

## **University of Debrecen Faculty of Health Sciences (UDFHS)**

### **Rules of the Scientific Students' Association (SSA)**

**1.** The Scientific Students' Association (SSA) is a voluntary organization for students, a platform for Scientific activities of interested, receptive and prepared students; its activities are an extra-curricular part of the studies. Any enrolled student of the University of Debrecen Faculty of Health Sciences (UDFHS) can be a member of the Scientific Students' Association (SSA of UDFHS), if the faculty's lecturers and working groups are ready to accept them.

**2.** The aim of the SSA is to involve students in the teaching and research work of the teaching and research units of the Faculty of Health Sciences, in patient care activities, to ensure professional publicity and recognition of their achievements, and to ensure involvement in the talent development programme at the University.

### **3. The organisational structure of SSA**

#### **3.1. SSA at the Faculty of Health**

**3.1.1.** The right of supervision is exercised by the vice-rector for academic affairs of the University of Debrecen (UD) and the dean of the Faculty of Health Sciences. The dean of the faculty and the directors of the institutes are responsible for the financial support for the faculty's SSA activities in each field of sciences, students elect one person through their representative body to be member of the association, who then participates as full member.

**3.1.2.** Regarding SSA activities related to the training programmes in health sciences, the Medical and Health Sciences Council of Student Research Societies (CSRS) of UD manages students' work, while in social sciences the CSRS of the UDFHS manages it.

The Rules and Regulations on SSA of the University of Debrecen apply to students who perform SSA activities related to the training programmes in medical health sciences. (<https://oetdk.unideb.hu>).

**3.1.3.** The members of the CSRS consists of a president, a co-president, a secretary, a CSRS administrator, institute coordinators, student representatives (1-1 student per institute, of whom at least 1 student is also a member of the Students' Union). The president, co-president, secretary, and administrator of the CSRS, and the coordinators of the institutes are appointed by the Dean of the Faculty of Health Sciences on the recommendation of the Faculty Board, and their term of office is valid until revoked.

#### **3.2. SSA at the departments of UDFHS**

Supervision is exercised by the head of the relevant department. It is the duty of the organizational unit to archive documents generated in connection with SSA in the given department (or institute), and to preserve them for at least 10 years from the date of their creation.

### **3.3. Responsibilities of the members of the CSRS**

#### **3.3.1. The President of CSRS**

- manages the CSRS, SSA activities at the Faculty of Health Sciences, and students' SSA activities;
- establishes appropriate contacts with the various bodies of the Council of the National Scientific Students' Association, with the CSRS; with Medical and Health Sciences CSRS, and with the management of the Faculty of Health Sciences;
- develops a strategy for life in SSA;
- encourages students' scientific activity with the help of institute directors, department heads and coordinator of the institutes;
- chairs CSRS meetings;
- is member of the Medical and Health Sciences CSRS;
- represents - as member of the Medical and Health Sciences CSRS - the activities of SSA related to the training programmes in health sciences in the CSRS meetings.

#### **3.3.2. The Co-president of CSRS**

- represents the Faculty of Health at the Medical and Health Sciences CSRS committee meetings in the president's absence;
- acts as president at the request of the CSRS president in the president's absence.

#### **3.3.3. The Secretary of CSRS**

- coordinates the organisational and administrative tasks for the above goals in agreement with the CSRS members;
- inspire the activeness of students' scientific work
- coordinates getting and completing official documentation;
- coordinates the preparation and the run of local SSA conferences;
- coordinates the convening of CSRS meetings and the notification of the relevant participants;
- coordinates contacting with the National Council of Scientific Students' Association, with the Council of the Scientific Students' Association at the University of Debrecen, the Medical and Health Sciences CSRS, the management of Faculty of Health, and with foreign Scientific Students' Associations;
- arranges the representation of the faculty at the Medical and Health Sciences CSRS committee meetings in the president's absence;
- performs other tasks as requested by the CSRS president.

