**GUIDE FOR PREPARING DEGREE THESIS**

**(Based on the Educational and Examination Regulations of the University of Debrecen and the Faculty of Dentistry)**

**CHOOSING A THESIS SUPERVISOR AND TITLE**

At the UD FD (University of Debrecen, Faculty of Dentistry), the name of the degree thesis supervisors and the titles of degree theses will be published in the Faculty’s Bulletin, the Curriculum and on the website of the Faculty after the approval of the Dean.

A thesis supervisor can take up to 6 students per year (3 Hungarian, 3 English program students) and the same thesis title cannot be given within 5 years, not even in a foreign language.

Choosing a title that is not on the list requires the prior permission of the thesis supervisor and the Dean of the FD.

**DEGREE THESIS PREPARATORY COURSE I-IV.**

* UD FD announces 4 degree thesis preparatory courses.
* The prerequisite for taking the degree thesis preparatory courses is to submit the chosen degree thesis title at least 4 semesters before the scheduled graduation on the form issued by the FD Academic Secretariat, with the approval of the thesis supervisor, who will authorize this with their signature. At the same time, it is recommended to enroll for degree thesis preparatory course I.
* Without completing preparatory course I and II, the degree thesis cannot be submitted.
* The preparatory courses can be completed in the same semester.
* The certificate of completion of preparatory courses I and II is submitted by the thesis supervisor at the FD Academic Secretariat during the last week of the given semester’s term-time (Thesis supervisor assessment form I-II.). The student’s work is evaluated using a five-point grading system. The form must be signed by the student and the thesis supervisor.
* Thesis preparatory course III can only be considered completed if the thesis work of the student was submitted by the deadline, meeting the previously outlined requirements and the two assessors found it suitable for further evaluation.
* In this case, the grade of the course is the average of the grades recommended by the thesis supervisor and the two opponents.
* Thesis preparatory course IV can only be considered completed if the student has successfully defended their thesis. The grade will be determined during the thesis defense with the approval of the chairman, taking into consideration the assessment of the thesis supervisor and the presentation given during the defense.

**TYPES OF DEGREE THESES**

* the author’s own experimental or epidemiological (statistical) analysis
* casuistry (clinicopathological analysis: an evaluative description of observations from one or more cases of a disease)
* literature review

**FORMAL REQUIREMENTS**:

* length: the body of the text must be minimum 20, maximum 40 typed pages
* page size: A4
* margin: 2.5 cm on the bottom, top and right side, 3 cm on the left side
* font: Times New Roman
* font size: 12pt
* line spacing: 1.5
* text layout: justified
* page numbering: starting from the introduction until the last page of the

thesis, from 1, with Arabic numerals, at the bottom of the page in the center

* printing: only on one side of the page
* figures/tables: each numbered at the same order they appear in the body

 of the text, with title and legend

* bibliography:
	+ the number of literary references should not be less than 20
	+ all literature should be referenced in the body of the text
	+ the sources should be listed in alphabetical order in the bibliography
	+ the editing of the bibliography should be done according to the Vancouver system (for example: the bibliography of JADA, J Prosthet Dent)

**SAMPLE BIBLIOGRAPHY**

***Professional journals***

Author(s): Title of the publication. Name of the journal. Year; Volume: pages

1. Smart N, Fang ZY, Marwick TH: A practical guide to exercise training for heart patients. J Card Fail. 2003; 9: 142–148.

Note: The first letter of the first name of the author(s) will suffice, without a dot. Regarding the names of the journals, it is mandatory to use the official abbreviation. In case of more than three authors, only the first three should be listed, then et al. abbreviation can be used.

***Books***

Author(s): Title of the book. Name of the publisher, Place, Year; pages.

1. Bánóczy J, Nyárasdy I: Preventív fogászat. 1. kiadás Medicina, Budapest, 1999; 121–152.
2. Scully C, Cawson RA: Medical problem in dentistry. 2nd ed. Wright, Bristol, 1993; 25–45.

