



SEMMELWEIS UNIVERSITY
FACULTY OF DENTISTRY

Dean _____
DR GERBER GÁBOR D.M.D., PhD.

Semmelweis University Faculty of Dentistry

Thesis Rules and Requirements at the Faculty of Dentistry

Budapest
2024

Title of Regulations: Thesis Rules and Requirements at the Faculty of Dentistry; Faculty Council Directive no 12/2020

Effective date: 15th May, 2020

Amended based on Faculty Council Directive no:30/2022, effective from 9 December 2022

Based on decision no. 33/2023 of the Faculty Council, effective date: 8 Dec 2023

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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).

The scope of the Procedure extends to students of the Faculty who are on the following programs: Dentistry and Digital Dental Design. These regulations shall be applied with regard to the specific requirements of each program.

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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

(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) Differing from the rules set forth in Article 46, Section 2 of the Study and Examinations Regulations (TVSZ), teachers of partner institutions may fulfil the role of supervisor or consultant in the program Digital Dental Design, without a need to apply for the Dean’s permission. In any such case, the student concerned shall follow the rules of the partner institution governing the thesis.

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

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- (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 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.
- (5) The student is obliged to consult the supervisor or consultant at least three times during the preparation of the 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. 8) and this document shall be submitted with the thesis.
- (6) 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.
- (7) Should the supervisor or consultant indicate that the student has failed to meet their obligations related to the thesis writing process (e.g. by failing to contact the supervisor or consultant by the required deadline, missing consultations or not demonstrating sufficient

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progress), the head of the organizational unit relevant for the thesis topic may deny the continuation of the thesis or refuse permission for the thesis defense.

(8) If the student believes that the supervisor or consultant has not provided sufficient support for the progress of their work, the student may approach the head of the relevant organizational unit. In such cases, a new supervisor may be appointed if deemed necessary.

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

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

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- 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 Dean's Office (<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
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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. 5) 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 authorized.

(5) The educational-research units shall send the list of thesis topics adjusted to the number of fourth-year dental students / second year Digital Dental Design 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**. (to see if there are overlaps in topics, to make sure there is a sufficient number of topics for the expected number of fourth/second year

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students, and to prevent other errors) 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 46(3) of the TVSZ *“The education and research unit of the relevant faculty shall draft a list of topics for theses 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 in NEPTUN before the last day of the fall semester 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, some thesis topics 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.”*

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Faculty Procedure

Article 3

(1) The following applies to students who select their thesis topic from the recommended list (Group A): fourth-year dentistry students have to submit their chosen thesis topic in the seventh semester of training, while second-year digital dental design students have to submit their selected thesis topic in the third semester of training, no later than **1st October** to their Year Coordinator in the Hungarian, English and German training programs. If the same topic is selected by more than one student, the topic will be assigned to the student with the highest cumulative academic average. The final list of thesis titles shall be forwarded to the Dean's Office and the Center of International Training Programs by the Year Coordinators no later than **3rd October**. The thesis title lists including the names of students shall be published on the respective websites by **7th October** by Dean's Office and the Center of International Training Programs. Students who do not select a topic by this deadline may choose from the remaining titles by **15th October**, following the same procedure.

(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 topic selection 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.

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- (4) After the final list was published on **5th November**, students shall have the Thesis Topic Notification Form (Annex 5) 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 5) 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. 5) 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).

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(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 in the Dentistry program and 12 in the Dental Digital Design program. The grade awarded at thesis defense constitutes a partial grade of the final examination.

IV. Requirements regarding the content and formal requirements

Faculty Procedure

Article 4

(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.

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(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 shall be the language of the student’s program of studies. Exceptions may be granted in cases specified in Article 46(20) of the TVSZ, with individual permission. Such an exception applies when a student intends to have a paper, written as part of their studies, published or accepted for publication by the editorial board in a peer-reviewed scientific journal in English, as first author or co-author, accepted as their thesis. In such cases, the Dean may approve the original text of the paper as published in English. The defense shall be conducted as specified in Article 6(2) of the Procedural Rules.

