



Rules of procedures of the preparing, requirements, defence and evaluation of the thesis works in the Dentistry major of the University of Pécs Medical School

1. General requirements

- (1) The writing and successful defence of the thesis/diploma work (hereinafter: thesis) shall be a prerequisite for awarding the degree of Doctor of Dental Medicine. Thesis shall mean an assignment complying with the requirements of the curriculum concerning its content and form, written individually.
- (2) The requirements of the thesis are regulated by the Code of Studies and Examinations (CSE) and this code of procedures.
- (3) General requirements of the thesis:
- a) The thesis can demonstrate the author's own surveys; it can be casuistical, clinicopathological or statistical analysis, scientific literary summary.
 - b) It shall possibly contain a new scientific result, however, it is not a necessary requirement.
 - c) It shall be the result of the independent work of the author.
 - d) It shall testify the independent intellectual performance that can be expected from the student.
 - e) Its topic shall be related to the medical, dental fundamentals or practices.
 - f) The student has to use the principles of the academic work and publication while processing the topic.
 - g) It is required that the student acquires the methods of library use and the research of scientific literature and be able to evaluate, coherently describe and successfully present and defend in a public defence the results of the surveys or the collected and structured data of the scientific literature.
 - h) The candidate shall demonstrate with the thesis and the defence that he/she has proper knowledge in the given topic and is able to adopt the acquired knowledge and the scientific literature related to the topic.
 - i) The student shall declare the originality of the thesis under penalty of perjure.
- (4) In case the thesis contains patient data or it requires patient examination it is the consultant's responsibility to take into consideration the provisions of Article 37 of the Health Care Data Protection Code of the University of Pécs on the data management for research purposes, furthermore to get consent of the Clinical Centre and the permissions of the Regional and



Institutional Research-Ethics Committee.

(5) The following are not allowed during writing the thesis:

- a) If the author indicates any text or part of a text from an other source as his/her own (plagiarism).
- b) If the thesis or a part is written by a person that is not the author indicated in the thesis.
- c) If, in case of using data, diagrams, parts of texts and presenting them in the paper, the thesis lacks the indication of the source, the reference is missing or the source cannot be clearly identified based on the reference.
- d) The following rules shall be applied even in that case if someone else's idea, result or conclusion appears in the thesis summarised, rephrased, in a compact way or translated from a foreign language.

In case of breaking any of the abovementioned rules the consultant shall prohibit the submission of the thesis, which can be taken into consideration for evaluating the thesis with a fail grade or during the evaluation process based on the seriousness of the misdemeanor. In case the opponent detects the above problems and gives a fail grade for the thesis, it cannot be forwarded to defence.

(6) The following documentation shall be attached to the thesis when submitting it:

- a) properly filled out Consultant's sheet for the submission of the thesis (**Annex 2**)
- b) filled out declaration by student on the originality of his/her thesis (**Annex 4**)

(7) The thesis shall be submitted in two bound copies to the consultant. One copy shall be kept by the Dentistry major, the other copy shall be given back to the student after the defence. Beyond these, the student shall give an additional copy to the consultant. The final version of the thesis must be uploaded in electronic format (PDF file) in Neptun until the deadline determined in the schedule of the academic year. The consequence of missing the deadline is that the student will not be able to enrol for the 10th semester in Neptun.

(8) The language of the thesis and the defence shall be identical with the language of the training programme of the student (Hungarian, English or German), but it can be submitted in English or German even in trainings conducted in Hungarian language with the permission of the consultant.

2. The steps of writing the thesis

(1) The topics suggested by the lecturers and the consultants of the topics are usually announced on the webpages of the clinics/institutes annually. The consultants shall submit the topics to the major director in the spring semester. These will be available topics in the fall semester of the next academic year. The Registrar's Office (RO) shall keep a record of the thesis titles of every year (with the names and data of the authors and consultants).



In case a given clinic/institute did not publish such a list, the students can choose a consultant in accordance with the provisions of Article 5 (2) of Annex 2 of the CSE.

The student can choose any of the announced topics. The student can also choose a topic different from the previously announced in case the consultant offers a topic later or if the student suggests a proper topic.

