

## Decree of the Faculty Council 2016. (.....)

### General Order for Preparing the Degree Thesis at the University of Debrecen Faculty of Health

#### Degree Thesis

The thesis, appropriate to the qualification, is related to the professional subjects and provides proof of the student's thorough knowledge of their professional field. It demonstrates that during their studies the student mastered the basics of library usage and literature research and can express and document his / her own independent opinion on a professional issue in an appropriate written form and then successfully orally defend it to a committee.

26. § of the Study and Examination Regulations of the University of Debrecen describes the general information related to the thesis. The detailed rules should be defined in the Faculty Thesis Regulations. 14. § in the Faculty Annex of Study and Examination Regulations of the University of Debrecen deals with the faculty specialties.

Subject to the contents of the above documents, the general order of writing the Degree Thesis in the Faculty of Health is as follows:

#### I. The aim of writing the degree thesis

The general part of the qualification requirements for the given program or its specialization includes the preparation of the degree thesis. The main aims of the thesis are to acquire the ability to use the library and current methods on how to use literature, synthesize ideas based on the acquired knowledge, formulate independent and constructive opinions about the given topic, and to demonstrate the student's knowledge in Hungarian and international literature as well as the student's analytical and evaluation skills. Another objective is that the student shows his/her theoretical and methodological preparedness of the subjects included in the Bachelor and Master degree or in the postgraduate specialist training course.

#### II. Requirements

II.1. The topic of the dissertation is to cover the current problem(s) of a discipline taught at the faculty.

II.2. When developing a thesis topic, the latest Hungarian literature on the subject and at least one foreign summary should be used, if the topic has international literature.

II.3. The length of the degree thesis should be **70.000 – 126.000** characters without space (**approximately 25-45 pages**). Title page, table of contents, bibliography, footnotes, and index are not included in the length of the degree thesis. It should be printed one-sided on **A4 size paper**, using the following settings:

*Margins:* inner, outer, upper and lower 2.5 cm; for binding splicing 0.5 cm, for binding 1 cm.

*Font:* Body Text: Times New Roman; titles, subheadings: Times New Roman or Arial Font

*Size:* BodyText: 12 points.

*Spacing:* single (1).

*Paragraph:* blocked, the first line is 1.25 cm indentation, automatic separation (separation zone 0.3 cm).

*Page numbering:* Arabic numerals, bottom, outside.

*Headings and subheadings:* bold and italic with 18, 16, 14-point letters, aligned to left, numeric, multi-level numbering.

*Footnotes:* 8-point italic, always on the link page.

The maximum length includes the tables and the bibliography in the text. Figures: if the length including figures exceeds the maximum length, they should be placed in an annex to the thesis with appropriate numbering and graphic signs, and therefore would not be counted as part of the thesis length.

#### II.4. General formatting requirements:

in the middle of the outer cover: Thesis  
in the lower third of the outer cover: name of the student below  
the year of submission  
at the top of the first inner cover: University of Debrecen Faculty of Health  
in the middle of the first inner cover: title of thesis  
in the lower right of the first inner cover: the name of the student,  
under it: the name of the degree program,  
under it: the year of the submission.

in the middle of the second inner cover: The thesis was written at the .....  
Department of University of Debrecen Faculty of Health

(Head of Department:.....)

Supervisor:..... (and his/her workplace, if not the lecturer of the department).

Further formal requirements for preparing theses are set out in Annex 1 (Recommended Structure of the Theses and the Requirements for Preparing References, Figures and Tables).

The bound thesis must be accompanied by a statement from the author attesting that the thesis is his / her own work. The Plagiarism Statement should be attached to the thesis before the Table of Contents (Appendix 2).

II.5. Two copies of the thesis are required: A bound copy and a digital copy (a single PDF file or a single CD titled with the name of the author without any accents)

II.6. If the student obtains special permission from of the head of department, he/she can write the thesis in English or German.