#### **3.3.4. The Administrator of CSRS**

- performs organizational and administrative tasks for the above goals in agreement with the CSRS members;
- encourages students' academic activity;
- convenes CSRS meetings and notifies the relevant participants in agreement with the CSRS president, co-president and secretary;
- keeps contact with the Council of the National Scientific Students' Associations, the Council of the Scientific Students' Association of the University of Debrecen, the Medical and Health Sciences CSRS, the management of Faculty of Health, and with foreign Scientific Students' Associations;
- informs - in agreement with the CSRS president, co-president and secretary - lecturers and students electronically about the conditions of and procedures for participation in

local conferences, and manages the administration process of registration in cooperation with the coordinators of institutes;

- organises and runs - in agreement with the president, co-president and secretary of the CSRS - the administrative aspects of the local SSA conference;
- invites - in agreement with the president, co-president and secretary of the CSRS, and with the help of the coordinators of the institutes - the opponents of the research paper, and manages the administration tasks of the evaluation process with the help of the coordinators.
- prepares official documentation and does the administrative tasks of writing minutes, reports, or compiling the study volume, etc.) in cooperation with the coordinators of the institutes;
- performs other tasks as requested by the CSRS president, co-president and secretary.

### **3.3.5. The coordinators of the institutes**

- are responsible for the SSA activities of the institute, with the involvement of the heads of departments;
- contribute to the work of CSRS with their suggestions and ideas;
- encourage students' scientific activity;
- participate in organizing and running the local conference;
- maintain the documentation related to SSA activities of the institutes in social sciences and health sciences (e.g. SSA student registration, assisting the CSRS administrator in the application process, preparing the invitations to opponents, managing the administration of the evaluation process, writing the minutes at the local conference, and in preparing reports and study volumes, etc.);
- perform other tasks as requested by the CSRS president, co-president and secretary.

### **3.3.6. The student representatives**

- participate in CSRS meetings;
- voice their opinions in discussion, and then provides students with information in a timely and appropriate way with the help of the Students' Union;
- the one who represents the Institute of Health Sciences is also a member of the Medical and Health Sciences CSRS;
- the one delegated by the Institute of Health Sciences represents the faculty at the meetings of the Medical and Health Sciences CSRS;
- encourage scientific activities of students;
- participate in organising and running the local conference.

## **3. 4. Tasks and operation of the CSRS**

- the CSRS decides on its work plan, make proposals for its budget and financial needs;
- the CSRS meetings are convened by the CSRS administrator in agreement with the CSRS president, co-president and secretary when necessary, but at least once a half year;
- CSRS meetings are attended by members and invitees;
- decisions are made by simple majority vote, which are made public together with the criteria on which they are based. Voting is valid if at least 50% + 1 of the CSRS members are present.
- The CSRS of the University of Debrecen Faculty of Health acknowledges the theoretical governing and representative role of the Council of the National Scientific Students' Associations.

## **4. The operation of SSA**

**4.1** Students interested in SSA activities should apply to the lecturer whose topic they are interested in and with whom they want to work with. The decision on acceptance of the application is decided by the chosen lecturer or, in case of any problems, by the head of the relevant department. Students, depending on the progress of their work and in agreement with the consultant, can apply for the local SSA conference. The consultant confirms the student's application in a statement, thus registering the student for the SSA activity.

**4.2** The student may apply for a SSA conference either with health science topic or social science topic. When applying from a field related to the training programmes of health sciences, the student registers on <https://oetdk.unideb.hu> website (see point 5.1) before the deadline set by the Medical and Health Sciences CSRS, while in the field of social sciences the student submits the necessary documents electronically to the CSRS administrator (see point 5.2).

The SSA has registered members and full members. A registered member is someone whose application is accepted by the chosen consultant of a given department. A student becomes a full member if he/she can show some documents on his/her scientific activity, like a SSA research paper, a scientific publication, a lecture or poster presented at a SSA conference or a scientific congress. The student receives a certificate of full membership from the Council of the CSRS.

**4.3.** SSA students work under the guidance of the consultant. With special permission, they can use the research and administrative facilities, instruments and laboratory equipment of the faculty (institute/department), and can participate in the work of the special area or practice fields. When collecting and preparing data, information and interviews required for the SSA work, the student must obtain the written permission of the head of the institution or his/her delegate, if the work is carried out in another institution.

With the permission of the consultant, the SSA student may report on his/her work in the form of a SSA presentation, SSA research paper or outside the scope of SSA activities. He/she has the right to participate in SSA events, and to have his/her scientific work recognised as equivalent to the Thesis. The student may take on a demonstrator's assignment, apply for a demonstrator status, and apply for scholarships offered by either the Student and Allowance Committee of the Faculty or by the Faculty itself.

**4.4.** The student may give a lecture at SSA events even if he/she has previously not written a research paper or not submitted it by the deadline. In such a case, the presentation may be held with the permission of the consultant. These presentations are evaluated and pointed by the Evaluation Committee, but in this case the student is required to prepare a the Thesis in accordance with the requirements for the preparation, submission and defence of the Thesis as specified in the faculty regulations. According to the rules of the Council of the National Scientific Students' Associations in Social Sciences, the student who has participated in an SSA event in the field of social sciences is not allowed to advance to the national event.

