



Semmelweis University Faculty of Health Sciences
Uniform procedure for thesis methodology, thesis course and thesis writing

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SEMMELWEIS UNIVERSITY

FACULTY OF HEALTH SCIENCES

UNIFORM PROCEDURE FOR THESIS METHODOLOGY,
THESIS COURSE AND FOR THESIS WRITING

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Semmelweis University Faculty of Health Sciences
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Thesis Methodology Course

1. The thesis methodology is a compulsory subject, but its courses are elective. (It is not a freely elective subject and does not count towards the 12 credits of freely elective contingent!) The thesis methodology course is a compulsory elective subject, so the rules and procedures related to compulsory and elective subjects apply to it equally.
2. The thesis methodology subject consists of 2 compulsory and several elective courses as described in the point below:
3. The Thesis Methodology - Library Use/Literature Research (1 credit) course, and the Thesis Methodology - Artificial Intelligence (1 credit) course are compulsory for all students! (Students who choose a portfolio as their thesis are also required to take and complete the "Portfolio Creation Methodology" course.) All other courses are elective. Students must choose and complete thesis methodology courses to accumulate a total of 4 credits from them.
4. The compulsory credit requirement for the subject is: 4
5. The credits obtained from the thesis methodology courses (4 credits) are prerequisites for the absolutorium. At the end of the 6th semester, the Study Department will notify students via the Neptun system to check the number of credits they have obtained from thesis methodology courses, and before issuing the absolutorium, it will verify whether the student has obtained 4 credits from the subject, including 1 from Thesis Methodology - Library Use/Literature Research, 1 from Thesis Methodology - Artificial Intelligence course, and, if applicable, from the "Portfolio Creation Methodology" course. The absolutorium cannot be issued, and the student cannot be admitted to the final examination until they have 1 credit from Thesis Methodology - Library Use/Literature Research, 1 credit from Thesis Methodology - Artificial Intelligence course, and, if applicable, the assigned number of credits from the "Portfolio Creation Methodology" course, plus at least 2 additional credits from other thesis methodology courses.
6. Students may take more than 4 credits from this subject free of charge within the training credit limit (240) plus 10%. Beyond 24 credits, it can only be done for a fee.
7. The thesis methodology courses listed in the announced offer (Appendix 1) must be offered in the 6th semester for full-time training and may be offered in the 7th semester. For part-time training, the announcement is made according to point 16. (For the Health Tourism Organizer



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- specialization and the Sports Health Organizer specialization, all deadlines are one semester earlier!)
8. Students applying for individual courses must be admitted! (Enough places/courses must be provided to accommodate all applicants.)
 9. An independent course program must be prepared for each thesis methodology course! The course programs will be placed in Moodle and on the archiving server along with other course programs.
 10. Thesis methodology courses are not sequential courses; one is not a prerequisite for another. However, individual courses may have prerequisite compulsory subjects completed earlier in the curriculum, which is determined by the department responsible for the course.
 11. The complete and updated thesis methodology course portfolio must be made available to students by the beginning of the 5th instructional week of the 5th semester.
 12. The schedule and room assignments for thesis methodology courses must be made public together with the timetable, in 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 calendar.
 14. Courses can be announced and completed in the 7th as well semester at the request of students, subject to departmental capacities, academic regulations, and practical training.
 15. Applications for thesis methodology courses can be submitted during the course registration period in the 6th semester.
 16. In part-time programs, students enroll in thesis methodology courses as follows: the tutor of the given specialization surveys students' demands for thesis methodology courses in advance, during the penultimate study week of the 5th semester's academic period. Taking into account the course demands, the tutor coordinates the provisions of point 16 with the head of the department responsible for the program, who then requests the heads of the departments responsible for the courses to hold the necessary courses at least one week before the deadline for announcing the courses. The head of the department responsible for the course assigns the instructor of the requested course to hold the course. The department responsible for the specialization, acting through the Registrar's office, ensures the scheduling of the course and the provision of the room and infrastructure.



