



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 at the Faculty of Dentistry

Budapest

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Tartalom

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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 write a thesis or diploma work. The purpose of the thesis/diploma work shall be to help students develop their abilities to grasp the essentials of the subject by means of independent scientific research in any field of the discipline, to master the methods of library use and literature research and to be able 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 TVSZ, *“Provisions concerning the formal requirements, length, submission and delivery of the thesis shall be determined by faculty regulations.”*, and taking into account the specificities of the Faculty, the Faculty of Dentistry introduced the following Procedure regarding the Thesis or Diploma Work (hereinafter: Procedure).

I. Thesis Supervisor and/or Consultant

According to Article 46(2) of the TVSZ *“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 the work. An external supervisor can only be hired in conjunction with an internal supervisor.”*



Faculty 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) 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 initiated by the students. Therefore, at any time period, a teacher can only supervise the work of five students at most.

(3) It is the duty of the supervisor or consultant to be available to the student for consultation. During the consultations, the supervisor or consultant helps the student to gather the literature and resources necessary for writing the thesis. He assesses whether the work is progressing at the right pace and provides 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.

(4) By **20th December**, the supervisor or consultant shall notify 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 in writing, if the student has not fulfilled the obligation of consultation specified in point (5) or is not progressing with the thesis according to the specified pace.

(5) The student is obliged to consult the supervisor or consultant at least three times during the preparation of the diploma work or thesis. In the year of graduation, first time up until 1st October, second time up until 1st November – these times are when the student presents his / her work (the text of the work written up until then). The third time is up until 1st December - when the supervisor evaluates the student's results and gives guidance on how to finalize them to write the



thesis and submit it. These occasions shall also be recorded in writing on the Form (Attachment no. 7) and this document shall be submitted with the thesis.

II. Announcing the thesis topics

According to Article 45 (3) of the TVSZ *“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 on the department's notice board and electronically before the last day of the autumn semester 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 shorter than seven semesters, and by the last day of the examination period of the autumn 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 teaching/research unit, the thesis topic may be different from the ones published.”*

Faculty 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 specifically assigned to students who undertook research for the Scientific Student Association (TDK).
- C) Topics that were initiated by the students and that have been accepted by the University (These are topics, the acceptance of which is initiated by the student. It is the student's responsibility to find a host institute and supervisor or consultant for the topic)



- (2) Educational-research organizational units may designate thesis topics among the topics that are within their own professional competence
- (3) Educational-research organizational units shall announce the same number of 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 future to be fourth-grade students who study at the Faculty. This information will be sent to the leaders of educational-research organizational units by the DO and the Center of International Training Programs until **31st October**.
- (4) Before announcing the thesis topic, the supervisor or consultant shall review the websites of the DO (<https://semmelweis.hu/fok/oktatas/altalanos-informaciok-a-hallgatok-reszere/szakdolgozat-2/>) and the Center of International Training Programs for a list of thesis topics that had been developed and defended in the previous years. It is the responsibility of the supervisor or consultant to check that the topic had not been developed and written in any of the languages that are used in education at Semmelweis University **within the last three years**. Such a thesis topic that is assigned as the topic of a student who is currently working on a Scientific Student Association (TDK) research topic shall not be assigned as a listed topic. Such a topic that has been initiated by a student and which had already been announced for students of Dentistry by any educational-research organizational unit or which had been developed and written in the last three years in any of the languages that are used in education at Semmelweis University is not allowed to be accepted as a thesis topic. It is the duty of those people who are responsible for the studies of the given educational-research organizational units to check that the given thesis topic had not been developed and written at the given institute in any of the languages that are used in education at Semmelweis University. It is the duty of those people who are responsible for the studies of the given educational-research organizational units to certify on the Application form for the choice of a thesis topic (Attachment no. 4) that the given thesis topic had not been developed in any of the languages that are used in education at Semmelweis University within the last three years. Such thesis topics shall not be announced and such topics shall not be authorised.



