

Rules Governing the Preparation of the Thesis

As stipulated in Article 46 of the Examination and Study Regulations (Chapter III.2 of the Organizational and Operational Regulations) of Semmelweis University:

(1) To obtain their degree in bachelor's, master's, and single-cycle long programs, students are required to write a thesis or diploma work (hereinafter both referred to as "thesis").

This work aims to contribute to the development of the student's skills to grasp the essentials of a given subject, to master the methods of library use and literature research together with the methodology of conscious and regulated use of AI, and to be able to formulate their opinion in a concise and clear manner by authoring an independent scientific work in the relevant field of study. Furthermore, the purpose of the thesis may optionally be the systematic processing of possible ways of solving a practical problem, or the presentation of innovative ideas or results, following specific features of their program.

(2) During the thesis writing process, students are advised by their thesis supervisor, in certain cases, with the support of a consultant. The thesis supervisor shall be a faculty professor or researcher or, with the dean's permission, an external professional. The consultant shall be a university lecturer, researcher, or external expert who assists the thesis writing process. An external supervisor can only be hired in conjunction with an internal supervisor. If the supervisor is an external professional, the end-of-semester signature and evaluation of the course is given by a faculty professor or researcher.

Thesis Topic Registration Rules

(3) The education and research unit of the relevant faculty shall draft a list of topics for thesis including the names of supervisors and, if applicable, consultants. The list of thesis topics shall be published 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.

Faculty of Medicine Policy:

Students must select their thesis topic at least one year before completing their studies and report their choice to the head of the educational and research organizational unit concerned using the Thesis Application Form. When approved, this shall be registered and entered into Neptun by the head of the relevant unit, and a thesis supervisor will be appointed.

The student must print two copies of the Thesis Defense Report, dated with the day of reporting, after the title has been registered, by opening the link Options/Print on the Information/ General forms page, or after downloading it.

Formal Requirements and Submission Deadline

(5) Provisions concerning formal requirements, length, submission and delivery of the thesis; furthermore, the rules governing the use of artificial intelligence and the extent and method of AI use shall be determined by faculty regulations.

Faculty of Medicine Policy:

The thesis must be at least 50,000 characters in length, with a maximum length of 100,000 characters, not including spaces. The required font is Times New Roman, size 12. The length includes tables and the list of references, but does not include figures, footnotes, or the bibliography. The thesis must be submitted in two hard copies, either bound or filed in a folder, as well as in electronic form, to the educational and research organizational unit responsible for the program. The student will receive a certificate of submission. The cover must indicate the title of the thesis, the student's name, year, and group, the year of submission, and the name and workplace of the supervisor. The student may write the thesis in one of the university's official languages of instruction; if this is not the language of the student's program of study, the permission of the head of department is required.

- The completed thesis must be submitted, at the latest **by 15 January of the year of graduation**, to the educational and research organizational unit responsible for the program, in two hard copies (either filed in a folder or bound) and in electronic form.
- Students must declare that, in preparing their thesis, they have complied with the provisions of Act LXXVI of 1999 on copyright. The **Plagiarism Declaration** must be submitted as part of the thesis, bound in as an appendix. Departments and clinical units will only accept theses that include this declaration.

Modification of the Submission Deadline

(6) Application for thesis deadline extension can be submitted once, for a maximum period of 2 weeks, by sending an application addressed to the examination and studies committee of the concerned faculty, submitting it at the Registrar's Office. The examination and studies committee of the faculty will decide on the request, taking into account the recommendation of the relevant education and research unit.

Faculty of Medicine Policy:

The thesis, following prior consultation with the relevant educational and research organizational unit, may be submitted by 31 January without the need for authorization or payment of an administrative fee.

To request an **extension of the thesis submission deadline beyond 31 January**, the following steps must be taken:

- Requests shall be submitted using the Thesis Postponement Request form. The opinion of the head of the relevant educational and research unit must be entered into the form, then it must be submitted to the year coordinator at the Registrar's Office.
- Approval of the request is conditional upon payment of the prescribed administrative fee of HUF 3500.

Thesis Review

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

Faculty of Medicine Policy:

The number of reviewers appointed shall be at least two.

Thesis Assessment

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

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

(10) Defense of the thesis is conducted in front of a 3-member board of the education and research unit, or, if it is part of the final examination, the Final Examination Board chaired by the head of the education and research unit, a university or college professor, or an associate professor appointed by the head of the education and research unit. The members of the board shall be two lecturers of the department; one of them may be the reviewer. The third member may also be an external lecturer selected primarily from among the private lecturers of the university, appointed by the committee.

(11) The reviewer shall enter 2 to 5 questions on the review form in NEPTUN regarding the thesis content. The defense of the thesis shall comprise its presentation by the student to the extent required by the board, the answers to the questions previously specified in the form and any additional questions asked by the board.

(12) A thesis not submitted for defense shall be graded as a "fail". The grade of the thesis submitted for defense shall be determined and entered in NEPTUN by the board

referred to in paragraph (10) based on the recommendation of the reviewers and the performance of the candidate during the defense.

(13) If there is one reviewer and the evaluation is a “fail”, the head of the education and research unit shall either approve the grade, or appoint a new reviewer. If two reviewers graded the thesis and only one of them graded it as a “fail”, the head of the education and research organizational unit shall appoint one more reviewer.

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

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

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

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

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

(18) Award-winning papers in the Rector’s Award Competition may be accepted by the Dean as a thesis graded as “excellent”, following the recommendation of the head of the relevant education and research unit, if the student requests so in an application previously submitted in NEPTUN.

(19) In single long-cycle programs, the papers of finalist students in the Rector’s Award Competition may be accepted by the Dean as a thesis graded as “excellent”, following the recommendation of the head of the relevant education and research unit, if the student requests so in an application previously submitted in NEPTUN.

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

(21) An application to recognize such papers as a thesis, as defined in paragraphs (18)–(21), shall be submitted to the Registrar’s Office within two weeks of the announcement of the Rector’s Award Competition results. An application to recognize a paper published as the first author in a peer-reviewed scientific journal – or accepted for publication by the editorial board thereof – as a thesis shall be submitted two weeks before the thesis submission deadline.

(22) Exemption from the obligation to write a thesis does not exempt students from the obligation to defend their work.

Faculty of Medicine Policy:

One copy of the Defense Report must be submitted to the Registrar's Office by the educational and research organizational unit — even in the case of a thesis deadline postponement authorization — **no later than 1 April of the year of graduation.**