

**University of Szeged
Faculty of Medicine**

Information on the conduct of thesis consultations and the preparation of the thesis

1. THESIS TOPIC SELECTION:

- **Deadline to select and submit a thesis topic at the Foreign Students' Secretariat:** second semester of fourth year. The list of available thesis topics will be published on the website of the departments as well as sent to 4th year students via e-mail.
- **Thesis registration and evaluation sheet:** after selecting your thesis topic and consulting the supervisor, the "Thesis registration and evaluation sheet" should be filled out according to the following:
 - 4th year: the first page of the form has to be filled out completely and submitted at the Foreign Students' Secretariat
 - from 5th year on the "Thesis registration and evaluation sheet" has to be collected from the Secretariat, in order to get the completed consultations certified by your supervisor.
 - 6th year: You are required to submit the "Thesis registration and evaluation sheet" completely filled out together with your thesis. The thesis submission deadline is published in the info sheet of the year concerned.

2. THESIS PLAN I. & II. and PREPARATION OF THE THESIS courses:

The courses are announced on Neptun by the Departments concerned. They have to be registered in the first and second semester of the fifth year and in the first semester of the sixth year.

It is compulsory to complete Thesis Plan I. & II. during 5th year as their completion is one of the requirements of proceeding to the final year.

3. CONSULTATIONS: There should be at least 3 thesis consultations between the student and the supervisor.

During the consultations the student should give a progress report on their thesis, the work that has been already done. The consultation should be certified by the signatures of the supervisor and the student on the "Thesis registration and evaluation sheet".

4. THESIS OBJECTIVES:

- To assist the student in an independent, scientific elaboration of a problem in the domain of medical, pharmaceutical or relevant social sciences.
- To aid the student in developing capabilities through professional activity and in formulating an opinion comprehensively and adequately.
- To master the use of libraries, databases, the methods of literary research.
- The thesis does not necessarily have to be a new scientific achievement, but it should be the result of the student's individual work.

In case of review type thesis (mainly based on literary resources), at least 75 % of the text of the thesis must be the student's own work. The ratio of the quoted ideas may be checked both by the supervisor and the opponent of the thesis.

In case less than 75 % of the text of the thesis is the student's own work, the thesis will be rejected. See section 7.1. on plagiarism.

5. GENERAL REQUIREMENTS OF FORMAT:

- The length of the thesis should be 25-50 pages (including illustrations and charts, list of abbreviations, but without the references and the table of contents) typed on A/4 sized sheets with 1.5 spacing, font 12, Times New Roman. The margins should be the following: 2.5 cm on the right, top and bottom of the page, 3.5 cm on the left.
- Page numbering should be at the top of the page in the middle
- The thesis should be bound (hard black cover with gold colour text)
- The tables, charts and photos should be labeled with a number preceding the table title. The author should refer to the tables, charts and photos with the numbers in the thesis.
- The references should be in alphabetic order

6. STRUCTURE OF THE THESIS:

Cover Page

The cover should include the following: thesis, name of the author, year of the thesis defence.
see appendix 1.

First Title Page

The first title page should include the title of the Thesis, the name of the author, the name of the supervisor(s), the academic titles of the supervisor(s), and the name of the Department concerned and the year of the thesis defence.
see appendix 2.

List of Abbreviations

The list of abbreviations should follow the first title page (if more than 6 abbreviations are used)

Table of Contents

The Table of Contents should follow the List of Abbreviations on a separate page.

The text of the thesis

The main part of your thesis should include the following chapters:

1. Abstract/ Summary of the thesis (a maximum of 1 page),
2. Introduction
3. Research objectives (a maximum of 1 page)
4. Methods (including the number of the ethical approval)
5. Results
6. Discussion and Conclusion
7. References/Bibliography (a maximum of 50 references)
8. Acknowledgement (optional)

Declaration

The last page of your thesis should be the Declaration that the thesis is your own work and you understand that plagiarizing may have legal consequences. *See appendix 4.* The declaration should be signed by the author.

7. CITATION AND QUOTATION

7.1. Plagiarism

Plagiarism is the use of another author's ideas or words, illustration, tables etc. as if they were one's own. If this practice is revealed, the thesis will be rejected. In order to avoid plagiarism, you need to faithfully and accurately cite all your sources, including books, journals, handouts and unpublished manuscripts, as well as any other media, such as the Internet, letters or significant personal communication.