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

Article 5

(1) After submitting their thesis topic, students can change the topic on one occasion only, due to the great degree of free choice at selection. Requests for topic changes must be submitted to the Study and Examination Committee (hereinafter: TVB) using the relevant form (Attachment 6) and providing justification, no later than the following deadlines: Dentistry students by the first day of the study period of their 9th semester and Digital Dental Design students by the first day of the study period of their 5th semester. The TVB approves changes in selected topics only in particularly justified cases. Changes cannot be granted after the deadline unless exceptional circumstances arise verified as being beyond the student's control. If such a modification includes a change in the person of the supervisor

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or consultant, the request must also include a written consent confirmed by the signature of the current supervisor or consultant.

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

According to TVSZ Article 46 (18)-(22) *“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 (20) 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

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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. 7) shall be filled and submitted to the DO.

(2) For students who requested it and whose paper, as specified in Article 46(16)-(20) of the TVSZ, has been awarded an “excellent” (5) grade by the Dean, the thesis defense shall follow a simplified procedure. This includes an 8-minute presentation of their work supported by a PowerPoint presentation. Neither reviews nor responses to reviewer questions will be required. Papers must be submitted in the bound format of a thesis, but the original formatting may be retained.

(3) The rules of Article 46(16)-(20) of the TVSZ also apply to theses submitted in the Digital Dental Design bachelor’s program.

VII. Submission and evaluation of the thesis

According to Article 46 (6)-(17) of TVSZ, *“The student may apply for a change of deadline for thesis submission once, for a maximum period of 2 weeks, by sending an*

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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 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 supervisor or the thesis consultant and the reviewer shall record their thesis evaluation in NEPTUN-EFTR. The evaluation shall be graded on a five-point (1 to 5) scale. The author's independent research work shall be considered when the final grade is determined. 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 defense. The reviewer and the supervisor shall make a proposal for the evaluation (grade) of the thesis.

(9) Thesis defense shall be conducted before a three-member committee of the relevant research and educational unit or, if the defense is part of the final examination, before the final examination committee. The committee shall be chaired by the head of the research and educational unit or a professor or associate professor appointed by them. Its members shall include two faculty members of the relevant faculty, one of whom may also serve as the thesis reviewer. The third member may also be a faculty

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member from another institution, particularly if they are an affiliate professor at the University.

The review shall be made in two copies by filling in a form (thesis 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 defense.

(10) The reviewer shall pose 2–5 questions on the thesis registration and evaluation form in the topic of the thesis. The defense of the thesis 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.

(11) A thesis not submitted for examination shall be marked as “unsatisfactory”. The grade of the thesis submitted for examination shall be determined by the committee referred to in paragraph (10), on the basis of the recommendation of the reviewers and the performance of the candidate during the examination.

(12) 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.

(13) 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

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supplementation. The thesis evaluated as “unsatisfactory” may only be revised or supplemented once.

(14) The final examination after the revision or supplementation of a thesis can be taken only in the subsequent final examination period by students

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

(16) The conditions for revision or supplementation of an “unsatisfactory” thesis 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 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 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

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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.

(2) 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. 4). Educational-research organizational units may only accept a thesis that contains this statement.

(2) 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 3. These documents shall be handed to the student at least 5 days before the thesis defense.

(3) 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(10) of the TVSZ. If there is an external supervisor, both the supervisor and the internal consultant shall be present at the defense session.

(4) 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

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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).

(5) 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.

(6) 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.

(7) A thesis that has been assessed as unsatisfactory may only be resubmitted once.

(8) The document entitled "Thesis evaluation criteria (Faculty of Dentistry)" is attached to the Rules of Procedure. (Attachment no. 2)

a) Students on the Hungarian program:

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An English-language abstract including the table of contents shall be attached in the required format shall be attached to the thesis upon submission. A new criterion in thesis evaluation is the linguistic quality of the English abstract. During the defense, the final slide of the PowerPoint presentation accompanying the oral defense shall provide a summary in English. The final examination / thesis defense records shall also document the evaluation of the student's performance in English.

b) Students on the English and German programs:

A Hungarian-language abstract in the required format and with the required content shall be attached to the thesis upon submission. A new criterion in thesis evaluation is the linguistic quality of the Hungarian abstract. During the defense, the final slide of the PowerPoint presentation accompanying the oral defense shall provide a summary in Hungarian. The final examination / thesis defense records shall also document the evaluation of the student's performance in Hungarian.

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.

