

Guidelines for Diploma Thesis writing, submission and defense in General Medicine study program – academic year 2019/2020 and 2020/2021.

Deadlines for diploma thesis submission

6th year – until 30. 04. 2020 (scheduled defence 01. - 12. 06. 2020)

5th year – from 15. 06. 2020 until 10. 08. 2020 (scheduled defence 07. - 11. 09. 2020)

Diploma Thesis is submitted electronically. The electronic version of thesis (PDF file with the possibility of conversion to a text) is submitted through the Academic Information System (AIS). The student is obliged to inform without delay his / her study officer as well as the administrator of the relevant defence committee by e-mail about uploading the thesis (the list of administrators will be published on the faculty website during April).

The deadline for uploading the final thesis into the AIS system in line with the Rector's Directive 12/2013 - not earlier than 90 days before the date of the defence of the thesis, it currently applies to students of the 5th year only. Therefore, their thesis can only be uploaded after June 15, 2020.

Information on how to send the other documents, accompanying the thesis submission, to the Study Department (title page, photocopy of the thesis assignment duly signed, license agreements) will be provided additionally after the further instruction from the university.

Selected notes on the formal structure of the thesis:

- Further information to the requirements of the thesis are given in the relevant Rector's directive (VP 12/2013 as amended by Appendix 1 and Appendix 2) and in the Dean's directive of the JLF UK (VP 43/2013),
- A thesis contains of: **cover page, title page, assignment** (in international students both in Slovak and English), acknowledgement (optional), **abstract in Slovak language, abstract in English language, foreword, contents**, list of figures and list of tables (optional), list of abbreviations and symbols (optional), vocabulary (optional), introduction, **current state of the issue at home and abroad**, aim of the work, methodology and methods of research, results, discussion, conclusions, list of literature, annexes (optional),
- only underlined chapters are numbered - introduction and conclusions are not numbered
- current state of the issue at home and abroad can be divided into several numbered chapters and subchapters
- results and discussion can make one unit,
- **study field code is not stated neither on the cover page nor on the title page of the thesis** (the template of the cover page is in Annex 1, the template of the title page is in Annex 2),
- **title of the thesis on title page** must be **identical with a title in the thesis assignment**,

- **assignment** (without signatures, in the case of international students both in Slovak and English language) makes an integral part of the electronic version of the thesis; a student can download the current assignment in both languages from the AIS,
- abstract includes 3 -5 keywords, abstract is written in one paragraph and its extent is usually 100 to 500 words. Language versions of abstracts are each on a separate page. **Note:** in the academic year 2019/2020, the committees for the defense of diploma theses have changed - in the abstract, it is therefore necessary to write the committee to which the thesis is assigned (according to the workplace of the supervisor, or in case of an external supervisor, according to the study field). The list of the state examination committees for diploma thesis defense can be found in the Study Program of JFMED CU for the academic year 2019/2020, also published on the website https://www.jfmed.uniba.sk/fileadmin/jlf/Dekanat/studijne-oddelenie/EN-verzia/2019-2020/Rocenka_2019_ENGL..pdf (abstract samples can be found in Annex 3)
- **recommended font:** Times New Roman, size 12,
- **recommended page setup:** 1.5 spacing; margins left 3.5 cm, right 2 cm, top and bottom 2.5 cm, vertical page orientation, A4 format, block alignment,
- **page numbering** - display the page number at the center of the footer; Times New Roman font and size 12; the first page displaying the number – Introduction
- **it is required to use the same citation technique in the entire thesis** - it is recommended to follow the rules for bibliographic references in line with ISO 6901 or the Acta Medica Martiniana standard. All publications cited in the text must be listed in the bibliography at the end of the thesis. The abbreviations of the journals must be in accordance with Index Medicus (<http://www.nlm.nih.gov>).
- **citation examples:**
 - in the text give the author's surname and the year of publication in brackets, or if there are two authors, the surname of the first "and" the surname of the second author and the year of publication, or if there are more than two authors, give the surname of the first author then write 'et al.' and the year of publication; the bibliography includes all bibliographic references in alphabetical order according to the surname of the first author;
 - number reference system, in the text give the number in brackets according to the number in the list of references (bibliography); a detailed list of references cited in the thesis is numbered and listed in alphabetical order according to the first author's surname;
 - the citation-order system, you give a number in brackets that corresponds to the number of the source listed in the order in which they appear in the text. The entries in the reference list (bibliography) are numbered in the same order in which they appeared in the text.
- in case of **images or tables**, description has to include the reference and has also to be included in the bibliography,
- If a thesis requires the approval of the Ethics Committee, it is necessary to give the number of the Ethics Committee's decision in Methodology and methods of research (or to write the name of the previously approved project within which the work was carried out). If the nature of the work does not require the approval of the Ethics Committee, it is recommended to write this fact in the Methodology and Research Methods section. Generally, the Ethics Committee approval is required for experimental

