INTERNAL REGULATION NO. 43/2013

Decision of the Dean
of the Jessenius Faculty of Medicine in Martin CU

on Theses (bachelor’s and master’s)
of students of JFMED CU in Martin

IR elaborated by: Ing. Eva Tišliarová
Date: 8. 12. 2013
Signature:

IR negotiated by: Academic Senate of JFMED CU
Date: 16.12. 2013
Signature:

IR approved by: Academic Senate of JFMED CU
Date: 16.12. 2013
Signature:

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Change 1:
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Change 3:
Date:
Signature:

Change 4:
Date:
Signature:
Regulation on Theses  
(bachelor's and master's) of students of the Jessenius Faculty of Medicine  
CU in Martin

Following the Internal Regulation of CU No. 12/2013 „Guideline of the Rector of CU in Bratislava on the Basic Essentials of Theses, Rigorous Theses and Habilitation Theses, Check of Their Originality, Their Storage and Accessing at Comenius University in Bratislava” (hereinafter referred to as „Internal Regulation of CU 12/2013), Article 8 section 4. In accordance with Article 22 section 2 letter m) of the Statute of the Jessenius Faculty of Medicine CU in Martin, after approval by the Academic Senate of JFMED CU on December 16, 2013, I issue this regulation regarding theses of students of JFMED CU in Martin:

Article 1  
Basic Principles of bachelor's and master's theses

1) Content and formal arrangement of theses of the first, second, and joint first and second cycle of university study (bachelor's and master's thesis) is to the full extent regulated by the Internal Regulation of CU No. 12/2013:
   - recommended extent of a bachelor's thesis is usually a minimum 30 - 40 standard pages (54,000 - 72,000 signs including spaces), recommended extent of a master's thesis is a minimum 30 - 50 standard pages (54,000 - 90,000 signs). Adequacy of thesis extent is considered by an advisor;
   - the same method of quoting must be used in the whole thesis. It is recommended to follow guidelines for bibliographic references to information resources according to the standard ISO 690\(^1\) or the standard valid for Acta Medica Martiniana Journal\(^2\). All publications cited in the text must be presented in the list of literature used. Abbreviations of journals have to follow Index Medicus (List of Journal Indexed in Index Medicus, [http://www.nlm.nih.gov](http://www.nlm.nih.gov)).

2) Proposed topics of theses are published by training workplaces by means of the academic information system (hereinafter referred to as "AIS"):  

\(^1\) STN ISO 690:2010(E) Information and documentation - Guidelines for bibliographic references and citations to information resources; examples - look at [http://stella.uniba.sk/texty/690-2010_priklady.pdf](http://stella.uniba.sk/texty/690-2010_priklady.pdf)  

• **For General Medicine study program:** for students of the 4th study year in the appropriate academic year, each teacher is obliged to publish minimum 2 topics of master's thesis in Slovak language and minimum one topic in English language. Head of training workplace is responsible for the publication of topics within the period determined by the dean.

• **For study programmes of the 1st cycle:** Proposed topics are published by workplaces at the beginning of the penultimate academic year of study at the latest, head of training workplace is responsible for the publication of topics within the period determined by the dean.

• **For study programmes of the 2nd cycle (Master study programme):** Proposed topics are published by workplaces at the beginning of the 1st academic year of study, head of training workplace is responsible for the publication of topics within the period determined by the dean.

3) Topics are published by teachers of JFMED CU electronically by means of AIS in section "Theses - Theses Register". In case one person in the training workplace is authorized to publish, approve students and publish assessment of the subject Thesis Defence, head of training workplace asks the local administrator at the study department in writing or by e-mail for allocation of a role "Administrator of Theses". Topics of theses are approved by the head of training workplace.

4) A student selects a topic of his (her) thesis by means of AIS within 2 months from the first day of a determined period for selection at the latest, and after an agreement with his (her) advisor he/she signs in this topic in AIS. Time period for signing will be determined by the dean.

5) One topic may be selected by one student only. In case more students will sign in the same topic, an appropriate advisor is responsible for selection and acceptance of thesis topic. One advisor may instruct more students at the same time, however each must have different thesis topic. Students are obliged to find out in AIS whether their thesis topic has been accepted. Acceptance of the thesis topic must be done within the time period determined by the dean for an appropriate academic year.

6) After acceptance of the thesis topic and a student by an advisor, an advisor prints out final assignment of the thesis and sends the original (after signing by an advisor and a head of a workplace) to the study department, the copy is archived at an appropriate workplace.

