

ACADEMIC YEAR 2025/2026
IMPORTANT INFORMATION
Rules and regulations and credits to collect

Semmelweis University
Centre for Translational Medicine

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Dear Students and Supervisors!

This document provides the most important information for the entire academic year, including rules, regulations, and the credits you need to collect during your Translational Medicine PhD (TMP) training. The Centre for Translational Medicine (CTM) is responsible for the entire training program, including mandatory credits, the complex exam and thesis defense.

We wish you all the best for the upcoming academic year and look forward to your continued success.

GENERAL TRAINING RULES:

1. CTM assistance

- CTM organizes regular group meetings and project meetings to assist and monitor project progress.
- CTM provides courses in clinical translational medicine, biostatistics, and soft skills to help students fulfill the credit requirements for the PhD. Students must complete the courses as described in the documents.
- CTM organizes progress reports to monitor the student's progress.
- CTM organizes special invited lectures to present successful career models to students and provide opportunities to learn from distinguished professionals.
- CTM organizes and conducts the complex exam, the PhD home defense, and the final defense.

2. PhD Degree Requirements

- To obtain a PhD degree, students must have at least two first-author papers. However, two first-author papers alone do not guarantee the degree; the extent and quality of the research are also considered.
- Publications must be Q1 according to the SCImago ranking and have a cumulative impact factor (IF) of at least 5.0. Exceptions may be made in special cases (e.g., one publication is D1 or a Q1 journal at submission is downgraded to Q2 upon publication).
- All students start with a meta-analysis. Subsequently, they can choose from various study designs, including registry, clinical trial, meta-analysis, case report + systematic review, and related basic science research projects.

3. Research Activity Evaluation each semester:

- Research is conducted at CTM, and the student's research activity is evaluated by CTM, considering the supervisor's proposal, until the PhD is completed.

4. Transfer from TM-PhD Program to Regular PhD Program:

- Before taking the complex exam, a student may transfer from the TM-PhD program to the regular-PhD program with proper justification and agreement from their supervisor, provided this decision is supported by the head of the Doctoral Division, the head of TM, and the president of the Doctoral Division.
- The student must then undertake the complex exam as per the Doctoral Division's regulations, organized by the SU PhD office, and follow the credit and PhD requirements of the relevant Doctoral Division.

- After completing the complex exam, the student will only be eligible for PhD defense solely under the TM program requirements.

5. Credit Obligations:

- Mandatory credit obligations for the first four semesters are announced by CTM at the beginning of each semester. Completing these credits is essential for admission to the complex exam.

6. Residency Program and PhD Training:

- For students in the Semmelweis residency program or those entering it during their PhD, the residency position must be reduced to 50% in the first year of the PhD program to ensure protected time for research.

7. Authorship policy:

- Authorship policy must be followed according to the guidelines set by CTM, which comply with international standards and specifically adhere to the criteria established by the International Committee of Medical Journal Editors (ICMJE).
- Experts/ co-investigators outside of the Translational Medicine PhD program can be included as co-authors only if they are communicated to the CTM leadership at the beginning of the projects. They should be outstanding experts in the field of your research, or they provide visible significant input from the beginning of the project and attend regular meetings.

8. PhD Fund Allocation:

- If the supervisor's primary employment is not with Semmelweis
 - 100% of the PhD fund must be sent to CTM to cover the research expenses.
- If the supervisor's primary employment is with Semmelweis
 - For the first year, 80% of the fund, which is the net amount after deductions by SU or other partners, must be sent to CTM and 20% to the supervisor.
 - For the second to fourth years, if the PhD student has submitted two first-author articles and there are no additional ongoing projects, 20% of the fund, which is the net amount after deductions by SU or other partners, must be sent to CTM and 80% to the supervisor.
 - For the second to fourth years, if the PhD student has not submitted two first-author articles or there are additional ongoing projects at CTM, the fund, which is the net amount after deductions by SU or other partners, is split 50% to CTM and 50% to the supervisor.