works on humans and animals, questionnaire surveys and prospective studies. Neither retrospective studies nor the analysis of medical records or case reports do not require the Ethics Committee's approval.

Some useful information about Diploma Thesis Defense

- When preparing the state examination (thesis defense), the study department communicates with the administrator, or the chairman of the committee and solves the problems that may arise. The list of administrators will be published on the faculty website during April.
- The administrator of the relevant committee for the diploma thesis defence will deliver the information about the student's diploma thesis uploading to both the supervisor and the opponent. Both the supervisor and the opponent upload their evaluation together with the grade into the AIS. After it has been printed and signed, the evaluation is delivered to the administrator of the relevant committee. At the same time, the supervisor attaches the protocols of originality (from the central register of final theses - CRZP and Theses) with his/her statement. **Deadline for writing and uploading the supervisor's and the opponent's evaluation into AIS: 20. 05. 2020.**
- Study Department will publish the **dates of the state examination, the schedule of students and committee members** upon a proposal by the chairman of the committee (through the administrator) no later than **14 days before the defense**.
- **Diploma thesis defense will be held online**, as other state exams. Methodological guidance on online state exams and the tasks of the administrator will be published in a separate document.
- After the diploma thesis defence, the administrator of the relevant committee sends a state examination report signed by the members of the committee to the Study Department, together with evaluations of the supervisor and the opponent of the final thesis duly signed (including protocols from CRZP and Theses).

Written by: prof. MUDr. Juraj Mokřý, PhD., Ing. Eva Tišliarová

in Martine, April 2, 2020

Annex No. 1: Sample of the cover of a diploma thesis (yellow parts will be inserted by a student)

COMENIUS UNIVERSITY IN BRATISLAVA
JESSENIUS FACULTY OF MEDICINE IN MARTIN

THESIS TITLE

SUBTITLE (OPTIONAL)

Diplomová práca

2020

Name, Surname, academic degrees of an author, in any

Annex No. 2: sample of a title page (yellow parts will be inserted by a student)

COMENIUS UNIVERSITY IN BRATISLAVA
JESSENIUS FACULTY OF MEDICINE IN MARTIN

THESIS TITLE

SUBTITLE (OPTIONAL)

Diplomová práca

Study program: General Medicine

Study field: General Medicine

Supervising workplace: Department/Clinic

Supervisor: name, surname, academic degrees

2020

Name, Surname, academic degrees of an author, in any

Annex N. 3: Abstract sample (yellow parts will be inserted by a student)

SURNAME, **Name**. **Thesis title** [Diploma Thesis]. Comenius University in Bratislava. Jessenius Faculty of Medicine in Martin. **Supervising workplace**. Supervisor: **Name, Surname, degrees**. Committee for diploma thesis defense: General Medicine – **xxx**. Degree of professional qualification: Doctor of General Medicine. Martin: JLF UK, 2020, **xx** p.

Abstract of 100-500 words, either in one paragraph or may be divided into Introduction, Objectives, Methodology, Results, Conclusions.

Key words: **xxx, xxx, xxx, xxx (3-5 key words)**