

Simmelweis University
Faculty of Health Sciences

Standard procedure pertaining to thesis methodology, thesis subject and thesis writing

THE THESIS METHODOLOGY SUBJECT

1. Thesis methodology is a compulsory subject, but its courses are optional. (It is not an optional subject, it is not contained in the 12-credit free optional quota!) The thesis methodology course is an elective subject, so the rules and procedures related to both the compulsory and the optional subjects apply to it.
2. The thesis methodology subject consists of 1 compulsory and several optional courses.
3. The thesis methodology - library use / literature research (1 credit) course is compulsory for all students! All others are optional. The student must choose and complete the dissertation methodology courses in such a way that these should yield a total of 4 credits.
4. Number of credits that should be obtained for the subject: 4
5. Credits obtained from the thesis methodology courses (4 credits) are the preconditions of graduation. At the end of the 6th semester, the Registrar's Office calls students' attention via the Neptun system to check the number of credits obtained from thesis methodology courses, and before issuing absolutorium (pre-degree certificate stating that all course-units have been completed), it checks whether the student has obtained 4 credits from the subject, and whether he/she received 1 of 4 from the Thesis Methodology - Library Use / Literature Research. The pre-degree certificate cannot be issued and the student cannot be admitted to the final exam until he / she has obtained 1 credit from the Thesis Methodology - Library Use / Literature Research and at least 3 more credits from other thesis methodology courses.
6. The student may earn more than 4 credits for this subject free of charge within the limits of the training program's total credit number (240) plus 10%. In addition to 24 credits, he or she can only do so for a fee.
7. It is obligatory to announce the thesis methodology courses included in the portfolio in full-time training in the 6th semester, and it is possible to do so in the 7th semester. In part-time training, the announcement will be made in accordance with point 15. (In the health tourism manager specialization, all deadlines are one semester earlier!)
8. Students applying for a given course must be admitted (as many places / courses as possible must be provided that are sufficient for all applicants).
9. An independent subject syllabus must be prepared for each thesis methodology course! The subject syllabi are published on the Faculty's website together with those of other subject syllabi, but in a separate cluster.
10. Thesis methodology courses are not successive courses, one of them is not a prerequisite for the other. However, each course may have a mandatory subject prerequisite that should have been completed previously in the curriculum, as determined by the department in charge of the course.

11. The complete and updated thesis methodology course portfolio should be made available to students by the beginning of the 7th study week of the 5th semester.
12. The time and room allocation of the dissertation methodology courses shall be made public together with the timetable on the basis of consultation with the Registrar's office. This cannot be changed later.
13. Thesis methodology courses must be announced together with other 6th semester subjects by the date specified in the academic year calendar.
14. The courses can be announced in the 7th semester at the request of the students, according to the capacities of the department, taking into account the study order and practices, and they can be completed by students then.
15. Students can apply for the dissertation methodology courses in the 6th semester during the subject registration period.
16. In part-time courses, students can take thesis methodology courses as follows: the tutor of the given specialization assesses the needs of dissertation methodology courses among students during the last study week of the 5th semester. Taking into account the requirements, he / she agrees with the head of the department responsible for the training according to the provisions of point 16, and this latter invites the heads of the departments in charge of the subject to hold the necessary course. The head of the department in charge of the course instructs the instructor of the required course to hold the course. The room shall be included in the timetable and the infrastructure shall be provided by the department responsible for the specialization, on the basis of cooperation with the Registrar's Office.
17. Students who have applied for a course that is ultimately not launched due to the low number of applicants may register for another starting course afterwards. The department in charge of the course has the option not to start the announced course if the number of applicants does not reach 10 people. In this case, however, the department is not required to cancel the course. The competent department will issue a certificate to the student about the cancellation of the course. By presenting the certificate, the student must be admitted to another dissertation methodology course of his or her choice. Courses can be cancelled until the end of the 1st teaching week and students can apply for another course until the end of the 2nd teaching week.
18. Part-time students may also register for courses advertised in full-time courses, in which case they must fulfill the higher contact hour requirement. In this case, their application procedure is the same as for students in full-time education.
19. Thesis methodology courses are advertised by the departments responsible for the course as a separate subject in Neptun. The courses are an independent subject program, students register the courses in Neptune, the departments responsible for the courses record the obtained signatures and practical marks in Neptun. Before determining the grade, the Department of Studies checks whether the given student has 4 credits from the dissertation methodology.
20. The timetable of the courses (especially that of the courses providing general methodological preparation) must be determined in such a way that students can apply from more than one specialization! (Similar to optional courses.)
21. The department in charge of the course (its head) is responsible for the topics of the course, teaching, organization of education, curriculum, exams and their administration.
22. The person in charge of the subject is responsible for the coordination of the courses, the development of the subject's content, and for the subject's role in the curriculum.

23. The form of the examination of the thesis methodology courses is determined by the curriculum, all other circumstances and requirements must be recorded in the subject syllabus and it is not possible to deviate from it!

THE THESIS COURSE

24. The Thesis course is the organizational framework of thesis writing. The course is completed by the student in the form of consultations under the guidance and supervision of the chosen and approved supervisor. The supervisor confirms the completion of the Thesis subject with his / her signature and by the practical mark given by him / her. The institutional condition for the completion of the Thesis subject is the completion of the minimum number of consultation hours prescribed in the Thesis subject curriculum for the 6th, 7th and 8th semesters.

25. If the student does not meet the requirement of meaningful participation in the consultations, the supervisor may refuse to provide the signature at the end of the semester.