***Book chapters***

Author(s): Title of the chapter. In: Name(s) of editor(s) (ed.). Title of the book. Name of publisher, place, year of publication, pages.

1. Gera I: A fogágybetegség. In: Bánóczy J, Nyárasdy I (szerk.): Preventív fogászat. 1. kiadás Medicina, Budapest, 1999; 121–192.
2. O’Mulane D: Caries decline in Europe. In: Stösser L (ed.): Kariesdynamik und Kariesrisiko. 3rd ed. Quintessenz, Berlin, 1998; 10–23.

***Sources from the internet***

Impressum of the website [Internet]. Date of publication. Edition. Place of publication: [Date of the update; date of download]. URL address

1. British Heart Foundation [Internet]. 1994-2006. London (UK): [updated July 2006.; downloaded 25 Aug 2006.].

<http://www.bhf.org.uk/>

 ***Internet journal***

Author(s): Date of publication. Title of the page [Internet]. Place of publication: publisher; [Date of the update; date of download]. URL address

1. Lefebvre P: 2002. Molecular and genetic maps of the nuclear genome [Internet]. Durham (NC): Duke University, Department of Biology; [updated 11 Dec 2002.; downloaded 5 Sept 2003.].

<http://www.biology.duke.edu/chlamy_genome/nuclear_maps.html>.

***Internet databases***

1. World Health Organization. 2004. Public health response to biological and chemical weapons: WHO guidance [Internet]. Genf (Switzerland): World Health Organization; [downloaded 21 May 2005.].

http://www.who.int/csr/delibepidemics/biochemguide/en/.

**STRUCTURE (in mandatory order)**

1. **Cover page**: it should contain (from top to bottom) the name of the University, the Faculty and the Department where the thesis was written, the colored coat of arms of FD, the title of the degree thesis, the name of the author, the supervisor, the Head of Department, and the Dean of the FD, as well as the year of submission of the thesis. The cover page template can be downloaded from the website of the Faculty (<http://dental.med.unideb.hu)>. The thesis cannot be submitted for evaluation without the signature of the thesis supervisor and the student.
2. **Non-plagiarism declaration**: the student is required to declare under the penalty of perjury that the degree thesis is their own work and has complied with the copyright laws *(Appendix 2).* This form should be attached to the thesis after the cover page.

If the University becomes aware – after the state examination, but before the diploma is issued - that the student/former student has violated the rules concerning the use of another author’s work and declared the thesis as their own independent work, the previously given grade of the thesis is invalidated and the grade is changed to fail (1). The institution notifies the student/former student about the decision in writing and by setting a deadline of maximum two semesters, obligates the student to rewrite the thesis.

If the University becomes aware after issuing the degree that the former student has violated the rules concerning the use of another author’s work and declared the thesis as their own independent work, the University will take the necessary legal steps to revoke/invalidate the degree.

Attaching a classification declaration if necessary. The procedure for handling a classified thesis is detailed in Appendix IV of Educational and Examination Regulations of the University of Debrecen. Forms related to the classification of a thesis and sample request forms can be found on the following website:

[*http://www.techtransfer.unideb.hu/diplomamunka-titkositas*](http://www.techtransfer.unideb.hu/diplomamunka-titkositas)

1. **Table of contents**: the table of contents should contain all the headings and sub-headings of the body of the thesis with the corresponding page number, in the order of mention. One marking system should be used consistently throughout the thesis (e.g. decimal system). Each appendix (if there are several, they should be labeled separately e.g. Appendix 1., Appendix 2., etc.) should be included in the table of contents.

1. **List of abbreviations** (as required): A list of acronyms and abbreviations that need to be explained in alphabetical order. The definitions can be the English/Latin, Hungarian or both meanings, but the two should not be mixed.

For example: DIC = disseminalt intravascularis coagulatio OR disszeminált intravaszkuláris koaguláció BUT NOT disszeminált intravascularis coagulatio.

The use of abbreviations in titles and subtitles is not appropriate, in these cases always write the full expression.

