

**University of Szeged**  
**Faculty of Dentistry**



**Thesis regulations and requirements**  
**2016**

# **THESIS REGULATIONS AND REQUIREMENTS AT THE FACULTY OF DENTISTRY OF THE UNIVERSITY OF SZEGED**

## **I. THE AIM OF THE DIPLOMA-WORK**

The aim of the diploma work is to facilitate the student — by way of individually processing and utilizing any area of dental science — to improve their abilities, acquire the skills of making use of the library and the research methods of dental literature, and to become capable of succinctly expressing their opinion on their own.

## **II. CONDITIONS OF THE DIPLOMA-WORK PROVIDED BY THE FACULTY OF DENTISTRY OF THE UNIVERSITY OF SZEGED**

- 1) Preparation for the thesis is aided by the supervisor appointed by the department concerned.
- 2) To make choosing a topic easier for students, the departments devise a list of topics which include the supervisors' names. The list is then sent to the Dean's Office and is officially announced after the Dean's approval.

## **III. DIPLOMA-WORK WRITING REGULATIONS**

1. Students may select from any of the topics announced or any other topic that has been approved by the head of the department concerned. The work of the student is aided by the supervisor.
2. As per the Albert Szent-Györgyi Health Centre's *Data Protection Order of Conduct*, students of dental medicine can get scientific research access to personal data and/or biological samples in case their thesis writing involves accessing and processing personal and medical data. As a condition of such an access, the student's supervisor has to have a professional-ethical permission allowing him or her to carry out examinations in the field concerned. In case of a scientific research, on the recommendation of the Scientific Committee, the Dean of the Faculty grants permission for students to have access to medical documentation.
3. Thesis topics have to be selected in the study year as determined by the curriculum of the Faculty (in the 1<sup>st</sup> semester of the 4<sup>th</sup> year, by November 1). Specific dates are available on the information sheet of the semester concerned.
4. Students must give notice of the selection both to the department concerned and the Academic Office by the deadline announced.
5. Students are required to declare if they wish to change their topic or their supervisor at the Academic Office as per the following regulations:
  - On the original 'thesis registration and evaluation form', the student's former supervisor acknowledges that the student has dropped the topic, and the new supervisor indicates the new one.
  - After the student has declared the change of topic, the Academic Office registers both the date of dropping the topic and the date of the new topic selection as well as the change in department and supervisor.
6. In the 9002AK\_N educational program, students are required to sign up for the 'Thesis Consultation' criteria subject on the ETR in the ninth semester. Students are required to have six consultations certified by their supervisors on the 'thesis registration and evaluation form' in

order to obtain the signature attesting the completion of the subject. Students are required to have at least three consultations in person in the study period — consultations via e-mail may count towards the six consultations required (three occasions per semester).

In the 9002AK\_N\_2013 educational program, students are required to complete the four thesis courses by satisfying the conditions set in their course description in order to acquire the 20 credit points assigned to the thesis.

7. Students are obligated to regularly consult with their supervisors as they prepare their diploma-work, while supervisors are required to make themselves available for consultations. The number of consultations must be determined according to the educational program in a way that if any problems that may arise, they can be duly discussed. Over the course of the consultations, the supervisor specifies the literature the student has to acquaint him or herself with, assesses whether or not the work progresses according to an adequate rate, and gives advice concerning the problems that may arise. It is also the task of the supervisor to help the student finalize the diploma-work, taking aspects of both content and format into consideration.

8. The head of the department concerned may refuse the student to continue working on his or her diploma-work if he or she keeps failing to fulfill the requirements given by the supervisor.

9. Students are required to submit the diploma-work to their supervisor two weeks prior to the end of the study period of the ninth semester at the latest. The supervisor makes corrections, recommendations and suggestions to the work before returning it to the student, who is then required to produce the final version.

10. At least two weeks before the submission deadline, the supervisor evaluates the thesis. The evaluation contains the completion of content and format requirements and the quality of the student's work. The supervisor evaluates the thesis on the five-grade scale (1-5).

11. Two hard copies and one electronic copy of the thesis along with the 'thesis registration and evaluation form' and the 'declaration on plagiarism' form has to be submitted at the beginning of the 10<sup>th</sup> semester by February 1 to the Academic Office, which forwards it to the department concerned for evaluation and for the subsequent defense.