(2) The student is obliged to choose a topic in the 7th semester and document and submit it on the relating form (Consultant's declaration, **Annex 1**) to the Registrar's Office. One of the conditions to enrol for the 8th semester is to choose the topic and document it. Following this the topic can be changed only in very reasonable cases. The data collection and the surveys shall be started already in the 7th and 8th semester. The chosen topic can be changed only in very reasonable cases at latest until the enrolment for the 5th year by filling out and submitting the form in **Annex 3** to the Registrar's Office.

(3) The consultant shall have passed a specialist examination. In case of a theoretical department a consultant can supervise thesis writing only after at least two years experience in researching and giving lectures. A lecturer can be the consultant of maximum four thesis works.

(4) The student shall prepare the thesis in the way determined by the consultant.

(5) The completed thesis shall be submitted in 2 copies to the consultant along with the form for the consultant's consent to the submission in the place of the defence until the date specified in the schedule of the academic year.

Missing the deadline of submitting the thesis determined by the schedule of the academic year through the student's own fault shall result in the suspension of the final closing examination. The major director can extend the deadline for the submission in reasonable cases and upon the payment of the late submission fee specified in the Code of Charges and Benefits with maximum one week.

(6) The head of the educational-organizational unit shall appoint a lecturer who is expert in the given topic (hereinafter: opponent) to evaluate the thesis. The opponent shall evaluate the thesis on five-grade scale and shall also attach a one page long written evaluation.

(7) In case the thesis is evaluated with a fail grade the student cannot sit for the final closing examination. The consultant shall inform the student about the fail grade. The institute shall determine the date of submitting the new or corrected thesis based on the schedule of the academic year.

(8) The submitted thesis shall be defended orally following the prior written reviews. One of the opponents can be the consultant of the thesis. Each of the opponents prepare a short (maximum an A4 typed page) written review, which has to be given to the student one week before the defence at latest. The opponents have to be provided with at least 2 weeks for the writing of the reviews.



(9) At earliest 1 week after the completion of the reviews, the head of the educational-organizational unit organizes the defence and determines its date.

3. Duties of the consultants; consultations

Under the direction of the consultant the student collects the scientific literature and regularly reports on it. The student shall pursue the examinations and the collection of material under the lead and supervision of the consultant. During the consultations the student shall report on the work progress, results, problems. The consultant shall give advice regarding the collection of material, examinations, experiments and the composing of the thesis. When structuring the results in written form the student also have to proceed in accordance with the consultant's instructions.

(1) The student shall conciliate with consultant about the thesis at least two times per semester and at least six times altogether during the writing of the thesis.

(2) During the consultations the consultant shall:

- a) help the student learn and collect the scientific literature (international and national relevant scientific researches) related to the topic;
- b) help in finding the best materials related to the topic from the collected sources;
- c) coordinate and help organise the examinations, experiments, help in evaluating and processing the results.
- d) give advices on forming the structure of the thesis;
- e) motivate student to the problem-raising and problem-solving and analysis by sharing his practical experiences during the preparation;
- f) instructions for the necessary reconstructions, the corrections of the mistakes based on the draft presented by the student.

(3) The consultations shall be held at agreed dates with the consultant. It is the student's obligation to visit the consultant at a time when it is still possible to apply the consultant's observations in the thesis.

(4) The consultant shall record in written form – on the thesis consultation sheet (Annex 2) – the steps and results of the work during the consultations, the upcoming tasks and if the student does not complete the tasks given by the consultant. The student is obliged to check the final text of the thesis with the consultant(s), the submission of the thesis requires the written permission of the consultant(s) (Annex 2). The consultant is obliged to check with all available tools whether the thesis contains independent research results and ideas. In case the structure, the statements, the way of phrasing of the thesis is significantly (at least per twenty five percent) identical with another thesis or the work of another person, the paper cannot be accepted as thesis and shall be evaluated with a fail grade. (Annex 5)



If the student does not follow the instructions regarding the work and the appointments, does not show up on the agreed consultations appointments, does not complete the tasks, the consultant can deny the further consultations at latest until the enrolment for the fifth year. The denial shall be documented and reported to the RO. (Annex 5)

The consultant is obliged to supervise and direct the student during the whole process of writing the thesis unless having a particular reason to recede from it.