**4.5.** The CSRS decides on the work plan for the SSA, organises institutional conferences, and arranges for the setting up of evaluation committees. It registers those students who have

started their SSA activities, have given an oral presentation or submitted the research paper, have participated in a congress of a scientific society or have published in a scientific journal.

**4.6.** The CSRS is responsible for organising and running local SSA events. When organising the local SSA conference, the CSRS may group the research papers to be presented in different sections according to fields of science.

**4.7.** The operating costs of the CSRS are covered by the Dean of the Faculty of Health Sciences and its institutes. The financial activities of the SSA are supervised by the Faculty's Finance and Human Resource Unit.

## **5. The application procedure for a SSA conference**

The application procedure for a SSA conference depends on the field of science.

**5.1.** In the field of HEALTH SCIENCES, student may apply for an SSA conference with (1) an abstract or (2) the research paper.

**5.1.1.** When the student applies for an SSA conference with an abstract, the application must be submitted via the electronic platform of the Medical and Health Sciences CSRS (<https://oetdk.unideb.hu/hirek>), as it is defined in the Regulations of the CSRS of the Faculty of Medicine, and following the instructions and formatting requirements set by the CSRS of the Faculty of Medicine, by the deadline announced by the Medical and Health Sciences CSRS of the University of Debrecen. The date of a SSA conference can be found on the CSRS website. The student uploads here (1) the abstract and (2) the presentation of the lecture (in PPT or Prezi, etc.).

The use of formulas, tables and figures is not allowed in the uploaded abstract. At the end of each presentation held at the local SSA conference, the student(s) is(are) required to present a table that shows which part the presenter(s) per person did in the presented material, as well as the number of any permissions, ethical or experimenting with animals, etc., if they were required to get before. If ethics clearance was not required, a sentence should be added stating "Ethics clearance was not required during the investigation". In the absence of this appendix slide, the presentation cannot be evaluated, scored and accepted as a Thesis defence.

The consultant informs the CSRS administrator that he/she agrees with the content and form of the uploaded abstract, and therefore the consultant informs the CSRS administrator too, and sends him/her in an email the details of the abstract - title / presenter(s) / consultant(s) - in a Word document not later than the deadline for uploading the abstract by the student, or if this date falls on a day off, until 4 p.m. on the following working day together with the declaration at the bottom of the page saying that "*I agree with the content and form of the abstracts uploaded by my student(s) named in the declaration, and I agree to my student(s)' application for the conference*". The CSRS administrator collects and forwards the declarations received by the deadline to the CSRS president, secretary, relevant coordinator and to the academic secretary of the Medical and Health Sciences CSRS of the University of Debrecen.

Only those students' application is valid whose electronic application was received, and whose consultant submitted the declaration sent to him/her earlier by the SSA faculty administrator, and whose names are included in the list based on these requirements.

When the student applies for a SSA conference in the field of health sciences with an abstract and has not prepared a research paper on the topic, neither the abstract nor the SSA presentation is accepted as a Thesis or a Thesis defence, consequently the student must prepare a Thesis according to the rules for preparation, submission and Thesis defence defined by the Faculty of Health Sciences.

When the student applies for an SSA conference in the field of health sciences with an abstract, he/she is eligible to advance to the conference of National Scientific Students' Association.

**5.1.2.** When the student applies for the SSA conference with a research paper in the field of health sciences, he/she must submit it in line with the regulations of the Medical and Health Sciences CSRS. The student uploads the paper via the link provided <https://tdk.lib.unideb.hu/> and by the deadline set by the Medical and Health Sciences CSRS of the University of Debrecen. After registration and uploading the data, the system generates a form with a signature space for the head of the institute and the president of the CSRS below the sentence "*Hereby I agree on the student's application for the evaluation*". The student scans and sends this cover sheet via email to the consultant and asks the consultant to sign it, then the scanned version must be sent by email to the CSRS administrator. The CSRS administrator collects the generated cover sheets and sends them by e-mail to the CSRS president. Then the CSRS administrator prints the cover sheets, the CSRS president and the head of the institute sign them, and the CSRS administrator sends the signed coversheets to the academic secretary of the Medical and Health Sciences CSRS.

The deadline for uploading the paper and sending the scanned cover sheet, which is signed by the consultant, to the SSAC/ CSRS administrator is 20<sup>th</sup> February.

