

**University of Szeged
Faculty of Dentistry**



**Thesis regulations and requirements
2015**

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

1. DIPLOMA-WORK PROCEDURE

- 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.

2. 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) Three 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. The student declares under penalty of perjury that the thesis is entirely the result of his or her own work.
- 5) The following are forbidden in regards to the diploma-work:
 - a) Using someone else’s ideas, words etc. as if they were one’s own (plagiarism).
 - 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.
Depending on the severity of the case, breaching the above regulations may lead to a fail grade or may be taken into consideration upon the evaluation of the thesis.
- 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
- three 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 th year student of dental medicine, Szeged, 2016

Title page (2nd 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 th year student of dental medicine, name of the supervisor with his/her scientific title, name of the department, Szeged, 2016

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.

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.

Bibliography: References in the bibliography must be presented in an alphabetical order (abc) and must be numbered.

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.

References in the text: The last name of the author and the year of the publication in question must be put in brackets and separated with a comma: (Müller, 2005).

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).

It is also possible to place the number of the reference in question — listed in the bibliography in alphabetical order — into square brackets at the end of the reference: [17].

3. 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 available at the department and the Academic Office.
- 3) The deadline of the announcement of said topics is determined by the Faculty academic calendar and is also available on the information sheet of the semester concerned.

4. 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.
- 2) Thesis topics have to be selected in the study year as determined by the curriculum of the Faculty (in the 1st semester of the 4th year, by November 1). Specific dates are available in the Faculty academic calendar and on the information sheet of the semester concerned.
- 3) Topic selection is possible by the deadline specified in the curriculum of the Faculty. Students must give notice of the selection both to the department concerned and the Academic Office.
- 4) Students are required to declare if they wish to change topic or supervisor at the Academic Office as per the following regulations:
 - On the original 'thesis registration and evaluation form', the supervisor acknowledges that the student has dropped the topic.
 - The supervisor must fill in the new 'thesis registration and evaluation form' in which the student declares his or her selection of a new topic towards the Academic Office.
 - After the student has declared the change of topic, the Academic Office registers both the date of the de-registration and the date of the new topic selection as well as the change in department and supervisor.
- 5) 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 with 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).
- 6) On the first occasion, the supervisor explains the thesis requirements and the material resources available. On the second occasion, the student gives an account of his or her data-collection, readings and the work done thus far. On the third and further occasions, the supervisor evaluates the student's results and gives advice as to how to formulate the work into a final structure. The supervisor may alternatively prescribe the student further consultations or a continuous working schedule.
 - 7) The head of the department concerned may refuse the student to continue his or her diploma-work if he or she fails to fulfill the requirements given by the supervisor by the fourth consultation.
 - 8) Students are required to submit the diploma-work to their supervisor by the end of the study period of the ninth semester. 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.
 - 9) At least one week 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).
 - 10) Three copies 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 10th semester by February 1 to the Academic Office, which forwards it to the department concerned for evaluation and for the subsequent defense.
 - 11) In case students fail to submit the thesis by the deadline determined by the curriculum of the Faculty, their final examinations will be suspended. Thesis submission deadlines can be extended by the permission of the Dean with one or two weeks.
 - 12) The head of the department concerned appoints a lecturer familiar with the topic (henceforth 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.
 - 13) 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.
 - 14) 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.

5. 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 and ETR identification code,
 - b) the supervisor's name and title, and the name of the department,
 - c) the opponent's name and title,
 - d) the name and titles of the chair and the committee members,
 - e) the questions asked at the defense (at least three),
 - f) a written evaluation signed by the members of the evaluation committee,
 - g) the grade given by the supervisor,
 - h) the grade given by the opponent,
 - i) the three grades and their average given by the committee members,
 - j) the final grade.

- 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 given to the supervisor, and the third copy is returned to the student after the defense of the thesis.