II.7. The content, structure, bibliography, and empirical methodology requirements of the degree thesis and the general aspect of the evaluation should be published on the website of the Faculty (Institute) at the same time as the topics of the degree thesis are uploaded to the website.

### III. Conditions provided by the University of Debrecen Faculty of Health

- III.1. In order to facilitate the selection of topics for students, the Departments prepare a degree thesis topic list that also contains the names of the supervisors. The theme list will be published in the Neptun system. Thesis topics are announced in accordance with training goals and practical needs. In addition to the announced topics, other topics can be selected with the approval of the head of the department. Thesis topics should be related to the subjects of major disciplines taught in the programs.
- III.2. The final deadlines for publishing the topic list is 15th March and 15th October.
- III.3. Work on the selected topic is assisted by a supervisor appointed by the head of the department who ensures that faculty requirements stated in II.7. have been met.
- III.4. A student who is writing a thesis can use the library and its services at the University and at the Faculty. The student can use the Faculty's IT facilities on a special assignment.
- III.5. The faculty does not provide special help to write the thesis, or in preparing figures and tables. The cost is borne by the student.
- III.6. In special cases, based on a separate request, the Institute may support the preparation of the degree thesis from its available budget.

#### IV. How to write the degree thesis

- IV.1. Any topic listed on the Neptune system at the time based upon the academic program they are enrolled in as shown below:
- not later than the beginning of the 5th semester in the seven-semester Bachelor degree program,
  - not later than the beginning of the 6th semester in the eight-semester Bachelor degree program,
  - not later than the beginning of the 2nd semester in the Master's degree program,
  - not later than the end of the 7th week of the semester in the postgraduate specialist training course.
- If the student chooses a topic of an external examiner (not announced by the department), he/she must submit a request to use this topic** (form can be found in the Neptun system). If approved, a copy of the thesis topic form should be printed out of the Neptun system. After having it signed by the supervisor, it must be submitted to the appropriate department / institute.
- IV. 2. Modifying or changing the already selected thesis topic is possible in the Neptun system but must be completed prior to the following dates:
- before the end of the 6th semester in Bachelor degree program
  - before the end of the 2nd semester in Master's degree program
  - not later than the end of the 1st semester in the postgraduate specialist training course.
- IV.3. While preparing the degree thesis the student should be in constant contact with his / her supervisor. The student is required to meet at least three times in consultation with his / her supervisor, And the meetings are confirmed by the internal supervisor in the Neptun system and by the signature of the external supervisor on the Thesis topic form (Appendix 3) printed from Neptune system. The supervisor guides and assesses (when the thesis is a subject in the

curriculum) the student's work and instructs him/her how to prepare the final form of the degree thesis.