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(5) The educational-research units shall send the list of thesis topics adjusted to the number of fourth-year students to the DO and the Center of International Training Programs by **10th January**. The list of topics shall include the name of the educational-research organizational unit, the topics of the thesis announced for the given academic year, the names of supervisors and consultants responsible for each, and for TDK-based thesis topics, the name of the student already working on it shall also be indicated.

(6) The DO and the Center of International Training Programs will summarize the received list of thesis topics by the **20th January**. They will check whether there are any overlaps and they will compare them to the expected number of IV grade students, etc. If it becomes obvious that the number of listed thesis topics is lower than the number of students, the DO 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 the **31st January** 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 45(3) of the TVSZ “*Students shall choose their thesis topic at least one year before graduation – or at least one semester before graduation in a program lasting no more than four semesters – and notify the head of the relevant educational-research unit. If approved, the head of the unit shall ensure that it is registered and that a supervisor is provided.*”

Faculty Procedure

Article 3 Paragraph (1) Year 4 students shall choose a thesis topic from the "listed thesis topics" (group A) in the seventh semester of their training, **by 1st October**. Having chosen the topic of the



thesis, students have to submit the title to the teacher who is responsible for the students of a given year (there is a specific teacher who is responsible for the students of a given year who study at the University in Hungarian, German or English) **by 1st October**. The teachers responsible for the students of a given year shall send the summarized lists of titles to the DO and the Center of International Training Programs **by 3rd October**. If more than one student intends to choose the same thesis topic, the student with better cumulative academic results shall have the opportunity to take it. The DO and the Center of International Training Programs will announce the titles of the theses together with the names of the students who have chosen the topics on their websites by the **7th October**. Those students who were unable to choose a title for their thesis can do so **by 15th 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 **31st October** to choose from the remaining titles or to have an optional topic accepted 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 DO and the Center of International Training Programs **by 4th November**. **By 5th November**, the updated, final lists shall be uploaded on the website.

(4) After the final list was published on **5th November**, students shall have the Thesis Topic Notification Form (Annex 4) signed by the relevant person at the educational-research organizational units. The signed forms shall be handed in by **15th November** the DO or the Center of International Training Programs either by delivering or personally or via the teacher responsible for the given year.



- (5) Between 5th and 15th November, educational-research organizational units shall fill in and issue any Thesis Topic Notification Forms only if it complies with the updated, final list of thesis topics, so the final lists shall serve as a reference to verify which topic is chosen by which student of group A.
- (6) Students developing a thesis based on his or her Scientific Student Association (TDK) research topic shall submit their Thesis Topic Notification Form (Annex 4) that has been issued and signed by an educational-research organizational unit to the DO or the Center of International Training Programs **until 15th November**.
- (7) In the case of a topic that was initiated by the student (group C); the student has to find a teacher and an external tutor and an internal consultant from one of the educational-research organizational units who will undertake the task of becoming the supervisor or consultant of the thesis topic that the student has chosen. These students will also have to submit the Thesis Topic Notification Form (Attachment no. 4) to the DO or to the Center of International Training Programs **until 15th 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 list of listed thesis topics or in the list of Scientific Student Association (TDK) topics (those lists should be checked which have been posted on the websites).
- (8) The title of the thesis that has been submitted by the student must match the title that has been written on the Thesis Topic Notification Form (Attachment no. 4) There may be two exceptions to this provision, which are defined in Article 46(18–20) of the TVSZ. The first exception is a research project approved by the Rector (a paper invited for the Rector's Award Competition) and the second exception is a scientific research project that has been accepted as a thesis.
- (9) The credit value of the thesis is 20. The grade obtained during the defense of **the thesis** is one of the partial grades of the final examination.



IV. Requirements regarding the content and formal requirements

Faculty 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 work 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 formal requirements are contained in the document “Requirements regarding the content and form of the thesis” attached to the Rules of Procedure (Attachment no. 1).

(3) The language of the thesis does not have to be the same as the language of the student’s training program, students can choose any of the training languages of the university. This choice is subject to the relevant Head of department.

