



**SEMMELWEIS UNIVERSITY**  
FACULTY OF DENTISTRY

Dean \_\_\_\_\_  
**DR GERBER GÁBOR D.M.D., Ph.D., med.habil**

**Semmelweis University**

**Faculty of Dentistry**

**Thesis Rules and Requirements**

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FACULTY OF DENTISTRY

*Dean*

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## Preamble

According to Article 46 Paragraph (1) of the Study and Examination Regulations (hereinafter: TVSZ) Chapter III.2 of Study Standards Part III. of Semmelweis University Organizational and Operational Regulations, *“In order to obtain their degree in bachelor, master, and single-cycle long programs, students are required to prepare a thesis (also called a diploma work, hereinafter: thesis). The purpose of the thesis is to promote students’ professional development through independent scientific research and analysis of a problem within the given field of study, to master the methods of library use and literature research, and - where permitted by faculty regulations - the conscious and compliant use of artificial intelligence<sup>1</sup>, as well as to formulate their opinion concisely and accurately. Furthermore, the thesis may also be aimed at systematic processing of possibilities of practical problem solving or the presentation of innovative ideas and results, in accordance with specific features of their program.”*

On the basis of the provisions of Article 46, in particular point (5) of the Study and Examination Regulations, *“provisions concerning formal requirements, length, submission and delivery of the thesis; furthermore, the rules governing the use of artificial intelligence (hereinafter: AI) and the extent and method of AI use shall be determined by faculty regulations”<sup>2</sup>*, and taking into account the specificities of the Faculty, the Faculty of Dentistry introduced the following Rules of Procedure regarding the Thesis or Diploma Work (hereinafter: Rules of Procedure).

The scope of these Rules of Procedure shall extend to students of the Faculty enrolled in the Dentistry program and in the Digital Dental Design program (hereinafter: DDD).

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<sup>1</sup> Amended by Annex 1 of the Faculty Council Decision no. .../2025. (XII.5.). In force from 5 December 2025.

<sup>2</sup> Amended by Annex 1 of the Faculty Council Decision no. .../2025. (XII.5.). In force from 5 December 2025.



The provisions shall in all cases be applied with due regard to the differences between the two programs.

## I. Thesis Supervisor and/or Consultant

According to Article 46(2) of the STUDY AND EXAMINATION REGULATIONS *“The thesis supervisor with the support of a consultant, in certain cases, guides the student in the thesis writing process. The thesis supervisor is a professor or a researcher of the faculty; or with the Dean’s permission, an external professional. The consultant is a university lecturer, researcher or external expert who assists with the work. An external supervisor can only be hired in conjunction with an internal consultant. If the supervisor is an external professional, the end-of-semester signature and evaluation of the course is given by a faculty professor or researcher.”*

*“(4) Students shall consult their supervisors while working on their thesis in the number of contact hours specified in the recommended curriculum or in accordance with the relevant faculty regulations.”*

### Faculty Rules of Procedure

Article 1 Paragraph (1) In case the student has chosen an external supervisor or consultant, the topic must be adopted by one of the departments of the educational-research organizational units, and an internal supervisor or consultant shall also be named.

(2) By way of derogation from Section 46 (2) of the Study and Examination Regulations, in the Digital Dental Design program a faculty member of the partner institution may also act as a supervisor/consultant without requiring separate approval from the Dean. In such cases, the partner institution’s regulations on theses shall apply to the student.



(3) A supervisor or consultant, regardless of the language of the thesis, may supervise the elaboration of a maximum of three theses announced by him or her per academic year, including those based on a TDK paper. In addition, if necessary, they can take on the role of supervisor or consultant for two more students on topics proposed by the students. Therefore, at any time period, a supervisor/consultant may only supervise the thesis preparation work of five students at most.

(4) It is the duty of the supervisor or consultant to be available to the student for consultation. During the consultations, the supervisor or consultant assists the student in identifying and collecting relevant literature using appropriate literature research methods. They assess whether the work is progressing at a proper pace and provide advice on any problems that may arise during the preparation of the work. The supervisor or consultant is also responsible for helping the student to finalize the thesis, taking into account both the aspects of content and form.

(5) At the outset of the consultation process, the consultant and the student shall prepare a **written schedule** outlining the process of thesis preparation, including interim deadlines. The student shall **submit the completed thesis to the consultant at least three weeks prior to the thesis submission deadline (15 February)**. This ensures that, before the submission deadline, there is an opportunity to finalize the thesis based on the consultant's guidance.<sup>3</sup>

(6) It is mandatory for the student to schedule at least three consultation appointments. The deadlines for the consultations are as follows: 1) an initial consultation no later than **1 October** of the academic year of graduation, 2) the presentation of the completed sections of the thesis by **1 November**, and 3) the assessment of the presented sections and results by the supervisor before **1 December**,

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<sup>3</sup> Amended by Annex 1 of the Faculty Council Decision no. .../2025. (XII.5.). In force from 5 December 2025.



during which the student is also given guidance on finalizing, completing, and submitting the thesis. These consultation sessions shall also be recorded in writing on the Consultation Record Form (Annex 8), which shall be attached to the thesis at submission. **From the 2025/26 (autumn) semester onwards, registration for the course “Thesis Preparation” shall be conditional upon the completion of the required consultation sessions. The course is due in the ninth semester of studies.<sup>4</sup>**

(7) In the academic year of the thesis defense, by **20th December**, the supervisor or consultant shall notify in writing the Dean's Office (hereinafter: DO), the International Student Training Center (hereinafter: Center of International Training Programs) in the case of foreign students, and the head of the educational-research organizational unit, if the student has not fulfilled the obligation of consultation specified in Section (5) or is not progressing with the thesis according to the specified pace.

(8) The head of the educational-research organizational responsible for the topic unit may reject the continuation of the thesis project/diploma work preparation or the conduct of the thesis defense if they are informed by the supervisor or consultant about the student failing to fulfil their obligations repeatedly: if the student does not attend consultations by the set deadlines or fails to make progress in their thesis project.

(9) If, in the student's opinion, the supervisor/consultant does not provide assistance that the student considers adequate for writing the thesis, the student may raise the issue with the head of the relevant educational-research organizational unit by **15 November** of their graduation academic year, who may appoint a new supervisor/consultant if necessary.

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<sup>4</sup> Amended by Annex 1 of the Faculty Council Decision no. .../2025. (XII.5.). In force from 5 December 2025.



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## II. Announcing the thesis topics

According to Article 46 (3) of the STUDY AND EXAMINATION REGULATIONS “*The educational-research unit of the relevant faculty shall draft a list of thesis or diploma work topics, including the names of supervisors and, if applicable, consultants. The list of thesis topics shall be published via the NEPTUN system before the last day of the autumn semester examination period of each academic year, at least four semesters prior to the year of graduation in the case of bachelor, master and long-cycle programs, at least two semesters prior to the semester of graduation for programs lasting longer than four semesters but no longer than seven semesters, and, in the case of programs lasting no longer than four semesters, during the semester preceding the graduation semester. Students may choose any of the topics published, subject to the capacity of the indicated thesis supervisor. With the permission of the head of the relevant teaching/research unit, the thesis topic may be different from the ones published. If approved, the head of the unit shall ensure that it is registered in NEPTUN and that a supervisor is provided.*”

### Faculty Rules of Procedure

Article 2 Paragraph (1) Classification of thesis topics at the Faculty of Dentistry:

- A) **Listed thesis topics** (these topics are announced by the educational-research units, any student is free to choose out of these);
- B) **Students' Scientific Association (TDK) research topics** (these are the topics that were announced specifically to students who undertook research for the Scientific Student Association (TDK);
- C) **Topics that were proposed by the students and that have been approved by the host organizational unit** (These are topics proposed by the student to be approved



by the relevant organizational unit. It is the student's responsibility to find a host institute and supervisor or consultant for the topic).

(2) Educational-research organizational units may announce thesis topics within their own areas of professional competence.