9. Exceptions:

- In exceptional cases, deviations from the above policies can be made with the unanimous agreement of the CTM director, the president of the PhD School, the Vice-Rector for Clinical Affairs, and the Vice-Rector for Scientific Affairs.

GENERAL STRUCTURE OF CTM

1. CTM staff

You can find the CTM leadership and staff on the following link:

<https://semmelweis.hu/tmk/transzlacios-medicina-kozpont-munkatarsak/>

2. Moodle

Moodle will serve as a platform for e-learning, group meetings, project meeting information, and project follow-up. Those not yet registered on our Moodle will receive their registration via e-mail.

Website: <https://elearning.tm-centre.org/> and <https://elearning.tm-centre.org/edu>

First, when you log in to your Moodle account, you will need to complete your profile. Below, you will find descriptions of the courses you will take over the years. Most of the courses include an e-learning component, and you will be automatically enrolled in these online courses. Each course will have an opening test at the start and a closing test at the end.

On the other hand, we use Moodle for project follow-up, where you will find all the help for each clinical methodology. You must follow this during your training as we guide you through each clinical methodology with tutorials, additional materials, and other resources.

You will also find the course material for the class meetings in the courses on Moodle.

Lastly, you will be signed up for the yearly coordination course, where you will find all the important information on a weekly basis and will need to upload your group meeting presentations.

3. Communication

There will be two official communication channels: e-mails through the e-mail address you provide as primary contact and Microsoft Teams. Our center uses the Zoom platform for online meetings.

The newsletters will be sent via e-mail and our website.

Please subscribe to our social media platforms.

4. Cloud system and storage

We use the following Cloud system to store the materials needed for the specific projects. All students will have a dedicated folder, and all the project participants will have access to this folder. Automatic notifications will be sent to each project participant if any upload or modification happens in the folder. Please use the cloud to store your research materials here. There is a possibility of synchronizing the project folder with your local computer. A detailed instruction manual about cloud usage will be available before the beginning of the academic year.

Link: <https://cloud.tm-centre.org/>

5. Social events

From September, we invite you to build a community together.

We will have a dedicated team to organize more social events, some already scheduled. Please find them in the Academic Calendar. Please feel free to reach out to us with any initiative.

6. Important contact details

Secretary: tmk@semmelweis.hu

Year I coordinator: Jimin Lee | ji.lee@stud.semmelweis.hu | +36702178831

Year II coordinator: Anett Rancz | rancz.anett@semmelweis.hu | +36 30/ 0965760

Year III coordinator: Mahmoud Obeidat | obeidat.mahmoud@semmelweis.hu | +36 20/ 2809816

Year IV-V coordinator: Alexander Schulze Wenning | alexander.schulze.wenning@semmelweis.hu | +491701778996

TM website: <https://tm-centre.org/hu/oktatas/202223-hu/>

TM Semmelweis website: <https://semmelweis.hu/tmk/>

YEAR I

Meetings	Comment	Minimum requirement
Group meetings (GM)	Semester I - 19 GM Semester II – 23 GM	75% in each semester
Project meetings	Semester I - 19 PM Semester II – 23 PM	90% in each semester
E-learning	Semester I – 10 e-learnings Semester II – 8 e-learnings	100% to complete before the relevant workshop
Workshops	Semester I – 10 workshops Semester II – 8 workshops	100% to complete until the complex exam
Progress reports I-VIII	Semester I – 9 PR days Semester II – 15 PR days	55% to complete (see details) 60% to complete (see details)
Lectures	Dates to be announced Semester I – 2 lectures Semester II – 4 lectures	50% in each semester * first lecture expected between November 24-25

1. Group meeting

At the beginning of the year, you will be allocated to one of the groups based on your specialty. Each group will have a group meeting every week at the same time and place. You will be informed in advance if there is a change in one of the upcoming meetings. Each student has to present their presentation during the group meeting based on the instructions received from the year coordinator. Group meetings are only in person (online meetings will be organized during the summer).