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

Article 5 Once the topic has been selected, any modification is possible **on one occasion** for the freedom of topic choice. The application may be submitted on the relevant form (Attachment no. 5) to the Study and Examination Committee (hereinafter: SEC) **no later than the first day of education in the 9th semester**. The SEC 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 a change (also) in the identity of the supervisor or consultant, the written consent of the transferor, certified by their signature must also be included in the completed application.

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

According to TVSZ Article 46(18) *“Award-winning papers in the Rector’s Award Competition may be accepted 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 to the Registrar’s Office.”*

(19) The papers of finalist students in the Rector’s Award Competition in long-cycle programs may be accepted 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 to the Registrar’s Office.

(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 accepted 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 (21) shall be submitted to the relevant Registrar’s Office 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.



Faculty Procedure

Article 6 (1) For the approval of a paper for the Rector's Award Competition and a paper written as a scientific research project, the Request form (Attachment no. 6) shall be filled and submitted to the DO.

(2) Approval for such papers may only be granted if there are no more than two authors of the paper.

(3) In cases where, at the request of the student, the Dean accepts the thesis as one with an excellent (5) grade as defined in Article 46(18-20) of the TVSZ., a simplified procedure of thesis defense follows, consisting of a PPT presentation of up to eight minutes. Neither defense presentations nor questioning is required. These papers are submitted as a thesis, but students have the option to keep the original format of the paper.

VII. Submission and evaluation of the thesis

According to Article 46(6) TVSZ, *“The student may apply for a change of deadline for thesis submission once, for a maximum period of 2 weeks, by sending an application addressed to the Examination and Studies Committee of the faculty concerned, and submitting it at the Registrar’s Office. The Examination and Studies Committee of the faculty concerned will decide on the request, taking into account the recommendation of the relevant educational- research unit.”*

(7) The thesis/diploma work shall be submitted for review. The reviewer is invited by the head of the educational research unit which published the topic. The reviewer shall be a lecturer with a degree in higher education, a researcher, or an external professional. In a bachelor program, the thesis supervisor may also be asked for



review, in duly justified cases. The appointment (and number) of the reviewers is regulated by the rules of the faculty concerned.

(8) *The thesis supervisor and/or the consultant will evaluate the paper. The evaluation shall be sent to the candidate at least 5 days before the thesis/diploma work defense. The reviewer and the supervisor shall make a proposal for the evaluation (grade) of the thesis.*

(9) *Evaluation of the thesis or diploma work is given on a 5-point scale. When rating the thesis or diploma work, the rate of independent research shall be taken into consideration. Defense of the thesis is conducted in front of a 3-member board of the educational-research unit, or if the thesis defense is part of the final examination, the Final Examination Board, the chair of which is the head of the educational-research unit or a university or college professor, or an associate professor appointed by the head of the educational-research unit. The members of the committee are two lecturers of the department, one of which may be the reviewer. The committee may also appoint a third member, who may be an external lecturer selected mainly from the private lecturers of the university.*

(10) *The review shall be made in two copies by filling in a form (thesis/diploma work registration and evaluation form). The evaluation includes the review as well as the recommended grade. Students shall be informed about the evaluation by sending out the second copy of the thesis registration and evaluation form prior to the final examination, at least 5 workdays before the thesis/diploma work defense.*

(11) *The reviewer shall pose 2–5 questions on the thesis registration and evaluation form in the topic of the thesis/diploma work. The defense of the thesis/diploma work is its presentation by the student, to the extent required by the committee, the answers to the questions previously set in the form, and to any additional questions by the board.*



(12) *A thesis/diploma work not submitted for examination shall be marked as “unsatisfactory”. The grade of the thesis/diploma work submitted for examination shall be determined by the committee referred to in paragraph (9), on the basis of the recommendation of the reviewers and the performance of the candidate during the examination.*