The deadline for sending the printed cover sheets, which are signed by all the involved persons, to the secretary of SSAC/ CSRS of Faculty of Medicine is 1<sup>st</sup> March.

**5.2.** In the field of SOCIAL SCIENCE, students can apply for an SSA conference with (1) an abstract or (2) the paper.

**5.2.1.** When the student applies for an SSA conference with an abstract, the student sends (1) the abstract and (2) slides of the presentation (PPT, Prezi, etc.) as an attachment to the CSRS administrator. At the same time, the consultant sends the signed form of declaration, which confirms that the consultant agrees on the student's participation in the SSA conference. The deadline of application is published on the official website of the Faculty.

The CSRS administrator collects the documents received by the deadline and forwards them electronically to the CSRS president, administrator, and the relevant coordinator. The CSRS administrator confirms receiving the abstract in an e-mail within 3 working days to the student it concerns.

When the student applies for an SSA conference with an abstract in the field of social sciences, he/she is not eligible to advance to the conference of National Scientific Students' Associations, the abstract will not be accepted as a Thesis, consequently the student needs to prepare a Thesis according to the rules for the preparation, submission and Thesis defence as defined by the Faculty of Health Sciences.

**5.2.2** When a student applies for an SSA conference with a research paper in the field of social sciences, the student sends (1) the abstract and (2) slides of presentation (PPT, Prezi, etc.) electronically to the CSRS administrator, in line with the deadline set by the Medical and

Health Sciences CSRS of Faculty of Medicine. At the same time, the consultant sends the signed form of declaration confirming that he/she agrees on the student's participation in the SSA conference.

The student sends the research paper electronically to the TDT administrator by the given deadline published on the official website of the Faculty. The formal and content requirements for the paper are the same as those for the Thesis defined in the rules of the Faculty of Health Sciences. The submission of the paper and its acceptance by the opponents is a prerequisite for the student's participation in the conference of National Scientific Students' Associations.

### **5.3. Uniform content requirements for the structure of the abstract, regardless of the field of science**

Title:

Name of authors, place of training:

Name of consultant, place of work:

Introduction:

Objectives, hypotheses:

Methods:

Outcomes:

Summary/Conclusions:

The abstract should be uploaded in a Microsoft Word document. The title of the abstract can be a maximum of 150 characters with spaces. The rest of the abstract cannot exceed 350 words or 2500 characters with spaces. The abstract should be written in Times New Roman font, 12 point font size, single spaced, and in a justified block of text. The above mentioned formatting must be used in the abstract indicating its parts, e.g. 'Introduction' etc. The use of paragraphs, bold, boldface and italics, or formulas, tables and figures in the uploaded abstract is not allowed. Abstract formatting requirements may vary according to the recommendations of the National CSRS, therefore the upgraded CSRS website is to be checked the before submission.

### **5.4. UDFHS – The rules of preparing the Diploma/Degree Thesis in English language:**

[https://etk.unideb.hu/sites/default/files/inline-](https://etk.unideb.hu/sites/default/files/inline-files/General%20Order%20for%20Preparing%20the%20Degree%20Thesis_Diploma%20The)

[files/General%20Order%20for%20Preparing%20the%20Degree%20Thesis\\_Diploma%20The](https://etk.unideb.hu/sites/default/files/inline-files/General%20Order%20for%20Preparing%20the%20Degree%20Thesis_Diploma%20The)  
[sis\\_Faculty%20of%20Health%20Sciences.docx.pdf](https://etk.unideb.hu/sites/default/files/inline-files/General%20Order%20for%20Preparing%20the%20Degree%20Thesis_Diploma%20The)

## **6. The evaluation process of the papers depends on the fields of science**

### **6.1. When the student submits a paper in the field of HEALTH SCIENCES:**

The evaluation process is carried out by the Medical and Health Sciences CSRS of the University of Debrecen. The evaluation process can be started after the signed cover sheets have been received by the secretariat of the Medical and Health Sciences CSRS. Each paper is evaluated anonymously by two opponents.

These two opponents inform the secretary of the Medical and Health Sciences CSRS by 10<sup>th</sup> April at the latest whether the paper is acceptable. Between 1<sup>st</sup> March and 30<sup>th</sup> April, the opponents may return the paper several times to the student for corrections, and the student must reply within three working days, or rewrite the paper according to the suggestions and return it to the opponents for checking. The final decision on the paper is made by 30<sup>th</sup> April at the latest.

