

The Study and Examination Policy Faculty of Medicine, Dentistry and Pharmacy

Section 24

The dissertation and degree thesis

1. In Bachelor's programmes, Master's programmes and undivided programmes, students must prepare a dissertation or a degree thesis in order to obtain a degree. The purpose of the dissertation is to contribute to students' improving their ability of discernment and mastering the methods of using libraries and researching specialist literature, and their ability to formulate their opinions succinctly and accurately, by means of independently performing a scientific study of any problem in the given area of science.

2. The preparation of a dissertation (degree thesis) is guided by a thesis supervisor and occasionally also by a consultant. The thesis supervisor can be a professor or researcher of the faculty, or, if authorised by the dean, an external expert. The consultant is a university lecturer, a researcher or an external expert who supports the student's work. An external thesis supervisor may only be used if an internal consultant is used. Both the fundamental and newest Hungarian studies relating to the subject must be used in processing the subject.

3. The rules for announcing and approving topics for dissertations (degree theses): The educational organisational unit prepares a list of topics, which must also contain the names of

consultants. The list of topics must be published both on the department's notice board and electronically by the last day of the examination period of the first term of every year, in the case of Bachelor programmes, Master programmes and undivided programmes at least four terms before the year of graduation.

4. Rules for applying for the topics: Students may choose any of the announced topics. Students may also choose topics other than those announced subject to the approval of the head of the competent educational organisational unit. The student must choose and submit the topic of their dissertation to the head of the given educational organisational unit at least one year before graduation at the latest. If the topic is approved, the head of the unit will arrange its registration and provide a consultant. The chosen topic must discuss a current issue of the discipline concerned.

5. Formal requirements of the dissertation: The minimum length of the degree thesis is 50,000 characters and it cannot be longer than 100,000 characters (without spaces). Font: Times New Roman, 12. Tables and the cited literature will be included in the length of the thesis but diagrams, other relevant literature and footnotes will not. The degree thesis must be submitted in 2 copies, stapled in a folder or bound as a book. The cover must show the title of the thesis, the student's name, year and study group, the date of submission and the consultant's name and workplace. If authorised by the head of department, the student may submit their degree thesis in a foreign language.

6. The submission deadline: The student must meet the consultant at least three times: - for the first time no later than 1 October of the year of graduation: the consultant outlines the

requirements relating to the preparation of the degree thesis and the possibilities inherent in the topic; - for the second time no later than 15 November of the year of graduation: the student gives an account of the work until that time; - for the third time no later than 1 January of the year of graduation: the consultant evaluates the results achieved by the student and advises the student on finalising the findings. The finished dissertation must be submitted to the department in duplicate, by January 15 of the year of graduation at the latest. At the Faculty of Pharmacy this deadline is 1 March in the year of graduation.

7. The dissertation (degree thesis) must be assessed by a reviewer. The reviewer must be an external expert holding a university degree (college degree) or a university lecturer or researcher invited by the head of the educational organisational unit. The reviewer will also prepare a separate evaluation. The assessments must be sent to the candidate at least 5 days before the dissertation (degree thesis) defence. The reviewer and the thesis supervisor make a proposal on grading the dissertation (degree thesis).

8. The subject of dissertations (degree theses) must fall within mandatory subjects and they are evaluated on a scale of five grades (1-5). The extent of independent research demonstrated in the paper must be taken into account when assessing the dissertation (degree thesis). Dissertations are defended before a panel made up of three members from the educational organisational unit, the chairperson of which is the head of the educational organisational unit or a deputy, and its other members are the consultant and a lecturer of the department. The department may also invite an external lecturer as the third member of the panel, for example from among the private lecturers of the university. In the event that the thesis is graded as “fail”, the head of the educational organisational unit informs the student of this and the

conditions of a repeat thesis. A dissertation (degree thesis) marked as “unsatisfactory” can only be corrected once.

9. After the defence, the head of the educational organisational unit will hand over a copy of the dissertation to the student and the other copy, as well as a copy of the minutes certifying the defence, will remain with the educational organisational unit. Dissertations must be stored in the library of the educational organisational unit for five years. A copy of the thesis defence minutes must be sent to the competent dean’s office by 1 April at the latest. 10. Based on the proposal of the head of the educational organisational unit responsible for the subject of the dissertation, the dean of the competent Faculty may exempt the following students from the obligation of writing a dissertation: - students who prepared an individual competition essay or a joint competition essay (with two authors) for a competition announced by the rector, and achieved first place. - students publishing a paper as the primary author in a peer-reviewed scientific journal. Students must submit their applications for exemption by the end of the academic year preceding the year of graduation. The exemption from writing the dissertation does not involve an exemption from the obligation to defend it.

11. The educational organisational unit will return a copy of the successfully defended dissertation (degree thesis) to the student after the defence, and the other copy must be stored in the organisational unit in accordance with the effective archiving rules. A copy of the form specified in Annex 1, completed in duplicate, must be sent to the competent Dean’s Office 60 days before the final examination period, while the other copy of the form will remain at the organisational unit.