Participants: PhD students, supervisors, methodology supervisors, CTM facilitator, biostatistician, TDK students.

Minimum group meeting attendance for PhD students and supervisors: 75%. A lower attendance will result in losing the credit for the following course: 00178-KVA Translational medicine group meetings and workshops I. We are not monitoring the reason for missing the group meeting, but it cannot be more than 75%.

2. Project meeting

At the beginning of the year, you must fix a regular weekly project meeting date and hour with your supervisor and methodology supervisor. In exceptional cases, you may change the project meeting date. However, please keep in mind that your SMS is also allocated to other students, and they may not be able to change the meeting time. Project meetings are regularly organized online. However, you can meet your SMS at the CTM office if required.

Participants: PhD student, supervisor(s), methodology supervisor, TDK student(s). Biostatisticians are only invited on request (invited at least one week before the meeting) and at specific time points based on the project status.

Minimum project meeting attendance for PhD students and supervisors: 90%

3. Courses, workshops, and credits

You will receive the academic calendar for the whole year at the beginning of the academic year.

Most of our courses have two parts: e-learning and workshops.

E-learnings can be found on our Moodle platform. You will have to complete the e-learning by the given deadline.

Groups will be allocated to Classes (A, B, C). **Workshops** will be organized based on your class and held on Tuesday, Wednesday, and Thursday between **08:00 – 16:00**. In exceptional cases, the time of your workshop may change (e.g., invited international lecturer), in which case you will be informed in advance.

At the beginning of the first semester, you must register on your Neptun profile for the following courses during the registration period announced by the doctoral office (check your Neptun or official e-mail address). Please remember that if you fail to register during the registration period, you must pay a one-time registration fee to the doctoral office to register for any missed courses.

For the first semester please register for the following courses on Neptun:

Course code	Course name	Credit	E-learning
DI00169KVA_1A	Translational medicine systematic review and meta-analysis course I.	1	Yes
DI00170KVA_1A	Translational Medicine Basic and Intermediate Biostatistics course	1	Yes
DI00171KVA_1A	Translational Medicine Clinical Trials course	1	Yes
DI00172KVA_1A	Translational medicine patient registries in medical science and clinical practice	1	Yes
DI00178KVA_1A	Translational medicine presentation technique workshop I.	1	No
DI00176KVA_1A	Translational medicine group meetings and workshops I.	2	No
DI00177KVA_1A	Translational medicine soft skill course I.	1	Yes
	Research activity – individual based on your doctoral division		

Second-semester courses. You will be informed about the courses before the start of the second semester.

Course code	Course name	Credit	E-learning
DI00186KVA_2	Translational medicine systematic review and meta-analysis II.	1	No
DI00187KVA_2	Translational medicine presentation technique workshop II.	1	No
DI00109KVA_1	Basic and advanced clinical pharmacology	1	Yes
DI00188KVA_1	Translational medicine scientific writings	1	Yes
DI00179KVA_1	Translational medicine advanced biostatistics	1	Yes
DI00180KVA_2	Translational medicine group meetings and workshops II.	1	No
DI00181KVA_2	Translational medicine soft skill course II.	1	Yes
	Research activity – individual based on your doctoral division		

Minimum e-learning completion: 100%

Minimum score on the final test for the e-learning: 75%

Minimum workshop attendance for PhD students: 75%

For more details about the courses please check Annex 5.

4. Progress report I-VIII

During the first year of your training, you will have four progress reports. The date of the progress report is fixed from the beginning of the year. During the progress report each student will have to present their progress until date. Your presentation should be 8 minutes for the PR I, and 10 minutes for PR II-IV. Your presentation is followed by a 4- (PR I) or 5- (PR II-IV) minute discussion coordinated by the chairs. You are expected to actively participate at the progress report by asking questions from the other presenters.