26. Some of the semester courses in the subject of the dissertation are not successive courses, therefore a missed semester can be re-taken and replaced by completing the required consultations and work later. The dissertation cannot be completed in the form of a CV (exam only) course.

27. The subject of the thesis methodology is not a prerequisite for the Thesis course.

28. In the 7th week of the 5th and 6th semester, the Registrar's Office through the Neptune system, as well as the heads of the departments responsible for the field of specialization or the lecturers entrusted with it, publish a call in the form directly that the period of choosing the topic of the thesis has begun. Period of choice of topic: 7th-14th study week of the 5th semester.

29. Full-time and part-time students in undergraduate studies choose a thesis topic during the topic selection period, which includes all consultations, especially related to the 2nd and 3rd topic choices due to the rejection of certain topics. Students can choose the topic from the thesis portfolio published on the Faculty's website.

30. The supervisor assists the student's work throughout the period of writing the thesis. He or she makes professional, methodological and formal recommendations to the student, but the thesis is the student's independent work, it accounts solely of the student's performance.

31. Consultations on the Thesis course should be organized in such a way that it is known and clear to the students at the beginning of the semester. Thesis consultation is a compulsory course for the instructor and the student. Failure by any party to be present for any reason shall be remedied.

THE THESIS

The procedural rules related to the dissertation / thesis work also apply to the students of Master's programs and of specialized further training. (For the latter, the deadlines for writing the thesis are in line with the curriculum.)

32. The current portfolio of thesis topics should be made available to students on the faculty's website by the beginning of the 7th study week of the 5th semester.

33. The student applies to the department announcing the topic on a pre-prepared form addressed to the head of department. The head of department agrees with the instructor in charge of the topic and then approves or rejects the application in writing. If the student chooses a topic whose competence cannot be clearly assigned to a department (when the student has not chosen a topic from the thesis portfolio), the application is judged by the head of department in charge. If the student's application has been rejected by the competent head of department, the student may choose another topic, another supervisor, another departmental competence. The 3rd application of the student must be accepted by the head of the addressed department (provided the student presents the 2 application forms documenting rejection).
34. The application also includes the appointment of a supervisor. The topic announced in the thesis portfolio can only be chosen together with the supervisor indicated there. During the personal consultation, which is part of the application procedure, the head of the department responsible for the topic may authorize the appointment of a different supervisor. This must be recorded on the application form when the application is accepted. (An instructor can supervise or be entrusted with the supervision of a maximum of 15 students.)
35. The student's accepted thesis topic (application form signed by the head of the department responsible for the topic) is kept by the department responsible for the topic, and a copy is submitted by the student at the department responsible for the specialization, and the third copy is kept by the student.
36. The writing of the thesis begins after consultation with the supervisor once the topic has been selected, but no later than at the beginning of the 6th semester.
37. The completed thesis must be submitted to the department responsible for the topic by the date specified in the given academic year's calendar.
38. The deadline for submitting the thesis is the 40th calendar day preceding the first day of the practical and theoretical written exam period announced for the given semester. It is not possible to submit the thesis at a later date, even in justified cases. The thesis shall be submitted in one printed and bound copy and also in an electronic copy. After the defense of the thesis, the written copy is returned to the student, while the electronic copy is archived by the faculty library.
39. The head of the department in charge of the topic appoints the person of the assessor, who can also be the consultant. Only lecturers, researchers who are in a civil service relationship with Semmelweis University can be appointed as assessors.
40. The departments responsible for the topic shall equip the submitted theses with the opinion of the assessor and send them to the departments responsible for the specialization by the 10th day before the first day of the oral final examination period.
41. Only students whose theses has been assessed as at least sufficient by his / her assessor may be admitted to the thesis defense (final examination). In the absence of the sufficient grade, the head of the department in charge of the topic must appoint another assessor. If the second grade is also insufficient, the thesis cannot be defended.
42. The head of the department in charge of the specialization shall send the completed assessor's report to the student concerned by the 5th day before the first day of the oral final examination period.

43. The defense of the thesis takes place during the oral theoretical final exam. The final examination periods are recorded in the academic calendar approved by the Faculty Council. The faculty organizes 3 final exam periods: one in March, one in May-June and one at the end of November. Within the framework of the thesis defense, the student presents the main elements and results of his / her work with the help of a pre-prepared but still free-flowing computer presentation in a maximum of 10 minutes, and answers the written questions posed by the assessor. The chairperson and the members of the final examination committee can also pose questions to the student. The department responsible for the specialization provides the members of the committee with the opportunity to inspect the theses and their evaluations at dates agreed before the final examination.

44. Each year, the department responsible for the specialization (taking into account the recommendation of the department responsible for the topic) lists the theses proposed for publication and appraisal. It forwards the electronic copies to the Library. The list of dissertations proposed for publication is sent to the Faculty's Vice Dean for Academic Affairs, who makes a proposal for publication to the DHS Editorial Board.

45. The departments responsible for the specialization compile their proposals for the further utilization and appraisal of the theses. These proposals will be sent to the Faculty's Vice Dean for Academic Affairs, who makes a proposal to the faculty leader and to the Notes Committee for the followings:

- To compile and archive a "*Top 30 Theses of the Year*" portfolio,
- To publish an electronic yearbook entitled "*The 5 Best Theses of the Year*",
- "*Invitation to next year's TDK conference*",
- To be asked to "*hold a lecture in undergraduate education*".

A content referral will be made about the praises above in DHS, and a review will be published in the "*Semmelweis University*" newspaper.