

Guide to writing a portfolio thesis
Health Care Management, BSc program
(2024)

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1. The purpose of the portfolio thesis

The portfolio thesis is a collection of documents compiled by students enrolled in the Health Care Management BSc program, demonstrating their work and achievements throughout the 7 semesters of study. The compiled collection reflects the creator's professional development and achievements, especially in their preferred field (healthcare management or health tourism). The portfolio thesis includes a brief description of each submitted portfolio document (evaluative overviews), a final summary in the form of a reflective essay on the portfolio work, and all portfolio documents attached as appendices.

The purpose of compiling the portfolio, in addition to organizing theoretical knowledge, is to deepen and demonstrate practical skills – a process that greatly contributes to the development of diverse knowledge, attitudes, skills, and competencies. These include creativity, communication skills, flexibility, analytical thinking, structured thinking, working in accordance with ethical and legal standards, problem-solving and situational awareness skills, independent and responsible work, cooperation, team spirit, social skills, social sensitivity, and empathy.

The completed portfolio thesis provides a way for students to present their knowledge, skills, and abilities acquired during their studies in a job interview after graduation and to provide a comprehensive picture of their professional and practical competencies.

2. Portfolio document components

The portfolio consists of so-called portfolio documents, which provide an overview of the student's progress, skills, abilities, and subject knowledge from the first semester until the completion of their studies through the completion of various practical tasks. There are three types of portfolio documents:

The PORTFOLIO THESIS is a specific type of thesis that presents the set of competencies and development acquired by the student during their training through the individual portfolio documents created during the seven-semester program (including self-reflection and instructor/professional reflection), and a comprehensive, complex evaluation of all portfolio documents in the form of a reflective essay. The portfolio thesis is a collection of the student's works and assignments, which the student places in chronological order in the form of separate documents from the compulsory (Table 1), compulsory elective, and elective related to the core theoretical and practical subjects listed in the portfolio. The portfolio thesis also includes a collection of assessments related to these documents, such as self-reflection and instructor/professional reflection.

COMPETENCE is the totality of knowledge, attitudes, skills, and abilities that contribute to the professional socialization of students and are essential for their future success in the labor market.

- 1) compulsory portfolio documents,
- 2) compulsory elective portfolio documents, and
- 3) elective portfolio documents.

The student shall include the portfolio documents as appendices to the portfolio thesis in the order in which they were created, but sorted according to types 1, 2, or 3 as described above, and shall assign them serial numbers and titles.

Students **prepare the portfolio documents that are required for submission** (Table 1) during semesters I-VI. They work continuously on the content specified for each semester and then upload the finalized materials to a Moodle interface created for this purpose by the designated deadline each semester. The compulsory portfolio documents include documents prepared individually or in groups.

It is important that students consciously plan in advance the tasks and objectives for the **compulsory elective portfolio documents** (type 2) to be submitted as these will form part of their portfolio documents.

Students have the option of expanding their portfolio with **elective portfolio document components** (type 3), but this is not mandatory. The opportunity to submit these is in semesters IV-VI.

Students are also required to include a so-called overview table of the grades of the portfolio documents as part of the appendices to the portfolio thesis (Appendix 1).

2.1 Compulsory portfolio documents

Compulsory portfolio documents (type 1, 18 in total) are related to the core subjects during the training. The core subjects are presented in Table 1, broken down by semester. Each of the subjects listed in the table has a compulsory portfolio assignment, which can only be completed and uploaded during the given semester. The documents cannot be modified retroactively. These portfolio documents form Appendix 2 of the student's portfolio thesis.

Table 1: Core subjects in the Health Care Management program

THESIS PORTFOLIO SUBJECTS					
I. semester	II. semester	III. semester	IV. semester	V. semester	VI. semester
Observational Practice I.	Health Management 1.	Observational Practice II.	Introduction to Medical and Wellness Tourism	Gastronomy and Reform Nutrition	Patient Pathways Methodology
Basics of Management and Organisational Skills	Comparative health systems	Introduction to Tourism	Health Management 2.	Event and Attraction Management	Destination and Travel Agency Management in Health Tourism
	Principles of Accounting	Marketing	Basics of Enterprise		Business Simulation, Managing SMEs
		Digital Health 2.	Legal and Ethical Issues in Health Tourism		

2.2 Compulsory elective portfolio documents

Compulsory elective portfolio documents (type 2) may include:

- a) a project work or assignment related to a non-core subject;
- b) a description and summative evaluation of teaching assistant work at the faculty;
- c) a description and summative evaluation of research work as part of the Students' Scientific Association (TDK);
- d) a description and summative evaluation of peer teaching, peer assistant, or instructor activity at Semmelweis University;
- e) a description and summative evaluation of participation in international or domestic professional programs closely related to the training (e.g., conferences, professional courses, professional training, foreign professional scholarships);
- f) a description and summative evaluation of other public activities at the faculty.