- IV.6. 4. The final deadlines for submitting the thesis is 15th November and 15th April. The thesis must be submitted to the Student Administration and Student Advisory Office in accordance with Section II.5. The student will receive a receipt showing proof the thesis was submitted. The internal supervisor allows permission for the student in Neptun system to submit the thesis. If there is an external supervisor, the thesis should be submitted together with the thesis topic form, which has been signed by the external supervisor to confirm that the thesis can be submitted.
- IV.5. The deadline specified in IV.6 is final and the student may not submit the thesis after this deadline. Only in very special cases, with an application and the payment of a special procedure fee, the submission of the degree thesis can be extended for further 10 working days. If the student fails to meet these requirements, he/she cannot sit for the final examination, and must wait to complete the final exam in the next examination period.
- IV.6. The evaluation of the thesis is organized by the competent institute. The submitted theses will get the Institute ID. The faculty member assessing the thesis is appointed by the head of the department responsible for the thesis topic. The evaluator should be an expert in the field of specialization (preferably with university or college degree and, in exceptional cases, with recognized professional competence of the given field). The evaluator must prepare a one-page long written assessment. The degree thesis shall be evaluated from grade 1 to grade 5. The supervisor and the evaluator cannot be the same person.
- IV.7. The evaluation shall include
- the content elements of the thesis (theoretical or literary foundation, knowledge, interdisciplinary approach, logical structure, individual thinking, correctness of hypotheses, up to date data processing, etc.);
  - practical applicability of the conclusions and suggestions of the thesis; research value of the thesis;
  - and formal elements of the thesis (structure, proportions, design, style, nomenclature, spelling, descriptiveness, etc.).
- IV.8. The evaluation is completed on the "Thesis Evaluation" form (Annex 4), which will be sent to the evaluator when the institute appoints him/her to be an evaluator. The Thesis Evaluation Form must be completed, signed and returned by the evaluator electronically in 1 original copy.
- IV.9. The degree thesis can be defended if the evaluator marks the degree thesis at least satisfactory. If the evaluator marks the degree thesis as a 'fail', the head of the department responsible for the topic appoints two new evaluators within 3 working days. The evaluation made by the new evaluators must be made within 3 working days. If one of the new evaluators accepts the degree thesis (marks the degree thesis 'satisfactory'), the degree thesis can be defended. If both of the evaluators mark the defence thesis as a 'fail' the student should rewrite the degree thesis or he/she should choose a new degree topic. The defence of the thesis takes place in the presence of a committee of minimum 3 members - or where the defence of the thesis is the part of the final examination - in the presence of the final examination board. Its members can be: the head of the department or the vice head of the

department, lecturers of the subject, the supervisor, lecturers of the institute/department, the person who is responsible for the degree course or his/her deputy or an invited lecturer of the University of Debrecen, a honorary professor or associate professor or professor or associate professor emeritus of the University of Debrecen, a member of the final examination committee defined in the Study and Examination Regulations.

The defense of the thesis is public. The institute must make the date of the defence of the degree theses public. The lecturers of department, the lecturers of the degree course, the supervisors and the students should be informed about the time and place of the defence. The thesis defense, with regard to the written evaluation, must be evaluated in a 1-5 grading system. A brief summary of the defence of the thesis should be prepared and signed by the members of the committee.

- IV.10. After defending the thesis, the Institute sends a copy of the thesis to the faculty library, archives the electronic media, and sends the evaluation form and minutes to the Student Administration and Student Advisory Office.
- IV. 11. The Institute organizing the final examinations ensures that the members of the final examination committee receive the theses and the related documents at the final exam. Members of the final examination committee may ask questions about the thesis in the final exam - if the defence of the degree thesis is not part of the final examination - the answers given by the student will not affect the grade of the degree thesis.
- IV.12. The library is required to make an available list of the completed and defended theses on the Faculty's website by August 31st. It should contain the name of the author, the thesis title, the name of the department where the thesis was prepared and the name of the supervisor.
- IV.13. A thesis or an individual SSA work can also be prepared within the work of the Scientific Students' Association (SSA). This work can qualify and be accepted as a thesis at the student's request.
- IV.14. The process of accepting the work of the Scientific Students' Association as a thesis is contained in the Study and Examination Regulations of the Faculty of Health.

Nyíregyháza, 15th November 2016.