(3) Educational-research organizational units shall, at faculty level in total, announce at least as many topics (that is the sum of listed and Scientific Student Association (TDK) topics; which is the sum of group A and group B) as the total number of the fourth-year dentistry students. For students in the Digital Dental Design program, the Faculty's organizational units and the partner institution must announce at least as many topics as the total number of second-year students in the program. This information will be sent to the heads of educational-research organizational units by the Dean's Office and the Center of International Training Programs before **15 February**.<sup>5</sup>

(4) Given the rapid development in dentistry and other areas of natural sciences, any thesis topic may be offered to students regardless of the time elapsed since a previous thesis on the same topic or with the same title was completed and defended. Additionally, certain topics may be chosen simultaneously in multiple languages of instruction. **Any one topic may be selected by only one student per year group and per language of instruction.** However, if this occurs, the specific content of the theses must not be identical to any previously or concurrently completed thesis. Violation of this rule constitutes plagiarism, which will trigger the university's established procedures regarding plagiarism. Monitoring compliance is the responsibility of the consultant and the reviewer.<sup>6</sup>

<sup>5</sup> Amended by Annex 1 of the Faculty Council Decision no. .../2025. (XII.5.). In force from 5 December 2025.

<sup>6</sup> Amended by Annex 1 of the Faculty Council Decision no. .../2025. (XII.5.). In force from 5 December 2025.



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(5) The educational-research units shall send the list of thesis topics adjusted to the expected number of fourth-year dentistry students and second-year DDD students to the Dean's Office and the Center of International Training Programs by **4 April**<sup>7</sup>. The list of topics shall include the name of the educational-research organizational unit, the topics of the thesis announced for the given year group, the names of supervisors and consultants, and for TDK-based thesis topics, the name of the student already working on it shall also be indicated.

(6) The Dean's Office and the Center of International Training Programs will summarize the received list of thesis topics by **20 April**.<sup>8</sup> They will check whether there are any overlaps and they will compare them to the expected number of fourth-year/second-year students, etc. If it becomes obvious that the number of the thesis topics listed is lower than the number of students, the Dean's Office and the Center of International Training Programs shall send a request, **with a deadline of one week**, to the educational-research organizational units to include some more topics in their lists. The finalized lists must be published by **10 May**<sup>9</sup> on the websites of the educational-research organizational units and on the website of the Faculty and will also be forwarded to the teachers who are responsible for the students of a given year.

### III. Topic selection

According to Article 46 (3) of the Study and Examination Regulations *“(3) The education and research unit of the relevant faculty shall draft a list of topics for thesis including the names of supervisors and, if applicable, consultants. The list of thesis topics shall*

<sup>7</sup> Amended by Annex 1 of the Faculty Council Decision no. .../2025. (XII.5.). In force from 5 December 2025.

<sup>8</sup> Amended by Annex 1 of the Faculty Council Decision no. .../2025. (XII.5.). In force from 5 December 2025.

<sup>9</sup> Amended by Annex 1 of the Faculty Council Decision no. .../2025. (XII.5.). In force from 5 December 2025.



*be published in NEPTUN before the last day of the fall semester examination period of each academic year, at least four semesters prior to the year of graduation in the case of bachelor's, master's and single long-cycle programs, at least two semesters prior to the semester of graduation for programs lasting longer than four semesters but shorter than seven semesters, and by the last day of the examination period of the fall semester of each academic year in the case of programs lasting no longer than four semesters. Students may choose any of the topics published, subject to the capacity of the indicated thesis supervisor. With the permission of the head of the relevant education and research unit, student's topic selection may be different from the ones published. If approved, the head of the unit shall ensure that it is registered in NEPTUN and that a supervisor is provided."*

### **Faculty Rules of Procedure**

Article 3 Paragraph (1) Fourth-year dentistry students and second-year DDD students shall choose a thesis topic from the "listed thesis topics" (group A) in the seventh/third semester of their training, respectively, **by 1 October**. Having chosen the topic of the thesis and consulted with their supervisor/consultant, students shall submit the title to their year coordinator, a teacher who is responsible for the students of a given year in the Hungarian, German and English programs, **by 1 October**. The year coordinator shall send the summarized lists of titles to the Dean's Office and the Center of International Training Programs **by 3 October**. If more than one student within the same language of instruction intends to choose the same thesis topic, the student with better cumulative academic results shall have the opportunity to take it.<sup>10</sup> The Dean's Office and the Center of International Training Programs will announce the titles of the theses together

<sup>10</sup> Amended by Annex 1 of Faculty Council Decision no. .../2025. (XII.5.). In force from 5 December 2025.



with the names of the students who have chosen the topics on their websites by the **7 October**. Those students who were unable to choose a title for their thesis can do so by **15 October** by choosing from among the remaining titles, according to the procedure described above.

(2) The student who was unable to choose a thesis topic in the second round still has the option until the **31 October** to choose from the remaining titles or to have a topic of their choosing approved by the University. **The period of choosing a topic ends with this deadline.**

(3) The teachers responsible for the students in the Hungarian, German and English programs of the given year then shall update the list of the current thesis topics, which includes the names of the students for each topic as well, and shall send the updated, final list to the Dean's Office and the Center of International Training Programs by **4 November**. By **5 November**, the Dean's Office and the Center of International Training Programs shall upload the updated, final lists on the website.

(4) After the final list was published on **5 November**, students shall have the *Thesis Topic Notification Form* (Annex no. 5) signed by the relevant person at the educational-research organizational units. The signed form shall be submitted to the Dean's Office or the Center of International Training Programs by **15 November**, either in person or via the teacher responsible for the given year.

(5) Between 5 and 15 November, educational-research organizational units shall fill in and issue any *Thesis Topic Notification Forms* only if they comply with the updated, final list of thesis topics, so the final lists uploaded by 5 November shall serve as a reference to verify which topic is chosen by which student in group A.



(6) Students developing a thesis based on their Scientific Student Association (TDK) research topic shall submit their *Thesis Topic Notification Form* (Annex 5) signed by an educational-research organizational unit to the Dean's Office or the Center of International Training Programs **by 15 November**.

(7) Students in group C (the topic that was proposed by the student) must find a supervisor (a faculty member and/or, where applicable, an external supervisor) and an internal consultant from an educational-research organizational unit who undertakes supervisor or consultant duties for the chosen topic. These students will also have to submit the *Thesis Topic Notification Form* (Annex no. 5) to the Dean's Office or to the Center of International Training Programs **by 15 November**. In such cases, the educational-research organizational units should take special care and make sure that the approved topic is not included in either the listed thesis topics or in the list of Scientific Student Association (TDK) topics (those lists on the websites should be checked).

(8) The title of the submitted thesis must be identical to the title indicated on the *Thesis Topic Notification Form* (Annex no. 5). There may be two exceptions to this provision, which are defined in Article 46 (18-20) of the Study and Examination Regulations. The first exception is a Rector's Award Competition paper accepted as a thesis, and the second exception is a scientific research paper/work accepted as a thesis.

(9) The topic selection list becomes final after the requests submitted within the deadlines for the amendments/changes available under Article 5 have been decided. Students are obliged to prepare and defend the thesis topic included on this list. The only exceptions are requests submitted **by 15 January** regarding Rector's Award papers



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and requests submitted by **31 January** regarding scientific papers to be approved as theses.<sup>11</sup>

## IV. Requirements regarding the content and formatting

### Faculty Rules of Procedure

Article 4 Paragraph (1) The thesis is a professional work written in a scientific way, processing a topic closely related to the practice and theoretical background of dental science, with a creative, theoretically grounded, practical approach. During the processing of the topic, the basic and latest domestic and international pieces of literature related to the topic should also be used. The thesis should be developed based on the student's studies, with the study and use of domestic and international literature, under the guidance of the supervisor or consultant.

(2) The detailed requirements for formatting are contained in the document *“Requirements regarding the content and form of the thesis”* attached to the Rules of Procedure (Annex 1).