12. In case students fail to submit the thesis by the deadline, the Dean may permit an extension of the deadline with one or two weeks. The final submission date of the thesis is the end of the third week of March.

13. The individual responsible for the organization of the thesis defense appoints a lecturer familiar with the topic (henceforth referred to as opponent) who evaluates the thesis with the help of the five-grade scale. The opponent is also required to enclose a written evaluation (a maximum of one page). The evaluation concerns the completion of content and format requirements and the quality of the student's work. The opponent is given at least one month to complete the evaluation of the thesis.

14. Either the Academic Office or the department concerned must provide the student access to a copy of the evaluation of the diploma-work (including the opponent's questions but without the grade recommended) at least one week prior to the defense of the thesis.

15. If the evaluation of either the supervisor or the opponent is a fail grade, the student is not entitled to defend the thesis or proceed to the final examination. The department concerned informs the student as to the fail grade given to the thesis and the deadline for submitting a new or corrected one.

## **IV. REQUIREMENTS**

### **GENERAL REQUIREMENTS**

1) The thesis has to be based upon relevant and basic literature and the most recent works on a particular topic.

2) The following must be attached to the thesis:

a) The 'thesis registration and evaluation form' completed by the supervisor, containing the supervisor's evaluation of the thesis, his or her opinion on the student's work and activities during the work.

b) The completed 'declaration on plagiarism' form, declaring that the thesis is the result of one's own work, must be included as the very last page of the bound thesis.

3) Two bound copies and one electronic copy (as a .pdf file on a CD) of the thesis must be submitted at the Foreign Students' Secretariat.

The name of the .pdf file must include the student's

- family name, name(s),
- the title of the thesis,
- the date of submission, in this order.

Students must write the above (family name, name(s), the title of the thesis, the date of submission) on the CD itself.

4) The thesis may be based on the student's own scientific experiments, but can also be a causistical (case reports), a clinical-pathological or a statistical evaluation, or a summary of specialized literature. The thesis does not necessarily have to include a new scientific achievement, but it should be the result of the student's individual work. The source of thoughts/descriptions and results other than the student's own must be clearly indicated. Upon their submission of the thesis, students declare that they have read and understood the section of the present document pertaining to the prohibited nature of plagiarism, and as such declare that their work does not even partially involve plagiarism.

5) Prohibition on plagiarism

The following are forbidden in regards to the thesis:

a) Using someone else's ideas, words etc. as if they were one's own.

b) Writing the thesis partly or completely by someone other than the author of the thesis.

c) Using data, diagrams, results and texts from other sources without marking references; marking no references at all; making so that one is unable to clearly identify the source by the reference used.

d) The above rules must be applied even when somebody else's thoughts, results, conclusions etc. are summarized, paraphrased, recomposed, condensed or translated from a foreign language in the thesis.

Students breaching the above regulations will be given a fail grade and will not be permitted to sit for the final (state board) examination.

6) The language used in the diploma-work and the defense of the thesis is identical to the student's language of instruction: Hungarian or English.

## REQUIEREMENTS OF FORMAT

### Format requirements:

- 30 ± 5 pages
- two hardcover copies typed on A/4 paper,
- font: size 12 Times New Roman (normal),
- spacing: 1.5,
- alignment: justify,
- left margin: 3.5 cm, other margins (right, top, bottom): 2.5 cm.

### Cover page:

top:	THESIS
middle:	title of the thesis
bottom:	name of student, 5 <sup>th</sup> year student of dental medicine, Szeged, 2017

### Title page (2<sup>nd</sup> page, right side):

on the top of the page	University of Szeged, Faculty of Dentistry
in the middle of the page	THESIS
below in the middle	title of the thesis, author: name of student, 5 <sup>th</sup> year student of dental medicine, name of the supervisor with his/her scientific title, name of the department, Szeged, 2017

Contents: It has to include chapters and subchapters, displaying page numbers.

Introduction: It should end with the explicit statement of the specific aims of the study, and a short review of the relevant literature.

Material and methods: Depending on the theme, this section can include descriptions of patients, case description, the structure of the study, the protocol employed, the research protocol used, a description of the disease, a description of methods including limits and possible errors, literary references, statistical analyses. Students need not follow this order of division when composing a literature review.