13th December, 2024 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 – Thesis Evaluation Sheet
4. Attachment no. 4 – Plagiarism Declaration
5. Attachment no. 5 – Thesis Notification Form
6. Attachment no. 6 – Request Form – Change of the selected and approved topic
and/or supervisor (Faculty of Dentistry)
7. Attachment no. 7 – Request Form – Approval of a paper for the Rector’s Award or a
scientific paper as a thesis
8. Attachment no. 8 – Consultation Data Sheet (Faculty of Dentistry)
9. Attachment no. 9 – Thesis Defense Report
10. Attachment no. 10 – Retention procedure (Faculty of Dentistry)
11. Attachment no. 11 – The procedure and requirements for preparing the thesis at the
Faculty of Dentistry – for dentistry students – Chronological Index
12. Attachment no. 12 – The procedure and requirements for preparing the thesis at the
Faculty of Dentistry – for DDD students – Chronological Index

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Attachment no. 1

X. 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 VI.)

- **Table of Contents**

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

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- **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.

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- **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

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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 4)**
- **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

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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.

*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.

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- 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:

...

...: „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.

...

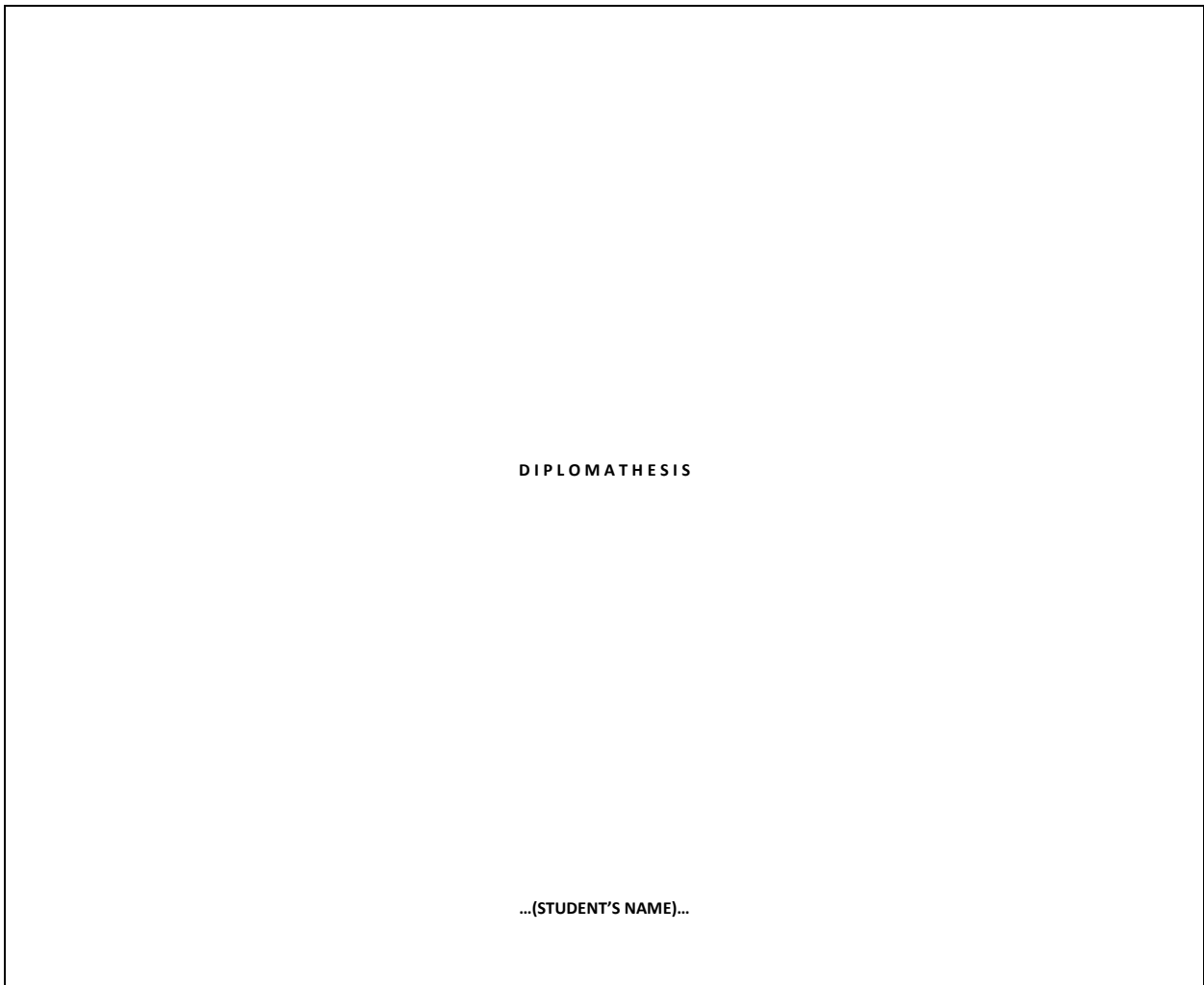


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The hardcover and the front endpaper of the thesis:

