

**DIPLOMA WORK
(THESIS)
Informant**

**Budapest
November, 2013**



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GENERAL REQUIREMENTS OF THE DIPLOMA WORK

The student is required to prepare a diploma work for the diploma. The aim of the diploma work is to enable the student by the individual research of the scientific field to improve his or her skills in seeing the significant items, the method of researching literature and to express opinions thoroughly and accurately.

The diploma work is a creative project dealing with a subject closely linked to the theoretical and practical background of dental science. It uses a firm theoretical framework and a practical approach, both meeting highest scientific standards. The diploma work is based on the studies of the student and guided by a supervisor. It is to be processed with using national and international literature. A supervisor may be an instructor or researcher of the faculty or, if the dean allows, an external expert (TVSz. 24.§.2.) While processing the topic the student has to use the essential and latest national and international studies or articles linked to the topic.

The schedule of announcing and approving diploma work topics:

The head of the organizational unit prepares a list of topics and indicates the names of the supervisors. The topic which is being processed or has been defended in the last three years cannot be announced. The organizational units forward their topic lists – for the Hungarian and foreign language students separately arranged – to the Dean's Office (as well as to the competent Foreign Language Secretariats) until the end of June. The topics are going to be summarized and mailed through the year responsible - by the foreign language students appointed student (year responsible) – to the students starting the IV. year in September. The year responsible prepares an electronic table, which has to be sent with the explanatory notes made by the HÖK (Student Council) and approved by the Dean's Office to the fourth-year students. The students can only choose from that list of topics, which is written in their language of education. After the completed negotiations and agreements all students manually fill out the consultation pages in two copies. The consultation pages can be downloaded from the website of the faculty. On the pages, the chosen topic and the name of the supervisor must be represented. All fourth-year students are to have filled out pages confirmed (signed and sealed by the supervisor) in the education department (responsible to the topic) until 30th October. One copy of the consulting page has to be presented to the representative of the organizational unit, who certifies that the chosen topic is not processed by other students. The countersigned, certified page has to be transmitted to the Dean's Office until the end of the 7. semester. The other copy of the consulting page is kept by the student, which has to be signed by the supervisor at each of the obligatory consultations.

The student is allowed to write the diploma work from a topic apart from the announced ones should one of the institutes agree and provide a supervisor.

The obligation of preparing a diploma work may be waived by the dean for the following students:

- Who prepare a rector paper as one of a maximum of two authors and receive a first prize
- Who write a course work and it is rewarded at the competition of a professional scientific society

Exceptions to the thesis writing exemption does not exempt from the obligation of defense. (TVSz. 24.§. 10.)

To change the topic of the diploma work underway is possible until the end of the 8th semester. Conditions for change are to forward the receiving notice of the new topic to the Dean's Office.

THE CONTENT REQUIREMENTS OF THE DIPLOMA WORK

The diploma work is based on individual professional work. It is a didacted study which proves the student's material knowledge and ability to synthesize. It is important to keep the hungarian language's (or the specific language's in case of foreign language education) rules and spelling in mind. The structure and correlations of the individual chapters should be logical. It's message follows each other, in terms of wording it is a continuous free-text description.

Structure of diploma work:

- Title
It should be short, compact and express the content well.
- Content
It should contain the titles of the below listed numbered chapters and the occurent another subchapters as well as the page numbers.
- Introduction
The introduction should convince the reader about the theoratical or/and practical importance of the thesis and account for the topic selection.
- The intention of the thesis
It has to be formulated what kind of professional goals the author is trying to achieve with the presentation of the topic and the development and/or solution of the chosen problem.
- Literary background of the theme
The most important national and international publications of the chosen topic should be presented. It can be the presentation of the importance and problems of the topic, the applied methods, the results, observations, conclusions, references or processing of similar topics.

- Method section

The applied qualitative and quantitative methods, statistical analysis, applied softwares should be listed according to the different methods and relevance. At this point the toolbar of the project work can be described, if it is in the thesis incorporated.
- Results

The professional achievements with interpretation should be factually listed. The charts and tables can help systematize and interpret the results.
- Conclusions, findings, suggestions

Confirmation, confrontation and rejection of statements, conclusions based on the results; forward-looking recommendations and opinions in the literature.
- Summary

The summary should repeat the most important issues raised in your thesis. The summary should not contain new information or findings which do not occur in the thesis.
- References (see the formal requirements below)
- In case of presence of not own intellectual properties (publication, chart, table) the professional journal source has to be given and represented in the bibliography. **For lack of aforesaid it constitutes plagiarism, which can imply initiation of investigation or immediate suspension of student status.**
- Acknowledgements
- List of all collaborators who were helping to write the thesis through supplying of data, making analysis or giving professional advice.
- Figures, tables (in the thesis they can also be among the text)
- All figures and tables – separately – need to be added a title and a line number. The title, the letterheads of the tables, the measures of the charts has to be given so that the charts and the tables can be independently interpreted of the context. There must be a reference for all charts and tables, otherwise they cannot be included in the thesis. Charts and tables containing the same information should not be included in the paper at the same time. In so far as any chart or table derives from literary sources, that has to be represented below them with the precise designation of the reference.
- List of concepts and abbreviations
- Appendices
- Not closely related to the theme or longer topics eg.: chart, table, questionnaire, other document have to be indicated in the annex. The annex has to be supplied with a title and a serial number and referred in the text.