Dr. Imre Semsei  
Chairman of the Faculty Council

## **Annexes**

## Annex 1.

### **The recommended structure of the theses and the requirements for preparing references, figures and tables**

#### **Suggested structure of the degree thesis**

1. **Title:** It should be brief, clear to understand and should express the content
2. **Table of Contents:** List of chapters and subchapters with page numbers
3. **Introduction:** The introduction of the theoretical and practical significance of the topic, justification of the choice of topic, justification of the student's study and objectives.
4. **Review of literature:** Processing, analyzing and evaluating the literature closely related to the topic.
5. **Research methods / material:** If the degree thesis is built on individual, empirical data collection and research, the selected design and the method of conducting the study should be presented and justified here. If problems or unexpected obstacles have emerged during the implementation of the research they should also be included here.
6. **Results / Results and Discussion.** This chapter contains the analyses and detailed results of the research. It is important for a student to report the results accurately and transparently. They should be summarized in tables and illustrated in figures. The result and discussion parts may be included in the same section. In this case, the results should be explained and if possible compared with other research results.
7. **Conclusions and suggestions / Discussion.** This chapter should describe the key results, the most important conclusions drawn from the results, and it should make suggestions for their practical application and further development. If the title of the chapter is 'Discussion', conclusions should be drawn and suggestions should be made only after the explanation of the results and, if possible, after their comparison with other test results.
8. **Summary.** A brief description of the background of the topic, applied research methods, most important results and conclusions should be included. This section cannot be longer than one page.
9. **References.** This section should contain all the literature, legislation and documents, with a complete detailed bibliographic data, that were used to write the thesis. **The Bibliography cannot contain any reference that is not included in the dissertation.** The reference can be prepared in two ways.
10. **Annexes.** This part contains bigger charts, spreadsheets, photos, documents, etc., if placed in the body of the thesis would not be appropriate.

Depending on the topic, the student may use other structures with the permission of the supervisor. It is important to note that the titles shown above are not compulsory headings. Except for chapters "Introduction" and "Summary", each chapter should get a decimal numbering (although it is not compulsory):

- the main chapters should be marked with number (1, 2, 3, etc.) with a full stop after them.
- Subsections are marked with two or three numbers (1.1, 1.2 or 1.1.1, 1.1.2, etc.), with a full stop after each number.

Heading titles beginning after the numbers must be started with a capital letter according to the rules of the Hungarian spelling rulings, but there is no full stop at the end of the title or the subtitle.

### **Methods of literature reference**

Literature references can be prepared in two ways, however, two methods cannot be mixed.

#### **I.**

1. In the text of the thesis, a contextual reference or citation, should be placed at the end of the thought with the author's surname in capital letters, then the year of publication. It should be written as follows: (FERGE, 2002). For two authors, both of their surnames should be written e.g. (FERGE and GAZSÓ, 1998). For three or more authors, the exact name of the first author should be given followed by et al indicating more than two authors as shown: (FERGE et al., 2002). In each case, the full stop is not at the end of the sentence containing the reference, but after the reference in parentheses.
2. For a word for word quotation, the quoted text should be written between quotation marks and the page number must also be added after the colon after the year, e.g. (FERGE, 2002: 25).
3. In listing a number of similar facts, the authors in the brackets are separated by semicolons, eg: (FERGE, 2002; GAZSÓ, 2003).
4. For a reference to the same author's different work published in the same year: the name of the author, the years with "a", "b", "c", etc.

### **List of references**

The literature list should be accurate and complete, it should meet Hungarian and internationally accepted forms. The names of the authors should be listed in alphabetical order without numbering. The list cannot contain any literature that the student has not used or referred in the text. Scientific and other titles of the authors (Dr. Prof. Habil., etc.) are not to be included. If there is no exact author of a work or publication, only the name of the institution is available, it should be listed accordingly, e.g. Publications of the Central Statistical Office and then it can be found under the letter P. This is the same for legal regulations as well, where the initial letter of the act indicates where to place it in the list. While compiling the literature, it is essential that the titles and the bibliographic items contain accurate and verifiable data that allow retrieval in the following way:

1. **For Books:** The surname(s) of the author(s) in capital letters, the first letter of the first name, the year of publication, colon, the title of the book, full stop, the name of the publisher, comma and the place of publication. E.g. :

ANDORKA R. (1997): Bevezetés a szociológiába. Osiris Kiadó, Budapest.

2. **For a chapter of a book:** The surname(s) of the author(s) in block capitals, the first letter of the first name, full stop, the date of the year of the publication in the brackets, colon, the title of the chapter, full stop, In:, the editor's name in block capitals, word 'editor' in parentheses, colon, the title of the volume, colon, publisher, comma, place of publication, full stop, page numbers, full stop. E.g. .:

SCHMERTZ I. (2001): Statisztikai eljárások alkalmazása a társadalomtudományi kutatásokban. In: FÓNAI M., KERÜLŐ J., TAKÁCS P. (szerk.): Bevezetés az alkalmazott kutatómódszertanba. Pro Educatione Alapítvány, Nyíregyháza. 151-187.

