into consideration during the evaluation of the thesis. The student must receive this form no later than 5 days before the defense session of the thesis.

Student's name: **Neptun code:**

Diploma thesis title:

Written evaluation of the diploma thesis:

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Questions to be answered by the student:

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.....

Name, workplace and position of the topic supervisor/consultant (underline accordingly):

.....
....., 20... Budapest

.....
**Signature of the topic
supervisor/consultant or reviewer**



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9. Attachment no. 9

Diploma thesis defense report

Student's name: Neptun code:

Title of diploma thesis:

Name of education-research organisational unit that announced the thesis title:

Time and date when the thesis was approved/handed in:

....., 20... Budapest

.....
**Signature of the topic
supervisor/consultant**

Name, workplace and position of the reviewer:

The reviewer's opinion and the grade proposed shall be included in the evaluation attached to the report..

Proposed evaluation of the thesis (proposed grade by text and number):

Reviewer 's comments to any Committee (s):

....., 20... Budapest

.....
Signature of the reviewer



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Date and time of thesis defense:

Place:

Comments on the circumstances of the defense (eg online defense, etc.):

.....
.....

Names and positions of Committee members:

Chairman:

Members:

.....
.....

Questions to the student during the defense:

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Evaluation of the diploma thesis (thesis and defense) (grade by text and number):



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Written evaluation:.....

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..... Budapest

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Chairman

.....

Topic supervisor/consultant

.....

Reviewer

Faculty L.S.



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2. Attachment no. 10

Retention Procedure (Faculty of Dentistry)

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 .