Hardcover:



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Front endpaper:

Semmelweis University
Faculty of Dentistry

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

...(DIPLOMATHESIS TITLE)...

Supervisor:

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Attachment no.2

XI. 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?

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- 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?

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- 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 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

XII. Thesis Evaluation Sheet

During the evaluation of the thesis, the Faculty of Dentistry Thesis Regulations Appendix 2, titled Thesis Evaluation Criteria, must be used as a basis. After completing this form, the student shall receive it no later than 5 days prior to the defense.

Thesis evaluation criteria

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Organizational unit:	
Student's name:	Title of the thesis:
Student's NEPTUN code:	
Supervisor/consultant (name, position):	Opponent (name, position):
THESIS EVALUATION CRITERIA	

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1. <u>Structure of the Thesis</u>	Points awarded (0-7)
<i>Questions to assist in evaluating the structure:</i>	
<ul style="list-style-type: none"> ➤ Is the thesis easily comprehensible? ➤ Does the content of the thesis align with its title? ➤ Does the organization of the thesis help to identify its structure? ➤ Is the structure and organization of the thesis professionally accurate and logical? ➤ Are the proportions of the structural components appropriate (descriptive parts, analytical sections, units containing conclusions)? ➤ Are the chapters and subchapters clearly distinguished from one another? 	
2. <u>Professional relevance of the Thesis</u>	Points awarded (0-40)
<i>Questions to assist in evaluating the relevance:</i>	
<ul style="list-style-type: none"> ➤ Are the objectives of the thesis clear and well-articulated? ➤ Does the thesis fulfill its objectives, and are the findings well-supported? ➤ Are relevant topics from the curriculum taught over the five years reflected in the thesis? ➤ Does the literature review include relevant sources? Are the literary data compared with the author's own findings? ➤ Are the cited sources summarized appropriately and critically in the context of problem presentation, analysis, and interpretation of results? 	

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<ul style="list-style-type: none"> ➤ Are the methods and tools applied by the author in examining and analyzing the central topic used correctly? ➤ Are all necessary analytical methods presented? ➤ In addition to presenting the results, are they analyzed and discussed? ➤ Are the results and conclusions logical, valid, and evaluated in light of findings available in the literature? ➤ Does the thesis include forward-looking recommendations and conclusions? 	
<p><u>3. Use of References</u></p> <p><i>Questions to assist in evaluating references:</i></p> <ul style="list-style-type: none"> ➤ Does the student use references correctly and in a proper format? ➤ Does the citation style meet academic expectations? ➤ Are in-text citations properly matched with the bibliography and vice versa? ➤ Is the bibliography relevant (including significant sources, up-to-date, and aligned with the topic)? ➤ Does the thesis include at least five foreign scholarly references? 	<p>Points awarded (0-4)</p>
<p><u>4. Use of Figures, Tables, and Other Formal Requirements</u></p> <p><i>Questions to assist in evaluating figures, tables and other formal requirements:</i></p> <ul style="list-style-type: none"> ➤ Are all figures and tables referenced in the text? ➤ Are these references clear and easy to locate? ➤ Are the figures and tables numbered, titled, and properly sourced? 	<p>Points awarded (0-3)</p>

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<ul style="list-style-type: none"> ➤ Is there a clear table of contents, along with lists of tables and/or figures? ➤ Does the thesis include an abbreviations list or glossary (if necessary)? ➤ Are relevant details provided in headers and footers to facilitate navigation within the document? ➤ Are the pages numbered? ➤ Is orthography and grammar accurate, and is the writing style appropriate? 	
<p>5. Correct and Consistent Use of Technical Terms</p> <p><i>Questions to assist in evaluating the use of technical terms:</i></p> <ul style="list-style-type: none"> ➤ Is the terminology used by the author consistent and correct? ➤ Are technical terms used consistently throughout the thesis? ➤ In the case of foreign names (e.g. names of governmental bodies or institutions), does the student handle them uniformly? 	<p>Points awarded (0-3)</p>
<p>1. Does the thesis present a cohesive overall picture?</p>	<p>Points awarded (0-3)</p>
<p>1. Written evaluation of the thesis (maximum 5 sentences):</p>	