You must follow the instructions of the year coordinator regarding the presentation template and content.

Minimum attendance requirements: See table below. Check the Year I column to see the mandatory events to attend to receive credits. The number indicates the minimum number of events a student has to attend per progress report and semester. E.g., in the first semester of Year I students will have to attend their own PR I presentation and one additional day. Furthermore, they will have to attend one PR V and two VI days and at least one PR VIII (PhD defenses).

SEMESTER I	Day 1	Day 2	Day 3	Number of events to attend per semester
				Own +1
Year I	PR I	2025.12.09	2025.12.10	2025.12.11
Year II	PR V	2026.01.20	2026.01.21	2026.01.22
Year III-IV	PR VIII - Thesis defense	2025.10.20	2025.10.21	2025.10.22
Seminar lecture		To be announced 2 dates		1

| SEMESTER II | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 | Day 7 | Day 8 | Day 9 | Day 10 | Day 11 | Day 12 | Day 13 | Day 14 | Day 15 | Day 16 | Day 17 | Day 18 | Day 19 | Day 20 | Day 21 | Day 22 | Day 23 | Day 24 | Day 25 | Day 26 | Day 27 | Day 28 | Day 29 | Day 30 | Day 31 | Day 32 | Day 33 | Day 34 | Day 35 | Day 36 | Day 37 | Day 38 | Day 39 | Day 40 | Day 41 | Day 42 | Day 43 | Day 44 | Day 45 | Day 46 | Day 47 | Day 48 | Day 49 | Day 50 | Day 51 | Day 52 | Day 53 | Day 54 | Day 55 | Day 56 | Day 57 | Day 58 | Day 59 | Day 60 | Day 61 | Day 62 | Day 63 | Day 64 | Day 65 | Day 66 | Day 67 | Day 68 | Day 69 | Day 70 | Day 71 | Day 72 | Day 73 | Day 74 | Day 75 | Day 76 | Day 77 | Day 78 | Day 79 | Day 80 | Day 81 | Day 82 | Day 83 | Day 84 | Day 85 | Day 86 | Day 87 | Day 88 | Day 89 | Day 90 | Day 91 | Day 92 | Day 93 | Day 94 | Day 95 | Day 96 | Day 97 | Day 98 | Day 99 | Day 100 | Day 101 | Day 102 | Day 103 | Day 104 | Day 105 | Day 106 | Day 107 | Day 108 | Day 109 | Day 110 | Day 111 | Day 112 | Day 113 | Day 114 | Day 115 | Day 116 | Day 117 | Day 118 | Day 119 | Day 120 | Day 121 | Day 122 | Day 123 | Day 124 | Day 125 | Day 126 | Day 127 | Day 128 | Day 129 | Day 130 | Day 131 | Day 132 | Day 133 | Day 134 | Day 135 | Day 136 | Day 137 | Day 138 | Day 139 | Day 140 | Day 141 | Day 142 | Day 143 | Day 144 | Day 145 | Day 146 | Day 147 | Day 148 | Day 149 | Day 150 | Day 151 | Day 152 | Day 153 | Day 154 | Day 155 | Day 156 | Day 157 | Day 158 | Day 159 | Day 160 | Day 161 | Day 162 | Day 163 | Day 164 | Day 165 | Day 166 | Day 167 | Day 168 | Day 169 | Day 170 | Day 171 | Day 172 | Day 173 | Day 174 | Day 175 | Day 176 | Day 177 | Day 178 | Day 179 | Day 180 | Day 181 | Day 182 | Day 183 | Day 184 | Day 185 | Day 186 | Day 187 | Day 188 | Day 189 | Day 