

**University of Szeged  
Faculty of Dentistry**



**Thesis Regulations and  
Requirements**

**22.06.2023.**

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

The preparation and successful defense of the thesis/diploma work are requirements to issue the Doctor of Dental Medicine (D.M.D. – doctor medicinae dentariae) degree. The thesis/diploma work shall meet the formal and content requirements set by the curriculum and shall be written by the student himself/herself.

### **I. THE AIM OF THE THESIS**

The aim of the thesis 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.

In accordance with the provisions of point ‘18. Thesis, diploma-work’ of the Academic and Examination Regulations of the University of Szeged (*‘The faculties determine the thesis and diploma-work topics, its content requirements, the general points of evaluation, and the submission deadline and release them in an announcement.’*), the Faculty of Dentistry introduces the following aspects, requirements and procedures related to the preparation of the thesis/diploma-work (henceforward: ‘thesis’) considering the specifications of the faculty.

### **II. SUPERVISOR**

The work of the student preparing the thesis is supervised and assisted by a supervisor. Supervisor can be a professor/researcher of the faculty or even an external expert, with the Dean’s permission. An external supervisor from outside the university can only be asked together with an internal supervisor and in this case, shall the topic, as not being included on the published list, be accepted by the department of the concerned internal supervisor (competence of the head of the department). If an external expert is involved in the mentoring, the end-of-semester signature and evaluation of the course is given by the faculty supervisor.

The supervisor must have a specialist qualification. In a theoretical institute, the supervisor may supervise the preparation of a thesis with a teaching or research activity of minimum 2 years. A supervisor, regardless of the language of the thesis, may supervise the preparation of up to three theses in an academic year either on a topic that he/she has announced or on a Student Science Study Group related topic (TDK-work related topic). In addition, the supervisor, if necessary, may supervise the thesis work of two other students on topics initiated by the students. On this basis, the supervisor may supervise a maximum of five students’ theses per academic year.

1. It is the responsibility of the supervisor to meet the student for consultation at a pre-arranged time. The number of consultations should be determined in accordance with the training programme (see point III), so that problems arising during the preparation of the thesis-can be discussed in a meaningful way (min. 6 consultations).
2. During the consultations, the supervisor
  - a. guides the student in the collection and study of literature (international and domestic

- relevant scientific research);
- b. suggests selecting the most relevant material from the sources collected;
  - c. manages and helps to organize trials and experiments, and obtains ethical license. Furthermore, the supervisor assists the evaluation and processing the results;
  - d. gives advice on the structure of the thesis;
  - e. by providing his/her practical experiences in the development process, the supervisor encourages the student to raise questions and problem-solving and analytical work
  - f. provides guidance on the necessary revisions and corrections of errors.
3. The consultations with the supervisor are held either in person or online at times agreed in advance, taking care to ensure that the consultations allow the student to incorporate the supervisor's comments into the thesis.
  4. The supervisor makes a written note – on the Thesis Registration and Evaluation Form (Annex 1) – the steps and results of the work carried out during the consultations, the following tasks, and also if the student does not complete the tasks given by the supervisor. The student must give the final text of the thesis to the supervisor for a last inspection before submitting it and the written permission of the supervisor(s) is required (Annex 1).
  5. The supervisor must check, using the means available, that the thesis contains independent research results or ideas indeed. If, in the opinion of the supervisor, the above conditions are not met, the supervisor states in a written statement that he/she does not agree to the submission of the thesis (Supervisor's Statement I – Annex 2) and shall indicate this on the Thesis Registration and Evaluation Form (Annex 1).
  6. If the structure, findings and the way of wording of the thesis are substantially identical (at least 25%) to another thesis or to the work of another person, the thesis will not be accepted as a thesis and will be evaluated as failed.
  7. The thesis submitted to the supervisor *at latest 4 weeks before the end of the study period of the 9<sup>th</sup> semester* will be corrected before the final formulation, and then returned to the student with his/her suggestions and advice for final formulation.
  8. The supervisor will evaluate the completed thesis submitted to him/her *at least 4 weeks before the submission deadline. If the supervisor does not receive the thesis by the deadline, then the thesis can only be evaluated in the next semester.* The written evaluation covers the content and format requirements and the quality of the student's work. The supervisor evaluates the thesis on a five-grade scale from 1 to 5 (Thesis Registration and Evaluation Form – Annex 1).
  9. If the student does not follow the instructions regarding work or deadlines, does not appear at the specified consultation times, does not complete the assignments at the appropriate pace, the supervisor may refuse to continue the mentoring process until the enrollment to the 5<sup>th</sup> academic year at latest, or later for good reason. The refusal must be reported in writing by the supervisor to the Academic Office and to the head of the education-research unit (Supervisor's Statement II – Annex 3).
  10. Unless there are special reasons for not doing so, the supervisor is obligated to guide the student throughout the entire thesis process and may not refrain from it.