Title of Regulations: Thesis Rules and Requirements at the Faculty of Dentistry; Faculty Council Directive no 12/2020

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2. Questions (two questions to be answered by the student at the end of the presentation):

Total score:						0
Grades:						
<i>If any single category scores 0 points, the grade is insufficient (fail).</i>						
0-30 points:	Insufficient					
31-37 points:	Sufficient					
38-45 points:	Satisfactory					
46-52 points:	Good					
53-60 points:	Excellent					

Budapest, 20... ..

.....

Supervisor/consultant or opponent's signature

(underline the appropriate option)

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Attachment no. 4

XIII. 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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Attachment no. 5

XIV. Thesis Notification Form

This document must be submitted to the Dean's Office of the Faculty of Dentistry no later than 15th November 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 of the educational-research organizational unit.*

.....

Signature of the teacher responsible for studies [stamp]

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Attachment no. 6

XV. Request Form – Change of 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 <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:

Title of Regulations: Thesis Rules and Requirements at the Faculty of Dentistry; Faculty Council Directive no 12/2020

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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

Title of Regulations: Thesis Rules and Requirements at the Faculty of Dentistry; Faculty Council Directive no 12/2020

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Attachment no. 7

XVI. Request Form – Approval of 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.

Title of Regulations: Thesis Rules and Requirements at the Faculty of Dentistry; Faculty Council Directive no 12/2020

Effective date: 15th May, 2020

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Submission: in the Dean's Office

Title of Regulations: Thesis Rules and Requirements at the Faculty of Dentistry; Faculty Council Directive no 12/2020

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Attachment no. 8

XVII. 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:

Title of Regulations: Thesis Rules and Requirements at the Faculty of Dentistry; Faculty Council Directive no 12/2020

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Attachment no. 9

XVIII. Thesis Defense Report

Name of student:

Neptun code:

Thesis title:

.....

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

.....

.....

Time and date of thesis approval/submission:

.....

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):

.....

Title of Regulations: Thesis Rules and Requirements at the Faculty of Dentistry; Faculty Council Directive no 12/2020

Effective date: 15th May, 2020

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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:.....

.....
Questions to the student during the defense:

Title of Regulations: Thesis Rules and Requirements at the Faculty of Dentistry; Faculty Council Directive no 12/2020

Effective date: 15th May, 2020

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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]

Title of Regulations: Thesis Rules and Requirements at the Faculty of Dentistry; Faculty Council Directive no 12/2020

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Attachment No. 10

XIX. Regulations for the handling of theses (Faculty of Dentistry)

The head of the educational organizational unit returns one printed copy of the successfully defended thesis to the student following the defense. The other copy, along with the electronic versions and a copy of the thesis defense report certifying the evaluation, remains with the educational organizational unit. The thesis (both paper-based and electronic versions) shall be preserved in the library of the educational organizational unit for 5 years.

A copy of the defense report must be submitted to the Dean's Office no later than **April 15** or, in the case of candidates enrolled in foreign language programs, to the relevant Register's Office.

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Attachment No. 11

XX. Procedure and requirements for preparing the thesis at the Faculty of Dentistry – Chronological Index

Announcement of thesis topics:

- **October 31** – The Dean's Office and the Center of International Training Programs send the number of prospective 4th-year students to the educational and research organizational units (*Faculty of Dentistry Thesis Regulations, Article 2 (3)*).
- **January 10** – The educational and research organizational units submit the list of thesis topics to the Dean's Office and the Center of International Training Programs (*Article 2 (5)*).
- **January 20** – The Dean's Office and the Center of International Training Programs consolidate the submitted topic lists (*Article 2 (6)*).
- **January 31** – The finalized thesis topic lists are published on the websites of the educational and research organizational units and the faculty website, and they are forwarded to the Year Coordinators (*Article 2 (6)*).