(13) *If there is one reviewer and the evaluation is “unsatisfactory” (constituting a fail), the head of the educational-research unit shall either authorize the grade, or appoint a new reviewer. In the case of two reviewers, if only one reviewer gives an “unsatisfactory” evaluation, the head of the educational-research unit shall appoint a new reviewer.*

(14) *In a case of an “unsatisfactory” evaluation, the head of the educational-research unit notifies the student and informs them about the conditions of revision or supplementation. The thesis/diploma work evaluated as “unsatisfactory” may only be revised or supplemented once.*

(15) *The final examination after the revision or supplementation of a thesis/diploma work can be taken only in the subsequent final examination period by students*

- a) who did not submit their thesis/diploma work by the deadline;*
- b) whose thesis/diploma work was evaluated by the reviewer as “unsatisfactory” with the approval of the head of the educational-research unit;*
- c) whose thesis/diploma work was evaluated as “unsatisfactory” by the newly appointed reviewer according to paragraph (13).*



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(16) *The conditions for revision or supplementation of an “unsatisfactory” thesis/diploma work are set by the head of the relevant educational-research unit, and it may include a request for further consultations if necessary.*

(17) *The original copy of the thesis/diploma work evaluation report shall be sent to the Registrar’s Office of the relevant faculty, and a copy of the evaluation report remains with the educational-research unit.*

Faculty Procedure

Article 7 (1) The head of the educational research organizational unit that is responsible for the topic may reject the preparation of the thesis to be continued or the defense of the thesis to be carried out if the thesis supervisor/consultant informs the director that the student continuously failed to perform his or her duty (e.g.: the student did not attend the consultation lesson or the student did not progress properly with the preparation of the thesis.)

(2) If the student believes that the thesis supervisor/consultant does not provide valuable assistance to the student in writing the thesis, the student may report this problem to the director of the educational research organizational unit who can appoint a new thesis supervisor/consultant for the student if necessary.

(3) The completed thesis must be submitted to the educational-research organizational unit responsible for the training **no later than 15th February** in the year of graduation. The thesis must be submitted in 2 copies in paper, these two copies have to be bound in a book form and the content of the thesis must be submitted on digital media (pdf and word formats). The possible submission of the thesis beyond the deadline is provided for in Article 46 (6) of the TVSZ, 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.

(4) The student must declare that he or she complied with the provisions of Act LXXVI of 1999 on Copyright during the preparation of the thesis. This declaration is the so-called “Statement against Plagiarism” and it should be submitted as an appendix to the thesis (Attachment no. 3). Educational-research organizational units may only accept a thesis that contains this statement.

(5) The invited reviewer prepares a written evaluation of the thesis and the thesis supervisor/consultant gives a short evaluation. The proposed thesis grading (marks) contained in these are not part of the textual evaluation provided to the student; this evaluation shall be made on the form in Appendix 8. These documents shall be handed to the student at least 5 days before the thesis defense.

(6) The defense of the thesis includes a maximum eight-minute-long presentation with a (PowerPoint) presentation, which summarizes the most important content elements and findings of the thesis. The student also has to answer the questions asked by the reviewers and the committee during the defense. The procedure of the thesis defense is described in Article 46(9) of the TVSZ. If there is an external supervisor, both the supervisor and the internal consultant shall be present at the defense session.

(7) The thesis – which is one of the compulsory subjects – 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 will be carried out by the committee after listening to the student's presentation and answers to the written questions and to the questions that the student is asked during the defense session. The extent of the independent research of the student, which should be included in the content of the thesis should be taken into consideration during the evaluation and the preliminary proposal of the thesis supervisor/consultant or the opponent must be taken into account, too. A report shall be written on the defense session in accordance with the regulations (Attachment no. 9).