### III. REGULATIONS ON THESIS WRITING

#### III. 1. ANNOUNCEMENT OF THESIS TOPICS, CHOICE OF TOPIC; GENERAL REQUIREMENTS AND REGULATIONS

The student can choose the topic of the thesis from the list of thesis topics provided for this purpose.

1. The thesis topic can be any of the following:

- *Free-choice topics* (topics announced by the education-research departments, from which any student is free to choose)
- *TDK-work related topics*, which are assigned to a student doing a TDK-work, (*a Student Science Study Group essay (hereinafter referred to as TDK-work)*)
- *Student-initiated topics accepted by the faculty* (the acceptance of which is initiated by the student and requires the agreement of the head of the concerned education unit. It is also the student's responsibility to find a host institute/department and a supervisor for the topic.)

*Free-choice topics and TDK-work related topics* may be announced by the education-research departments in the field of their own competence, with the names of the supervisors. On the faculty level, the total number of free-choice topics together with the TDK-work related topics to be announced by the different education-research departments must be at least equal to the total number of 4<sup>th</sup>-year students. The topics are submitted by the individual departments to the Academic Office for Foreign Dentistry Students, where the designated colleague at the checks, whether any of the submitted topics have been prepared in any of the taught languages **within three years**. The topics will be announced after the approval of the Dean. **Deadline for submission of the topics (for any type of topic): 20<sup>th</sup> September of the current academic year. Deadline for announcement after approval: 1<sup>st</sup> October.**

A topic will not be accepted as a *free-choice topic* that is reserved for a student doing TDK-work at an education-research department or the one that has already been announced for dental students at any education-research department in the given year, or has been prepared in any taught language within three years.

2. As per the Albert Szent-Györgyi Health Centre's Privacy Policy (Data Processing for Scientific Research § 72), students of dental medicine can get scientific research access to personal data and/or biological samples in case their thesis writing involves assessing and processing personal and medical data. As a condition of such an access, the student's supervisor is required to have a professional-ethical license allowing him/her to carry out examinations in the field concerned. The research request must specify the data to be collected and the purpose of the research. Permission for research, regarding the data from the concerned department is granted by the head of the department or by the person responsible for data protection at the faculty otherwise by the President of the Health Centre or the Dean, within his/her field of competence.

Records of the handling of research requests are kept by the person responsible for data protection at the faculty.

Records of research requests and of the persons who have accessed data under the permission granted must be kept and retained for 10 years.

A scientific publication must not include health and personal identification data in such way that the identity of the person treated can be stated, unless the person concerned has given his/her

explicit written consent. During the process of scientific research, no copies of the stored data including personal identification data may be made.

The reasons for refusing the research request must be given in writing.

3. Thesis topics must be chosen and accepted in the study year determined in the curriculum of the faculty (in the 1<sup>st</sup> semester of the 4<sup>th</sup> year). After completing and getting signed the appropriate part of the Thesis Registration and Evaluation Form (Annex 1), the student must submit it **by 1<sup>st</sup> November** either in person or via the class representative to the Academic Office, where, after checking, registration will be arranged.

The process of choosing topic will close **on 1<sup>st</sup> November. From 15<sup>th</sup> November**, the list of the thesis topics will be published on the website of the faculty and on Coospace. The data indicated on the Thesis Registration and Evaluation Form (Annex 1) must match the data on the lists on Coospace. An exception to this provision may be made in the case of acceptance of a previous scientific paper (see point VII) as a thesis.