All abbreviations need to be explained the first time they appear in the text (even if there is a list of abbreviations), the abbreviation can only be used routinely afterwards.

1. **Body of the thesis**: The text should be written in English with appropriate professionalism. Medical terminology should be used consistently and uniformly throughout the dissertation based on Orvosi Helyesírási Szótar (The Ortographical Dictionary of Medical Terms) published by Akadémiai Kiadó in 1992.

Different rules apply to the structure of the body of the thesis in the case of different types of theses.

In case of *experimental work* and *epidemiological analysis*, as well as for *casuistry* the requirements for Student Scientific Society research papers are to be followed (tdk.dote.hu).

For *literature review* theses, stiff rules cannot be given for thesis structuring, however, it is mandatory to write a short INTRODUCTION, which discusses the antecedents of the topic, and includes the identification of the topic, introduction of the importance and relevance of the topic, justification of the choice of topic. The OBJECTIVES of the work should be included in the Introduction in a separate paragraph.
In the METHODOLOGY section, the names of the scientific databases used to search for literary sources, the search time interval and the keywords and phrases used should be included. The Methodology is followed by the discussion of the topic. A basic requirement is the logical systematization and evaluation of the literary data. It is advisable to divide this part into chapters and subchapters. After the substantive part, the thesis should include a – maximum 2 pages long – CONCLUSION, in which the author summarizes the objective, main results and conclusions of the work.

In the text, all statements and authors should be cited with numbered literary sources. Numbering should be included in the text (in square brackets, before the final full stop of the sentence), right after the reference.

Only those sources can be cited that were published in relevant professional journals (can be web-based journal or database) and were peer-reviewed, journals and internet sources with uncertain scientific knowledge and educational intentions should be avoided. Reference to secondary sources (citing the citation) is allowed only in cases where the primary source is completely unavailable, but it should be properly referenced in the bibliography. Word by word quotations are only acceptable in quotation marks and to a small extent (up to 5 lines), for example in case of a definition. A longer quotation may affect the grade of the thesis negatively. A word by word quotation exceeding one page may result in rejection of the dissertation.

In case the amount of text taken over without a change exceeds 20% of the whole text, the thesis cannot be submitted. The student and the thesis supervisor can check the match using turnitin.com software. The certificate of verification should be attached to the submitted work.

Reference to textbooks is only permitted in case of basic knowledge (e.g. definitions, classifications, etc.).

The thesis should be the result of the author’s own work, containing their own thoughts and aspects, instead of merely listing the various literary statements in succession, it should follow a logical sequence and form a coherent unit.

Tables and figures should be included in the main text, which help to understand the text. These should be high quality, self-made contents or contents from a cited source (List of Figures/Tables). Illustrations can be taken from internet sources that are not peer-reviewed. All tables and figures are to be continuously numbered, in the order they are mentioned in the text (Figure 1., Table 1., Figure 2., Table 2., etc.). They should be referenced in the main text. Every figure and table should have an informative title and a legend, the signs, numbers and letters on them need to be explained. The text necessary for their understanding can be included under the figure or in the main text.

1. **Acknowledgement**
2. **Bibliography:** as described in the formal requirements. It is important that every literature should be referenced in the body of the text.
3. **List of figures and tables:** All figures and tables should be listed in the List of Figures/Tables (in this case, it is not necessary to indicate a reference number under the figures/tables). In this case, it is sufficient to indicate the URL and time of download when citing the source, if the figure comes from a peer-reviewed journal, the format of the citation is described in Bibliography subsection.

**TIMETABLE, DEADLINES, THE EVALUATION PROCESS**

**Submission of the unbound degree thesis**

* submission deadline: 15th December

In duly justified cases, the Dean may extend the submission deadline on the basis of an individual request. Degree theses submitted after the deadline can only be evaluated in the evaluation period of the next deadline.

