	COMENIUS UNIVERSITY BRATISLAVA JESSENIUS FACULTY OF MEDICINE IN MARTIN	Int. doc. No.: VP 13/2022
	Implementing regulation concerning the final (bachelor's and diploma) theses of students of JFMED CU in Martin	Copy No.: 1 Period of storage: 10


INTERNAL REGULATION No. 13/2022

Implementing regulation concerning
the final (bachelor's and diploma) theses of students
of the Jessenius Faculty of Medicine of CU in Martin

Elaborated by: Prof. MUDr. Juraj Mokry, PhD.	On: 1 April 2022	Signature:
Negotiated by: Management Board of JFMED CU Academic Senate of JFMED CU	On: 19 April 2022 9 May 2022	Signature:
Approved by: Prof. MUDr. Andrea Čalkovská, DrSc., Dean of JFMED CU	On: 9 May 2022	Signature:
Number of copies: 2 Copy No. 1 - Dean's Office Copy No. 2 - Study Department	Valid from: 9 May 2022	Effective from: 10 May 2022

Updates, amendments and additions to the Internal Regulation:

Change No. 1: On: Signature:	Change No. 2: On: Signature:	Change No. 3: On: Signature:
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In accordance with Article 8(4) of the Internal Regulation of the CU No. 12/2013 "Directive of the Rector of the Comenius University Bratislava on the basic requisites of final theses, rigorous theses and habilitation theses, control of their originality, preservation and access to them at the Comenius University Bratislava" in the wording of the Amendment No. 1 (IR CU No. 7/2017), Amendment No. 2 (IR CU No. 6/2018) and Amendment No. 3 (IR CU No. 5/2020; hereinafter referred to as Internal Regulation of CU 12/2013), in accordance with Article 22 (2)(m) of the Statute of the Jessenius Faculty of Medicine of CU in Martin and after approval by the Academic Senate of JFMED CU on 9 May 2022, I hereby establish the following implementing regulation concerning the final (bachelor's and diploma) theses of the students of JFMED CU in Martin:


Article 1

Basic principles for bachelor's and diploma theses


- 1) The content and formal arrangement of final theses of the first, second and combined first and second degree of higher education (bachelor's and diploma theses) is fully regulated by the Internal Regulation of CU No. 12/2013, with
 - a) the recommended length of a bachelor's thesis generally being at least 30 to 40 standard pages (54,000 to 72,000 characters, including spaces), and of diploma thesis at least 30 to 50 standard pages (54,000 to 90,000 characters). The appropriateness of the length of the final thesis will be assessed by the thesis supervisor;
 - b) the same citation technique should be used throughout the thesis. It is recommended to follow the rules for the creation of bibliographic references to information sources according to ISO 6901 or according to the standard applicable to the journal Acta Medica Martiniana². All publications cited in the text must be listed in the reference list. Journal abbreviations must be in accordance with Index Medicus (List of Journal Indexed in Index Medicus, <http://www.nlm.nih.gov>).
- 2) The draft thesis topics are published by the teaching departments through the Academic Information System (hereinafter referred to as "the AIS"):
 - a) For the study programme of general medicine: for students of the 4th year in a given academic year, each creative employee with a completed 3rd degree of education (with a PhD, CSc. or DrSc. degree) is obliged to announce at least two thesis topics in Slovak and at least two thesis topics in English. The head of the relevant department is responsible for the publication of the topics by the deadline set by the Dean of the Faculty.
 - b) For the first-degree study programmes: The draft topics are published by the teaching departments at the latest at the beginning of the penultimate academic year of study, and the head of the respective department is responsible for publishing the topics by the deadline set by the Dean of the Faculty.
 - c) For the second-degree study programmes (Master's degree programme): The draft topics are published by the teaching departments at the beginning of the first academic year of study, and the head of the respective department is responsible for publishing the topics by the deadline set by the Dean of the Faculty.