4. Formal requirements

The thesis shall be submitted in bound (black artificial leather with golden letters) copies. The title of the thesis, the name of the student, the year of submission, the name and workplace of the consultant shall be indicated on the cover.

- a) The thesis shall be 30-50 typewritten pages
- b) A4 format
- c) Times New Roman font type (normal)
- d) font size: 12, line space: 1,5, normal spaces, justified
- e) page numbering on the bottom right of the page
- f) left margin: 3,5 cm, right margin: 2,5 cm, bottom and top margins: 2,5cm
- g) 70-80 000 characters, plus diagrams, pictures, graphs, charts
- h) bibliography
- i) one-side printing.

Centered on the cover : (Annex 9)

on top of the cover	THESIS
on the bottom or, in the middle of the cover	name of the student Pécs, year of writing the thesis

Centered on the title-page (inside cover): (Annex 9)

on top of the page:	UP MS Dentistry Major, Name of Department
center of the page:	THESIS (type)
below, in the center:	title of the thesis name and academic degree of the consultant



author: name of student, 5th year Dentistry student

Pécs, year of writing the thesis

Content: indicating the title of the chapters, subsections along with the page numbers

Structure: has to meet the structural requirements of an academic publication

Introduction: Outlining the topic, defining the thesis topic in a more detailed way than the title, reasoning the topic choice, topic actuality, problem raising, summary of the previous publications in the topic with bibliographical references. Accurate wording of the questions, hypotheses, objective.

Material and method: Depending on the processed topic choosing the patients, material collecting method, description of examinational materials, place and time of examinations, structure of the study, detailed protocol, protocol of the experiments, description of the courses of the diseases, description of the method, methods of statistical analysis.

It shall be presented detailed enough so that the description contains all the necessary information for repeating the examination.

It shall also contain the methods of the statistical analysis:

- a. Naming the concrete statistical method/test
- b. Naming the applied statistical software

Results: Systematic presentation of the achieved own results illustrated with diagrams, charts, graphs and pictures. Discussion or bibliographical references is not needed.

The diagrams, graphs, pictures and charts shall have separate titles and serial numbers (diagrams, graphs and charts separately, with arabic numbers), the abbreviations shall be explained and the sources shall be cited in case of not own data. The diagrams, graphs and charts shall be referred to in the text. The charts shall be comprehensible and clear.

Discussion: Evaluation of the results, presentation of their significance. This section shall be divided according to each discussed question with consideration into the question raising, methodology, result and literature, in comparison to the previously known data and to other results published in the scientific literature. The student's new, own results shall be highlighted. It shall also describe the barriers of the examinations and the possible direction of continuing the research.

Summary: Summary of the **whole** work, namely the results, the conclusions of the discussion and the final conclusion.

Acknowledgement: for the support of the consultant and other colleague(s), the institute, a company or a scholarship.

Annexes: e.g. questionnaire, statistical calculations, list of abbreviations.

Bibliography:

The bibliographical references shall be listed in alphabetical order with numbering. The required number of references is minimum 30 with maximum 5 book citations. Minimum 60 literary source is required to be processed and referred to for the systematic processing of any topic.

Publication: authors, title, *the abbreviation of the journal according to PubMed* + year, volume,



page numbers, e.g.: Oilo G. Luting cements: a review and comparison. *Int Dent J* 1991; 41:81-88
Lee YL, Liu J, Clarkson BH, Lin CP, Godovikova V, Ritchie HH. Dentin-pulp complex responses to carious lesions. *Caries Res.* 2006;40:256-264

Book, e.g.: Nagy G, Fejérdy P (szerk.): *Oralis diagnosztika*. Medicina, Bp., 2005. p. 249.

Chapter of a book, e.g.: Nagy G.: Klinikai laboratóriumi módszerek. In: Nagy G, Fejérdy P (szerk.): *Oralis diagnosztika*. Medicina, Bp., 2005. pp. 38-46.

In case of referring to a website the date of finding the website shall also be indicated.

The sources of not own results, pictures and texts shall be referenced accurately.