* place: FD Academic Secretariat
* number of copies to be submitted: 2 unbound, spiraled copies on paper, written on a

 computer

* documents to be attached (http://dental.med.unideb.hu or www.turnitin.com):
	1. Certificate of the degree of match found by turnitin.com software.
	2. A written assessment of the thesis supervisor about the author of the thesis (attitude, independence), with the signature of the student and the thesis supervisor.
	3. Checklist with the signature of the student.

**The evaluation process**

The opponent evaluates the editing, the logical structure and the literary foundation of the thesis. The evaluation criteria and the formal requirements of the evaluations can be found on the Faculty’s website.

The FD Academic Secretariat gives the unbound degree thesis within two weeks of its submission to two official opponents called upon by the panel of experts appointed by the FD Academic Committee.

Opponents are required to prepare their written assessment within 4 weeks in accordance with the Thesis Pre-Judging Sheet:

* In case one of the opponents does not consider the thesis adequate, as it would require complete revision (fail), then it will be necessary to appoint a third opponent, who has one week to give an opinion. Their evaluation will determine the further faith of the degree thesis.
* In case two opponents do not accept the thesis, it requires complete revision, the thesis is not acceptable, cannot be released for further processing. It is only possible to resubmit in the evaluation period of the next deadline the soonest.
* In case of two favorable evaluations, the student will be handed back their degree thesis by the first day of the 2nd semester, together with the assessments of the opponents. The student is then required to make the necessary corrections, in consultation with their thesis supervisor.

**Submission of the bound (unchanged, corrected/rewritten) degree thesis**

* submission deadline: the first day of the 5th teaching week of the 2nd semester

The submission deadline can be extended by the Dean of FD for a maximum of two weeks upon the positive evaluation of the individual request, during which the fee specified in the Students’ Awards and Fees Regulation of UD needs to be paid. If the student does not meet final deadline for submitting the degree thesis, or cannot successfully defend his/her thesis, he/she can continue the comprehensive examinations, but he/she cannot sit for the state examination. The next degree thesis submission deadline is 20th June. The degree thesis should be defended until the date of the August state examination. There are no more options for degree thesis submission during the year.

* place: FD Academic Secretariat
* number of copies to be submitted: 2 bound copies
* documents to be attached (http://dental.med.unideb.hu or www.turnitin.com):
	1. Summary of the degree thesis in printed form (maximum 2 pages).
	2. New certificate of the degree of match found by ’Turnitin’ software (in case the opponents requested a change in the main text).
	3. Thesis supervisor assessment form IV.
	4. Where applicable, classification statement.
* The electronic version of the degree thesis shall be uploaded in pdf format to the Electronic Archives of the University of Debrecen (DEA) to <http://dea.lib.unideb.hu/dea/handle/2437/85081> URL address after the thesis defense, the date of which is determined by the Dean.

The degree thesis is reviewed by the original opponents again, they write a new evaluation, taking into consideration both versions and the corrections and declare whether the thesis is ready to be defended, and if so, what grade they recommend. The opponents are required to ask at least two questions in their second evaluation. The student will read out the answers during the thesis defense.

FD provides rooms for thesis defenses in their building. The date of the thesis defense is announced by the Dean. The defense takes place before a three-member committee, consisting of the professor appointed by the Dean (chairman) and the opponents. The thesis supervisor should be invited to the defense too. The coordinator is also present. The duration of the defense is 30 minutes, the student will present his/her thesis as a free lecture, for a maximum of 5 minutes. Following this, the opponents will present the essential elements of the evaluation and the justification of the proposed grade. Then the student will read the answers to the evaluations and questions, the opponents will comment and possibly ask further question(s).

The committee evaluates the thesis work at a closed meeting. The grade is based on the proposal of the opponents, the assessment of the thesis supervisor and the presentation made during the defense, with the approval of the chairman. The student does not participate in this meeting. A report is drawn up in two copies, which contains the name of the student, the title of the degree thesis, the place and date of the defense, the questions asked by the members of the committee and the grade accepted by the committee.

The evaluations and answers are annexed to the thesis defense report (2 signed copies of each). One copy of the degree thesis will remain at the FD Academic Secretariat; the student will get back the other copy.