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- (8) 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 report on the defense sessions must be sent to the DO or (in the case of a student who studies at the University in a foreign language) to the CENTER OF INTERNATIONAL TRAINING PROGRAMS by **15th April** at the latest.
- (9) If the student has received a grade “unsatisfactory” for their thesis during the defense session, or for any other reason, the student may revise their thesis. The student can re-submit the thesis after the revision if this is also supported by the educational-research organizational unit that had announced the topic. The thesis can be resubmitted until 20th August. In case of a successful defense in August, the student can take the next supplementary final exam coming up.
- (10) A thesis that has been assessed as unsatisfactory may only be resubmitted once.
- (11) The document entitled "Thesis evaluation criteria (Faculty of Dentistry)" is attached to the Rules of Procedure. (Attachment no. 2)

VIII. Final provisions

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

- (3) A simplified extract can be made from these Rules of Procedure to help students orient themselves.
- (4) The procedure for handling the diploma theses is described in Attachment no. 10.

15th November, 2022 Budapest



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IX. Attachments

1. Attachment no. 1 – Requirements regarding the content and form of the thesis (Faculty of Dentistry)
2. Attachment no. 2 – Thesis evaluation criteria (Faculty of Dentistry)
3. Attachment no. 3 – Plagiarism declaration
4. Attachment no. 4 – Thesis Notification Form
5. Attachment no. 5 – Request form for changing the selected and approved topic and/or supervisor (Faculty of Dentistry)
6. Attachment no. 6 – Request form for approving Rector’s coursework and scientific work as a thesis
7. Attachment no. 7 – Consultation data sheet (Faculty of Dentistry)
8. Attachment no. 8 – Thesis evaluation sheet
9. Attachment no. 9 – Thesis defense report
10. Attachment no. 10 – Retention Procedure (Faculty of Dentistry)



Attachment 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 a consultative study based on individual professional work, confirming tangible knowledge and summarizing ability. The rules and spelling of the Hungarian language (or of the particular language in the case of foreign language programs) must be observed. The structure of the individual chapters and their relationship with each other must be logical and consequent, the phrasing is continuous, descriptive, and free text.

2. Chapters of the thesis

• **Title**

This can only be the title stipulated on the confirmation of approval submitted to the DO or the Center of International Training Programs, chosen during the topic selection (Group A) or a suggested and approved topic (Group C). Deviations from this are only allowed in these cases: a paper for the Rector's Award approved as a thesis, or a scientific publication approved as a thesis. (Procedure, Section VII.)

• **Table of Contents**

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

• **Preface**

The introduction 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 wants to achieve by introducing the topic and working out and/or solve the chosen problem.

- **Literature Review**

Summarized introduction of the available and most important domestic and international publications of the chosen topic. This can be the introduction and description of the significance and issues of the topic, the applied methods, the related findings, conclusions, achievements, recommendations, and the processing of other, similar topics.

- The following two chapters may form a part of those theses containing independent scientific research:

- **Applied Methods**

Qualitative and quantitative methods used in the processing of 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**

There must be a factual list that contains the professional results achieved, including their interpretation. Figures and tables may be used as these facilitate the systematizing and the interpretation of the results.

- **Conclusions, forward-looking statements and suggestions**

Findings and conclusions based on the results, the recommendations for the future and the opinions in the literature should be confirmed, contradicted, and, if necessary, rejected.

- **Summary**



A concise summary of the essence of the thesis. The summary should not contain any new piece of information that is not included in the body of the thesis.

- **Bibliography (see the formal requirements)**

In case of displaying any intellectual product (publication, figure, table) that is not the own creation of the student, the source of these must be shown, which must be indicated in the bibliography. **Failure to do so is considered plagiarism, which may result in the initiation of an investigation and, if necessary, 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 dissertation, either by providing data, analysis, or providing professional advice.

- **Figures, tables (these may be included between parts of the text of the thesis)**

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.

- **Glossary, list of abbreviations (as required)**

- **The completed form of Declaration against Plagiarism (Attachment 3)**



- **Attachments**

The materials that are not closely related to the statements of the text or that are quite long (e.g. figures, tables, questionnaires, other documents) should be included in an appendix. The appendix shall be numbered and titled and referred to in the text.