4. Students have to sign up for the 'Thesis Consultation' criteria subject in the 9<sup>th</sup> semester of the dental medicine training program; the aim of the course is to provide help for students to prepare their thesis. In order to obtain a total of 20 credit points assigned to the thesis, students must complete 4 thesis courses set out in the dental education program by fulfilling the conditions set out in the course description.
5. The student must consult with the supervisor regularly from the very beginning of the thesis preparation process (see also II. Supervisor, points 3-4) and follow his/her suggestions and advices. The student must have at least 6 consultations certified by the supervisor on the Thesis Registration and Evaluation Form (Annex 1) in order to obtain the signature required to complete the course. Min. 3 face-to-face or online consultations are required during the study period, the 6 sessions may include relevant consultations via e-mail (max. 3 consultations).
6. The student has to submit the thesis to the supervisor 4 weeks before the end of the study period of the 9<sup>th</sup> semester at the latest (see II/7); the supervisor reviews the thesis before its finalization, suggesting corrections, if necessary.
7. The student has to present the finalized thesis at least 4 weeks before the submission deadline (10<sup>th</sup> semester, 1<sup>st</sup> March) to the supervisor, who will evaluate and grade the thesis and the student's work. If the deadline is not met, the student will not be allowed to submit the thesis in the concerned academic year.
8. The supervisor may refuse to continue mentoring the thesis if the student continuously fails to meet the required obligations (see also II. Supervisor, point 9).
9. The submitted thesis must be defended orally after a preliminary written opinion, with the exception of cases detailed in the section "*IV. SUBMISSION AND EVALUATION OF THE THESIS*".
10. The language of the thesis and the defense is the same as the language of the student's studies: Hungarian or English.

## ***III.2. CONTENT AND FORMAL REQUIREMENTS FOR THE THESIS***

### ***Content Requirements***

The thesis is a dissertation based on independent work and is written using relevant fundamental literature and the most recent works of a particular topic. During the preparation of the thesis, the rules and spelling of the Hungarian language (or, in case of foreign language training, the concerned language) should be followed. Each chapter should be built on each other in a logical way, as a continuous free-text description.

1. The thesis may report on the student's own scientific experiments, it can also be a case study, a prospective or retrospective epidemiological study, a presentation of basic scientific research work or a literature review. The thesis does not necessarily have to include a new scientific achievement, but it should be the result of the student's individual work.
2. The source of thoughts/descriptions and results other than the student's own must be clearly indicated. The student must declare that he/she complies with the provisions of Act LXXVI of 1999 on Copyright. Upon the submission of the thesis, the student declares that he/she has read and understood the section of the present document pertaining to the prohibited nature of plagiarism, and as such declares that his/her work does not even partially involve plagiarism. The so-called 'Declaration on Plagiarism' has to be submitted as an appendix to the thesis (Annex 4). The thesis must not be submitted without it.
3. Prohibition on plagiarism  
During the preparation of the thesis, it is not allowed to:
  - a) use any ideas or conclusions taken from a source as if they were one's own,
  - b) submit a thesis that is written partly or completely by someone other than the author of the thesis,
  - c) use data, diagrams and texts from other sources in the thesis without marking references on the source, or if the source cannot be identified clearly according to the references.
  - d) The above rules must be applied even when somebody else's thoughts, results, conclusions are summarized, paraphrased, recomposed, condensed or translated from a foreign language in the thesis.
4. If the structure of the thesis, its findings or the way in which it is formulated are substantially (at least one quarter) identical to those of another thesis or to the work of another person, the thesis will not be accepted as a thesis.
5. The Faculty of Dentistry condemns all forms of plagiarism and – irrespective of the seriousness of the plagiarism – sanctions it in the following ways: students are obliged to submit a declaration at the time of submission of the thesis to the Academic Office by the given deadline, stating that they declare that the thesis is their own work, being aware of their disciplinary responsibility. If this is not the case, the student's work will be evaluated as failed and disciplinary proceedings may be initiated. In the case of infringement of copyright, the faculty will take the necessary measures.

In case of violation of the requirements and criteria mentioned in points 3 to 5, the evaluation of the thesis is failed and the student may not be admitted to the final examination in the given semester and disciplinary proceedings may be initiated against him/her.