 Appendix IV of Educational and Examination Regulations of the University of Debrecen

**THE PROCEDURE OF MANAGING CLASSIFIED THESES**

1. **Requesting the classification of the thesis**
	1. Should the student include confidential information or details in his/her thesis the private management (hereinafter: classification) of which is justified, the publication of the thesis can be delayed, for legitimate reasons, according to the provisions of the present regulations.
	2. A thesis can be classified:
2. in order to protect the business or other significant interests of third parties
3. to protect research results and intellectual properties belonging to the interest of the University
4. to protect qualified data or data to be protected through qualification.
	1. In case of special appreciation, the defense of the thesis can also be considered as private. In other cases, the defense of the thesis is open to the public.
	2. The classification of a thesis can be requested 30 days prior to the defense of the thesis, at the latest. The request of classifying a thesis is proposed in a written form by the supervisor of the student (consultant) or by the Head of Knowledge and Technology Transfer Office (in case of b/1.2.) to the Dean of the Faculty, by using the form attached to the regulations.
	3. Forms to fill and sample request forms related to the classification of a thesis can be found at <http://www.techtransfer.unideb.hu/diplomamunka-titkositas> website.
	4. The request of classifying shall include:
5. the detailed reason for the necessity of classification, especially why the inclusion of confidential information in the thesis is inevitable
6. the declaration by the secret-keeper about which pieces of information are considered as confidential and that the student is allowed to use the confidential information in the thesis
7. the declaration of the student and the secret-keeper that they are aware of the content of the present regulations and the fact of classification
8. a declaration whether they request also the classification of the defense of the thesis.
	1. A decision concerning the classification of a thesis and its defense is made by the Dean of the Faculty.
	2. Classification can be authorized for five years from the day of defense, which, in justified cases, can be extended – by submitting a new request before the expiration of five years. The new request shall be submitted according to the rules of point 1.4., 30 days before the expiration of the period of classification, at the latest. The thesis can be classified again for a period of five years – in case of the protection of especially significant interests or in other cases requiring special appreciation. Regarding the protection of qualified data, regulations of the law CLV. of 2009. about the protection of qualified data shall be governing.
9. **Defense of a classified thesis**
	1. In case of a classified thesis, the thesis is public for the supervisor, the assessors and members of the jury only, who undertake in writing that they retain all confidential information included in the thesis, they do not either disclose it or release it to any third parties.
	2. Only members of the evaluation committee, the supervisor and the student are allowed to participate in the defense of the classified thesis.
	3. During the defense of a classified thesis, the Head of Education Office of the Faculty shall be responsible for acquiring and preserving nondisclosure agreements, and for conducting the defense privately.
	4. Following the defense of the thesis, the student receives printed copies of the classified thesis submitted back.
10. **Preserving a classified thesis**
	1. Classified theses shall be stored only in an electronic form in DEA, where authorization for viewing and deadlines corresponding with the classification must be possible to set. Regarding a classified thesis, the following data is public:
11. title of thesis, names of author and supervisor and time of defense
12. fact of classification and expected expiry of classification.
	1. Uploading the classified thesis is the task of the student.
	2. Storing the thesis according to classification is the responsibility of the operator of DEA.
	3. [[1]](#footnote-1)Should a third party, providing data or commercial secret for the preparation of a thesis, insist on signing a nondisclosure agreement with one of the Faculties, according to which, secrets provided cannot be released to people other than the reviewers of the thesis, the student can be exempted from the obligation of uploading the thesis in the DEA, if authorized by the Dean of the Faculty. At the same time, however, the Dean shall be responsible for the appropriate keeping of the electronic version of the thesis. The student is obliged to attach the agreement concerning the classification.

Following the expiry of the period of classification, the thesis shall be stored and accessible according to general rules.

Debrecen, 1st February 2018.

Dr. Zoltán Szilvássy

Rector

1. Issued by Senate Resolution of 16/2013, (XII:19.); operative from 20th December 2013. [↑](#footnote-ref-1)