Once the paper has been accepted, the student can apply for its acceptance as a Thesis using the form available on the website of Medical and Health Sciences CSRS of the University of Debrecen.

## **6.2. When the student submits a paper in the field of SOCIAL SCIENCES:**

- The opponents will be invited by CSRS administrator with the assistance of the institute coordinator and with the agreement of the CSRS president, co-president and secretary. The opponents evaluate with a grade from 1 to 5, and also prepares a textual evaluation of the SSA paper. Each paper is evaluated anonymously by two opponents. Within 15 calendar days of receiving the paper, the opponents return it and the textual evaluation to the CSRS administrator.
- In case of a significant difference in the evaluation of the two opponents (e.g. "accepted" vs. "not accepted" or a three-number-difference between the grades given by the opponents), the CSRS administrator, on the recommendation of the CSRS President, invites a third opponent, who is required to prepare his/her evaluation within five working days.
- The final grade of the paper is the average of the grade given by the two opponents.
- If one of the opponents proposes a grade 1, "not accepted", the paper cannot be presented at the National Scientific Students' Association conference, even if it has been presented and ranked at the local SSA conference.
- The CSRS administrator, with the assistance of the CSRS coordinator, in agreement with the CSRS president, co-president and CSRS secretary, informs the registered students electronically about the evaluation, as well as the conditions and procedures for participation in the local conference. The student is required to respond to the evaluation within three working days.
- The following criteria will be taken into account when evaluating the paper:
  - Logical structure and literature review: clear statement of the topic; justification of the examination; clear structure; well-grounded on the basis of the literature; adequate conclusions; correctness of comparing the conclusions with the literature.
  - Methods: degree of difficulty, versatility of methods, accuracy of description, adequacy, extent of own work.
  - Results: how accurate, thorough, detailed and clear the presentation is; how adequate and illustrative the documentation is.
  - Formal execution: precise preparation and its aesthetics; bibliography
  - Misspelling and typing errors.

## **6.3. The paper cannot be accepted:**

- If the rules for the preparation of the paper was not respected by the author.
- If comparing the findings with the literature is superficial or if the conclusions are badly-grounded.
- If the description of the methods is not well-founded or precise, if the description of the principles is missing, or if the method used is inadequate.
- If it does not adequately reflect the student's own work, or the extent of the student's own work cannot be clearly identified from the paper (e.g. not listed in detail in the appendix).
- If any of the formal requirements are not met.



## **7. Acceptance of an SSA paper as a Thesis depends on the fields of science**

### **7.1 When the student submits an SSA paper in the field of HEALTH SCIENCES:**

If the opponents accept the paper, the student can apply for its acceptance of as a Thesis using the form available on the website. After the written approval of the request for acceptance by the Registrar's Office of the Faculty of Medicine, the student submits the document of acceptance electronically to the Registrar's Office of the UDFHS by 15<sup>th</sup> May so that the case could be closed. In this case, the acceptance of the paper as a Thesis by the Registrar's Office of the UDFHS is automatic and the Thesis is awarded a grade of 5, i.e. "excellent".

If the SSA paper is not accepted by the opponents, the student and the president and secretary of the CSRS will be informed by the secretary of the Medical and Health Sciences CSRS. The student may submit a request to the Registrar's Office of UDFHS for a posterior submission of the paper as a Thesis. If the paper is accepted by the Registrar's Office of the UDFHS, it will be treated as a Thesis and the evaluation process applied for Thesis will be started. All related administration is carried out by the Registrar's Office.

The student may submit his/her previous paper electronically to the Registrar's Office of UDFHS as a Thesis until 2<sup>nd</sup> May. The student should attach (1) the original paper as a PDF document, (2) the revised version of the paper adjusted to the Thesis rules of UDFHS as a PDF document, (3) the evaluations of the paper, and (4) a request form in which the student asks the Registrar's Office of UDFHS to accept the Thesis. The student is also required to upload his/her Thesis to the Electronic Archive of the University of Debrecen on the website of <http://dea.lib.unideb.hu/dea/handle/2437/85081>. The student must also send his/her Thesis in a hard copy, bound or spiral bound, to the Registrar's Office of the ETK by 5<sup>th</sup> May.

The Thesis then is sent for evaluation by the UDFHS Registrar's Office, and it is evaluated by an opponent and a grade is given by 15<sup>th</sup> May.

If the Thesis is accepted, the process ends with a Thesis defence. If the Thesis is rejected, the Registrar's Office will send the Thesis for evaluation to 2 additional opponents, who prepare their evaluation within 3 working days.