References within the text: the authors name and the year in brackets (Müller, 2005), in case of multiple authors the name of the first author and the year (Müller and co., 2007).

5. The evaluation of the thesis

(1) The evaluation is prepared by the consultant and the opponent on the evaluation forms (**Annex 6 and 7**). In case any of them evaluates the thesis with a fail grade the final grade of the thesis will be fail and the student cannot take the final closing examinations.

(2) The opponent of the thesis shall evaluate the thesis on the opponent's sheet according to the following:

- a) compliance and timeliness of the topic choice;
- b) structure, inner proportions and logic of the thesis, whether the certain parts are discussed in accordance with the significance of their content;
- c) compliance of the applied examination materials and methods;
- d) whether the thesis meets the formal and content requirements;
- e) the quantity and quality of processing the scientific literature.

(3) The opponent other than the consultant taking part in the writing of the thesis shall create questions relating to the thesis.

(4) The oral defence shall be held in front of a committee of 3 members. The director of the Major shall appoint the members of the committee who shall be lecturers who are experts in the topic with the invited opponent and the consultant among them.

(5) The student shall present his/her results during the defence in maximum 10 minutes, shall answer the opponents' questions and questions raised during the defence. The student may prepare a PPT presentation containing 5-6 slides. The presentation shall contain the title, author, consultant of the thesis, objective, materials and methods, results, discussion and acknowledgement.



(6) Any member of the committee can raise questions during the defence. The role of the thesis defence is that the committee can make sure the originality of the work, clarify the possible inadequacies, contradictions of the thesis. The student can correct, complete the certain parts of the thesis that shall be taken into consideration during the evaluation.

(7) Following the defence the committee evaluates the thesis with a grade on a closed consultation. The thesis and the defence is evaluated in a 1-5 grading system. The result shall be announced to the student right after the consultation.

(8) A thesis defence form has to be filled out at the defence, which has to contain the place and date of the defence, the name and Neptun/ETR username of the student, the title of the thesis, the name of the consultant, the names of the members of the defence committee and the thesis grade (**Annex 8**). The form has to be signed by the members of the committee and student.

(9) The defence form, the evaluations and the attendance sheet signed by all participants of the defence has to be sent to the Registrar's Office within 1 workday following the defence. In case all the documents do not arrive within the deadline, the student is entitled to sit for only to the next final closing examination.

(10) The Registrar's Office records the grade and credits of the thesis in the electronic educational system.

(11) One copy of thesis has to be preserved in the library of the department/institute at least for 5 years.

(12) In case the thesis work is not acceptable for defence due to formal reasons or to insufficient content, the head of the department/institute notifies the student in written form within 3 weeks after the deadline of submission and informs him/her about the next deadline of submission. The new deadline can be at earliest 2 months following the notification. The procedure is similar in case the thesis work is evaluated with fail grade.

6. Exemption from the writing or the defence of the thesis

(1) If the student won a prize for their essay in the Dean's Competition, it can be accepted as thesis work. In this case the committee does not have to make a written evaluation – it is substituted with the committee's opinion that resulted in the prize. The student still needs to defend his/her work orally to prove his/her debating skills.

(2) In case the student has won a prize (first, second or third place) for their presentation at a local



Student Researcher Society (TDK) conference with their TDK work in the topic, then the thesis does not have to be defended orally, the grade will be given based on the review of the thesis.

(3) In case the student has won a prize for his/her presentation at a national Student Researcher Society (OTDK) conference with their prize winning essay in the Dean's Competition, it will automatically be accepted as thesis and evaluated with an excellent grade.

(4) If the student is a co-author of a work, it can only be accepted as the thesis for the first author and a letter of resignation is needed from the other authors.

7. Closing and enacting provisions

(1) This code of procedures comes in to effect from the academic year 2018/2019.

(2) This code shall complete, but not substitute the provisions of the Code of Studies and Examinations and shall be applied only to the students of the Dentistry major.

Pécs, November 21, 2017

Potos Bernadett
registrar

Annexes

1. Thesis declaration of the consultant
2. Consultation sheet
3. Request for modification
4. Declaration of the student on the originality of the thesis
5. Consultant's declaration
6. Consultant's evaluation form
7. Opponent's evaluation form
8. Defence
9. Sample of the cover/title page



Annex 1.

