

Thesis requirements

Emergency Medicine

Writing a thesis is a professional task, which requires processing a topic belonging strictly with the practise and theory of Emergency Medicine. The work is creative in nature, but scientifically grounded, applying a practical approach. When processing a topic, the basic and newest literature should be used. While writing the thesis, the students should lean on their own studies, as well as processing and using Hungarian and international literature, with the guidance of their consultant.

Chosing a topic.

Students can choose from any announced topics. The chosen topic could also differ from the announced ones, if the head of the organizational unit (dr. med. habil Iványi Zsolt associate professor) agrees to it. The students should choose the topic of their thesis at least one year sooner then finishing their studies, and apply at the head of the education department. In case of authorisation, the head of the unit provides keeping the topics open and provides a consultant for the student.

Deadlines

The student has to choose the topic of their thesis at least one year before finishing their studies and the head of the educational unit has to accept it. **The deadline for application is the 30th of June.** Following this deadline no applications will be accepted.

The students have to see their consultants at least three times.

- First occassion: At least one year before finishing their studies, until the 15th of July. At this meeting, the consultant tells the requirements of the thesis, as well as the tangible opportunities.
- Second occassion: At least one year before defending their thesis, until the 15th of September, when the student has to report their work done.
- Third occassion: In the year of graduation, until 1st of January, when the consultant evaluates the results of the student and briefs on how to finish the thesis.

Until the 30th of November, in the year of graduation, the student has to demonstrate their results and conclusions in the form of a maximum 8 minutes long PowerPoint presentation, summing up the most important elements and conclusions of their thesis, presented to the personell of the educational unit (and the SE EM ward). Supposing shortcomings or problems are proposed by the audience, the student has to correct those in 1 month, with the active help of their consultant.

The complete thesis should be handled in to the department (EM ward), in two paper copies, as well as an electronic form (word and pdf, too) copied on a CD, latest by the **15th of January**, in the year of graduation.

In case the student fails to handle in their thesis until the required deadline through no fault of their own, with the consent of the Educational Committee, the written consent of the consultant and the head of the educational unit (dr. med. habil Iványi Zsolt associate professor), the deadline can be extended once, maximum with one month. In this case the deadline for handling in the thesis is *February*.

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Number of theses to handle in

It should be two paper copies, as well as two electronic forms (word and pdf) copied on a CD. The paper copies should be covered in black leather with golden lettering. On the front cover it should be written „THESIS”, along with the name of the student and the year of submitting it.

The inside cover must indicate the title of the thesis, the name of the student, and the name, title and workplace of the consultant.

On the spine of the thesis, the name of the student and the year of defending their thesis should be written.

Formal requirements of the thesis

Length

The thesis must be no less than 50000, and no more than 100000 characters (excluding spaces). Tables and references are included in the length, but figures, footnotes and the literature list are not.

General formal requirements

- font size: 12
- font type: Times New Roman
- font colour: black
- paragraph alignment: justified
- line spacing: 1,5
- margins: at the top, bottom, left and right edges of the page: 2,5 cm
- gutter margin: on the left side, 1,5 cm
- page numbering: on the bottom of the page, in the centre, beginning with the front page
- table of contents: at the beginning of the thesis with page number
- all figures and tables should be numbered, supplied with a title and are supposed to be understandable independent of their context, also, they should be referenced with a line number in the text
- printing: single-sided printing

Formal requirements of the bibliography

The literary items must be referred in the citation with the representation of the author and the year. Alternatively, the line numbers of the bibliography can also be represented in square brackets.

- In the bibliography, an alphabetic order by author has to be applied.
- In case of books and monographs, the name(s) of author(s), the year of publication, the title of the publication, the name of the publisher and the place of publication have to be given.
- In case of a journal article, behind the authors, year and title, the name of the journal in italics, and the volume number and the page number (from... to) of the journal have to be written.
- It is also possible to quote a web resource, where behind the author and the title of the publication, the exact web address and the date of query have to be presented.

It is important that all the listed literary items should be cited in the thesis and that the data source of all statements, facts, data which are not the intellectual products of the thesis writer, should be listed in bibliography. If one source is referred by the thesis writer at more places, the source has to be marked at all places. It is an important requirement, that verbatim citations can only be cited between quotation marks, with marking the exact source, giving the precise location of the place within the source (in case of a book or a journal: page number). The failure of this counts as plagiarism, which may apply the immediate suspension of the student status at worst!

Tables, figures

The letterhead of tables and units of the figures should be given in a way, that figures and tables are understandable independent of their context. Only those figures and tables can be present in the diploma work which are referred to in the text. Both a figure and a table representing the same information are not supposed to be presented. In case a figure or a table are from a publication, it should be marked below them, giving the reference precisely.

Glossary, abbreviations

If the diploma work contains numerous abbreviations or regularly uses not commonly known concepts, then a Glossary and List of abbreviations should be included, which enlists concepts (and their definitions) and abbreviations alphabetically.

Annexes

Materials, which are longer or not strictly relevant to the topic, e.g. figures, tables, questionnaires or other documents, should be presented in the annexes. Annexes should be numbered, given a title, and be referred to in the text.