(3) The thesis shall be written in the language of the student's training program. As an exception, cases regulated in paragraph (20) of Article 46 of the Study and Examination Regulations may apply, based on individual consideration. Under this provision, a student may request that a paper written during their studies and published in English in a peer-reviewed **English-language scientific journal**, or accepted for publication by the journal's editorial board, be approved as their thesis, provided that the student is listed as a **first author or co-author**. In such cases, the Dean may accept the paper as a thesis

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<sup>11</sup> Amended by Annex 1 of Council Decision number .../2025. (XII.5.). In force from 5 December 2025.



in its original form, in English. Defense shall be conducted in a manner specified in Article 6 (2) of these Rules of Procedure.

(4a) During the preparation of the thesis, the provisions of the Study and Examination Regulations of the University governing the use of artificial intelligence and the rules set down in these Rules of Procedure shall be applied jointly.

(4b) The thesis must be the student's original work in its entirety. Therefore, texts or sections generated by artificial intelligence cannot be included in the text of the thesis. If generative AI or AI-assisted technologies are used in the process of thesis writing, such technologies may be used solely to improve the readability and language of the thesis. For doing critical tasks such as establishing relationships and interrelations or drawing and formulating conclusions, AI tools are not allowed to be used.

(4c) The student bears responsibility for the accuracy of thesis content and for compliance with applicable citation principles. Generative AI may produce inaccurate or false information, which must not be used in the thesis, as it may lead the student to incorrect or incomplete conclusions.

(4d) Any use of AI must be conducted in an ethical manner. No patient personal data, confidential or encrypted information can be shared with or entered into an AI tool.

(4e) During the preparation of the thesis, accurate and verifiable disclosure of the sources used and the proper indication of references are mandatory, in accordance with the rules set out in paragraphs (7)-(11) of Article 28/A of the Study and Examination Regulations. Any breach of these rules constitutes plagiarism. The provisions of Articles 28/A and 28/B of the Study and Examination Regulations governing the prohibition and



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detection of plagiarism, as well as liability for plagiarism and the related legal consequences shall apply.<sup>12,13</sup>

## V. Changing the selected and approved topic and/or the person of the supervisor

Article 5 Once the topic has been selected, **only one modification is permitted** in light of the wide freedom of topic choice. The application, with appropriate justification, may be submitted on the relevant form (Annex no. 6) to the Study and Examination Committee **no later than the first day of education in the 9<sup>th</sup> semester for those in the Dentistry program, and the first day of education in the 5<sup>th</sup> semester for those in the DDD program.** The Study and Examination Committee will only allow changes to the topic in particularly justified cases. After the deadline, the modification of the topic cannot be allowed, unless it is proven to be necessary for exceptional reasons which are beyond the control of the student. If there is also a change in the person of the supervisor/consultant, the written consent of the outgoing supervisor/consultant, certified by their signature, must also be included in the completed application.

<sup>12</sup> Paragraphs (4a)-(4e) of Article 4 are modified by Annex 1 of the Faculty Council Decision number .../2025. (XII.5.). In force from 5 December 2025.

<sup>13</sup> The contents of Article 4.§ (4a)-(4e) are based on Regulations ... of Semmelweis University (in force from 2 October 2025)(see: Regulations governing the Rector's Award Competition: Article 2 (7)-(12)).



## VI. Approval of a Rector's Award Competition paper or scientific work as a thesis

According to STUDY AND EXAMINATION REGULATIONS Article 46(18) *“Award-winning papers in the Rector’s Award Competition may be approved by the Dean as a thesis evaluated with an “excellent” grade, following the recommendation of the head of the educational-research unit, if the student requests so in an application previously submitted via NEPTUN.”*

*(19) For students in long-cycle programs, Rector’s Award Competition papers awarded with a commendation may be approved by the Dean as a thesis with a recommendation of an “excellent” grade, following the recommendation of the head of the relevant educational-research unit, if the student requests so in an application previously submitted via NEPTUN.*

*(20) A scientific paper published in a peer-reviewed scientific journal within the framework of studies - or accepted for publication by an editorial board - where the student is a first author may be approved as a thesis by the Dean, in which case the evaluation shall be carried out according to the general rules.*

*(21) An application to recognize such papers as a thesis/diploma work as defined in paragraphs (18) to (20) shall be submitted within two weeks of the announcement of the Rector’s Award. An application to recognize a paper published as first author in a peer-reviewed scientific journal or accepted for publication by an editorial board as a thesis shall be submitted two weeks before the thesis/diploma work submission deadline.*

*(22) Exemption from the obligation to write the thesis does not exempt students from the obligation to defend it.*



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## Faculty Rules of Procedure

Article 6 (1) For the approval of a Rector's Award Competition paper or a scientific publication as a thesis, the Request Form in Annex 7 shall be filled and submitted to the Dean's Office.

(2) In cases where, at the request of the student, the Dean approves the thesis as one with an excellent (5) grade as defined in Article 46 (18)-(20) of the Study and Examination Regulations, a simplified procedure of thesis defense follows, consisting of a PPT presentation of up to eight minutes. No written reviews are required, and no questions shall be asked or answered. These papers shall be submitted electronically, in their original format, to the relevant organizational unit together with the Decision on the recognizing the Rector's Award Competition paper and the scientific publication as a thesis.<sup>14</sup>

(3) The provisions of Article 46 (18)-(20) of the Study and Examination Regulations also apply to students in the DDD bachelor's program.

(4) The final date for an application to recognize the Rector's Award Competition paper as a thesis is **15 January**. The deadline to submit a request to have a scientific paper approved as a thesis is **31 January**. This applies to papers that have been published with the student as the first author in a peer-reviewed scientific journal or have been accepted for publication by the journal's editorial board.<sup>15</sup>

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<sup>14</sup> Amended by Annex 1 of Council Decision number .../2025. (XII.5.). In force from 5 December 2025.

<sup>15</sup> Amended by Annex 1 of Council Decision number .../2025. (XII.5.). In force from 5 December 2025.



## VII. Submission, evaluation and management of the thesis

According to Article 46 (6) of the Study and Examination Regulations, “(6) *Application for thesis deadline extension can be submitted once, for a maximum period of 2 weeks, by submitting, via NEPTUN, an application addressed to the competent faculty examination and studies committee but filed with the Registrar’s Office. The examination and studies committee of the faculty will decide on the request, taking into account the recommendation of the relevant education and research unit.*”

*(7) The thesis shall be submitted for review. The reviewer is invited and registered in NEPTUN by the head of the education and research unit that published the thesis topic. The reviewer shall be a lecturer, a researcher, or an external professional with a degree in higher education. In bachelor’s programs, the reviewer may also be the thesis supervisor, in duly justified cases. The appointment (and number) of the reviewers is regulated by the regulations of the faculty concerned.*

*(8) The thesis supervisor/consultant and the reviewer shall evaluate the thesis on a 5-point scale and register the grade in NEPTUN. The degree of independent research shall be taken into consideration when evaluating the thesis.*

*(9) The text of the assessment and the evaluation, including the recommendation for the grade shall be recorded and made available to the student/candidate in NEPTUN at least 5 days before thesis defense.*

*(10) Defense of the thesis is conducted before a three-member committee of the education and research unit, or, if the thesis defense forms part of the final examination, before the Final Examination Board; the chair of the committee/board shall be the head of the education and research unit or a*



*university or college professor or an associate professor designated by the head of the education and research unit. The members of the committee/board shall be two lecturers from the department; one of them may be the reviewer. The third member may also be an external lecturer, in particular from among the private lecturers of the University, appointed by the committee.*

*(11) The reviewer shall enter two (2) to five (5) questions on the thesis registration and evaluation form in NEPTUN, regarding the thesis content. The defense of the thesis shall comprise its presentation by the student at the length/extent required by the committee, the answers to the questions previously specified in the form and any additional questions asked by the board.*

*(12) A thesis not admitted to the defense shall be graded as a “fail”. The grade of the thesis admitted to the defense shall be determined by the committee referred to in paragraph (10) based on the recommendation of the reviewers and the performance of the candidate during the defense, and shall be recorded in NEPTUN.*