Dentistry Major

THESIS DECLARATION

Student's data		
First name:	Last name:	
Place and date of birth:	ETR username /Neptun code:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .PTE
Thesis title		
		Signature of the student

Consultant's sheet	
Name of the consultant(s):	_____ ; _____
Title:	_____ ; _____
Name of institute/clinic/department:	_____ ; _____
Declaration	
Hereby I certify with my signature that the student has started working on his/her thesis.	
Date:	Signature of the consultant
Seal	

According to the Code of Studies and Examinations the requirement of the enrolment to the 8th semester (second semester of the 4th year) of students of the Dentistry programme is the declaration that they have chose the title of their thesis and started working on the thesis with their consultant or have been awarded a TDK (Students' Researchers Society) prize.

Deadline of submitting: before the deadline of the enrolment for the 8th semester

ENROLMENT TO 8TH SEMESTER IS ONLY POSSIBLE BY HANDING IN THIS FORM.



Annex 2.

Dentistry Major

CONSULTATION SHEET

Name of the student: Neptun code:

Title of the thesis:
.....
.....

Name and title of the consultant:

1st consultation

Topic of the consultation:
.....
.....

Date:
Signature of the consultant: Signature of the student:.....
Seal:.....

2nd consultation

Topic of the consultation:
.....
.....

Date:
Signature of the consultant: Signature of the student:.....
Seal:.....

3rd consultation

Topic of the consultation:
.....
.....



Date:
Signature of the consultant: Signature of the student:.....
Seal:.....

4th consultation

Topic of the consultation:
.....
.....

Date:
Signature of the consultant: Signature of the student:.....
Seal:.....

5th consultation

Topic of the consultation:
.....
.....

Date:
Signature of the consultant: Signature of the student:.....
Seal:.....

6th consultation

Topic of the consultation:
.....
.....

Date:
Signature of the consultant: Signature of the student:.....
Seal:.....

7th consultation

Topic of the consultation:
.....



.....

Date:

Signature of the consultant: Signature of the student:.....

Seal:.....

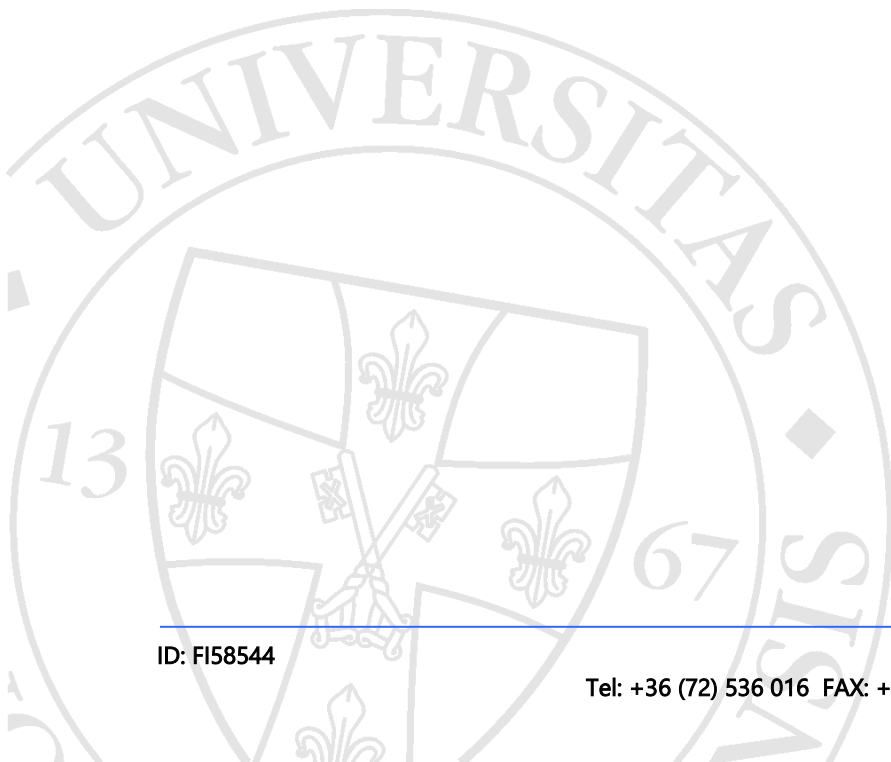
Consultant's declaration

Hereby I certify with my signature that I know the content of the thesis and I find it eligible for submission.