Only achievements closely related to the student's university studies and professional development will be accepted. It is required to submit at least 1 and at most 3 compulsory elective portfolio documents (type 2). These documents constitute Appendix 3 of the student's portfolio thesis.

2.3 Elective portfolio documents

Elective portfolio documents (type 3) may also be submitted, but this is not mandatory. These portfolio items may include the summary of any volunteer activity not related to the university, such as CSR (= Corporate Social Responsibility) activities, or work experience that, although not directly related to university studies, has contributed to the student's professional development. A maximum of 3 elective portfolio documents may be submitted. The elective portfolio documents contain a description and summative evaluation of these activities. These portfolio documents form Appendix 3 of the student's portfolio thesis.

3. Formal requirements and structure of the portfolio thesis

All the components of the portfolio thesis must be submitted in an electronic form, together with the document entitled "Declaration on the accessibility and publication of the completed portfolio thesis." Portfolio documents must be uploaded to the designated Moodle platform by the specified deadline each semester. In the statement, the student declares that the Library may make the completed portfolio thesis available for viewing by others. Outstanding portfolio theses recommended for further use/library archiving can be viewed on the library's dedicated computers.

Formal requirements for textual documents, including those in the Appendices:

Font size:	Body text 12 points
Font type:	Times New Roman
Text formatting:	1.5 line spacing, justified
Page numbering:	Bottom center

The structure of the portfolio is fixed; it consists of the following sections.

- (1) Cover page**
- (2) Table of contents**
- (3) Introduction**
- (4) Evaluative overview of the compulsory portfolio documents**
- (5) Evaluative overview of the compulsory elective portfolio documents**
- (6) Evaluative overview of the elective portfolio documents**
- (7) Reflective essay**
- (8) Summary**
- (9) APPENDICES**

Appendix 4. Elective portfolio documents ordered by date of creation

Semmelweis University
Faculty of Health Sciences

Portfolio thesis
(Individual title)

name
Neptun code
program
specialization
year
supervisor: name and position

3.4 Evaluative overview of the portfolio documents

Before submitting the portfolio thesis, the student prepares an evaluative overview of each of the collected and chronologically ordered portfolio documents. Each evaluative overview of a portfolio document presents the purpose of the document, its brief description, its evaluation by the student, the student's reflection on the task: what new knowledge they acquired, and which competencies developed while completing the task. Thus, each evaluative overview contains three sections: a) a brief description and substantive summary of the portfolio document, half a page long per document; b) the student's retrospective self-reflection on their previous work, half a page long per document; c) the instructor's or professional reflection attached.

3.5 Reflective essay

In this chapter, the student has to evaluate their academic progress throughout the seven semesters of the training, identify the main stages of their academic pathway, determine the extent of their progress, and assess and summarize their own development in terms of competencies. Students must describe their higher education pathway: when they began their studies, why they chose this institution for their studies and this particular program, why they decided to obtain the chosen professional qualification, what motivated them when they applied, and what goals they want to achieve by obtaining the degree. The student then describes the subjects, methodological, theoretical, and practical activities that most interested them during their training and practices, and which ones they consider impactful for their future career. The reflective essay is therefore a summary, analysis, and evaluation of experiences and personal development. The essay is not a description of the contents of the documents and should not consist of repetitions, though quotations from the documents are allowed in parentheses, indicating the document unit and document number (e.g., compulsory portfolio document No. 3 or compulsory elective portfolio document No. 2). An important foundation for the reflective essay is the instructor's assessment of each assignment, and the students' self-reflection on these.

SELF-REFLECTION: When compiling their portfolio thesis, students retrospectively evaluate each portfolio document individually. This self-reflection must address how the completion of the given portfolio task or the performance described in the portfolio document contributed to their professional development, and how they would modify, supplement, or change it.

TEACHER/PROFESSIONAL REFLECTION involves a comprehensive assessment of the portfolio document, or the performance described by the teacher of the subject or a professional in the relevant subject area. This reflection, apart from setting a grade, offers a multi-faceted assessment of the portfolio document, supplemented by a written evaluation.

REFLECTIVE ESSAY: a summary, analysis, and evaluation of experiences and personal development – from the main motivation at application to the program to a forward-looking vision that outlines goals and aspirations following graduation.