*(13) If there is one reviewer and the evaluation is a “fail”, the head of the education and research unit shall either approve the failing grade or appoint an additional reviewer. If there are two reviewers and only one of them gives a failing grade, the head of the education and research unit shall appoint an additional reviewer.*

*(14) If the thesis is graded “fail”, the head of the education and research unit shall notify and inform the student about the conditions of revision or supplementation through NEPTUN. The failed thesis may be revised or supplemented only once.*



*(15) After a revision or supplementation of a thesis, the final examination can only be taken in the subsequent final examination period by students*

- a) who failed to submit their thesis by the deadline,*
- b) whose thesis was graded by the reviewer as a “fail” and the failing grade was approved by the head of the education and research unit,*
- c) whose thesis was evaluated as “fail” by the additional reviewer according to paragraph (13).*

*(16) The conditions for the revision or supplementation of a failed thesis are set by the head of the relevant educational administration unit, and it may include a request for further consultations prescribed in NEPTUN, if necessary.*

*(17) The original of the certified minutes/report of thesis defense certifying the evaluation of the thesis work shall be uploaded into NEPTUN by the education and research unit and sent to the Faculty’s Registrar’s Office.*

### **Faculty Rules of Procedure**

Article 7 (1) The completed thesis must be submitted to the educational-research organizational unit responsible for the training **no later than 15 February** in the year of graduation. The thesis must be submitted exclusively by electronic means, (either by email to the official University email address specified by the organizational unit or on an electronic data storage medium. as decided by the organizational unit, in PDF and Word formats, together with a scanned copy of the Declaration on Plagiarism.<sup>16</sup> The possible submission of the thesis beyond the deadline is provided for in Article 46 (6) of the Study and Examination Regulations,

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<sup>16</sup> Amended by Annex 1 of Council Decision number .../2025. (XII.5.). In force from 5 December 2025



with the note that a student who applied for a later submission and received permission from the Studies and Examinations Committee may also take their final examination in the regular final examination period, provided that they submit their thesis in accordance with the new deadline.

(1a) **By 15 February**, the student shall upload the final thesis together with the Declaration on Plagiarism to NEPTUN.<sup>17</sup>

(1b) The **Declaration on Plagiarism** shall contain the following (see Annex 4 for more detail): a declaration of compliance with the provisions of Act LXXVI of 1999 on Copyright and the Articles 28/A and 28/B of the Study and Examination Regulations of Semmelweis University.<sup>18</sup>

(2) The **Declaration on Plagiarism** (Annex 4) shall be submitted compiled into the thesis as its appendix. Educational-research organizational units may accept only theses that include this declaration.

(3) The invited reviewer shall prepare a written review of the thesis and the thesis supervisor/consultant shall provide a brief evaluation. The recommended thesis grade set out therein forms part of the written evaluations provided to the student; these shall be prepared using the form in Annex 3. These documents shall be provided to the student no later than five (5) days before thesis defense.

(4) The defense of the thesis includes an oral presentation of up to eight (8) minutes, accompanied by a visual presentation (PowerPoint), which summarizes the most important content elements and findings of the thesis. The student shall also provide answers to the questions asked by the reviewers and the committee

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<sup>17</sup> Amended by Annex 1 of Council Decision number .../2025. (XII.5.). In force from 5 December 2025

<sup>18</sup> Amended by Annex 1 of Council Decision number .../2025. (XII.5.). In force from 5 December 2025.



during defense. The student's performance in a foreign language shall also be assessed during the defense (for students in the Hungarian program it is English, and for students in the German or English program, it is Hungarian).<sup>19</sup> The thesis defense shall be conducted in accordance with by Article 46 (10) of the Study and Examination Regulations. Where the thesis has an external supervisor, both the external supervisor and the internal consultant shall be present at the defense.

(5) The thesis is evaluated by a grade of 1-5. The grades are as follows: unsatisfactory (1), satisfactory (2), average (3), good (4), excellent (5). The evaluation shall be carried out by the committee based on the weighted component grades awarded for the examination components specified in paragraph (6).<sup>20</sup> Minutes of the defense shall be prepared in accordance with the regulations (Annex 9).

(6) The final grade of the Thesis shall be the weighted arithmetic mean of the grades awarded for the following components:

- the grade awarded for the thesis manuscript prepared according to the present Rules of Procedure: 30%. In the course of the assessment, due consideration shall be given to the extent of the independent work included in the thesis, as well as to the prior grading recommendations of the supervisor/consultant and the reviewer.
- the oral defense of the thesis, the presentation, and the student's foreign language performance during the defense: 70%.<sup>21</sup>

<sup>19</sup> Amended by Annex 1 of Council Decision number .../2025. (XII.5.). In force from 5 December 2025.

<sup>20</sup> Amended by Annex 1 of Council Decision number .../2025. (XII.5.). In force from 5 December 2025.

<sup>21</sup> Amended by Annex 1 of Council Decision number .../2025. (XII.5.). In force from 5 December 2025.



(7) The defense sessions of the theses must be organized and carried out by the educational-research organizational units that have announced the topics and they have to take into account that a copy of the minutes on the defense must be sent to the Dean's Office or, in the case of an student in a foreign-language program, to the Center of International Training Programs no later than **15 April**.

(8) The second, supplementary submission deadline is **20 August**. This deadline applies to revised theses graded "unsatisfactory" at defense, as well as to theses that were not submitted by 15 February. Eligibility for the Final Examination requires the successful defense of the thesis and the issuance of the certificate of completion of studies. The earliest opportunity to take the Final Examination, if the above conditions are met, is the third, last final examination period of the given academic year.<sup>22</sup>

(9) The document entitled "Thesis Evaluation Criteria (Faculty of Dentistry)" is attached to these Rules of Procedure. (Annex 2)

(10) Foreign-language requirements of thesis are as follows:

**a) for students in the Hungarian program:**

- An abstract of the thesis in **English** must be attached to the completed and submitted thesis. This shall follow the specified structural format and content.
- A new assessment criterion is added to the Thesis Assessment Sheet: evaluation of the language and linguistic accuracy of the English abstract.

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<sup>22</sup> Amended by Annex 1 of Council Decision number .../2025. (XII.5.). In force from 5 December 2025.



- At thesis defense, the final slide of the visual presentation material, which contains the summary of the thesis, shall be orally presented in English.
- The Minutes of Thesis Defense and the Minutes of the Final Examination shall include an evaluation of the graduating student's performance in English.

***b) for students in the English and German-language programs:***

- An abstract of the thesis in **Hungarian** must be attached to the completed and submitted thesis. This shall follow the specified structural format and content.
- A new assessment criterion is added to the Thesis Assessment Sheet: evaluation of the language and linguistic accuracy of the Hungarian abstract.
- At thesis defense, the final slide of the visual presentation material, which contains the summary of the thesis, shall be orally presented in Hungarian.
- The Minutes of Thesis Defense and the Minutes of the Final Examination shall include an evaluation of the graduating student's performance in Hungarian.

(11) The **credit value of the thesis** is 20 in the Dentistry program and it is 12 in the Digital Dental Design program. The grade awarded at the thesis defense is one component grade of the Final Examination.



(12) The educational organizational unit shall retain, for five (5) years an electronic copy of the successfully defended thesis, the declaration on plagiarism, and the minutes of thesis defense. The minutes confirm the evaluation and shall be archived both in hard copy and in scanned format.

(13) A copy of the Thesis Defense Minutes shall be delivered **by 15 April** the latest to the Dean's Office or, in the case of candidates enrolled in a foreign-language program, to the relevant foreign-language secretariat.

## VIII. Final provisions

Article 8 (1) Upon the adoption of these Rules of Procedure, the previous version shall be repealed.