### **7.2. If the student submitted a paper in the field of SOCIAL SCIENCES:**

**7.2.1** The SSA activities and the results obtained during them can form the basis of the Thesis. An accepted, single-author research paper can be submitted with respect to the evaluations of the research paper, the evaluation of presentation at the local conference, following the formal requirements of the Thesis.

**7.2.2** A multi-author research paper can be submitted as a Thesis in its unchanged form only by the first author taking the requirements described above into account, and attaching the resignation declaration of the other authors. In this case, the evaluations, the student's response given to them, as well as the data sheet issued by CSRS must be attached to the research paper and submitted to the Registrar's Office. A multi-author research paper can be submitted as a Thesis by another (the second or third, etc.) author in a revised form with the written consent or resignation statement of the other author(s) as an attachment. A research paper - either in its original or revised form - can be submitted only once as a Thesis.

**7.2.3** A research paper submitted in its original form can be accepted as a Thesis, only if the author, who wishes to have the research paper accepted as a Thesis, gives a first-author presentation at the local SSA conference. Another condition is that at the end of each presentation given at a local SSA conference, the students must present a slide with a table detailing the speakers per person work in the presented material.

**7.2.4** A revised research paper submitted as a Thesis is evaluated by the designated opponents in the same way as any other Thesis. If the research paper is submitted in its original form by the single author paper or by the first author to be accepted as a Thesis, its official evaluation is automatically accepted as an opponent's opinion of the Thesis.

**7.2.5** The presentation can be accepted as defence of the Thesis if 2/3 of the valid votes of the jury support it. In this case, the presentation will be accepted as defence of Thesis with a grade of 5 i.e. "excellent". The acceptance of this type of defence is valid only if the student also submitted the related research paper, which was accepted as a Thesis.

**7.2.6** If the student does not get a grade of 5, "excellent", he/she has the right to reject the final result. In this case, he/she initiates to have his/her research paper accepted as a Thesis.

**7.2.7** An in extenso first-author publication published in a peer-reviewed journal is also acceptable as an SSA research paper or Thesis. In this case, a copy of the publication must be submitted to the CSRS, and two-member committee appointed by the CSRS president decides whether the publication is acceptable as an SSA research paper.

**7.2.8.** The publication accepted as an SSA research paper can be accepted as a Thesis only if the student initiates the process at the Registrar's Office and attaches:

- 1) a copy of the notice,
- 2) the evaluation issued by the CSRS that the publication is acceptable as an SSA research paper.

A publication accepted as an SSA research paper can only be accepted as a Thesis if the author has given a presentation about the topic of his/her publication at an SSA conference or at a national or international congress. The prerequisite of acceptance is a presentation given by the student who wishes to have his/her publication accepted as a Thesis. A photocopy of the presentation's abstract and a copy of the cover or title page of the conference collection must be sent to the Registrar's Office together with the documents indicated above in points 1 and 2. In this case, the research paper will be accepted as a Thesis with a grade of 5, "excellent".

The SSA work is included in the student's electronic academic record as follows:

- made a research paper
- gave a presentation at the local conference,
- the research paper was accepted as a Thesis (showing the grade awarded).

The related administration is performed by the Registrar's Office based on the minutes of the local SSA conference prepared by the CSRS administrator, with the agreement of the president, co-president and secretary of the CSRS. The student's participation in the Conference of Scientific Students' Association is also listed in the academic record. The student can request the acceptance of his/her research paper as a Thesis by the deadline for submitting Theses set by the Registrar's Office of UDFHS.

