



**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**

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# **REGULATION FOR CONDUCTING AN APPLIED PROJECT AND WRITING A MASTER THESIS**

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**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 an applied project with a master's thesis are presented.

### **1. Applied project with a master's thesis**

Students who choose an applied project with a master's thesis must complete it in the fourth semester of the programme. As part of this students will have to complete an internship following a written structured project plan that will be previously approved and to submit a master thesis at the end where the results will be presented.

The applied project aims to develop skills while acquiring practical knowledge and can be carried out in public or private bodies such as port health authorities, ministries of health, shipping, transport, public health institutes, research institutes, international bodies, ship operators' associations, shipping companies, ships, etc.

There are no financial obligations for organizations hosting the applied project students. There is no predetermined list of applied project positions and the applied project positions will be determined and approved by the Steering Committee.

Students will have to apply to the Administration Office of the Postgraduate Program for approval to carry out an applied project and if the required conditions are met, approval will be granted for its realization.

The applied project will be supervised by two tutors (academic supervisors), while the institution where the applied project takes place will appoint a supervisor (institution supervisor) to monitor and support students during their internship. The supervisor of the applied project provider will fill in two assessment forms: one in the middle and one at the end of the applied project period.

At the beginning of the applied project, the two academic supervisors together with the institution supervisor will define in a written applied project plan the goals and the applied project of the student. The written applied project plan will describe logistical issues, such as start/end dates of the applied project, working hours, work deliverables, schedule and content of the master's thesis.

After the completion of writing the thesis and after the agreement of the supervisors, candidates deliver a copy of the thesis to each supervisor. The applied project will be graded from 0 to 10,

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by the two academic supervisors, examining the master's thesis that the student will submit upon completion of the applied project and considering the evaluation of the supervisor of the institution where the applied project was conducted. If the two academic supervisors evaluate the applied project and the master thesis as unsatisfactory and score below the passing grade (5.0), then the postgraduate student will be asked to extend the applied project for three (3) additional months or to prepare a research thesis. In case of second failure, the student is removed from the program following a decision of the Assembly of the Department.

Finally, students' academic supervisors may require an interim evaluation meeting via video conference as part of the applied project in order to resolve any problems if they arise.

## **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 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.

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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 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
- 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

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**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.

**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.

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**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).