3. For a **publication** in A journal, The surname(s) of the author(s) in capital letters, the first letter of the first name, full stop, the date of the year of the publication in brackets, colon, the title of the article, full stop, the title of the journal, comma, volume number or booklet number, full stop, page number, full stop. E.g. .:

LAKI L. (2006): A generációs reprodukció néhány jellegzetessége a lemaradó térségekben. Esély, 2. 4-29.

When reference is made to several articles published by an author or authors in the same year, the corresponding alphabet letters are written after the year of publication.

If it is a foreign author, the above procedure must be applied, i.e. first the family name, not DAVID R(iesmand), but RIESMAN D.

In the case of a publication published in other periodicals, the above procedure must be followed; the rules should be followed for periodicals or for bookchapters.

For internet sources the exact address starting with www should be given. Internet literatures should be referred to in the text as follows: (http 1) or (www 1). Web links must be distinguished from other references.

### ***Formal examples of internet literature:***

http:// [gtkk.de-efk.hu](http://gtkk.de-efk.hu) (webpage of the Gerontológiai Tudományos Koordinációs Központ; Visited: 05. 2011.

## **II.**

In the text, at the end of the sentence or paragraph, referenced literature should be placed in parentheses according to the order of their appearance. For example, the health of the population in Hungary is very unfavorable (1). If the author refers to more than one source of literature, they must be separated by A comma (e.g (1, 2, 3)). The full stop at the end of the sentence is displayed after the link. One literature reference receives only one serial number if it is referenced later, you should use the same serial number. In the **Reference list**, the references appear with their numbering in the same order as they have appeared in the text (and not in the alphabetic order of the first authors). The formal requirements of the referenced literature and of web pages are the same as those described above, except that the web pages should not



appear separately, but according to their numbers. In addition, in the name of the authors only the initials should be capital letters.

In the theses prepared for the Institute of Social Sciences, reference type I. can be accepted. Both type I. and type II. references can be accepted in the theses prepared for the Institute of Health Sciences. The number of literature references should not be less than 15 and more than 50.

If the thesis does not meet the above requirements issued by the department, for example: there are no references in the text, there are citations in the thesis but no references can be found for them, the reference list is largely incomplete, etc. the thesis will be evaluated as 'failed'. In this case, the Institute returns the thesis to the student who has to submit a corrected version before the upcoming final exam period.

### **Tables and Figures**

1. Tables and figures should be numbered and titled, regardless of which part of the thesis they are in.
2. The tables and figures must be numbered separately.
3. Tables and figures in the text should be referred to with the appropriate serial number. For tables and figures taken from other literature or databases, the exact source should be given in parentheses at the bottom of the table, e.g.: (Source: Demographic Yearbook, 2004 KSH, Budapest, 2005 Source: Barkai L, Madácsy L: Risk Based among diabetic adolescents: the results of the first domestic study. Orv. Hetil., 2010, 42: 1742-1747.)

Annex 2.

**PLAGIARISM DECLARATION**

I, the undersigned ..... (Neptun code: .....) by signing this declaration declare that this thesis entitled ..... is my own work, while writing the thesis I followed the rules of the Copyright Act and the rules for preparing the thesis required by the university. I have only used the resources I have referred to in the Reference, or I have indicated next to the referred text and table.

I also declare that the requirements of working individually have been met while preparing the thesis, and I have not misled the supervisor in this regard.

By signing this declaration, I acknowledge that if it is found that I did not prepare this thesis, or if the copyright laws have been violated, the thesis will be graded as 'failed' and the institution will initiate disciplinary proceedings against me.

I also declare that neither the thesis nor any part of it has been submitted to another higher education institutions as a thesis / diploma work.

Nyíregyháza, .....