## ***Formal Requirements***

The thesis must be submitted bound (black leatherette with gold lettering).

The thesis should be min. 50 000 characters, max. 100 000 characters (without spaces), 30-50 typed pages. The acknowledgements, the bibliography and the annexes at the end of the thesis (declarations, figures, tables, etc.) are not included in the length.

Other requirements:

A/4 paper format

font: Times New Roman (normal), font colour: black

font size: 12 points, double spacing (1.5), letter spacing: normal, alignment: justified

page numbering at the bottom right of the page (with numbering starting from the title page)

left margin: 3.5 cm (due to binding), other margins (right, top, bottom): 2.5 cm

printing on one side of the page

### **Cover page (see Annex 5):**

on the top of the page: THESIS

in the middle of the page: title of the thesis

on the bottom of the page: name of student, 5<sup>th</sup> year student of dental medicine  
Szeged, 2022

### **Title page (2<sup>nd</sup> page, see Annex 6):**

on the top of the page: University of Szeged, Faculty of Dentistry, name of department

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

Supervisor: name of the supervisor with his/her scientific title and  
name of his/her department

on the bottom of the page: Szeged, year of preparation

### **Structure following the title page:**

**Table of contents:** it has to include titles of chapters and subchapters with page numbers.

**Structure:** it has to correspond to the structure of scientific publications.

**Introduction:** outlining the topic, explaining its theoretical and/or practical importance, justifying the choice of topic, its actuality, questions, problem statement.

**Aim of the thesis:** to state precisely what professional objectives the author wishes to achieve by developing the topic, and to formulate hypotheses.

**Literature background on the topic:** a *synthesized* summary of existing knowledge on the topic, with references to the literature.

The following depends on the type of thesis:

#### *1. In case of theses involving independent scientific research:*

##### **Material and methods:**

Study materials used/persons involved, place and time of the study, qualitative and quantitative methods, methods of statistical analysis, software used, etc. (study design, detailed protocol), depending on the research. It has to be presented in such details that the information needed to repeat the test is included in the description.

### **Results:**

A systematic, factual presentation of the results of the student's own independent research, illustrated with diagrams, tables, graphs, pictures with their interpretation.

No discussion or literature reference is needed here. Diagrams, pictures and tables have to be separately titled and numbered (diagrams in Arabic numerals, tables in Roman numerals, separately), abbreviations must be explained. The title, table headings and units of measurement of the diagrams have to be given and indicated in such a way that the diagrams and tables can be interpreted independently of the context. All diagrams and tables have to be referenced in the text. Illustrations must be clear and easy to understand. The same information content should not be presented in the form of a figure and a table at the same time.

### **Discussion, conclusions:**

Evaluating the results obtained, presenting their significance, and contrasting, rejecting or confirming opinions found in the literature. For each of the questions addressed, divide them up in terms of question formulation, methodology, results and literature, comparing them with known data and results from other literature; draw conclusions.

It should be emphasized if the student can present his / her own new results. . The limitations of the study and possible directions for further research have to be described.

#### *2. In case of theses not involving independent scientific research (literature reviews):*

### **Conclusions:**

Based on the literature review, findings, suggestions, conclusions and a summary of the processing.

In the following, regardless of the type of the thesis:

### **Summary:**

A concise summary of the whole thesis according to the previously determined structure. It should not contain new information or findings not included in the thesis.

### **Bibliography:**

In case of displaying not the student's own intellectual product (publication, diagram, table), the source must be given, which must be indicated in the bibliography. **Failing to do so is considered plagiarism, which may result in the initiation of an investigation or, where appropriate, the immediate suspension of the student's status.**

References in the thesis may be included using two methods: on one hand, the form of citation by name, and on the other hand, based on the order of occurrence with numbering (mentioning the serial number of the reference). In the case of referencing by name, for publications with one author, the last name of the author and year in parentheses (Müller, 2005) should be included, in the case of two authors, the last name and year of both authors (Müller and Schiller, 2006) should be included, while in the case of more than two authors, the last name of the first author and the notation et al. ("and colleagues") and year in parentheses (Müller et al., 2007) should be included. In the case of referencing by order of occurrence (or order of first mention), the publications should be referenced using their serial number (in brackets) at their first occurrence in the text; in the case of multiple mentions of the same publication, the same number should be used in reference to the same publication.