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- 1.) In the first teaching week of the 5th semester, the specializations responsible for the program present the process and deadlines related to thesis topic selection and the selection of thesis methodology subject(s).
- 2.) Announcement of thesis topics: beginning of week 5.
- 3.) Topic selection: weeks 5-8.
- 4.) Topic acceptance: weeks 9-11.
- 5.) Feedback to students regarding the identity of their supervisors: teaching weeks 12-14.
- 6.) Course enrollment, where both compulsory and compulsory elective courses are pre-integrated into the timetables.
17. Part-time students may also enroll in courses offered in full-time programs; in this case, they must complete the higher number of contact hours. Their application procedure in this case is the same as that for students in full-time programs.
18. Thesis methodology courses are announced as independent subjects in Neptun by the departments responsible for the courses. The courses have independent subject programs, students enroll in the courses in Neptun, and the departments responsible for the courses record the acquired signatures and practical grades in Neptun. Before establishing the absolutionarium, the Registrar's office verifies that the student has at least 4 credits in thesis methodology.
19. The timetable for the courses (primarily those providing general methodological preparation) must be set in such a way that students from multiple specializations can enroll! (Similar to freely elective courses.)
20. The department responsible for the course (its head) is responsible for the course's syllabus, instruction, organization of instruction, teaching materials, examinations, and their administration.
21. The subject coordinator is responsible for coordinating the courses, developing the subject, and its role in the curriculum.
22. The examination format for thesis methodology courses is determined by the curriculum; all other circumstances and requirements must be recorded in the subject program and cannot be deviated from!



Thesis course

23. The Thesis course is the organizational framework for thesis writing. The student completes the subject under the guidance and supervision of their chosen and approved supervisor through consultations. The completion of the Thesis course is certified by the supervisor's signature and the practical grade they assign. The institutional requirement for completing the thesis subject is a minimum of the prescribed number of consultation hours for the Thesis course in the curriculum during the 6th, 7th, and 8th semesters.
24. If the student does not meet the requirement of meaningful participation in consultations, the supervisor may refuse to grant the signature at the end of the semester.
25. The individual semester courses of the Thesis course are not sequential courses; therefore, an uncompleted semester can be retaken and compensated by completing the prescribed consultations and work. The Thesis course cannot be completed in the form of a CV course.
26. The Thesis methodology course is not a prerequisite for the Thesis course.
27. In the 5th teaching week of the 5th semester, the Registrar's Office via the Neptun system, and the heads of the departments responsible for the specializations, or instructors authorized by them will directly announce that the period for selecting a thesis topic is beginning. The period for topic selection is the 5th-8th teaching week of the 5th semester.
28. Full-time and part-time students in the bachelor's program select a thesis topic (which can also be a portfolio) during the topic selection period, which includes all consultations, especially the 2nd and 3rd topic selections due to topics initially not approved. Students can choose a topic from the thesis list published on the faculty's website. A thesis application submitted in portfolio format cannot be rejected.
29. The supervisor assists the student's work during thesis writing. They provide professional, methodological, and formal recommendations to the student, but the thesis is the student's independent work, and its evaluation is solely about the student's performance.
30. Thesis consultations must be organized in such a way that they are known and clear to students at the beginning of the semester. Thesis consultation is the number of mandatory lessons indicated in the curriculum for both the lecturer/instructor and the student. Any absence by either party for any reason must be made up.



The Thesis

The procedural rules regarding the thesis / diploma work also apply to students of master's programs and specialized postgraduate training programs. (In the latter case, the deadlines for thesis writing are determined by the curriculum.)