3. ***Formal requirements of the thesis***

Length:	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.
Margins:	2.5 cm at the bottom, top, right and left
Margin at the binding edge:	left, 1.5 cm
Page numbers:	at the bottom of the pages, in the middle, all pages, starting from the front page
Adjustment of sections:	justified
Font size:	12
Font:	Times New Roman
Font color:	black
Line spacing:	1.5
Table of contents:	provided with page numbers at the beginning of the thesis. Figures and tables are numbered, provided with title, can be interpreted regardless of the surrounding text, all of them are referred to in the text with their number.
Printout:	one sided
Number of copies to be submitted:	2 printed and 2 electronic copies (Word and PDF format) burned on CD.
Copies to be submitted:	please submit the two printed copies in black leather hard binding (with gold lettering), the hardcover lettering must say "THESIS", under that the name of the student and the year of submission; the title of the thesis, the student's name, the supervisor's name, title and workplace must appear on the front endpaper. Emboss the student's name and the year on the spine.



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The general formal requirements of the thesis are the following:

4. Formal requirements of the list of references

- Any literature used must be referred to by indicating the author and the year in the citation. It is also possible to indicate the number used in the list of references by applying square brackets.
- Use alphabetical order in accordance with the names of the authors in the list of references. In terms of 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 location of the publication. In terms of journals, after the name(s) of the author(s), the year and the title, also provide the name of the journal in italic font, the volume number and the page number (from - to). It is also possible to name an Internet source, in which case after the author and the title of the publication the exact web address and the date of query must be indicated.
- It is important that all literature used must be referred to in the thesis, and all conclusions, facts, data that are not the author's own intellectual property must include the data source. Should the author refer to a source multiple times in the thesis, obviously the source must be indicated at all places.
- It is an important requirement that it is only allowed to quote any text word for word if there is an accurate indication of the source and the location of the text (page number in case of a book or journal). By not doing so is qualified to be plagiarism and it may trigger the immediate suspension of the student in the most serious cases.

Examples for using literature with numbers:



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...

...: „Az egyes plakk-baktériumok bakteriális felszíni molekuláik révén a sulcus hámsejtekkel is képesek kommunikálni.” [23]

...

Referenciák

...

23. Gera I: A bakteriális biofilm és a kémiai plakk-kontroll lehetőségei. Irodalmi összefoglaló *Fogorv. Szle.* 2008; 101: 91-99.

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

...