**Published papers and papers with a valid DOI identification number accepted for publication may**



**be included in the references.**

The reference style of the National Library of Medicine (NLM) or the American Medical Association (AMA or Vancouver) is allowed in the bibliography (see examples below). If the publications have a valid DOI (digital object identifier) and/or PMID (PubMed ID), they must also be provided. In the bibliography, the names of up to six authors must be included, more authors must be mentioned as "et al." ("and colleagues"). The names of journals should be abbreviation based on the official journal name abbreviations found in the NLM journal catalog (<http://www.ncbi.nlm.nih.gov/nlmcatalog/journals>, by entering the name of the journal you want to abbreviate in the search box, you will get the correct abbreviation).

If the student quotes from a chapter of a book with several chapters written by several authors, the relevant chapter and author of the book should be given first, not the editor and title of the book, which should be given afterwards.

The minimum number of citations for independent research is 30 (including a maximum of 5 book citations) and may exceed 50 only in justified cases. For a systematic processing of any topic, a minimum of 60 bibliographic references must be processed and cited.

### **Examples:**

#### Journal article:

NLM:

Woelber JP, Fleiner J, Rau J, Ratka-Krüger P, Hannig C. Accuracy and Usefulness of CBCT in Periodontology: A Systematic Review of the Literature. *Int J Periodontics Restorative Dent*. 2018 Mar/Apr;38(2):289-297. doi: 10.11607/prd.2751. PMID: 29447324.

AMA:

Woelber JP, Fleiner J, Rau J, Ratka-Krüger P, Hannig C. Accuracy and Usefulness of CBCT in Periodontology: A Systematic Review of the Literature. *Int J Periodontics Restorative Dent*. 2018;38(2):289-297. doi:10.11607/prd.2751

Either of the above may be chosen, but *only one of the two forms is to be used consistently*, and the two forms cannot be mixed.

#### Book chapter:

- O'Mullane D: Caries decline in Europe. In Stösser L (ed.): *Kariesdynamik und Kariesrisiko*. (3rd ed.) Quintessenz, Berlin, 1998; 10–23.
- Platt JA. Dental materials. In: Dean JA, Jones JE, Vinson LA, McDonald RE, eds. *McDonald and Avery's dentistry for the child and adolescent*. 10<sup>th</sup> ed. St. Louis, Mo.: Elsevier, 2016:206-220.

[If it is not the first edition, indicate this: e.g. 2<sup>nd</sup> ed. or 3<sup>rd</sup> ed.]

#### Book:

- Scully C, Cawson RA: *Medical problems in dentistry*. (2nd ed.) Wright, Bristol, 1993; 25–45.
- Wilkins EM. *Clinical practice of the dental hygienist*. 10<sup>th</sup> ed. Philadelphia: Wolters Kluwer Health, 2009.

#### Internet:

The website must be indicated and the date on which the data were obtained.

<http://www.ncbi.nlm.nih.gov/nlmcatalog/journals> (12.02.2014)

Reference to an oral presentation is not acceptable as it is uncontrollable. Only a "citable abstract" published in a peer-reviewed journal may be cited in connection with a presentation.

### **Acknowledgements:**

A list of those who have provided the student with any kind of assistance during the preparation of the thesis (e.g. support from the supervisor and other colleague, institute, company, scholarship, etc.).

### **Glossary of terms, list of abbreviations** (if applicable)

**Annexes:** e.g. questionnaire, statistical calculations, list of abbreviations, diagrams and tables may be included if not placed in text. The annex should also be numbered, titled and referred to in the text.

### Completed **Declaration on Plagiarism** (Annex 4)

Regarding **spelling**, the all-time rules and regulations of competent linguistic institutions shall apply.