(2) The personal scope of this Rules of Procedure extends to all students of the Faculty of Dentistry, their consultants and thesis supervisors and other staff members who participate in thesis-related matters.<sup>23</sup>

(3) The temporal scope of these Rules of Procedure shall commence on the date of adoption of the Faculty Council resolution approving them, except for the following provisions:

- a) Entry into force of Article 1 (5): as of the 2026/2027 academic year;
- b) Entry into force of Article 7 (1a): as of the 2026/2027 academic year;<sup>24</sup>

<sup>23</sup> Amended by Annex 1 of Council Decision number .../2025. (XII.5.). In force from 5 December 2025.

<sup>24</sup> Amended by Annex 1 of Council Decision number .../2025. (XII.5.). In force from 5 December 2025.



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c) Entry into force of Article 7 (4a) and (10): as of the 2026/2027 academic year.<sup>25</sup>

(4) A simplified extract of these Rules of Procedure may be prepared to help students and organizational units in using them.

5 December 2025, Budapest

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<sup>25</sup> Amended by Annex 1 of Council Decision number .../2025. (XII.5.). In force from 5 December 2025.



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## IX. Annexes

1. **Annex no. 1** - Requirements regarding the content and form of the thesis (Faculty of Dentistry)
2. **Annex no. 2** - Thesis Evaluation Criteria (Faculty of Dentistry)
3. **Annex no. 3** - Declaration on Plagiarism
4. **Annex no. 4** - Thesis Notification Form
5. **Annex no. 5** - Request Form for changing the selected and approved topic and/or supervisor (Faculty of Dentistry)
6. **Annex no. 6** - Request Form for approving Rector's Award coursework and scientific work as a thesis
7. **Annex no. 7** - Consultation Data Sheet (Faculty of Dentistry)
8. **Annex no. 8** - Thesis Evaluation Sheet
9. **Annex no. 9** - Minutes of the Thesis Defense
10. **Annex no. 10** - Timeline of Thesis Rules and Requirements at the Faculty of Dentistry (Dentistry program)
11. **Annex no. 10** - Timeline of Thesis Rules and Requirements at the Faculty of Dentistry (Digital Dental Design program)



Annex no. 1

## Requirements regarding the content and form of the thesis (Faculty of Dentistry)

### *1. Requirements regarding the content of the thesis*

The thesis is an analytical study based on independent professional work, demonstrating subject-matter knowledge and the ability to synthesize. In preparing the thesis, the rules and spelling of the Hungarian language (or, in the case of foreign-language programs, the rules and spelling of that language) must be observed. The structure of the individual chapters and their relationship to one another must be logical and coherent, with each point following from the previous one, and the text shall be written in continuous prose.

### *2. Chapters of the thesis*

- **Title**

This may only be the title stipulated on the acceptance statement submitted to the Dean's Office or the Center of International Training Programs, whether it is a listed topic selected during topic selection (Group A), a student research topic (TDK) (Group B), or an approved topic proposed by the student (Group C). Deviation is permitted only where a Rector's Award Competition paper or a scientific publication has been approved as a thesis. (Procedure, Section VI.)

- **Table of Contents**



It includes the titles of the numbered sections and subsections, and the corresponding page numbers.

- **Introduction**

Presentation of the theoretical and/or practical relevance of the topic, justification of the topic selection.

- **Objective of the thesis**

Defining the professional objectives the author intends to achieve by presenting the topic and developing and/or solving the selected problem.

- **Literature Review**

Synthesized overview of the most important domestic and internationally published literature on the selected topic. This may include a description of the significance and challenges of the topic, the methods applied, the related findings, conclusions, observations, recommendations, and a discussion of comparable work on related topics.

- The following two chapters may form a part of theses that contain independent scientific research:

- **Applied Methods**

Qualitative and quantitative methods used in analyzing the topic, statistical analyses, software used, according to the relevance of the thesis. The applied tools and methods of the project work can also be described here, if these form a structural part of the thesis.

- **Results**



A factual presentation of the professional results achieved, together with their interpretation. Figures and tables may be used to facilitate the organization and interpretation of the results.

- **Conclusions and Recommendations**

Findings and conclusions based on the results, forward-looking recommendations, and, as applicable, support for, comparison with, or rejection of views found in the literature.

- **Summary**

A concise summary of the thesis. The summary must not contain new information or findings that are not included in the body of the thesis.

- **References (see also the formal requirements)**

If any work that is not the student's intellectual product (e.g. publication, figure, table), the source of must be cited, and included in the bibliography. **Failure to do so is considered plagiarism, which may result in the initiation of an investigation and, where applicable, the immediate suspension of the student's legal relationship with the University.**

- **Acknowledgments**

A list of contributing partners who assisted the student in preparing the thesis, either by providing data, conducting analysis, or providing professional advice.

- **Figures and tables (these may be included within the body of the text)**

Each figure and table must be given a title and a serial number, separately. The title, the headings of the table, the units of measure of the figures must be given and indicated in such a way that the figures and tables can be interpreted regardless of the context.



All figures and tables in the text must be referenced, otherwise they cannot be included in the thesis. The same information content should not be displayed in the form of a chart and a table at the same time. If a figure or table is from a literature source, it must be indicated below by giving the exact reference of that figure and table. If any images, figures or diagrams generated by an AI tool are included, this must be indicated in the caption by specifying the name of the AI tool used, its version number, date of content generation and prompts applied.<sup>26</sup>

- **Glossary, list of abbreviations (as required)**
- **The completed form of Declaration on Plagiarism (Annex 4).** This must include details about any AI tools used in thesis writing:
  - The name of the AI tool applied, including version number;
  - the name of the company that created the AI tool;
  - the date of AI content generation;
  - the purpose of AI tool use, such as spell check, and the prompts used;
  - if no AI tools were used in the process of thesis writing, this shall also be indicated in the Declaration.<sup>27</sup>
- **Appendices**

Materials that are not directly essential to the main argument or that are lengthy (e.g. figures, tables, questionnaires, other documents) shall be included as appendices. Each appendix shall be numbered and titled and referenced in the text.

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<sup>26</sup> Amended by Annex 1 of Council Decision number .../2025. (XII.5.). In force from 5 December 2025.

<sup>27</sup> Amended by Annex 1 of Council Decision number .../2025. (XII.5.). In force from 5 December 2025.



### 3. Formal requirements of the thesis

<b>Length:</b>	The text of the thesis must be no less than 50,000 characters and no more than 100,000 characters (without spaces). The tables and figures, footnotes and bibliography at the end of the thesis are considered to be excluded from the length of the thesis.
<b>Margins:</b>	2.5 cm at the bottom, top, right and left
<b>Page numbers:</b>	at the bottom of the pages, centered, all pages shall be numbered, numbering shall start on the title page
<b>Adjustment of sections:</b>	justified
<b>Font size:</b>	12
<b>Font:</b>	Times New Roman
<b>Font color:</b>	black
<b>Line spacing:</b>	1.5
<b>Table of contents:</b>	provided with page numbers, at the beginning of the thesis. Figures and tables are numbered, provided with title, can be interpreted regardless of the context, all of them are referred to in the text with their number.
<b>Front cover (digital format):</b>	the front cover shall state "THESIS", followed by the student's name and the year of submission; the title page shall indicate the title of the thesis, the student's



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name, and the supervisor's name, academic title, and workplace

#### **4. Formatting requirements for the References<sup>28</sup>**

- The formatting requirements for the list of references follow the rules governing doctoral dissertations at Semmelweis University.
- For monographs and books, provide the name(s) of the author(s), the year of publication, the title of the publication, the name of the publisher, and the place of publication. For journal articles, in addition to the name(s) of the author(s), the year of publication, and the title of the article, also provide the name of the journal, the volume number and the page range. Internet sources may also be cited; in such cases, provide the author, the title of the publication, the exact web address, and the date of retrieval.
- It is important that every reference listed is cited in the thesis, and that any statement, fact, or data that is not the author's own intellectual work includes a citation of the data source. If a source is cited in multiple places, the source must be indicated at each occurrence. References shall be numbered in the order in which they are cited in the text of the thesis. Reference numbers shall be indicated using Arabic numerals (e.g. 1-5 or 6, 12).
- It is an important requirement that it is only allowed to use verbatim quotations when enclosed in quotation marks, with accurate indication of the source, including precise identification of the location of the quotation (page number in the case of books and journal articles). Failing to do so is considered

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<sup>28</sup> Amended by Annex 1 of Council Decision number .../2025. (XII.5.). In force from 5 December 2025.