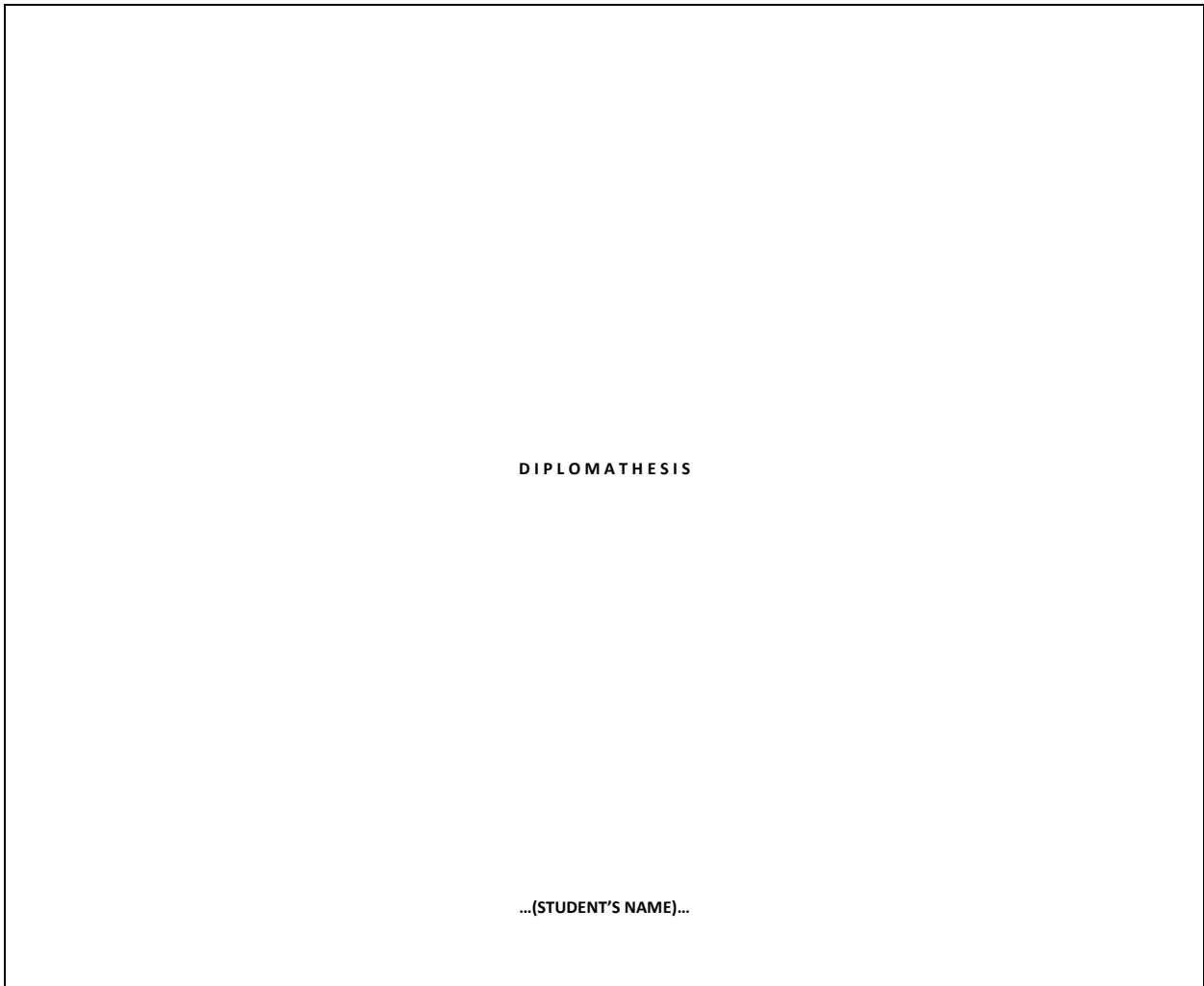


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The hardcover and the front endpaper of the thesis:

Hardcover:



DIPLOMATHESIS

...(STUDENT'S NAME)...



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Front endpaper:

Semmelweis University

Faculty of Dentistry

...(STUDENT'S NAME)...

...(DIPLOMATHESIS TITLE)...

Supervisor:



Attachment no.2

Thesis evaluation criteria (Faculty of Dentistry)

It is not allowed to defend any thesis that contains plagiarism. Any quotation without quotation marks and the indication of the source, any figure, statistical data or illustration without reference to the source, or paraphrasing a complete text or part of it (i.e. rephrased by the author by its own words) without referencing to the source are considered to be plagiarism.

1. Structure of the thesis

- Is it transparent?
- Does its content correspond to the title?
- Are there any forward-looking recommendations or conclusions?
- Does its articulation help in the recognition of its structure?
- Is its structure professionally correct and logical?
- Are the individual sections and subsections appropriately separated from each other?

2. Professional relevance of the thesis

- Does it achieve the objective, are the conclusions supported?
- Do the relevant topics of the educational content appear in the thesis?
- 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?

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?
- 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?



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5. Correct and consistent use of technical terms

- Is the terminology used by the author uniform and correct?
- Does the student use foreign terms uniformly (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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Attachment no. 3

Plagiarism declaration

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

The undersigned:

Neptun code:

I declare that the thesis the title of which is

.....

(hereinafter: the thesis) is my own work, during the preparation of the which I complied with the regulations of Act LXXVI of 1999 on Copyright and I complied with the relevant provisions of the Act and the rules laid down by the University for the preparation of the dissertation, in particular with regard to references and citations.