## **IV. SUBMISSION AND EVALUATION OF THE THESIS**

1. The completed thesis has to be submitted to the Academic Office until the deadline specified in the Study Guide of the Faculty (at the beginning of the 10<sup>th</sup> semester, until 1<sup>st</sup> March). Number of copies to be submitted: 1 hard copy and 1 digital copy on a digital media (pdf and word format). The thesis must also be submitted to the supervisor in digital format on a digital storage medium (pdf and word). A completed original copy of the Thesis Registration and Evaluation Form (Annex 1) must also be submitted together with the thesis.
2. The educator responsible for the organization of the defense of the thesis shall have the thesis evaluated by an educator (hereinafter referred to as the opponent), who is knowledgeable in the subject and recommended by the Education Committee of the Faculty, who evaluates the thesis on the Thesis Opponent's Defense Sheet (Annex 7) with a grade from 1 to 5, accompanied by a text assessment of no more than one page. The text assessment concerns the fulfilment of the content and format requirements of the thesis and the quality of the student's work.

The opponent will evaluate the thesis according to the following criteria:

- the appropriateness and actuality of the choice of topic;
  - the structure of the thesis, its internal proportions, its logic, and whether the individual sections were given the weight they deserved;
  - the suitability of the study materials and methods used;
  - whether it meets the content and format requirements;
  - the quality and quantity of literature involved.
3. The evaluation also includes questions asked by the opponent (min. 3). The opponent must be given at least one month for the evaluation.
  4. Once the evaluation has been completed, the educator responsible for the organization of the defense of the thesis sets the date of the defense and organizes it.
  5. A copy of the thesis evaluation (including the opponent's questions, but without the grade recommended) must be made available to the student by the Academic Office one week before the oral debate.
  6. If a student receives either 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> prize at Annual Scientific Students' Associations Conference (TDK) of the Faculty of Dentistry, or the National Scientific Students' Associations

Conference (OTDK) before the date of the thesis defense (and the topic of the thesis is the same as the topic of the award-winning presentation at the conference), students may request their exemption from the oral defense of the thesis (as well as from answering the questions proposed by the opponent for the thesis defense), if the opponent suggest an excellent (5) grade for the thesis during the official evaluation of the thesis. In this case, the student must submit a request to the Vice Dean of Educational Affairs/Educational Dean Advisor at the same time as submitting the thesis (or no later than two weeks before the official defense). The request must include the TDK/OTDK documentation (copy of diploma prize, the lecture in print form) as an attachment. If the student has fulfilled all the above conditions and received the exemption, an excellent (5) grade will be awarded as the grade recommended by the defense committee, which will be included in the calculation into the final thesis defense grade.

7. 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 Academic Office informs the student about the fail grade given to the thesis and the deadline for submitting a new or corrected one.
8. A failed thesis may be resubmitted, after revision and with the support of the relevant education-research department that published the topic, until 31 August of the given year. In the case of a subsequent successful defense of the thesis, the student can take the next supplementary-corrective final examination at the earliest. Students are allowed to supplement a failed thesis only once.
9. The credit value of the thesis is 20 credit points.
10. The final evaluation of the thesis (submitted before the deadline, along with its annexes) is done during the defense. The grade obtained in the thesis defense is one of the grades for the final examination.

## V. DEFENSE OF THE THESIS

1. The defense of the thesis is conducted in front of a board of minimum three tutors at the faculty (a chair and two members) and is open to the public. The chair of the committee must be a qualified educator, preferably associate professor or professor. The opponent must be a member/chair of the committee. In the case of an external supervisor, both the internal and external supervisors must be present. The members of the committee are appointed by the Dean of the faculty.

2. At the open defense of the thesis, the student gives a free, 7 minute PowerPoint presentation (approx. 7-10 slides) of the most important elements of his/her work and answers questions asked by the opponent and the committee during the defense. The presentation should include the title, author, supervisor, objective, material and method, results, discussion, acknowledgements. All participants in the open defense may ask questions. The role of the thesis defense is to convince the committee about the authenticity of the work, the student's knowledge and to clarify any deficiencies or inconsistencies. The student may make corrections and additions to the thesis, which will be taken into consideration when grading the thesis.

3. In closed session, the committee determines the grade for the thesis. The evaluation of the thesis is graded on a scale of 1-5: failed (1), passed (2), accepted (3), good (4), excellent (5). The evaluation is carried out by the committee after the student's presentation and the answers to the questions asked during the defense. The evaluation should take into consideration the degree of own investigation included in the thesis and the prior recommendation of the supervisor and the opponent.