7.2. Citation and quotation

There are two ways to borrow and use someone's idea in your thesis:

- (1) CITATION: when you express something in your own language then acknowledge the borrowing with a note or reference
- (2) QUOTATION: in case you use verbatim quote in your thesis, or in other words, you quote someone's idea word for word, you need to enclose it in quotation marks and acknowledge your debt with a note/reference.

7.3. References in the text: adding notes in parentheses

It is not enough to list your references only at the end of your thesis, in the bibliography, but you are required to incorporate your references in the text by using parenthetical notes. A parenthetical note is a short reference enclosed in parentheses and incorporated without a number in the text of your paper. It refers in brief to a source already cited once in full; or to an item in your bibliography/reference list at the end of your paper. Parenthetical citations take the form of (Author Date). Note that 'Author' means the author's last name; 'Date' is the date of publication as listed in the bibliography of your paper. E.g.:

(B.Albert 1995,)

In case of two authors: The authors' last names (joined with 'and') and the year of publication in question must be put in brackets and separated with a comma:

(Müller and Fischer, 2010).

In case of more than two authors: The last name of the first author followed by 'et al' in italics and the year of the publication in question must be put into brackets and separated with a comma:

(Müller *et al*, 2010).

7.4. Bibliography

A bibliography is a list of works cited in your text. The references should include the name of the author, the title of the work, the editor, the date of publishing; in case of a journal the number of the volume and the page number has to be indicated as well. List works alphabetically according to the last name of the author. You can use maximum 50 references. It is highly recommended to use specialized software for this, like Reference Manager, or EndNote. This latter is free. Example for the format of the references:

Publications:

SZABÓ GY, JANCsó L, CSERE T: A hosszan tartó vizes tárolás hatása a protézis alaplemezanyag egyes mechanikai tulajdonságaira. *Fogorv Szle* 2000; 93: 239-243.

REICHART P: The biological approach in oral diagnosis. *Int Dent J* 1993; 43: 355-358.

Books:

BÁNÓCZY J, NYÁRASDY I: *Preventív Fogászat*. Medicina, Budapest, 1999; 121-152.

SCULLY C, CAWSON RA: *Medical probleme in dentistry*. 2nd ed. Wright, Bristol, 1993; 25-45.

Book chapters:

GERA I: A fogágybetegség. In: BÁNÓCZY J, NYÁRASDY I (szerk.): *Preventív fogászat*. Medicina, Budapest, 1999; 121-192.

O'MULANE D: Caries decline in Europe. In: STÖSSER L (ed.): *Kariesdynamik und Kariesrisiko*. 3rd ed. Quintessenz, Berlin, 1998; 10-23.

8. Electronic version of the thesis: You have to upload the electronic version of your thesis (in PDF format) and the „Thesis registration and Evaluation form” to the Modulo system.

According to the requirements of the thesis format, the thesis file has to bear the following name:

<year of submission>_<name of the author>_<the first 30 characters of the thesis title>.pdf

Example: 2017_Minta Pál_Medical application of induced p.pdf

The Thesis Registration and Evaluation form has to be named as follows:

<Year>_<name>_Thesis registration form.pdf
(2017_Minta Pál_ Thesis registration form.pdf)

5. APPENDICES

Appendix 1. Sample for Thesis cover sheet

THESIS

**NAME OF THE STUDENT
YEAR**

TITLE OF THE THESIS

Author: XY

Supervisor: Dr. habil. XXX

Title (e.g. professor)

University of Szeged, Faculty of Medicine

XXX Department

Year

Enclosure No. SZ5

DECLARATION

I, student of the Faculty of Medicine of the University of Szeged, aware of my responsibility of the penal law, declare and certify with my signature that my thesis entitled is entirely the result of **my own work**. I have faithfully and accurately cited all my sources, including books, journals, handouts and unpublished manuscripts, as well as any other media, such as the Internet, letters or significant personal communication.

I understand that

- literal citing without using quotation marks and marking the references
- citing the contents of a work without marking the references
- using the thoughts of somebody else whose work was published, as of our own thoughts

are counted as plagiarism.

I declare that I understood the concept of plagiarism and I acknowledge that my thesis will be rejected in case of plagiarism.

Szeged,yearmonth.....day

.....
Signature of thesis writer