When writing the reflective essay, the documents have to be treated as facts: they testify what the student completed during the program, what comments they made about their work at the time of writing, how others evaluated their practice, and what considerations they raised. The reflective essay has to address the following questions: which professional field the student is most interested in, which field they most identify with, what skills and knowledge are required to work in that field, which of these they possess according to their own judgement and their instructors' assessment, and how the perception of their professional selves has changed compared to the beginning of the training. The student is advised to conclude by elaborating how they see their opportunities in the labor market.

The reflective essay can be divided into sections, each given a title. The titles of the sections must be listed in the Table of Contents.

3.6 Summary

The Summary, similarly to the Introduction and the Evaluative Overview, should not be longer than one page. It must contain comprehensive, summative statements about what the student expected from the training and what they actually gained from it, while linking this to what is written in the Introduction and the Reflective Essay, how the student assesses the training in its entirety and within that, the role of theoretical and practical elements in the process of training healthcare or health tourism professionals. Students may also share further thoughts considered important in relation to the topic.

4. Portfolio thesis evaluation steps

After portfolio thesis submission, the supervisor will recommend a grade. The proposed grade consists of the arithmetic mean of three grades (rounded according to the rules of rounding):

- 1) the arithmetic mean of the grades received in each semester for the portfolio documents submitted by the student (Appendix 1);
- 2) the grade by the supervisor for the evaluative reviews of the portfolio documents included in the portfolio thesis; and
- 3) the grade by the supervisor for the reflective essay included in the portfolio thesis.

Assessment procedure:

Students will receive feedback on the professional quality of each portfolio document submitted by the end of the semester at the latest, including a written assessment and a grade on a five-point grading scale. The average of the grades received for each portfolio document (rounded according to the rules of rounding) will constitute the final grade for the portfolio documents submitted.

1. In their thesis, students will provide a separate, so-called evaluative overview for each portfolio document. The supervisor will evaluate these in writing and assign a grade on a five-point grading scale.

2. Finally, as part of the portfolio thesis, the student will write a reflective essay based on the submitted portfolio documents, which will be evaluated in writing by the student's supervisor and graded on a five-point scale.

The student defends the portfolio thesis by presenting the portfolio at the final examination, and the final grade is determined at the final examination.

PORTFOLIO DEFENSE is the part of the final examination where students give a presentation on their portfolio thesis, showing off the theoretical and practical knowledge and skills they've acquired during their studies, and reflecting on the documents in their portfolio.

5. APPENDIX 1.

EVALUATION SHEET FOR THE PORTFOLIO THESIS REVIEW

Thesis Author:

Author's program and mode of studies:

Author's Neptun ID:

Thesis Title:

Name and workplace of the supervisor:

I. PORTFOLIO DOCUMENT GRADES

COMPULSORY PORTFOLIO DOCUMENTS	
Observational Practice I.	
Basics of Management and Organizational Skills	
Health Management 1.	
Comparative health systems	
Principles of Accounting	
Observational Practice II.	
Introduction to Tourism	
Marketing	
Digital Health 2.	
Introduction to Medical and Wellness Tourism	
Health Management 2.	
Basics of Enterprise	
Legal and Ethical Issues in Health Tourism	
Gastronomy and Reform Nutrition	
Event and Attraction Management	
Patient Pathways Methodology	
Destination and Travel Agency Management in Health Tourism	
Business Simulation, Managing SMEs	
COMPULSORY ELECTIVE PORTFOLIO DOCUMENTS	
1.	
2.	
3.	
ELECTIVE PORTFOLIO DOCUMENTS	
1.	
2.	
3.	

Grade:

II. TEXTUAL EVALUATION OF PORTFOLIO DOCUMENT REVIEW SUMMARIES:

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.....
.....
.....

Grade:

III. EVALUATION OF REFLECTIVE ESSAY:

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.....
.....
.....

Grade:

Numerical evaluation of the thesis, possible grades: (Please underline the appropriate grade.)

unsatisfactory: average below 1.5

pass: average between 1.5 and 2.4999

average: average between 2.5 and 3.4999

good: average between 3.5 and 4.4999

excellent - average between 4.5 and 5.0

Questions by the supervisor:

1.
.....
2.
.....
3.
.....

Recommended grade for the thesis:(in words).....(in numbers)

Budapest, date (D/M/Y): _____

.....

Reviewer

The reviewer's recommendation for further use of the portfolio thesis:

- I do not recommend a differentiated procedure.
- I nominate the thesis for "Top 10 portfolio theses of the year".
- Library archiving.

Budapest, date (D/M/Y): _____

.....

Head of Department of the subject

.....

Subject or Specialization Coordinator

Final grade:(in words).....(in numbers)

Budapest, date (D/M/Y): _____

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Chair of the Final Examination Committee