



**HELLENIC REPUBLIC
UNIVERSITY OF THESSALY
SCHOOL OF HEALTH SCIENCES
FACULTY OF MEDICINE**

**MSc in Public Health. Streams: (a) Public health and
Epidemiology and (b) Public Health and Maritime
Transport**

**REGULATION FOR CONDUCTING
A RESEARCH PROJECT AND
WRITING A MASTER'S THESIS**

**Approved by the 6th/2023-2024 General Assembly of the Faculty of Medicine
on 20-12-2023**

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Introduction

Students have two options for the Master Thesis in the fourth semester:

- a) to complete a Research project with a master's thesis
- or
- b) to complete an Applied project with a master's thesis.

The Master's Thesis is conducted and written in the fourth semester in English.

In the below sections the regulations relating to the conduct of a research project with a master's thesis are presented.

1. Guidelines for the conduct of a research project with a master's thesis

In the fourth semester, each student prepares his/her thesis, which has a clear research character, on a topic related to one of the modules of the Programme, which he/she publicly defends before a three-member examination committee (1 supervisor and 2 faculty members) appointed by the Assembly of the School of Medicine, following a relevant recommendation by the Director of the Postgraduate Program. The members of the three-member Examination Committee must have the same or related scientific specialization with the subject of the Postgraduate Program.

Tutors who have the right to supervise diploma thesis, in accordance with the applicable legislation, inform the Secretariat in writing about the topics of the dissertations they propose. The design of each student's Master's Thesis is the responsibility of the supervisor. After the end of the collection and processing of sources or research data, the writing of the thesis follows. The content of the Master's Thesis should concern contemporary issues of science and be compatible with the learning outcomes of the MSc, as defined in the introduction of this handbook. Postgraduate students, in collaboration with their supervisors, are encouraged to present their research data at conferences and publish them in scientific journals.

After the completion of writing the thesis and after the agreement of the supervisor, candidates deliver a copy of the thesis to each of the members of the Committee.

In exceptional cases, if there is an objective impossibility or an important reason (illness, absence abroad, etc.), it is possible to replace the supervisor or member of the three-member Examination Committee following a decision of the Director of the MSc and the agreement of the Steering Committee

The procedure for submitting the dissertation for examination is as follows:

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The presentation of the Master's Thesis is publicly supported before the three-member Examination Committee online at a date and place determined by the Assembly of the Department, upon the recommendation of the Director of the Postgraduate Program. Approval requires the agreement of two-thirds (2/3) of the members of the Committee.

The grade of the Postgraduate Degree (MSc) results from the following procedure:

- The final evaluation of the Master's Thesis is made by the above Committee.
- Approval requires the agreement of two-thirds (2/3) of the members of the Commission.
- The Master's Thesis is graded from zero (0) to ten (10), with a minimum passing grade of five (5).
- In case of rejection of the Master's Thesis, a new evaluation date is determined by the Committee, at least three (3) months after the first judgment.
- In case of a second rejection, the candidate is deleted from the MSc.

2. Submission of master's thesis to the UTH institutional repository

Following the master's thesis approval by the Committee, it must be posted on the websites of the MSc and of the University of Thessaly Institutional Repository <http://ir.lib.uth.gr>.

The approved Master's Thesis, after the completion of any corrections proposed by the Committee, is submitted to the library in two copies, one (1) hard copy and one (1) copy in electronic form and is also posted on the website of the Faculty of Medicine.

The Secretariat of the Department will award the academic title after submission from the candidates of the certificate of submission of the master's thesis from the UTH Library.

3. Copyright

The copyright of the Master's Thesis or patent rights or commercial exploitation rights of the studies are determined by relevant decisions of the Ethics Committee of the University of Thessaly.

4. Plagiarism

Any kind of plagiarism in the module assignments, publications or the writing of the master's thesis, fabrication of research data and unscientific behavior in general is prohibited. The Ethics Committee is responsible for informing students of the Postgraduate Studies and imposing penalties, where necessary. Detailed guidance on the subject will be issued by the University's

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Ethics Committee. No assignment and master's thesis are submitted unless previously checked by the electronic plagiarism prevention service of the Central Library of the University of Thessaly. Students will receive detailed instructions about the process.

Plagiarism is the copying or use of the work of others. Regardless of whether there is an intention or not, it is plagiarism every time we use all or part of the work/ideas/perceptions of other creators presenting them as our own creations.

More specifically, we have plagiarism every time that:

- We use the entire work, words or ideas of another author without attribution to the source from which we derived this information
- We quote unaltered phrases or sentences from a source without enclosing them in quotation marks "..." and without mentioning the source from which they come
- We paraphrase, that is, we present with our own speech and style some information or the arguments of an author, without referring to the source
- Falsify or alter information or data from some other source
- We undertake to do another person's work or vice versa, when we assign someone else to do our own work

To avoid plagiarism:

- Where any use or mention is made of the work of others, it should be acknowledged or referenced correctly.
- A recognised reference and citation system should be used.
- Quotations must accurately refer to and acknowledge the originator(s) of the work.
- Direct quotations, whether extended or short, must always be clearly identified using quotation marks (" ").
- Paraphrasing – using other words to express the ideas or judgements of others – must be clearly acknowledged.
- Work done in collaboration with others must appropriately refer to their involvement and input.
- Use of your own past work should be referenced as clearly as the work of others.