THE FORMAL REQUIREMENTS OF THE DIPLOMA WORK

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

- length: it must be no less than 50, 000 characters and no longer than 100, 000 (excluding spaces). Tables and references are included in the length, but figures, footnotes and the literature list are not.
- margins: at the top, bottom, left, and right edges of the page: 2,5 cm
- gutter margin: on the left side, 1,5 cm
- page numbering these numerals must be centered under the text beginning with the front page
- paragraph alignment: justified
- font size: 12
- font type: Times New Roman
- font colour: black
- line spacing: 1,5
- table of contents: at the beginning of the thesis with page number
- figures, tables tables and figures are referenced with a line number in the text, should be numbered for identification; all have a title and are understood independently of the context
- printing: single-sided printing
- number of copies to be delivered: 3 paper - based and 1 electronic - based

The three paper-based copies must be submitted in black leather cover (with golden subtitles). The outside cover must indicate the student's name and the year of submitting the diploma work under the „DIPLOMA WORK” subtitle. The inside cover must indicate the title of the thesis, the name of the student, the name, title and workplace of the supervisor. On the spine of the thesis the name of the student and the year have to be placed.

The electronic version has to be made in „word” and „pdf” format.

- bibliography:

The bibliography must be listed and represented at the end of the thesis after the following criteria.

The literary items must be referred in the citation with the representation of the author and the year. The line numbers in the bibliography can also be represented in square brackets.

In the bibliography alphabetic order by author has to be applied. In case of books, monographs the name(s) of the author(s), the year of publication, the

title of the publication, the name and the place of the publisher have to be given.

In case of a journal article the name in italics, the volume number and the page number (from...to) of the journal have to be presented behind the author(s), year and title. It is also possible to mark a web resource at which the exact web address and the exact date of the query should be marked after the author and the title of the publication.

It is important that all listed literary items should be referred in the thesis. All statements, facts, data which are not intellectual products of the thesis writer should contain the data source. If one source is referred by the thesis writer at more places, the source has to be marked at all places. It is an important requirement that a verbatim citation can only be cited between quotation marks with exact source mark and exact designation of the place of the source (in case of a book or a journal: page number). The failure of this counts as plagiarism, which may apply the immediate suspension of student status at worst!

Examples of use of numbered items:

...

...: „*certain plaque bacteria are able to communicate with sulcus epithelial cells too by bacterial surface molecules.*” [23]

...

References:

...

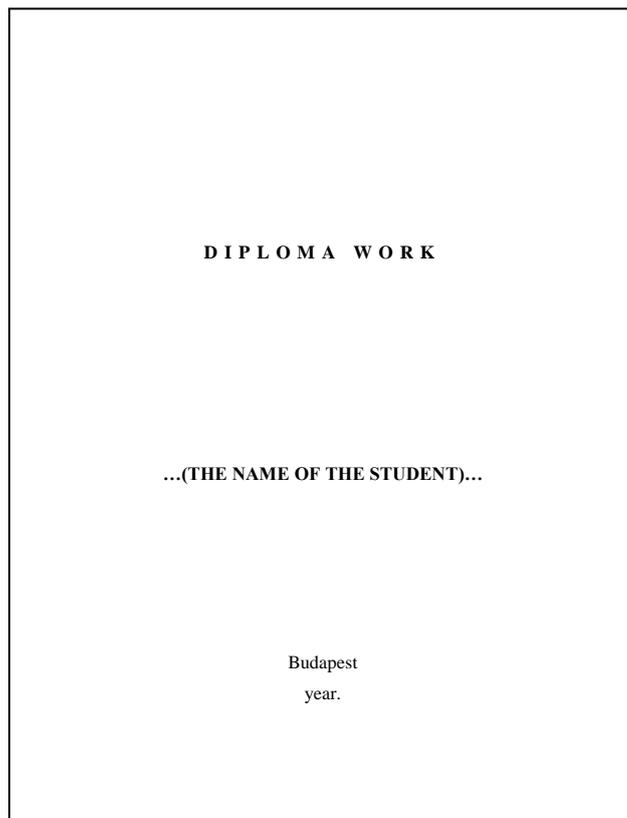
23. Gera I: *The bacterial biofilm and the possibilities of chemical plaque control*. Literature review. *Fogorv. Szle.* 2008; 101: 91-99.

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

...

The outside and inside covers of the diploma work should follow the next patterns:

Outside cover:



Inside cover:

Semmelweis University
Faculty of Dentistry

...(THE NAME OF THE STUDENT)...
... (THE T I T L E O F T H E D I P L O M A W O R K) ...