Supervisor/Consultant

- Latest dates for student consultations in the graduation year: **October 1, November 1, December 1** (*Article 1 (5)*).
- If the supervisor/consultant, in the student's opinion, fails to provide adequate assistance for the preparation of the thesis, the student may contact the head of the relevant educational and research organizational unit by **November 15** of the graduation year. If necessary, a new supervisor/advisor may be appointed.
- **December 20** – The supervisor/consultant must notify the Dean's Office, the Center of International Training Programs, and the head of the educational and research organizational unit if the student has failed to meet consultation obligations or is not progressing with the thesis preparation according to the specified schedule in the defense year (*Article 1 (4)*).

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Topic selection

- **October 1-31** – During the 7th semester of their program, students submit their pre-agreed and selected thesis titles, approved by their supervisor/advisor, to their Year Coordinator (*Article 3 (3)*).
- **November 5** – The Dean's Office and the Center of International Training Programs publish the list of thesis topics along with the names of the students who selected them on their respective websites (*Article 3 (4)*).
- **November 15** – By this deadline, students must submit the *Thesis Topic Selection Notification Form*, signed by the educational and research organizational unit, to the Dean's Office or the Center of International Training Programs (*Article 3 (5)*).

Modification of selected and accepted thesis topics and supervisor/consultant

- **Deadline: The first teaching day of the 9th semester** – Students must submit their request to the Study and Examination Committee (*Article 5*).

Approval of Rector's Award or a scientific paper as a thesis

- **December 20** – Deadline for students to submit their request to the Dean's Office (*Article 6 (1)*).

Thesis submission and defense

- **February 15** – Deadline for thesis submission (*Article 7 (3)*).
- **April 15** – The educational and research organizational unit sends a copy of the defense report to the Dean's Office or the Center of International Training Programs by this date (*Article 7 (8)*).
- **August 20** – Deadline for resubmission of theses initially graded as insufficient, after revisions (*Article 7 (9)*).



Attachment No. 12

XXI. Procedure and requirements for preparing the thesis at the Faculty of Dentistry – Chronological Index

Announcement of thesis topics:

- **October 31** – The Dean's Office and the Center of International Training Programs send the number of prospective 3rd-year students to the educational and research organizational units (*Faculty of Dentistry Thesis Regulations, Article 2 (3)*).
- **January 10** – The educational and research organizational units submit the list of thesis topics to the Dean's Office (*Article. 2 (5)*).
- **January 20** – The Dean's Office consolidates the submitted topic lists (*Article 2 (6)*).
- **January 31** – The finalized thesis topic lists are published on the websites of the educational and research organizational units and the faculty website (*Article 2 (6)*).

Supervisor/Consultant

- Latest dates for student consultations in the graduation year: **October 1, November 1, December 1** (Article 1 (5)).
- If the supervisor/consultant, in the student's opinion, fails to provide adequate assistance for the preparation of the thesis, the student may contact the head of the relevant educational and research organizational unit by **November 15** of the graduation year. If necessary, a new supervisor/advisor may be appointed.
- **December 20** – The supervisor/consultant must notify the Dean's Office, the Center of International Training Programs, and the head of the educational and research organizational unit if the student has failed to meet consultation obligations or is not progressing with the thesis preparation according to the specified schedule in the defense year (Article 1 (4)).

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Topic selection

- **October 1-31** – During the 3rd semester of their program, students submit their pre-agreed and selected thesis titles, approved by their supervisor/advisor, to the Dean's Office, in person (*Article 3 (6)*).
- **November 15** – The Dean's Office publish the list of thesis topics along with the names of the students who selected them on their respective websites (*Article 3 (5)*).

Modification of selected and accepted thesis topics and Supervisor/Consultant

- **Deadline: The first teaching day of the 5th semester** – Students must submit their request to the Study and Examination Committee (*Article 5*).

Approval of Rector's Award or a scientific paper as a thesis

- **December 20** – Deadline for students to submit their request to the Dean's Office (*Article 6 (1)*).

Thesis submission and defense

- **February 15** – Deadline for thesis submission (*Article 7 (3)*).
- **April 15** – The educational and research organizational unit sends a copy of the defense protocol to the Dean's Office by this date (*Article 7 (8)*).
- **August 20** – Deadline for resubmission of theses initially graded as insufficient after revisions (*Article 7 (9)*).

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