## 8. A summary of 'TO DOES' of the SSA activities

- The student can apply for a SSA conference with a health science or social science topic. In the field of social sciences, the departments (institutes) announce the SSA topics (on the website or on the notice board). The student can choose a topic from the announced ones or freely according to his/her interest. With the selected topic, the student visits and asks the instructor of the topic to be his/her supervisor. In the field of health sciences, the regulations of the Medical and Health Sciences CSRS need to be followed. In light of the student's progress and in agreement with the chosen supervisor, the student applies for the local SSA conference electronically.
- In the field of health sciences, the student registers on <https://oetdk.unideb.hu/> by the deadline set by the Medical and Health Sciences CSRS, while in the field of social sciences, the student send the necessary documents electronically to the CSRS administrator.
- The deadline and way of submitting the research paper in the field of health sciences is defined by the Medical and Health Sciences CSRS of the University of Debrecen. The prepared research papers submitted and received by the deadline are continuously sent for evaluation.
- The opponents are invited by the CSRS administrator with the help of the institute coordinator, with the agreement of the CSRS president, co-president and CSRS secretary, to evaluate the research paper. The deadline for preparing evaluations in the field of social sciences is 2 weeks after the submission of the research paper by the deadline or they are done continuously, as described above. In the field of health sciences, the regulations of the Medical and Health Sciences CSRS need to be followed in this respect.
- The CSRS administrator, with the help of the institute coordinator, and with the agreement of the CSRS president, co-president and CSRS secretary, electronically informs the registered students about the ways of evaluations, the prerequisite of research paper and participation at the conference, and the tasks to do.
- The prerequisite for participating in the local conference is the preparation of a one-page abstract of the planned presentation. The student doing SSA activities in the field of health sciences, uploads the abstract electronically on the website of the Medical and Health Sciences CSRS University of Debrecen by the deadline specified there, and also the supervisor needs to agree on the student's application in a declaration. The student doing SSA activities in the field of social sciences, submits the abstract electronically to the CSRS administrator by meeting the same deadline specified in the field of health sciences.
- The date of the local SSA conference usually falls on the month of February. At the local conference, the SSA student presents his/her research paper, or gives a ten-minute presentation based on his/her SSA activities. The Evaluation Committee evaluates the presentation in writing on the evaluation sheet. Following the presentation, a maximum of 5 minutes is available for the discussion or answers.
- The advancement from the local conference is based on the decision of the Evaluation Committee.
- Based on the decision of the Evaluation Committee, the student can advance to the Conference of the National Scientific Students' Associations or any other scientific conference. Students who have advanced to the Conference of the National Scientific Students' Associations need to get information about the conditions of participation by visiting the website <https://otdk.hu/> of the National Scientific Students'

Associations.

### **9. Copyrights**

In relation to copyrights, the "Intellectual Property Management Regulations of the University of Debrecen" and the related regulations that must be followed.

**2<sup>nd</sup> June 2023**

# APPENDIX

*Appendix One*

**University of Debrecen Faculty of Health Sciences**

**Evaluation Sheet for SSA opponents**

year

<b>Name of the institution</b>	
<b>Name of department, specialization</b>	
<b>Name of the author or the Motto used</b>	
<b>Title and number of the research paper</b>	
<b>Name of the opponent</b>	
<b>EVALUATION</b>	
<b><i>Evaluation of the research paper (max. 60 points)</i></b>	<b><i>Points given</i></b>
1. The actuality of the choice of topic, the importance of the topic, and its practical usefulness. (max. 10 points) <ul style="list-style-type: none"><li>• excellent 9-10 points</li><li>• good 7-8 points</li><li>• satisfactory 5-6 points</li><li>• pass 3-4 points</li><li>• fail 0-2 points</li></ul>	
2. Theoretical foundation, the quantity and quality of the processing of the literature, the complexity of the topic's explanation (max. 15 points) <ul style="list-style-type: none"><li>• excellent 13-15 points</li><li>• good 10-12 points</li><li>• satisfactory 7-9 points</li><li>• pass 4-6 points</li><li>• fail 0-3 points</li></ul>	
3. Formal requirements, language, style (max. 5 points) <ul style="list-style-type: none"><li>• excellent 5 points</li><li>• good 4 points</li><li>• satisfactory 3 points</li><li>• pass 2 points</li><li>• fail 0-1 point</li></ul>	
4. Figures, tables, diagrams, correct referencing system (max. 5 points) <ul style="list-style-type: none"><li>• excellent 5 points</li><li>• good 4 points</li><li>• satisfactory 3 points</li><li>• pass 2 points</li><li>• fail 0-1 point</li></ul>	

<p>5. The research question, chosen research methods (max. 10 points)</p> <ul style="list-style-type: none"> <li>• excellent 9-10 points</li> <li>• good 7-8 points</li> <li>• satisfactory 5-6 points</li> <li>• pass 3-4 points</li> <li>• fail 0-2 points</li> </ul>	
<p>6. Presentation of results, evaluation, making recommendations (max. 15 points)</p> <ul style="list-style-type: none"> <li>• excellent 13-15 points</li> <li>• good 10-12 points</li> <li>• satisfactory 7-9 points</li> <li>• pass 4-6 points</li> <li>• fail 0-3 points</li> </ul>	

