



**2/2020. (III. 31.) Instruction of the Dean for submitting and defending the Degree Thesis in the distance learning framework in the 2019/20 spring semester at the Faculty of Public Health**

**(On the basis of Section 15 of the Annex to the Faculty of Public Health of the Rules and Regulations of the University of Debrecen)**

The formal requirements are defined in Section 15 (2nd paragraph) of the Annex to the Faculty of Public Health. According to this, the volume of the thesis (without bibliography, figures and tables) is 6-8000 words. The margin has to be 2.5 cm at the top and the bottom, 3 cm at the left and right side of the page. The title page of the thesis includes the title of the degree thesis, the name of the author, the name of the supervisor, the name of the Educational Organization where the degree thesis was prepared, the name of the Head of the Institute/Head of the Department where the thesis was prepared and the year of production.

The structure of the degree thesis has to fulfil the following requirements: The degree thesis can report on the author's own experimental studies, can be an analysis, a literature review, audio-visual educational material/tool/model or computer program related to public health, epidemiology or other themes approved by the supervisor. It is not essential to present a new scientific result, but it should be the author's individual work. The source of the results which are not self-produced should be clearly indicated. The student declares the originality of his / her degree thesis in a written statement. The required chapters of the degree thesis are the summary, the introduction, the objectives of the work, the description of the methods, the results, the discussion and the bibliography. Internationally accepted citation rules (Harvard or Vancouver style) should be used for references in the text or to compile a bibliography. The number of references should preferably be no less than 20 or more than 50. For web links, the link must include the exact address of the website and the date the site was last visited.

The provisions of Section 15 of the Annex to the Faculty of Public Health of the Rules and Regulations of the University of Debrecen related to the **submission and defense of the degree thesis** in the framework of distance learning shall be fulfilled as follows.

1. The precondition for the submission of the degree thesis is that the supervisor (via the e-mail address [maszle.szilvia@sph.unideb.hu](mailto:maszle.szilvia@sph.unideb.hu)) declares by **15 April 2020** at the latest that he / she agrees to the submission of the degree thesis of the student with the given address and assigns the reviewers (Annex 1).
2. The degree thesis must be uploaded to the Electronic Archive (DEA) of the University and National Library of the University of Debrecen. The degree thesis must then be submitted only online (in .pdf format) to the Educational Office of the Faculty of Public Health (via the e-mail address [maszle.szilvia@sph.unideb.hu](mailto:maszle.szilvia@sph.unideb.hu)).

The following documents have to be included as a supplement to the .pdf format of the degree thesis:

- a statement by the student that the work is his or her own work (Declaration of plagiarism),
- the "Placement Statement" and (if applicable) the "Encryption Annex" between the DE's electronic archive and the author of the degree thesis.

The deadline for submitting the degree thesis is **15 April 2020** before the final examination period. If the student fails to submit the degree thesis before the deadline, he / she may not take the state examination in the given academic year.

The student may apply for extension electronically, no later than **16:00 pm on the working day preceding the deadline 14 April 2020** by sending an e-mail to [info@sph.unideb.hu](mailto:info@sph.unideb.hu) requesting for extension in which The Dean of the Faculty of Public Health shall decide in justified cases (taking into account the circumstances).

### 3. Criteria for the review

The degree thesis received will be sent online by the Education Office of the Faculty of Public Health to the two reviewers appointed. If the reviewer is unable to fulfil the request, he / she must respond within 1 business day (by replying to [maszle.szilvia@sph.unideb.hu](mailto:maszle.szilvia@sph.unideb.hu)).

The reviewer must prepare his/her written review within three weeks of receiving the degree thesis and send it by e-mail to [maszle.szilvia@sph.unideb.hu](mailto:maszle.szilvia@sph.unideb.hu) until **8 May 2020** the latest.

The written reviews are forwarded to the student by the Educational Office of the Faculty of Public Health. The student is obliged to respond to the reviews via e-mail by **15 May 2020** at the latest (to the e-mail address [maszle.szilvia@sph.unideb.hu](mailto:maszle.szilvia@sph.unideb.hu)). The response will be forwarded to the reviewers by 16:00 pm on the working day following the receipt. By **22 May 2020**, reviewers are required to electronically indicate the acceptance of the response by replying to ([maszle.szilvia@sph.unideb.hu](mailto:maszle.szilvia@sph.unideb.hu)).

If the degree thesis is accepted by both reviewers, it may be defended in the framework of the distance learning system, in the form of a narrated PowerPoint presentation that is minimum 15, and a maximum 30 slides, describing the thesis and answering the reviewers questions in a 15 minute-long, narrated-presentation which has to be uploaded by **2 June 2020** to the Moodle e-learning system. The narrated slideshow is reviewed by the supervisor through the e-learning system and evaluated with on a 5-grade-scale. The supervisor will send the evaluation to [maszle.szilvia@sph.unideb.hu](mailto:maszle.szilvia@sph.unideb.hu) by **June 9, 2020** at the latest.

The final grade of the degree thesis is the average of the proposed grades given by the reviewers and the grade given by the supervisor, taking into account the rules of rounding.

### Schedule and deadlines:

Task name	Responsible	Deadline
Application for the extension of the deadline for submitting a diploma thesis	student	14. April 2020 16:00 pm
Submission of supervisor's contribution	supervisor	15 April 2020
Submission of degree thesis	student	15 April 2020
Sending degree thesis electronically for review	Employee of the Education Office	16 April 2020
Preparation and sending of reviews	reviewer	8 May 2020
Electronic response to reviews	student	15 May 2020
Acceptance of the answer for the reviews and proposal for the grade	reviewer	22 May 2020
Uploading the narrated PowerPoint	student	2 June 2020
Evaluation of the narrated PowerPoint by the Supervisor	supervisor	9 June 2020
Informing the student about the grade of the degree thesis	Employee of the Education Office	16 June 2020

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Dean of the Faculty of Public Health