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plagiarism and its legal consequences are specified in Article 28/B of the Study and Examination Regulations.

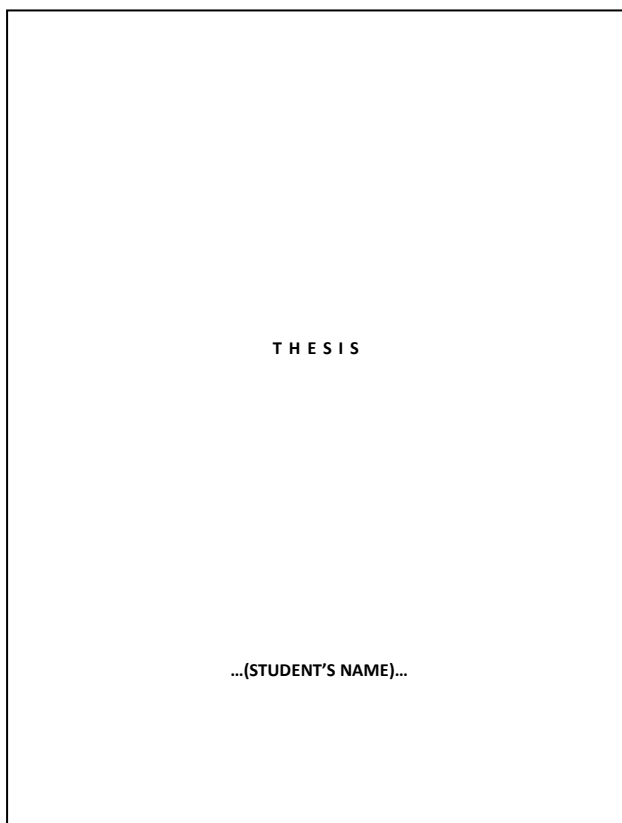


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The front cover and the title page of the thesis:

**Front Cover:**





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### Title Page:

Semmelweis University
Faculty of Dentistry
...
...(STUDENT'S NAME )...
...
...( T H E S I S   T I T L E ) ...
...
Supervisor:
name
academic title
workplace



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## Annex no.2

### **Thesis Evaluation Criteria (Faculty of Dentistry)**

It is not allowed to defend any thesis that contains plagiarism. Any act in which a person presents another individual's intellectual work, a work protected by copyright, or any part thereof as their own, without proper reference to the original author, is considered plagiarism. Plagiarism includes, in particular, verbatim copying, paraphrasing plagiarism, failure to acknowledge sources, and translation plagiarism. A student may plagiarize another person's intellectual work (ideas, phrasing, or results arising from their work) by not identifying the source and presenting another person's work as their own. The use of any content generated by artificial intelligence, if done in violation of the provisions set forth in this regulation and the Study and Examination Regulations, or without proper citation, shall be treated as equivalent to plagiarism. Detailed provisions on plagiarism are set forth in Articles 28/A and 28/B of the Study and Examination Regulations.

#### **1. Structure of the thesis**

- Is the thesis easy to navigate and understand?
- Does its content correspond to the title?
- Does it contain forward-looking recommendations or conclusions?
- Does its articulation help to clearly identify its structure?
- Is its structure professionally correct and logical?



- Are the individual chapters and their sections appropriately distinguished from each other?

## **2. Professional relevance of the thesis**

- Does it achieve the objective, are the conclusions supported?
- Does the thesis include the relevant topics prescribed in the educational content?
- Is the individual examination in the foreground?
- Does the author correctly apply the methods and tools appearing in the examination and analysis of the central topic of the thesis?
- Does it display all the necessary analytical methods?
- Are the results and conclusions logical and valid, are they assessed in consideration of the findings of the relevant literature?

## **3. Using references**

- Does the student use references in the correct way?
- Does the student summarize the references correctly and with critical thinking during the introduction, analysis of the research question, and the interpretation of the findings?
- Do the quotations comply with the requirements?
- Do the citations included in the text appear in the list of references (and vice versa)? Is the list of references relevant (does the relevant literature appear in it, is it up to date, is it relevant to the topic)?
- Does it comply with the formal requirements?
- Does it include reference to international literature?



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- Does it include references to the use of artificial intelligence?

#### **4. Using figures and tables, other formal requirements**

- Are all figures and tables referred to in the text?
- Is it easy to find these in consideration of the references?
- Are the figures and tables numbered, do they have titles and references to the source or AI use?
- Is there a transparent table of contents?
- Are the pages numbered?
- Is there relevant information in the header and footer and does this help in navigating in the document?
- Is the spelling and phrasing correct?

#### **5. Correct and consistent use of technical terms**

- Is the terminology used by the author uniform and correct?
- Does the student use foreign terms consistently (coherent use of medical terminology in Latin language, names of institutions)?
- Does the student use a list of abbreviations and definitions?

#### **6. What is the appearance of the thesis? Does it provide a uniform picture?**



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Annex no. 3

## Thesis Evaluation Sheet

*Annex no. 2 of the Faculty Regulations (Thesis Evaluation Criteria) shall be taken into consideration at the evaluation of the thesis. The student must receive the completed form no later than 5 days before the defense.*

### Thesis Evaluation Criteria

<b>SEMMELWEIS UNIVERSITY</b>	
<i>Faculty of Dentistry</i>	
Organizational unit:	
Student's name:	Thesis title:
Student's Neptun code:	
Thesis consultant/supervisor (name and position):	Reviewer (name and position):
<b>Thesis Evaluation Criteria</b>	
<b>1 Structure of the thesis</b>	<b>score (0-7)</b>
<i>Evaluation criteria:</i>	
Is the thesis easy to navigate and understand?	



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<p>Does its content correspond to the title?</p> <p>Does its articulation help to clearly identify its structure?</p> <p>Is its structure professionally correct and logical?</p> <p>Is the length of the chapters (the descriptive sections, the analysis, the conclusions) proportionate?</p> <p>Are the individual chapters and their sections appropriately distinguished from each other?</p>	
<b><u>2</u> Professional relevance of the thesis</b>	<b>score (0-40)</b>
<p><i>Evaluation criteria:</i></p> <p>Are the objectives clearly and well defined?</p> <p>Does the paper achieve these objectives, are the conclusions supported?</p> <p>Does the thesis include the relevant topics prescribed in the educational content?</p> <p>Does the literature review present relevant sources? Is there a comparison of the literature findings with the student's own results?</p> <p>Are the cited sources summarized appropriately and with a critical perspective during the presentation and analysis of the problem, and when interpreting the results?</p> <p>Are the tools and methods applied for the investigation and analysis of the central topic of the thesis properly used?</p> <p>Does the thesis display all the necessary analytical methods?</p> <p>Apart from presenting the results, are the results properly analyzed and discussed?</p>	



Are the results and conclusions logical and valid, are they assessed in consideration of the findings of the relevant literature?	
Does the thesis contain forward-looking recommendations or conclusions?	
<b>3. Using references</b>	<b>score (0-4)</b>
<p><i>Evaluation criteria :</i></p> <p>Does the student use references in the correct way? Are they formatted appropriately?</p> <p>Does the way quotations are used comply with the requirements?</p> <p>Do the citations included in the text appear in the list of references (and vice versa)?</p> <p>Is the list of references relevant (does the relevant literature appear in it, is it up to date, is it relevant to the topic)?</p> <p>Does it include at least five references to international literature?</p> <p>•If AI tools were used, does citation comply with the requirements of Annex 1 of thesis Rules of Procedure?</p>	
<b>4. Using figures and tables, other formal requirements</b>	<b>score (0-3)</b>
<p><i>Evaluation criteria :</i></p> <p>Are all figures and tables referred to in the text?</p> <p>Is it easy to find these in consideration of the references?</p> <p>Are the figures and tables numbered, do they have titles and references to the source?</p> <p>Is there a transparent table of contents?</p>	