4. Records of the defense must be kept. The Defense Record Sheet (Annex 8) shall contain:

- a) the student's name, student identification number, Neptun identification code and training program,
- b) the supervisor's name and title, and the name of the his/her department,
- c) the opponent's name and title,
- d) the title of the thesis,
- e) the date and place of the defense,
- f) the name and titles of the chair and the committee members,
- g) the name of the record keeper,
- h) the questions asked at the defense (at least 3),
- 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,
- m) the final grade,
- n) the name and signature of the chair and the members of the committee 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

- excellent, if the average is between 4.51 and 5.00,
- good, if the average is between 3.51 and 4.50,
- accepted, if the average is between 2.51 and 3.50,
- passed, if the average is between 2.00 and 2.51,
- failed, if the average does not reach 2.00.

2. The record keeper sends a printed copy and a copy by email of the completed Thesis Registration and Evaluation Form (Annex 1), the Thesis Opponent's Defense Sheet (Annex 7), and the Defense Record Sheet (Annex 8) to the Academic Office of the Faculty of Dentistry within 48 hours following the defense.
3. The submitted electronic (digital) copy of the thesis must be kept in a designated place at the Faculty of Dentistry. The paper copy is returned to the student after the defense of the thesis.

## **VI. CHANGE OF AN ACCEPTED THESIS TOPIC, CHANGE OF THE SUPERVISOR**

Once the topic has been chosen, any changes can only be made with the agreement of the supervisor(s) and for good reason.

The change(s) has(have) to be requested in writing to the head of the relevant education-research department by the first teaching day of the 9<sup>th</sup> semester at the latest, or later if there are very good reasons. It has to be accompanied by a Change Request Form signed by the supervisor(s) (Change Request Form - Annex 9).

If the request is accepted, the student is obligated to report the changes to the Academic Office, where they will be recorded on the original Thesis Registration and Evaluation Form and in their register.

## **VII. ACCEPTANCE OF A SCIENTIFIC PAPER AS A THESIS**

1. A scientific paper that has been awarded a prize/written commendation in an academic competition, may be accepted by the Dean as a thesis with an excellent grade according to the recommendation of the head of the relevant education-research department, provided that the student submits it in a form that meets the faculty's formal requirements and he/she asks for its acceptance in a request to the Academic Office no later than the end of the 1<sup>st</sup> semester in the year of graduation. In this case, there is no need for a written opinion on the thesis – this is substituted by the committee's opinion on the basis of which the award was given. Acceptance of the thesis in this way does not release the student from the obligation to perform an oral defense, where the student demonstrates his/her ability to debate.
2. A co-authored thesis, even if submitted according to the formal requirements of the faculty, can only be counted as a thesis for the first author, and a statement of resignation must be submitted by the other authors.
3. A publication published as a first-authored work in a peer-reviewed scientific journal within the framework of studies may be accepted as a thesis by the Dean on the basis of a request submitted to the Academic Office by the end of the first semester of the year of graduation at the latest, provided that the content is submitted in a form, that meets the formal requirements of the thesis (in compliance with the deadline for submission). In this case, the evaluation has to be carried

out according to the general rules. Acceptance of a scientific work in this way does not release the student from the obligation to perform an oral defense.

### **VIII. CLOSING REGULATIONS**

At the session held on 6 June 2023, with resolutions 26/2023(2023.06.22), the Faculty Council has approved the Thesis Regulations and Requirements. The Thesis Regulations and Requirements will enter into force on the day following the date of approval.

Dr. habil Zoltán Baráth PhD  
Dean

#### **ANNEXES:**

1. Thesis Registration and Evaluation Form – Annex 1
2. Supervisor's Statement I. – Annex 2
3. Supervisor's Statement II. – Annex 3
4. Declaration on Plagiarism – Annex 4
5. Cover Page Sample – Annex 5
6. Title Page Sample – Annex 6
7. Opponent's Defense Sheet – Annex 7
8. Defense Record Sheet – Annex 8
9. Change Request Form – Annex 9