7) In case a consultant, besides an advisor, is also written in an assignment, an advisor is responsible for all administration resulting from the guideline and internal regulation.

8) In case the student selects his/her own subject, he/she also proposes an advisor. The topic and the advisor must be approved by the head of an appropriate workplace. Administrator of Theses at an appropriate workplace enters the topics in AIS.
9) In case the student wants to specify (after agreement with an advisor) the topic of the thesis, or he/she wants to change an advisor, note about this change is made at the student's request in the copy of thesis assignment archived at an appropriate workplace. Afterwards, the original of the change is sent to the study department and the copy is archived by a training workplace. Request for change must be approved/signed by the head of a workplace. Topic of thesis (change of a topic, an advisor) may be changed by the beginning of the last study year at the latest.

10) Original of an assignment is an inseparable part of a printed form of thesis, electronic form is published without signatures of involved persons.

11) Head of a workplace, where the thesis topic was announced, proposes opponents of theses. The workplace enters the opponents to AIS within a period determined by the dean of the faculty. In case of external opponent, the head of a workplace reports his/her name to the study department which ensures the entering of the opponent's name to AIS.

12) If the thesis content requires Ethics Committee approval, a student submits, at the advisor's recommendation, documents for approval to the Ethics Committee of JFMED CU in Martin. This information must be entered to AIS by an advisor when the thesis assignment is being approved.

Article 2
Submitting of Thesis, its Accessing, License Agreement on Use of Thesis

1) A thesis is submitted by official time schedule in 2 printed forms at the study department.

2) Together with a thesis, a student submits photocopy of thesis assignment which must be identical with assignment in hardbound, title page and 2 copies of License Agreement between the author and the Slovak Republic, and between the author and University.

3) After a thesis is submitted through AIS, it is sent to the Central Register of Thesis of the SR (CRZP) to check its originality. An advisor must obtain protocol of thesis originality from CRZP. Advisor's opinion includes statement concerning the result of protocol of originality. An advisor is responsible for the check of originality. Result of the check from CRZP is available in AIS. Check of originality must be done by an advisor. In case of external advisor, an appropriate workplace must check the originality.

4) An advisor submits signed protocol of originality at the study department together with signed opinion and provides it to the thesis opponent as well. Advisor's opinion includes statement concerning the result of protocol of originality.

5) Opponent who was acquainted with the result of thesis originality sends signed opinion to the study department by time schedule. In case of external opponent, an appropriate
workplace, which proposed an opponent, ensures the entering of opinion to AIS and sending of signed copy to the study department.

6) The result of originality check shows a percent match to other works registered in a database, including previous theses of the same student. If a student continues writing about the topic that he/she worked on in the previous stage of study, an overlap of no more than 30% between these two works is expected. It is under the competence of an advisor and an appropriate committee to assess to what extent are the matches to other sources acceptable. In case of copyright violation, the chair of examination committee submits a proposal to the dean to take disciplinary action against a student.

Article 3
Accessing of the Thesis, License Agreement on Use of Thesis

1) A student is allowed to defend his/her thesis on condition that he/she submits license agreements in 2 copies, or a statement that his/her thesis can't be accessed to the public. One copy of each license agreement is for an author and the second is filed to a student's personal file.

2) License agreements are signed by the dean or a person authorized by the dean within a period of 30 days since the day of delivery.

3) After successful defence of a thesis, study department ensures submitting of a printed version of thesis to the Academic Library and Information Centre of JFMED CU. One copy is sent to the appropriate work place where a thesis was assigned.

Accredited study program at JFMED CU and numbers of study fields (in order to fill out Supplement No.2 to Internal Regulation No. 12/2013 - Title Page):

- General Medicine
  Study Programme: (name) General Medicine
  Study Field: (number and name) 5141 General Medicine
- Dentistry
  Study Programme: (name) Dentistry
  Study Field: (number and name) 5166 Dentistry
- Nursing
  Study Programme: (name) Nursing
  Study Field: (number and name) 5602 Nursing
- Public Health
  Study Programme: (name) Public Health
  Study Field: (number and name) 5607 Public Health
- Midwifery
  Study Programme: (name) Midwifery
  Study Field: (number and name) 5609 Midwifery

This regulation invalidates Internal Regulation No. 3/2012 of February 14, 2012.
This regulation comes into effect after approval by the Academic Senate of JFMED CU on December 16, 2013.

prof. Ján Danko, M.D., PhD., m.p.
dean of JFMED CU