<p>Does the thesis include a list of abbreviations and definitions (where necessary)?</p> <p>Is there relevant information in the header and footer and does this help in navigating in the document?</p> <p>Are the pages numbered?</p> <p>Is the spelling and phrasing correct?</p> <p>Where AI tools were used, were the references/citations provided appropriately?</p>	
<b>5. Correct and consistent use of technical terms</b>	<b>score (0-3)</b>
<p><i>Evaluation criteria :</i></p> <p>Is the terminology used by the author uniform and correct?</p> <p>Does the student use foreign terms consistently?</p> <p>Is the way foreign names (government bodies or institutions) used consistent?</p>	
<b><u>Does the thesis present a unified overall layout?</u></b>	<b>score (0-3)</b>
<b><u>General evaluation of the thesis, in about 5 sentences:</u></b>	



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**8. Questions to the student (2 to 5) to be answered after the presentation:**

				<b>Total score:</b>		<b>0</b>	
<b>grad ranges:</b>							
<i>If the score is 0 in any of the categories, the grade is "unsatisfactory".</i>							
0-30:	unsatisfactory						
31-37:	satisfactory						
38-45:	average						
46-52:	good						
53-60:	excellent						

Date: ..... in Budapest

.....

**Signature of the thesis supervisor/consultant or reviewer (underline accordingly)**



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Annex no. 4

## Declaration on Plagiarism

### Declaration of compliance with the rules on the preparation of the thesis

The undersigned:

.....

Neptun code: .....

I declare that this thesis, the title of which is

.....

.....

.....

(hereinafter: the thesis) is my own work, during the preparation of which I complied with the regulations of Act LXXVI of 1999 on Copyright and I complied with the relevant provisions laid down by the University for thesis preparation, in particular with the provisions regarding references and citations in Articles 28/A and 28/B of the Study and Examination Regulations and the Thesis Rules and Requirements of the Faculty of Dentistry.

My declaration regarding the preparation of my thesis (please underline relevant statements):

- I hereby declare that, in the preparation of my thesis, I HAVE / HAVE NOT used generative AI and AI-assisted technologies during the writing process.
- If AI technologies were used, I provide details below: .....



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- I hereby declare that generative AI and AI-assisted technologies have been used **SOLELY / NOT SOLELY** for improving the readability and language of the thesis.
- I hereby declare that text or text segments generated by AI **DO / DO NOT** constitute part of the submitted thesis.

By signing this statement, I acknowledge that if it can be proven that this thesis is not my own independent work or that copyright infringement was committed in the thesis, Semmelweis University will refuse to accept the thesis and may initiate disciplinary proceedings against me. According to Article 28/B (7) of the Study and Examination Regulations, if circumstances indicating plagiarism come to the University's attention after the degree has been awarded, in accordance with the provisions set forth in the Code of Ethics, an investigation to establish responsibility for plagiarism shall be conducted.

Refusal to accept the thesis and initiation of disciplinary proceedings do not affect other legal consequences (civil law, infringement law, criminal law) due to copyright infringement.

Date: ..... in Budapest

.....

Student's signature



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Annex no. 5

## Thesis Notification Form

*This document must be submitted to the Dean's Office of the Faculty of Dentistry **no later than 15 November** of the academic year prior to the year of graduation (to be submitted by the student in person or through year coordinator).*

Name of student: ..... Neptun code: .....

Address: .....

Name of the educational-research unit that announced the thesis title:

.....

Thesis title: .....

.....

Name of the thesis supervisor or consultant: .....

Date: .....in Budapest

.....

***Student's signature***

**CERTIFICATION of the supervisor or consultant:** *I confirm and I certify with my signature that I have discussed the above thesis topic with the student and agree to act as the student's supervisor/consultant.*

.....

***Signature of the supervisor or consultant***

[stamp]



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## **APPROVAL**

*If the thesis topic was proposed by the student, the approval and signature of the Head of the host institution shall also be obtained.*

.....

***Signature of the Head of Institution or clinical unit***

[stamp]



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Annex no. 6

**Request Form**  
**for changing the selected and approved topic**  
**and/or supervisor or thesis consultant**  
**(Faculty of Dentistry)**

Name of student: ..... Neptun code: .....

Address: .....

Data of the thesis originally announced	Modified data <i>(please enter new data only)</i>
Title:	New title
Name of the educational-research organizational unit that announced the original thesis:	Name of the educational-research organizational unit that announced the new thesis:
Supervisor/Consultant:	New Supervisor/Consultant:

Reasons for the request: .....  
.....  
.....

Date: ..... Student's signature:  
.....



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<b>Approval of the original supervisor/consultant <i>to the change of the title of the thesis or of the supervisor/ consultant</i> (underline as appropriate)</b>	<b>Approval of the new supervisor/consultant</b>
Date	Date
Signature [stamp]	Signature [stamp]
<b>To be filled in by the Study and Examination Committee.</b>	
<b>I APPROVE</b>	<b>I DO NOT APPROVE</b>
Date	Signature



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Annex no. 7

## **Request Form**

**for approval of a Rector's Award paper or a scientific article as a thesis**

*(According to Paragraphs (18-20) of Article 46 of the Studies and Examinations Regulations)*

**Name of student:** .....

**Address:** .....

**Year of studies:** ..... **Neptun code:** .....

**Academic year of submission of the paper for the Rector's Award competition:**

.....

**The educational-research organizational unit announced the call:**

.....

**Title of the paper:** .....

**Ranking achieved, appraisal:**.....



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**Title of the research paper published or approved for publication as a first author's work in a peer-reviewed scientific journal created within the framework of studies:**

**Reference to publication in a peer-reviewed scientific journal (title of the journal, issue, page number, etc.):**

**Date: .....in Budapest**

.....  
**Student's signature**

***The recommendation by the Head of the department or clinical unit concerned or the approval letter of the publisher shall be attached to the application.***

***Submission to:***

***the Dean's Office or the Center of International Training Programs***

***Submission deadlines:***

***15 January: Request Form for approving a paper for the Rector's Award as a thesis***

***31 January: Request Form for approving a scientific paper as a thesis***



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**Annex no. 8**

**Consultation Data Sheet**  
(Faculty of Dentistry)

**Name of student:** ..... **Neptun code:** .....

**Address:** .....

**Thesis title:** .....

.....

**Name of the educational-research unit that announced the thesis topic:**

.....

**Name of the thesis supervisor or consultant:** .....

Date and time of obligatory consultations, signature and doctor's stamp of the thesis supervisor or consultant

	date and time	Signature and stamp
1.		
2.		
3.		

The Records of Consultation shall be attached to the thesis upon submission.

**Date of submission:** .....

**Student's signature:** .....



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**Annex no. 9**

**Minutes of Thesis Defense**

Name of student: .....

Neptun code: .....

Thesis title: .....

.....

Name of the educational-research unit that announced the thesis topic:

.....

Time and date when the thesis was approved/submitted:

.....

Date: ..... in Budapest

.....

Signature of the thesis supervisor/consultant

Date and time of thesis defense:

.....

Place of thesis defense:

.....

Name, workplace and position of the thesis reviewer:

.....



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*The reviewer's opinion and the grade proposed shall be included in the evaluation attached to the minutes.*

**Reviewer 's comments to any Committee (s):**

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

Date: ..... in Budapest

.....

**Signature of the reviewer**

**Questions asked to the student:**

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

- **the grade awarded for the thesis manuscript prepared according to the present Rules of Procedure with 30% weight.** In the course of the assessment, due consideration shall be given to the extent of the independent work included in the thesis, as well as to the prior grading recommendations of the supervisor/consultant and the reviewer.

.....

- **the oral thesis defense procedure, the oral presentation, and the foreign language summary with 70% weight.**

.....