Supervisor:

(name of the supervisor)
(title of the supervisor)
(workplace of the supervisor)

TIME MANAGEMENT, DEADLINES

The student must consult with the supervisor at least three times during writing the thesis. The supervisor informs the student on the requirements and tangible opportunities of the thesis writing. The supervisor also checks the work completed up until that point. The first visit must be at the end of the 8. semester, the second visit until the end of the second week of the 9. semester when the student reports on the work done so far. The third time must happen until the end of the 9. semester when the supervisor evaluates the results of the student and gives advice on forming, writing and submitting the thesis.

The diploma work prepared has to be submitted at the department by the 15 February in the final year in three paper-based copies (after aforementioned format requirements) and in an electronical format as well (both Word and PDF format)

THESIS JUDGING PROCESS

For the permission to take the General Board Examination students are to obtain the Leaving Certificate (Absolutorium) [Nftv.108.§.(43.)] as well as having defended the diploma work – which was previously reviewed and accepted by an appointed external examiner by the head of the institute – in front of a jury. The supervisor and the reviewer separately make a written opinion about all theses. The thesis qualification suggested by the supervisor and the reviewer is not part of the judgment.

The judgment about the thesis has to be handed out for the students no later than five days prior to the defense of the thesis.

The defense of the thesis includes a maximum 8 minutes long powerpoint presentation which summerises the most important items, statements; and the answers to questions of the jury.

JUDGMENT CRITERIA OF THE THESIS

The thesis which contains plagiarism cannot be defended! The verbatim quotations without quotation marks and marking the source; charts, statistical data, takeover of illustration without marking the source; rewording text or passage without marking the source counts as plagiarism.

1. The structure of the thesis

- Is it easy to overview?
- Does the title of the thesis fit to its content?

- Are there forward recommendations, conclusions?
- Does the layout of the thesis help to recognise the structure of the thesis?
- Is the layout, structure of the thesis professionally correct, logical?
- Are the individual chapters and subchapters properly separated from each other?

2. The professional relevance of the thesis

- Does the thesis satisfy the objective? Are the statements supported?
- Do the relevant subjects of the core curriculum appear in the thesis?
- Promoting of the independent investigation.
- Are the methods and equipments displayed in the analysis and examination of the focus of the thesis topic correctly applied by the writer?
- Does it show all analytical methods?
- Are the results, consequences logical and correct? Are they evaluated in the light of the results found in the literature?

3. Use of references

- Does the student appropriately use the references?
- Are the references critically and correctly summarised during the presentation of problems, analysis, interpretation of the interpretation of results?
- Does the citation mode fulfill the expectations?
- Are the references in the text present on the reference list and vice versa?
- Is the bibliography relevant (significant literary items, timeliness, theme fit)?
- Is the thesis formally correct?
- Does it contain a reference from foreign literature?

4. Use of charts and tables, other formal requirements

- Is there a reference for every chart and table in the text?
- Can they be easily found based on the references?
- Are the charts and the tables numbered? Do they have a title? Are there references to their sources?
- Is there a perspicuous table of content?
- Are the pages numbered?
- Is there relevant information in the letterhead and in the footer? Do they help to orientate in the document?
- Are the spelling and the wording appropriate?

5. Correct and consistent use of terms

- Is the terminology used by the author uniform and correct?

- Does the student uniformly treat the foreign words (coherent application of latin medical terminology, names of institutions)?
- Does the student use abbreviations list or glossary?

6. Does the thesis provide a unified view?

EVALUATION OF FINAL THESIS

The diploma work (as part of the compulsory subjects) is evaluated on a five-scale grade. Grades: fail (1), pass (2), satisfactory (3), good (4), excellent (5). The extent of individual research will be taken into consideration.

The defense of the diploma work takes place before a committee of three members of the given unit. The committee chairman is the head of the unit or a by him/her appointed certified instructor of the unit. The two other members are the supervisor and an other instructor of the unit.

That theses which are formally inadequate (eg.:less than 50000 characters) or have not been submitted until the deadline can be corrected, completed or resubmitted after an appropriate time (eg.: a month) but at the latest until the 1st May of the 10. semester. Theses assessed as insufficient based on content during the process of defence can be re-submitted, rewritten until the 20th August. Writers of such theses' can only be admitted to the period of retaken examinations at the end of August. A failed diploma work may only be corrected once. (TVSz. 24.§. 8.)

TREATMENT OF THE THESIS

The head of the organizational unit will return a copy of the successfully defended diploma work to the student after the defense. The other two copies and a copy of the minutes (which bears record to the assessment of the thesis) will be kept by the unit. The diploma work (the paper - based and the electronic version) will be kept at the library of the unit for a period of 5 years.

One copy of the minutes will be sent to the Dean's Office 1st April at the latest. In case of a foreign language student it has to be forwarded to the competent Foreign Language Secretariat.

Kiadja:

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 1-266-0453

 semmelweis.hu/fok

Felelős kiadó: Dr. Hermann Péter dékán