¹ STN ISO 690:2010(E) Information and documentation - Guidelines for bibliographic references and citations to information resources; for examples of references used - see http://stella.uniba.sk/texty/690-2010_priklady.pdf

² Part 7 References - see http://www.jfmed.uniba.sk/fileadmin/user_upload/editors/Fyziologia_Files/AMM-Instructions_-_nove-_jun_2010.pdf

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- 3) The titles of the topics are entered electronically by the creative employees of JFMED CU after logging into the AIS in the section Final Theses - Final Thesis Evidence. In the event that one person at a department will be responsible for assigning, approving students and assigning grades for the Diploma/Bachelor's Thesis Defence course, the head of the department will request in writing or by email the assigning of the role of "Thesis Administrator" of a local administrator at the Faculty's Study Department. The thesis topics are approved by the head of the relevant department and after uploading them to the AIS it is necessary to publish them together with the names of the supervisors on the website of the relevant department in both Slovak and English.
- 4) The student chooses a topic via the AIS no later than two months from the beginning of the selection period and, in agreement with the supervisor (thesis supervisor), registers for this topic in the AIS. The date interval for registration will be determined by the Dean of the Faculty.
- 5) One topic can be chosen by one student only. In the event that more than one student applies for a topic, the selection and acceptance are the responsibility of the respective supervisor. One supervisor may supervise more than one student at the same time, but each student must have a different thesis topic. Students are required to track in the AIS whether the topic has been confirmed to them, i.e. whether they have been accepted. If they have not, they are obliged to choose another topic. Confirmation/acceptance of the topic must be made by the deadline set by the Dean of the Faculty for the relevant academic year.
- 6) After acceptance of the topic and the student by the supervisor (or by the thesis administrator at the relevant department), the supervisor prints the final assignment of the thesis and delivers it (after the signature of the supervisor and the head of the department) to the Study Department by the deadline set by the Dean of the Faculty for the relevant academic year. The original assignment should be sent to the Study Department, a copy remains at the relevant department.
- 7) Where, in addition to the supervisor, a consultant is named in the assignment, the supervisor shall be responsible for all administrative tasks arising from the Directive and the Internal Regulation.
- 8) If the student chooses the topic of the thesis, he/she also proposes the supervisor. The supervisor shall be subject to the conditions set out in Article 1(2) (a). The topic of the thesis and the supervisor must be approved by the head of the relevant department (according to its content focus). In this case, the topic is uploaded to the AIS by the thesis administrator at the relevant department.
- 9) If the student wishes, after the agreement with the supervisor, to specify the title of the thesis or change the supervisor after agreement with the supervisor, a record of this change will be made in the copy of the thesis assignment at the relevant department at the student's request. Subsequently, the original of the change is sent to the Study Department and a copy of the change is archived by the teaching department in its records. The request for change must also be approved/signed by the head of the department concerned. The title of the thesis (change of topic, supervisor) can be modified until the beginning of the last year of study at the latest.
- 10) The original assignment is an integral part of the printed version of the thesis (if such a version is produced), in electronic form the assignment is published without the signatures of the persons involved.
- 11) The final thesis examiners are proposed by the head of the department at which the thesis was announced. In the case of a diploma thesis, the examiner may be a creative employee with a completed 3rd degree of education (with a PhD, CSc. or DrSc. degree). Examiners are entered into the AIS system directly by the department by the deadline set by the Dean of the Faculty for the relevant academic year. In the case of an external examiner, the head of the department will report his/her name to the Faculty's Study Department. The Study Department staff will register the external teacher in the AIS system.

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- 12) Upon approval of the assignment of the final thesis, if required by the content of the thesis, the student, after recommendation by the supervisor, submits the materials for approval to the Ethics Committee of JFMED CU in Martin. The supervisor also enters this fact into the AIS system immediately upon approval of the thesis assignment.

Article 2

Procedure for submission of the thesis, making the thesis available, licence agreement for the use of the thesis