By signing this statement, I acknowledge that if it can be proven that I did not prepare the thesis on my own or that there is a copyright infringement in connection with the thesis, Semmelweis University will refuse to accept the thesis and may initiate disciplinary proceedings against me.

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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4. Attachment no. 4

Thesis Notification Form

This document must be submitted to the Dean's Office of the Faculty of Dentistry no later than 31st October of the academic year prior to the year of graduation (to be submitted by the student in person or through the form teacher who is responsible for given year students).

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

.....

Signature of the supervisor or consultant [stamp]

PERMITTED BY: *(If the thesis topic was initiated by the student, the permission and signature of the Head of the host institution shall also be obtained.)*

.....

Signature of the Head of Institution or clinical unit [stamp]

CERTIFICATE OF THE TEACHER RESPONSIBLE OF STUDENT STUDIES: *I certify with my signature that the topic of the above dissertation has not been developed in any of the languages taught in the last 3 years in the educational-research organizational unit.*

.....

Signature of the teacher responsible for studies [stamp]



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Attachment no. 5

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

Name of student: **Neptun code:**

Address:

Data of the thesis originally announced	Modified data (please enter new data only)
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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CERTIFICATION OF THE TEACHER RESPONSIBLE FOR STUDIES: Hereby I certify that the new topic indicated above has not been worked on in the past 3 years in any of the training languages in the educational-research unit.

Date:

Signature of the teacher responsible for studies [stamp]

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



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Attachment no. 6

Request form for approving a paper for the Rector's Award or a scientific paper as a thesis

(According to provisions of the TVSZ. Article 46 Paragraphs (18–20))

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 that announced the call:
.....

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

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

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 application shall be accompanied by a proposal by the Head of the concerned department or clinical unit, or the approval letter of the publisher shall be attached.

Submission: in the Dean's Office



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Attachment no. 7

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

	Time	Signature and stamp
1.		
2.		
3.		

The Records of Consultation shall be submitted with the thesis.

Date of submission:

Student's signature:



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Attachment no. 8

Thesis evaluation sheet

Attachment no. 2 of the Faculty Regulations (the document, that is called: Thesis evaluation criteria (Faculty of Dentistry) must be taken into consideration during the evaluation of the thesis. The student must receive this form no later than 5 days before the defense session of the thesis.

Name of student:

Neptun code:

Thesis title:.....

.....

Evaluation of the thesis:

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Questions to be answered by the student:

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.....



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Name, workplace and position of the thesis supervisor or consultant (underline accordingly)

.....

.....

Date: in Budapest

.....

**Signature of the thesis
supervisor/consultant or reviewer**



Attachment no. 9

Thesis defense report

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/handed in:

.....

Date: in Budapest

.....
Signature of the thesis supervisor/consultant

Name, workplace and position of the thesis reviewer:

.....

.....

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

Proposed evaluation of the thesis (proposed grade by text and number):

.....

Reviewer's comments to any Committee (s):

.....

.....



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Date: in Budapest

.....
Signature of the reviewer

Date and time of thesis defense:

.....

Place:

.....

Comments on the circumstances of the defense (eg online defense, etc.):

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

Names and positions of Committee members:

Chairperson:

Members:

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

Questions to the student during the defense:

.....
.....



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Evaluation of the thesis (thesis and defense) (grade by text and number):

.....

Written evaluation:

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

Date:in Budapest

.....
Chairperson

.....
Board Member

.....
Board Member

[stamp of the Faculty]



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Attachment no. 10

Retention Procedure (Faculty of Dentistry)

The leader of the educational organizational unit returns one copy of the thesis to the student after the successful thesis defense, whereas the other copy, together with a copy of the records containing the assessment and the confirmation of the successful thesis defense stay with the educational organizational unit. The thesis (the hardcopy and the electronic version) is retained for 5 years at the library of the educational organizational unit.

The record of the thesis defense shall be sent to the Dean's Office at the latest until **15th April**. In cases of students attending foreign language programs, the records shall be sent to the relevant Secretariat of International Students.