Date:

.....

Signature of the consultant
seal





Annex 3.

Dentistry Major

REQUEST FOR MODIFICATION

I, the undersigned,(Neptun code:), student of the Dentistry Major of the University of Pécs Medical School hereby request the permission for the modification regarding the thesis (topic, consultant).

Previous thesis:

Title:
.....
.....

Name and title of the consultant:.....

New thesis:

Title:
.....
.....

Name and title of the consultant:.....

Date:.....
.....
name and signature of the student

I accept the request for being the consultant of the student in the abovementioned new topic.

Date:.....
.....
signature and seal of the consultant



Annex 4.

Dentistry Major

DECLARATION

I, The undersigned,(Neptun code:),
student of the Dentistry Major of the University of Pécs Medical School declare that the thesis with
the title
.....
.....is my own
work, I cited every sources in the bibliography and in the text.

Pécs, 20.....

.....

signature



Annex 5.

Dentistry Major

CONSULTANT'S DECLARATION

I, the undersigned, (consultant).....(Institute/Clinic) hereby declare that since the student did not show up on the consultation dates, did not complete necessary tasks for the writing of the thesis in the required time and quality, I do not fulfil my duties as his/her consultant any longer.

Signature of the consultant:

Date:

Seal

Taken into consideration that in my opinion a part of the thesis contains plagiarism I do not support its submission.

Signature of the consultant:

Date:

Seal



Annex 6.

Dentistry Major

**THESIS
CONSULTANT'S EVALUATION FORM**

Student's data	
First name:	Last name:
Place and Date of birth:	Mother's maiden name:
ETR username / Neptun code:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> .PTE

Thesis Title

Consultant's data	
Consultant's name:	Consultant's title:
Name of institute/clinic/department:	
Date of submission of the thesis:	
Evaluation of the consultant	
Formal criteria	
Topic choice	
Material and methods	
Processing of the results	
Barriers	
Accuracy of conclusions	
Bibliography	



Suggested thesis grade by the consultant:

1-fail 2-satisfactory 3-average 4-good 5-excellent

Date:

Signature of the consultant

Seal



Annex 7.

**Dentistry Major
THESIS
OPPONENT'S EVALUATION SHEET**

Student's data	
First name:	Last name:
Place and Date of birth:	Mother's maiden name:
ETR username and Neptun code:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> .PTE / <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Thesis Title	
Opponent's data	
Opponent's name:	Opponent's title:
Name of institute/clinic/department:	
Evaluation by the opponent	
Formal criteria	
Topic choice	
Material and methods	
Processing of the results	
Barriers	
Accuracy of conclusions	
Bibliography	
Formal criteria	
Suggested thesis grade by the opponent:	
1-fail 2-satisfactory 3-average 4-good 5-excellent	
Date: Signature of the opponent
Seal	

Annex 8.



Dentistry Major
THESIS
DEFENCE FORM

Student's data	
First name:	Last name:
Place and Date of birth:	Mother's maiden name:
ETR username and Neptun code:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .PTE / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Thesis Title

Defence
Grade suggested by the consultant:
Grade suggested by the opponent:
Questions during the defence:
Committee's opinion:

Thesis grade:	Credit value of the thesis:	
Place of defence: (Institute/Clinic/Department)		
Date:		
Member of the Committee	President of the Committee	Member of the Committee
Seal		

Annex 9.



Outside cover:

THESIS

Student's name

Pécs, 20..



Inside cover:

UP MS Dentistry Major,
Department's name

THESIS

(16pt, bold, italic, capital, center)

Title of the thesis

(26pt, bold, italic, capital, center)

Consultant:

name

scientific degree (title)

(12pt, bold, italic, center)

Student's name,

5th year Dentistry student

(16pt, bold, italic, capital, center)

Pécs, 20..

(16pt, bold, italic, capital, center)