Plagiarism is essentially the presentation of another person's work (such as their words or ideas) as if it were your own – even if this is done accidentally. The Faculty expects all students to demonstrate rigorous and respectful academic practice at all times, particularly through referencing and citing. Plagiarism is considered wrong because it does not clearly indicate where prior work or knowledge has been used, it is disrespectful to the original authors, it is misleading for those teaching you and marking your work, and it may be harmful to the reputation of the Faculty and the University. Therefore, all work submitted as part of the

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requirements for any assessment must therefore be expressed in the student's own words and incorporate their own ideas and judgments.

5. Research Ethics Committee – Three-member Internal Subcommittee on Research Ethics

According to Law 4957/2022 article 279, the Research Ethics Committee may give an opinion on ethics and ethics issues concerning a paper to be published in a scientific journal or a diploma thesis or doctoral dissertation in preparation. However, according to the decision of the Rector's Council in no. 53/23-10-2019 meeting, regarding the issues of confidentiality control, respect for personal data and other rules of ethics and ethics of undergraduate theses, postgraduate thesis and doctoral dissertations, each Department establishes a three-member subcommittee on Research Ethics and Ethics.

Regarding the procedure, interested parties submit:

- a request for examination of the proposal,
- a description of the research proposal,
- research protocols, consent forms and other supporting documents, which are deemed necessary based on the scientific fields.

The templates for the preparation of the relevant forms can be found on the website of the University of Thessaly at: [https://2018.uth.gr/panepistimio/thesmika/themata-deontologias/Internal Ethics and Ethics Committee/Related Forms-Documents](https://2018.uth.gr/panepistimio/thesmika/themata-deontologias/Internal%20Ethics%20and%20Ethics%20Committee/Related%20Forms-Documents)

After reviewing the proposal, the Committee of the Department issues a Certificate of approval of the proposal of the undergraduate thesis, the postgraduate thesis or the doctoral dissertation.

In case there is a rejection of the application or disagreement between the members of the Committee, it will be forwarded to the Research Ethics Committee of the University of Thessaly.

The Certificates of Approval will be posted on the information system of Quality Assurance Unit of UTH.

6. Formatting

Cover page

- The University
- The Faculty of Medicine
- The program for which the diploma thesis is prepared
- The title of the master thesis followed by
- The first name, father's name and student's surname

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- The first degree and any other postgraduate degrees of the student and the Universities obtained.
- The year of submission of the master thesis

No photos should be used on the cover

Second Page

Same as the first

Third page

The three-member committee....

Dedications

Any dedications appear on the next page at the bottom of it.

Abstract

The abstract shall be written in single space and shall include the objectives; the methodology, results and conclusions of the master thesis. Also at the top of this page the title and keywords of the master thesis are written.

Content

Content should include acknowledgements, charts, tables, chapters, bibliography and annexes of the thesis with cross-references to specific pages

Acknowledgements

Acknowledgements are written in double space on this page.

Tables Content

Diagrams Content

Bibliography

At the end of the master thesis (and before the appendices) include the bibliography of all chapters in alphabetical order based on the author's last name without listing the citation pages.

In particular, for books, the name and surname of the author are indicated in black (bold) lowercase letters, the title of the book in italics, the publishing house, the year of publication and the page of the book to which reference is made.

For articles in scientific journals, the name and surname of the author are listed in bold lowercase letters, the title of the article enclosed in quotation marks in italics, the name of the journal in black (bold) letters, the volume and number of the journal, the month and year of publication and the page of the journal on which it is made citation.

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Annexes

Finally, the appendices present any elements that the researcher considers it is advisable that they should not appear in the main part of the master thesis.

Page numbering

The title-subtitle, dedications, abstract and contents are not numbered. Acknowledgements, content of tables and of charts bear Latin numbering, while the number 1 is placed on the first page of the first chapter.

Numbering tables, figures, diagrams

The tables are numbered and titled at the top, while the diagrams and pictures are numbered and titled at the bottom.

7. Specifications for electronic copies of theses and papers

The desired format of the electronic copies files submitted by students or doctoral candidates will be:

- for texts doc or docx file format (MS Word or Open office)
- for all other (e.g. images, drawings, etc.) file format of the application (e.g. Photoshop, JPEG, TIFF, AutoCAD etc.).

In general, despite the fact that they are accepted, the submission of electronic files in Acrobat pdf format should be avoided because if they are created by students or doctoral candidates, it will not be possible to check their resolution and size in advance by the competent staff of the Library (IT specialists) who will supervise the conversion of the electronic copies files into the appropriate format, to be entered into the database of PhDs and master thesis.

In any case, the text of the dissertation/thesis should be contained in its entirety in a single file and not one file per chapter. Consequently, the electronic copy of the dissertation/thesis submitted in the form of separate files per chapter will not be accepted (in this case the relevant certificate will not be issued but students or doctoral candidates will be asked to resubmit the electronic copy according to the specifications).