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The final grade of the Thesis (numeric and verbal) where 30% weight was given to the grade awarded for the thesis manuscript prepared and 70% weight was given to the oral thesis defense procedure, the oral presentation, and the foreign language summary

.....

**Written evaluation:**

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

**Comments on the circumstances of the defense (e.g. online defense, etc.):**

.....  
.....

**Names and positions of Committee members:**

Chairperson:.....

Members: .....

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

Date: .....in Budapest

.....

.....

Chairperson

Board Member

Board Member

[stamp of the Faculty]



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## Annex no. 10

# **Timeline of Thesis Rules and Requirements at the Faculty of Dentistry** **Dentistry program**

### **Announcement of thesis topics:**

- 15 February: The number of expected fourth-year students is communicated to the relevant organizational units by the Dean's Office and the Center of International Training Programs (Article 2 (3) of Thesis Rules and Requirements, Faculty of Dentistry).
- 4 April: The list of thesis topic is completed and communicated to the Dean's Office and the Center of International Training Programs by the relevant organizational units (Article 2 (5)).
- 20 April: The consolidation of the presented lists is completed by the Dean's Office and the Center of International Training Programs. If the number of proposed titles is fewer than the number of expected students, the relevant organizational units shall propose further titles with a deadline of one week (Article 2 (6)).
- 10 May: The finalized list of thesis topics is published on the websites of the relevant organizational units and the faculty. The list is also forwarded to the year coordinators.

### **Thesis consultant and supervisor:**

- 1 October, 1 November, 1 December in the academic year of graduation: The latest dates by which thesis consultations with students must be completed. (Article 1 (5)). From the 2025/26 (autumn) semester, enrolment in the course *Thesis Preparation* shall be conditional upon the completion of the required consultation sessions in the ninth semester of studies.
- 15 November: The deadline for students to request the assistance of the head of a relevant organizational unit in their year of graduation if they have received inadequate support from their thesis consultant. A new consultant or supervisor may be appointed.
- 20 December: The deadline for the thesis consultant or supervisor to notify the Dean's Office, the Center of International Training Programs and the head of the relevant organizational unit if the student has missed any of the consultation



sessions or the preparation of the thesis is not progressing at the expected pace (Article 1 (4)).

### **Thesis topic selection:**

1 to 31 October: In the seventh semester of studies, having selected a topic and agreed on the topic with their consultant/supervisor, students shall submit the titles of their thesis to the year coordinator. Thus, the process of thesis topic selection is closed (Article 3 (5)).

5 November: The finalized list of thesis topics with the names of respective students is published on the websites of the Dean's Office and the Center of International Training Programs (Article 3 (4)).

15 November: The completed Thesis Notification Form signed by the respective organizational unit shall be submitted to the Dean's Office and the Center of International Training Programs (Article 3 (5)).

### ***Modification of the previously selected and approved thesis topic or the person of the supervisor/consultant***

By the first day of the study term in the ninth semester of studies: Students may submit a request (contained in Annex 6) to the Studies and Examination Committee (Article 5). The document needs to be approved by the year coordinator, the first appointed consultant/supervisor and the new consultant/supervisor.

The thesis topic selection list shall become final after the applications have been reviewed. The student shall be required to prepare and defend their thesis listed therein. Exceptions to this rule are thesis titles related to the Rector's Award, where applications shall be submitted by 15 January, and scientific work as a thesis, where applications shall be submitted by 30 January.

### ***Papers related to the Rector's Award and scientific articles approved as a thesis***

15 January: A request to have a paper submitted for the Rector's Award Competition approved as a thesis shall be submitted to the Dean's Office.

31 January: A request to have a paper published, or accepted for publication, in a peer-reviewed scientific journal - where the student is the first author - approved as a thesis shall be submitted to the Dean's Office (Article 6 (1)).



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Papers described above shall be submitted in their original format via electronic media to the relevant organizational unit with the Decision of their approval as thesis attached.

### ***Thesis submission and Defense***

- 15 February: Thesis submission deadline (Article 7 (3)). Applications for thesis deadline extension can be submitted once, for a maximum period of 2 weeks, by submitting the application to the Studies and Examination Committee. The Studies and Examination Committee will decide on the request, taking into account the recommendation of the relevant educational-research unit (Article 46 (6) of the Studies and Examination Regulations).
- 15 April: The minutes of thesis defense shall be sent to the Dean's Office and the Center of International Training Programs by the relevant organizational units.
- 20 August: The second, supplementary submission deadline of revised theses that were graded "unsatisfactory" at defense, and those not submitted by 15 February. Eligibility for the Final Examination requires the successful defense of the thesis and the issuance of the pre-degree certificate. The earliest opportunity to take the Final Examination, if the above conditions are met, is the third, last final examination period of the given academic year.



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## Annex no. 11

# **Timeline of Thesis Rules and Requirements at the Faculty of Dentistry Digital Dental Design program**

### **Announcement of thesis topics:**

- 15 February: The number of expected third-year students is communicated to the relevant organizational units by the Dean's Office (Article 2 (3) of Thesis Rules and Requirements, Faculty of Dentistry).
- 4 April: The list of thesis topics is completed and communicated to the Dean's Office by the relevant organizational units (Article 2 (5)).
- 20 April: The consolidation of the lists presented is completed by the Dean's Office (Article 2 (6)).
- 10 May: The finalized list of thesis topics is published on the websites of the relevant organizational units and the website of the educational program.

### **Thesis consultant and supervisor:**

- 1 October, 1 November, 1 December in the academic year of graduation: The latest dates by which thesis consultations with students must be completed. (Article 1 (5)).
- 15 November: The deadline for students to request the assistance of the head of a relevant organizational unit in their year of graduation if they have received inadequate support from their thesis consultant. A new consultant or supervisor may be appointed.
- 20 December: The deadline for the thesis consultant or supervisor to notify the Dean's Office and the head of the relevant organizational unit if the student has missed any of the consultation sessions or the preparation of the thesis is not progressing at the expected pace (Article 1 (4)).

### **Thesis topic selection:**

- 1 to 31 October: In the third semester of studies, having selected a topic and agreed on the topic with their consultant/supervisor, the student shall submit the



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completed and signed Thesis Notification Form indicating the title of the thesis to the Dean's Office in person (Article 3 (5)).

15 November: The list of thesis topics with the names of respective students is published on the websites of the Faculty and the educational-research organizational unit (Article 3 (5)).

***Modification of the previously selected and approved thesis topic or the person of the supervisor/consultant***

By the first day of the study term in the fifth semester of studies: Students may submit a request (contained in Annex 6) to the Studies and Examination Committee (Article 5). The document needs to be approved by the year coordinator, the first appointed consultant/supervisor and the new consultant/supervisor.

***Papers related to the Rector's Award and scientific articles approved as a thesis***

15 January: A request to have a paper submitted for the Rector's Award Competition approved as a thesis shall be submitted to the Dean's Office.

31 January: A request to have a paper published, or accepted for publication, in a peer-reviewed scientific journal - where the student is the first author - approved as a thesis shall be submitted to the Dean's Office (Article 6 (1)).

Papers described above shall be submitted in their original format via electronic media to the relevant organizational unit with the Decision of their approval as thesis attached.

***Thesis submission and Defense***

15 February: Thesis submission deadline (Article 7 (3)). Applications for thesis deadline extension can be submitted once, for a maximum period of 2 weeks, by submitting the application to the Studies and Examination Committee. The Studies and Examination Committee will decide on the request, taking into account the recommendation of the relevant educational-research unit.

15 April: The minutes of thesis defense shall be sent to the Dean's Office by the relevant organizational units.

20 August: The second, supplementary submission deadline of revised theses that were graded "unsatisfactory" at defense, and those not submitted by 15 February. Eligibility for the Final Examination requires the successful defense of the thesis and the issuance of the pre-degree certificate. The earliest opportunity to take



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the Final Examination, if the above conditions are met, is the third, last final examination period of the given academic year.