31. The current list of thesis topics must be made available to students on the faculty's website by the beginning of the 7th teaching week of the 5th semester.
32. In bachelor's (BSc) and specialized postgraduate training programs, the thesis can be a work based on scientific research in the forms indicated in the thesis guide, or a portfolio. In master's (MSc) programs, only theses based on scientific research can be prepared.
33. The student applies for a topic at the department responsible for the specialization, using a pre-prepared form addressed to its head. The staff member of the department responsible for the specialization forwards the thesis applications to the departments responsible for the topics within 3 days. The head of the latter then consults with the supervisor responsible for the topic and subsequently approves or rejects the application in writing. The rejection or acceptance is sent back to the department responsible for the specialization within another 3 days. If the student chooses a topic which competence cannot be clearly assigned to a specific department (the student does not choose a topic from the thesis list), the application is reviewed by the head of the department responsible for the specialization. If the student's application has been rejected by the head of the department responsible for the topic, the student may choose another topic, another supervisor, another departmental competence, and apply for it in the manner described above. The head of the addressed department is obliged to accept the student's 3rd application. (Upon presentation of application forms documenting 2 rejections.)
34. A topic advertised in the thesis list can only be chosen with the supervisor indicated there. The supervisor of the chosen topic accepts/rejects the application. If the invited supervisor also rejects the 2nd topic choice, the 3rd topic choice is submitted to the head of the department for a mandatory acceptance decision. The supervisor can be an internal or external lecturer. (One lecturer can supervise a maximum of 15 students, or be assigned to that many.)
35. The department responsible for the topic retains the student's accepted thesis topic (the application form signed by the head of the department responsible for the topic), the student submits one original copy to the department responsible for the specialization, and keeps the third original copy.



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36. Thesis writing begins after the topic selection, following consultation with the supervisor, but no later than the beginning of the 6th semester.
37. The completed thesis must be submitted to the department responsible for the specialization by the deadline specified in the academic calendar. **The thesis / diploma work must include an English abstract prepared according to the template published in the thesis guide.** The submitted thesis is sent by the department responsible for the specialization to the department responsible for the topic within 3 days.
38. The deadline for submitting the thesis is the 40th calendar day preceding the first day of the practical and theoretical (written) final examination period announced for the given semester. It is not possible to submit the thesis at a later date, even in justified cases. The thesis must be submitted electronically. In addition to the electronically submitted copy, the student may, at their own request, prepare and submit their thesis printed, bound, or filed in a folder, which they will receive back after the defense.
39. The head of the department responsible for the topic designates the reviewer, who must be a person other than the supervisor. The reviewer can only be a lecturer or researcher employed by Semmelweis University, or, in the case of joint programs, a lecturer employed by the partner institution.
40. The departments responsible for the topics attach the reviewer's opinion to the submitted theses and forward them to the departments responsible for the specialization by the 10th day preceding the first day of the oral final examination period.
41. Only those students are eligible for a thesis defense (oral final examination) whose thesis has been graded at least "satisfactory" by the reviewer. In case of an "unsatisfactory" grade, the head of the department responsible for the topic must appoint another reviewer. If the second evaluation is also "unsatisfactory", the thesis cannot be submitted for defense. In master's programs, two reviewers may be appointed. If one of them grades the thesis "unsatisfactory", a third one must be appointed. If this latter reviewer also gives an "unsatisfactory" grade, the thesis cannot be submitted for defense.
42. The head of the department responsible for the specialization sends the completed reviews to the affected student by the 5th day preceding the first day of the oral final examination period.
43. The thesis defense takes place during the oral theoretical final examination. The final examination periods are set by the academic calendar approved by the Faculty Council. Three examination periods are organized at the faculty: in March, in May-June, and at the end of



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November. During the thesis defense, the student presents the main elements and results of their work in a maximum of 10 minutes, using a pre-prepared computer presentation but in a free-form delivery, and answers the questions posed in writing by the reviewer. The chairman and members of the examination committee may also ask questions to the student. The departments responsible for the specializations provide opportunities for committee members to review the theses and their evaluations at agreed times before the final examination.

44. The department responsible for the specialization (taking into account the recommendation of the topic-responsible department) lists the theses recommended for publication and for recognition each year. The electronic copies are forwarded to the Library. The list of theses recommended for publication is sent to the Dean of the faculty, who makes a proposal to the editorial board of the DHS for granting publication opportunities.
45. The departments responsible for the specializations electronically archive the theses/diploma works of students belonging to their organizational unit. Until the introduction of Neptun registration later, the archiving location should be on the Faculty's shared drive and on the department's drive. The upload must be done in the original format of the thesis/diploma work and in .pdf format.

Scientific articles based on outstanding theses/diploma works may be recommended for publication in the DHS journal by the supervisor, with the consent of the head of the topic-responsible department, through the Health Sciences Program Coordination and Development Office.