- 1) On the dates specified for the given academic year, students of the first, second and combined first and second degrees will hand in 2 copies of the thesis in hardcover at the Study Department of the Faculty. This obligation is waived for the duration of an extraordinary situation, state of emergency or exceptional state (hereinafter referred to as "emergency"), when the theses are produced and submitted in electronic form.³
- 2) The student submits with the thesis a photocopy of the thesis assignment, which is identical to the assignment bound in the thesis, the title page of the thesis and two copies of the licence agreement between the author and the Slovak Republic and between the author and the University. For the duration of the emergency, licence agreements shall only be signed electronically in the AIS.
- 3) After submitting the thesis via the AIS, the texts are sent to the Central Register of Theses (CRZP) of the Slovak Republic and to the Theses system for originality checking. It is the supervisor's responsibility to obtain a report on the originality of the school work from the CRZP and from the Theses system. The thesis supervisor's assessment includes comments on the results of the originality protocols. The thesis supervisor is obliged to carry out the originality check. The result of the verification in the CRZP is available directly in the AIS. The result of the Theses verification is available on the Theses website. If the supervisor of the thesis is not an internal employee of the Faculty, the originality check will be carried out by the department at which the thesis was commissioned and approved.
- 4) The thesis supervisor uploads his/her assessment to the AIS system and submits the signed originality results to the Study Department together with the signed thesis assessment and also provides them to the thesis examiner. The assessment of the thesis includes a verbal statement on the results of the originality check.
- 5) The final thesis examiner, who has been informed of the results of the thesis originality check, uploads his/her assessment to the AIS system and sends the signed assessment to the Study Department within the set deadline. If the examiner is not an employee of JFMED CU or does not have access to the AIS system, the department that proposed such external examiner is fully responsible for entering the examiner's opinion into the AIS system and for sending its signed version to the Study Department.
- 6) The result of the verification is a statement of the percentage of agreement with other theses registered in the database, including previous theses of the same student. If the student continues in the final thesis to work on a topic that he/she also worked on at the previous level of study, it is not expected that there will be more than 30% overlap between the two theses. It is the responsibility of the supervisor of the thesis and the relevant committee to judge the extent to which the identified correspondences with other theses are acceptable. In the event of a finding of copyright infringement, the Chairman of the Examination Committee shall propose disciplinary action against the student to the Dean.

³ Article I, Paragraph 1 of IR CU No. 5/2020 Amendment No. 3 to the Internal Regulation No. 12/2013 Directive of the Rector of Comenius University Bratislava on the basic requisites of final theses, rigorous theses and habilitation theses, control of their originality, preservation and accessibility at Comenius University Bratislava

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Article 3

Making the thesis available, licence agreement for the use of the thesis

- 1) The submission of the licence agreements or the declaration of non-disclosure of the work in two copies is a condition allowing the student to defend the thesis. One copy of each licence agreement will be given to the author, the other will be handed over with the examination report and included in the student's personnel file. For the duration of the emergency, licence agreements shall only be signed electronically in the AIS.
- 2) Licence agreements on behalf of Comenius University are signed by the Dean or a person authorized by the Dean within 30 days from the date of their delivery or from the date of electronic signature by the student in the AIS system.
- 3) If the thesis has also been submitted in a printed version, after the successful defence of the thesis, the Study Department will arrange for the submission of one printed copy of the thesis to the Academic Library and Information Centre of JFMED CU. One copy of the thesis shall be sent to the department where the thesis was assigned.

Article 4

Accredited study programmes at JFMED CU and study fields (for the purpose of filling in Annex No. 2 to the Internal Regulation No. 12/2013 - title page):⁴

general medicine
study programme: general medicine study
field: general medicine


dentistry
study programme: dentistry study field:
dentistry

nursing
study programme: nursing study field:
nursing

public health
study programme: public health study field:
public health

midwifery
study programme: midwifery study field:
midwifery

⁴ the number of the study field is not provided - Art. 1, Paragraph 3 of IR CU No. 7/2017 Amendment No. 1 to the Internal Regulation No. 12/2013 Directive of the Rector of Comenius University Bratislava on the basic requisites of final theses, rigorous theses and habilitation theses, control of their originality, preservation and accessibility at Comenius University Bratislava

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Article 5

Final Provisions

Upon this Internal Regulation becoming effective, the validity and effectiveness of the Internal Regulation No. 43/2013 Decision of the Dean of JFMED CU - Implementing Regulation concerning the final (bachelor's and diploma) theses of the students of JFMED CU in Martin dated 16 December 2013 shall be cancelled.

This Internal Regulation shall enter into force on the date of its approval by the AS JFMED CU and shall become effective on 10 May 2022.

Prof. MUDr. Andrea Čalkovská, DrSc.
Dean of JFMED CU