.....  
student

### Annex 3.

Degree program:.....

#### THESIS TOPIC FORM

I understand the regulations of the Study and Examination Regulations concerning the thesis, I am familiar with the general order of writing the thesis.

The thesis topic was selected (*circle one*)

a) by the suggestion of the ..... department

b) after a personal meeting

Name: \_\_\_\_\_ Neptun code: \_\_\_\_\_

Topic of the thesis: \_\_\_\_\_

Nyíregyháza, 20\_\_ year \_\_\_\_\_ month \_\_\_\_ day.

\_\_\_\_\_  
name of supervisor

\_\_\_\_\_  
signature of supervisor

\_\_\_\_\_  
name of student

\_\_\_\_\_  
signature of student

\_\_\_\_\_  
name of department head

\_\_\_\_\_  
signature of department head

**E-mail address of the supervisor (only for an external supervisor):** .....

**Submission deadline of the thesis:** 15th April / 15th November of the given year

Date of the consultation, signature of the supervisor:

1..... year ..... month ..... day ..... signature

2..... year ..... month ..... day ..... supervisor

3..... year ..... month ..... day .....supervisor

**I approve the submission of the thesis.** (*Signature of the supervisor is necessary here before submitting the thesis!*)

20\_\_ year \_\_\_\_\_ month \_\_\_\_ day.

\_\_\_\_\_  
signature of the supervisor

**Annex 4.**  
**THESIS EVALUATION FORM**

**Title of the thesis:**

**Name of the evaluator:**

**Registration number:**

**Identification number:**

**I. Topic selection**

Choice of topic and title selection

(Is it important from the point of view of science? Does it meet the author's abilities and possibilities? Does the title and the given topic correspond to the content of the thesis?)

The research question (Is it new and important?)

5 points maximum

\_\_\_\_\_ points awarded

**II. Methods and results**

Data collection and processing

(the method's degree of difficulty, its versatility, descriptiveness and adequacy, adequate sampling and / or the range of resources; credibility and structure of data, appropriateness of recording and processing the data;)

Presentation of the results (Is the presentation of results accurate, detailed, and clear?, - Is the documentation adequate and illustrative?)

60 points maximum

\_\_\_\_\_ points awarded

**III. Meeting formal requirements**

Terminology:

(Consistent application of the concepts, appropriate for the conventions of the discipline required for the analysis.)

Structure: (Compliance with the required formal requirements, proportions of the chapters, logic of main divisions and subdivisions)

Style: (Appropriateness and flow of wording)

Typography: (Corrected / Uncorrected mistyping; corresponding accents in the text written by wordprocessing program)

10 points maximum

\_\_\_\_\_ points awarded

**IV. Conclusions, suggestions**

Application of the results, reasoning:

(Interpretation of data and resources; logical consistency; critical reflections, correctness in the presentation of opinions; exploring coherence; new and coherent conclusions. Alternative explanations. Publishability and / or practical application; changes required to it.)

15 points maximum

\_\_\_\_\_ points awarded

**V. References, bibliography, annexes**

(Correctness of content quotations, formal consistency in references and literature, connection between the annexes and the topic of the thesis, manageability of annexes, appropriate processing of the relevant Hungarian and foreign literature.)

10 points maximum

\_\_\_\_\_ points awarded

100 points total

\_\_\_\_\_ total points awarded

**Written justification of the evaluation for the points awarded in the evaluation**

(Neither stating the conditions making the evaluation possible nor the scoring evaluation is valid without the written justification.)

**Questions asked by the evaluator (at least one question is compulsory):**

1.

2.

**Grade (in points and by category):** \_\_\_\_\_ points \_\_\_\_\_ category

Date: .....

**Examination grade:**

**POINTS**

0–60 point  
61–70 point  
71–80 point  
81–90 point  
91–100 point

**CATEGORY**

fail (1)  
satisfactory (2)  
average (3)  
good (4)  
excellent (5)

.....  
signature of the evaluator