Plagiarism declaration

The student is obliged to state in a form that the thesis is their own work and intellectual product. This form has to be handled in with the Diploma Work.

Required content of the thesis

The thesis is a consulting paper which is based on the student's own professional work, and verifies their objective knowledge and synthesizing abilities. When writing the thesis, rules of the English language and spelling should be taken into consideration.

The construction of the chapters and their connection has to be logical, their content has to be conclusive, regarding composition it should be continuous, free-text description.

Articulation of the thesis

Title

The title is either picked from the given topics, or selected and accepted, but it has to be the same as the one on the Thesis Application Form.

Content

It should contain the titles of the below listed numbered chapters, any other occurent subchapters and the page numbers.

Introduction

The introduction should convince the reader about the theoretical or/and practical importance of the thesis and account for topic selection. Introduction can not be longer than **5 %** of the thesis.

The intention of the thesis

It has to be formulated what kind of professional goals the author is trying to achieve with the presentation of the topic and the development and/or solution of the chosen problem. This part can not exceed **10 %** of the thesis.

Literary background of the theme

The most important national and international publications of the chosen topic should be presented. It can be the presentation of the importance and problems of the topic, the applied methods, the results, observations, conclusions, references or processing of similar topics. The length of this part can not exceed **15 %** of the diploma work.

Applied methods

The applied qualitative and quantitative methods, statistical analysis, applied softwares should be listed according to the different methods and relevance. At this point the toolbar of the project work can be described, if it is incorporated in the thesis. This part can not be longer than **20 %** of the thesis.

Results

The professional achievements should be factually listed, including interpretation. The charts and tables can help systematize and interpret results. This part has to make up at least **20 %** of the thesis.

Conclusions, findings, suggestions

This part should include conclusions based on the results, forward-looking recommendations, as well as confirmation, confrontation and rejection of statements found in literature. This chapter has to make up at least **20 %** of the thesis.

Summary

It is the summary of the most important issues raised in the thesis. The summary should not include new information or statements, which do not occur in the thesis earlier. This chapter can be no longer than **5 %** of the diploma work.

References

For any part that is not the student's own intellectual product (publication, figure, table), the literary source has to be given and listed in bibliography. The failure of this counts as plagiarism, which applies the initiation of an investigation and likely the immediate suspension of the student status (see formal requirements).

Acknowledgements

List of all collaborators who were helping to write the thesis through supplying of data, making analysis and giving professional advice. It should be no longer than one page.

Figures, tables

Depending on the decision of the student, in the thesis these can also be among the text. All figures and tables – separately – has to be supplied with a title and a line number.

Commented [ZR2]: "a szöveg között is szerepelhetnek", így volt magyarul. Többszöri elolvasás után sem értem, hogy ezt hogy kell érteni. Lehet körbefuttatott?

Review / Defense

The thesis qualification (i.e. the grade given) suggested by the opponent and the consultant is not part of their written evaluations, which the student has to receive no later than 5 days before defending their thesis. The opponent asks questions in their review, which the student has to answer during the defense of their thesis.

Defending the thesis means answering these questions of the opponent and the questions raised by the members of the committee during the defense. The defense of the thesis takes place before a committee of three members of the given educational unit. The committee chairman is the head of the educational unit or their deputy, the members of the committee are the consultant and the opponent.

Judgement criteria of the thesis

The structure of the thesis

- Is it easy to overview?
- Does the title of the thesis fit to its content?
- Are there forward recommendations, conclusions?
- Does the layout of the thesis help to recognise the structure of the thesis?
- Is the layout, structure of the thesis professionally correct, logical?
- Are the individual chapters and subchapters properly separated from each other?

The professional relevance of the thesis

- Does the thesis satisfy the objective? Are the statements supported?
- Do the relevant subjects of the core curriculum appear in the thesis?
- Independent investigation is promoted
- Are the methods and equipment displayed in the analysis and examination of the focus of the thesis topic correctly applied by the writer?
- Does it show all analytical methods?
- Are the results and consequences logical, correct and evaluated in the light of the results found in literature?

Use of references

- Does the student appropriately use references?
- Are the references critically and correctly summarized during the presentation of problems, analysis, and interpretation of the results?
- Does the citation mode fulfill the expectations?
- Are the references in the text present on the reference list and vice versa? Is the bibliography relevant (significant literary items, timeliness, theme fit)?
- Does it fit formal requirements?
- Does it contain references from foreign literature?

Use of figures and tables, other formal requirements

- Is there a reference for every figure and table in the text?
- Can they be easily found based on the references? Are the figures and tables numbered? Do they have a title? Are there references to their sources?
- Are there a perspicuous table of contents?
- Are the pages numbered?
- Are there relevant informations in the letterhead and the footer? Do they help navigation through the document?
- Are spelling and wording appropriate?

Correct and consistent use of terms

- Is the terminology used by the author uniform and appropriate?
- Does the student treat foreign names uniformly (coherent application of Latin medical terminology, names of institutions)?
- Does the writer use abbreviations list and glossary?
- Do the diploma work have a uniform image?