**Written evaluation:**

**Date:**

**Signature:**

**0-35 points: fail (1)**

**36-41 points: pass (2)**

**42-47 points: satisfactory (3)**

**48-53 points: good (4)**

**54-60 points: excellent (5)**

## University of Debrecen Faculty of Health

## SSA Evaluation Form

year

<b>Name of the institution</b>	
<b>Name of department, specialization</b>	
<b>Name of the author or Motto used</b>	
<b>Title and number of the research paper</b>	
<b>Name of the Opponent</b>	
<b>Name of the Opponent</b>	
<b>Grade suggested by the Opponent</b>	
<b>EVALUATION</b>	
<b><i>Evaluation of the research paper (max. 60 points)</i></b>	<b>Points given</b>
1. Up-to-datedness of the topic, the importance of the topic, and its practical usefulness. (max. 10 points) <ul style="list-style-type: none"> <li>• excellent 9-10 points</li> <li>• good 7-8 points</li> <li>• satisfactory 5-6 points</li> <li>• pass 3-4 points</li> <li>• fail 0-2 points</li> </ul>	
2. Theoretical foundation, the quality of quantity of the literature usage, the complexity of the topic's explanation (max. 15 points) <ul style="list-style-type: none"> <li>• excellent 13-15 points</li> <li>• good 10-12 points</li> <li>• satisfactory 7-9 points</li> <li>• pass 4-6 points</li> <li>• fail 0-3 points</li> </ul>	
3. Formal requirements, language, style (max. 5 points) <ul style="list-style-type: none"> <li>• excellent 5 points</li> <li>• good 4 points</li> <li>• satisfactory 3 points</li> <li>• pass 2 points</li> <li>• fail 0-1 point</li> </ul>	



<p>4. Figures, tables, diagrams, appropriate referencing (max. 5 points)</p> <ul style="list-style-type: none"> <li>• excellent 5 points</li> <li>• good 4 points</li> <li>• satisfactory 3 points</li> <li>• pass 2 points</li> <li>• fail 0-1 point</li> </ul>	
<p>5. The research question, chosen research methods (max. 10 points)</p> <ul style="list-style-type: none"> <li>• excellent 9-10 points</li> <li>• good 7-8 points</li> <li>• satisfactory 5-6 points</li> <li>• pass 3-4 points</li> <li>• fail 0-2 point</li> </ul>	
<p>6. Presentation and interpretation of the findings, suggestions (max. 15 points)</p> <ul style="list-style-type: none"> <li>• excellent 13-15 points</li> <li>• good 10-12 points</li> <li>• satisfactory 7-9 points</li> <li>• pass 4-6 points</li> <li>• fail 0-3 points</li> </ul>	
<b><i>Assessment of the oral presentation (max. 40 points)</i></b>	
<p>1. Presentation style and time management (max. 10 points)</p> <ul style="list-style-type: none"> <li>• excellent 9-10 points</li> <li>• good 7-8 points</li> <li>• satisfactory 5-6 points</li> <li>• pass 3-4 points</li> <li>• fail 0-2 points</li> </ul>	
<p>2. Presentation of research methods and own results (max. 10 points)</p> <ul style="list-style-type: none"> <li>• excellent 9-10 points</li> <li>• good 7-8 points</li> <li>• satisfactory 5-6 points</li> <li>• pass 3-4 points</li> <li>• fail 0-2 points</li> </ul>	
<p>3. Professional preparedness of the speaker (max. 5 points)</p> <ul style="list-style-type: none"> <li>• excellent 5 points</li> <li>• good 4 points</li> <li>• satisfactory 3 points</li> <li>• pass 2 points</li> <li>• fail 0-1 point</li> </ul>	
<p>4. The quality of the presented material and presentation, use of illustrative tools (max. 10 points)</p> <ul style="list-style-type: none"> <li>• excellent 9-10 points</li> <li>• good 7-8 points</li> <li>• satisfactory 5-6 points</li> <li>• pass 3-4 points</li> <li>• fail 0-2 points</li> </ul>	

<p>5. The presenter's ability to debate (max. 5 points)</p> <ul style="list-style-type: none"> <li>• excellent 5 points</li> <li>• good 4 points</li> <li>• satisfactory 3 points</li> <li>• pass 2 points</li> <li>• fail 0-1 point</li> </ul>	
TOTAL POINT:	
PROPOSAL FOR PARTICIPATION IN NATIONAL SCIENTIFIC STUDENTS' ASSOCIATE	
PROPOSAL FOR ACCEPTANCE AS THESIS DEFENSE (if yes, grade)	
MEMBERS OF THE JURY	
THE PRESIDENT OF THE JURY	