Results: A clear presentation of the results with a summary at the end. **Do not** include a discussion or references in this section.

Discussion: This section is divided on the basis of every one of the questions tackled in relation to question-formulation, method, result and literature. It ends with a conclusion on the basis of its results.

Summary: The summary of the **entire** work: The results, the conclusions drawn in the discussion and a final conclusion.

Charts and diagrams: Each has to be numbered and must be given a title (each chart and each diagram); abbreviations must be clarified; a source must be provided if it is not one's own work. References of the charts and diagrams must be given in the text. The charts must be clear and easy to understand.

References and bibliography: References within the text and in the bibliography must be presented according to the (numbered) Vancouver reference style. The use of a reference management software is recommended, because such software uses the Vancouver reference style as its default setting.

Examples of Vancouver style references within the text and in the bibliography:

The connection between psoriasis and periodontal inflammation was proven in a number of journal articles (1, 2), yet textbook data confirms that such conditions have no correlation between increased intraocular pressure (3).

#### Bibliography

1. Antal M, Braunitzer G, Mattheos N, Gyulai R, Nagy K. Smoking as a permissive factor of periodontal disease in psoriasis. PLoS One. 2014;9(3):e92333.
2. Preus HR, Khanifam P, Kolltveit K, Mork C, Gjermo P. Periodontitis in psoriasis patients: a blinded, case-controlled study. Acta Odontol Scand. 2010;68(3):165-70.
3. Kanski JB, B. Clinical Ophthalmology: A Systematic Approach. 7th ed: Elsevier Saunders; 2011.
4. If you cite from a chapter of a multi-chaptered book written by more than one author, you first have to indicate the chapter and the book's authors, followed by its editor and title.

## V. DEFENSE OF THE THESIS

- 1) The defense of the thesis is conducted in front of a board of three examiners in the department concerned (a chair and two members). The chair of the committee must be a qualified lecturer; the opponent must be a member/chair of the committee. The members of the committee are appointed by the head of the department. The defense is open to the public. The supervisor must be invited to the defense session.
- 2) At the defense of the thesis, the student has a minimum of 5 and a maximum of 10 minutes to deliver an oral presentation or a PowerPoint presentation (around 7-12 slides) of his or her thesis.
- 3) The diploma-work can be discussed in a Scientific Students Circle session. Students who have given a presentation in a Scientific Students Circle conference cannot be exempted from the obligation of defending their thesis.
- 4) Minutes must be taken of the defense. The minutes contain
  - a) the student's name, student identification number, ETR identification code and major,
  - b) the supervisor's name and title, and the name of the supervising department,
  - c) the opponent's name and title,
  - d) the title of the thesis (in Hungarian and English),
  - e) the date and location of the defense,
  - f) the name and titles of the chair and the committee members,
  - g) the name of the individual keeping the minutes,
  - h) the questions asked at the defense (at least three),
  - i) a written evaluation signed by the members of the evaluation committee,
  - j) the grade given by the supervisor,
  - k) the grade given by the opponent,
  - l) the three grades and their average given by the committee members,
  - m) the final grade,
  - n) and the signature of the committee's chair and its members along with their instructor identification number.
- 5) The final grade is calculated according to the following:  
  
the grade given by the supervisor  
+ the grade given by the opponent  
+ the mathematical average of the grades given by the 3 committee members  
divided by three  
  
The final grade is
  - a) excellent, if the average is between 4.51 and 5.00,
  - b) good, if the average is between 3.51 and 4.50,
  - c) accepted, if the average is between 2.51 and 3.50,
  - d) passed, if the average is between 2.00 and 2.51,
  - e) failed, if the average does not reach 2.00.
- 6) The departments involved send a printed copy and a copy via e-mail of the completed 'thesis registration and evaluation form', the evaluation sheet of the thesis in Hungarian and English language, and the defense record sheet to the Academic Office of the Dean's Office within 48 hours.
- 7) One copy of the thesis is stored in the department's library; the other copy is returned to the student after the defense of the thesis.

## **VI. CLOSING REGULATIONS**

At the session held on October 6, 2016, with resolutions “36/2016 and 37/2016 (2016.10.06.) KT”, the Faculty Council has adopted the Thesis Regulations and Requirements. The Thesis Regulations and Requirements take effect on the day subsequent to their passing.

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Dean of the Faculty of Dentistry