190 | Day 191 | Day 192 | Day 193 | Day 194 | Day 195 | Day 196 | Day 197 | Day 198 | Day 199 | Day 200 | Day 201 | Day 202 | Day 203 | Day 204 | Day 205 | Day 206 | Day 207 | Day 208 | Day 209 | Day 210 | Day 211 | Day 212 | Day 213 | Day 214 | Day 215 | Day 216 | Day 217 | Day 218 | Day 219 | Day 220 | Day 221 | Day 222 | Day 223 | Day 224 | Day 225 | Day 226 | Day 227 | Day 228 | Day 229 | Day 230 | Day 231 | Day 232 | Day 233 | Day 234 | Day 235 | Day 236 | Day 237 | Day 238 | Day 239 | Day 240 | Day 241 | Day 242 | Day 243 | Day 244 | Day 245 | Day 246 | Day 247 | Day 248 | Day 249 | Day 250 | Day 251 | Day 252 | Day 253 | Day 254 | Day 255 | Day 256 | Day 257 | Day 258 | Day 259 | Day 260 | Day 261 | Day 262 | Day 263 | Day 264 | Day 265 | Day 266 | Day 267 | Day 268 | Day 269 | Day 270 | Day 271 | Day 272 | Day 273 | Day 274 | Day 275 | Day 276 | Day 277 | Day 278 | Day 279 | Day 280 | Day 281 | Day 282 | Day 283 | Day 284 | Day 285 | Day 286 | Day 287 | Day 288 | Day 289 | Day 290 | Day 291 | Day 292 | Day 293 | Day 294 | Day 295 | Day 296 | Day 297 | Day 298 | Day 299 | Day 300 | Day 301 | Day 302 | Day 303 | Day 304 | Day 305 | Day 306 | Day 307 | Day 308 | Day 309 | Day 310 | Day 311 | Day 312 | Day 313 | Day 314 | Day 315 | Day 316 | Day 317 | Day 318 | Day 319 | Day 320 | Day 321 | Day 322 | Day 323 | Day 324 | Day 325 | Day 326 | Day 327 | Day 328 | Day 329 | Day 330 | Day 331 | Day 332 | Day 333 | Day 334 | Day 335 | Day 336 | Day 337 | Day 338 | Day 339 | Day 340 | Day 341 | Day 342 | Day 343 | Day 344 | Day 345 | Day 346 | Day 347 | Day 348 | Day 349 | Day 350 | Day 351 | Day 352 | Day 353 | Day 354 | Day 355 | Day 356 | Day 357 | Day 358 | Day 359 | Day 360 | Day 361 | Day 362 | Day 363 | Day 364 | Day 365 | Day 366 | Day 367 | Day 368 | Day 369 | Day 370 | Day 371 | Day 372 | Day 373 | Day 374 | Day 375 | Day 376 | Day 377 | Day 378 | Day 379 | Day 380 | Day 381 | Day 382 | Day 383 | Day 384 | Day 385 | Day 386 | Day 387 | Day 388 | Day 389 | Day 390 | Day 391 | Day 392 | Day 393 | Day 394 | Day 395 | Day 396 | Day 397 | Day 398 | Day 399 | Day 400 | Day 401 | Day 402 | Day 403 | Day 404 | Day 405 | Day 406 | Day 407 | Day 408 | Day 409 | Day 410 | Day 411 | Day 412 | Day 413 | Day 414 | Day 415 | Day 416 | Day 417 | Day 418 | Day 419 | Day 420 | Day 421 | Day 422 | Day 423 | Day 424 | Day 425 | Day 426 | Day 427 | Day 428 | Day 429 | Day 430 | Day 431 | Day 432 | Day 433 | Day 434 | Day 435 | Day 436 | Day 437 | Day 438 | Day 439 | Day 440 | Day 441 | Day 442 | Day 443 | Day 444 | Day 445 | Day 446 | Day 447 | Day 448 | Day 449 | Day 450 | Day 451 | Day 452 | Day 453 | Day 454 | Day 455 | Day 456 | Day 457 | Day 458 | Day 459 | Day 460 | Day 461 | Day 462 | Day 463 | Day 464 | Day 465 | Day 466 | Day 467 | Day 468 | Day 469 | Day 470 | Day 471 | Day 472 | Day 473 | Day 474 | Day 475 | Day 476 | Day 477 | Day 478 | Day 479 | Day 480 | Day 481 | Day 482 | Day 483 | Day 484 | Day 485 | Day 486 | Day 487 | Day 488 | Day 489 | Day 490 | Day 491 | Day 492 | Day 493 | Day 494 | Day 495 | Day 496 | Day 497 | Day 498 | Day 499 | Day 500 | Day 501 | Day 502 | Day 503 | Day 504 | Day 505 | Day 506 | Day 507 | Day 508 | Day 509 | Day 510 | Day 511 | Day 512 | Day 513 | Day 514 | Day 515 | Day 516 | Day 517 | Day 518 | Day 519 | Day 520 | Day 521 | Day 522 | Day 523 | Day 524 | Day 525 | Day 526 | Day 527 | Day 528 | Day 529 | Day 530 | Day 531 | Day 532 | Day 533 | Day 534 | Day 535 | Day 536 | Day 537 | Day 538 | Day 539 | Day 540 | Day 541 | Day 542 | Day 543 | Day 544 | Day 545 | Day 546 | Day 547 | Day 548 | Day 549 | Day 550 | Day 551 | Day 552 | Day 553 | Day 554 | Day 555 | Day 556 | Day 557 | Day 558 | Day 559 | Day 560 | Day 561 | Day 562 | Day 563 | Day 564 | Day 565 | Day 566 | Day 567 | Day 568 | Day 569 | Day 570 | Day 571 | Day 572 | Day 573 | Day 574 | Day 575 | Day 576 | Day 577 | Day 578 | Day 579 | Day 580 | Day 581 | Day 582 | Day 583 | Day 584 | Day 585 | Day 586 | Day 587 | Day 588 | Day 589 | Day 590 | Day 591 | Day 592 | Day 593 | Day 594 | Day 595 | Day 596 | Day 597 | Day 598 | Day 599 | Day 600 | Day 601 | Day 602 | Day 603 | Day 604 | Day 605 | Day 606 | Day 607 | Day 608 | Day 609 | Day 610 | Day 611 | Day 612 | Day 613 | Day 614 | Day 615 | Day 616 | Day 617 | Day 618 | Day 619 | Day 620 | Day 621 | Day 622 | Day 623 | Day 624 | Day 625 | Day 626 | Day 627 | Day 628 | Day 629 | Day 630 | Day 631 | Day 632 | Day 633 | Day 634 | Day 635 | Day 636 | Day 637 | Day 638 | Day 639 | Day 640 | Day 641 | Day 642 | Day 643 | Day 644 | Day 645 | Day 646 | Day 647 | Day 648 | Day 649 | Day 650 | Day 651 | Day 652 | Day 653 | Day 654 | Day 655 | Day 656 | Day 657 | Day 658 | Day 659 | Day 660 | Day 661 | Day 662 | Day 663 | Day 664 | Day 665 | Day 666 | Day 667 | Day 668 | Day 669 | Day 670 | Day 671 | Day 672 | Day 673 | Day 674 | Day 675 | Day 676 | Day 677 | Day 678 | Day 679 | Day 680 | Day 681 | Day 682 | Day 683 | Day 684 | Day 685 | Day 686 | Day 687 | Day 688 | Day 689 | Day 690 | Day 691 | Day 692 | Day 693 | Day 694 | Day 695 | Day 696 | Day 697 | Day 698 | Day 699 | Day 700 | Day 701 | Day 702 | Day 703 | Day 704 | Day 705 | Day 706 | Day 707 | Day 708 | Day 709 | Day 710 | Day 711 | Day 712 | Day 713 | Day 714 | Day 715 | Day 716 | Day 717 | Day 718 | Day 719 | Day 720 | Day 721 | Day 722 | Day 723 | Day 724 | Day 725 | Day 726 | Day 727 | Day 728 | Day 729 | Day 730 | Day 731 | Day 732 | Day 733 | Day 734 | Day 735 | Day 736 | Day 737 | Day 738 | Day 739 | Day 740 | Day 741 | Day 742 | Day 743 | Day 744 | Day 745 | Day 746 | Day 747 | Day 748 | Day 749 | Day 750 | Day 751 | Day 752 | Day 753 | Day 754 | Day 755 | Day 756 | Day 757 | Day 758 | Day 759 | Day 760 | Day 761 | Day 762 | Day 763 | Day 764 | Day 765 | Day 766 | Day 767 | Day 768 | Day 769 | Day 770 | Day 771 | Day 772 | Day 773 | Day 774 | Day 775 | Day 776 | Day 777 | Day 778 | Day 779 | Day 780 | Day 781 | Day 782 | Day 783 | Day 784 | Day 785 | Day 786 | Day 787 | Day 788 | Day 789 | Day 790 | Day 791 | Day 792 | Day 793 | Day 794 | Day 795 | Day 796 | Day 797 | Day 798 | Day 799 | Day 800 | Day 801 | Day 802 | Day 803 | Day 804 | Day 805 | Day 806 | Day 807 | Day 808 | Day 809 | Day 810 | Day 811 | Day 812 | Day 813 | Day 814 | Day 815 | Day 816 | Day 817 | Day 818 | Day 819 | Day 820 | Day 821 | Day 822 | Day 823 | Day 824 | Day 825 | Day 826 | Day 827 | Day 828 | Day 829 | Day 830 | Day 831 | Day 832 | Day 833 | Day 834 | Day 835 | Day 836 | Day 837 | Day 838 | Day 839 | Day 840 | Day 841 | Day 842 | Day 843 | Day 844 | Day 845 | Day 846 | Day 847 | Day 848 | Day 849 | Day 850 | Day 851 | Day 852 | Day 853 | Day 854 | Day 855 | Day 856 | Day 857 | Day 858 | Day 859 | Day 860 | Day 861 | Day 862 | Day 863 | Day 864 | Day 865 | Day 866 | Day 867 | Day 868 | Day 869 | Day 870 | Day 871 | Day 872 | Day 873 | Day 874 | Day 875 | Day 876 | Day 877 | Day 878 | Day 879 | Day 880 | Day 881 | Day 882 | Day 883 | Day 884 | Day 885 | Day 886 | Day 887 | Day 888 | Day 889 | Day 890 | Day 891 | Day 892 | Day 893 | Day 894 | Day 895 | Day 896 | Day 897 | Day 898 | Day 899 | Day 900 | Day 901 | Day 902 | Day 903 | Day 904 | Day 905 | Day 906 | Day 907 | Day 908 | Day 909 | Day 910 | Day 911 | Day 912 | Day 913 | Day 914 | Day 915 | Day 916 | Day 917 | Day 918 | Day 919 | Day 920 | Day 921 | Day 922 | Day 923 | Day 924 | Day 925 | Day 926 | Day 927 | Day 928 | Day 929 | Day 930 | Day 931 | Day 932 | Day 933 | Day 934 | Day 935 | Day 936 | Day 937 | Day 938 | Day 939 | Day 940 | Day 941 | Day 942 | Day 943 | Day 944 | Day 945 | Day 946 | Day 947 | Day 948 | Day 949 | Day 950 | Day 951 | Day 952 | Day 953 | Day 954 | Day 955 | Day 956 | Day 957 | Day 958 | Day 959 | Day 960 | Day 961 | Day 962 | Day 963 | Day 964 | Day 965 | Day 966 | Day 967 | Day 968 | Day 969 | Day 970 | Day 971 | Day 972 | Day 973 | Day 974 | Day 975 | Day 976 | Day 977 | Day 978 | Day 979 | Day 980 | Day 981 | Day 982 | Day 983 | Day 984 | Day 985 | Day 986 | Day 987 | Day 988 | Day 989 | Day 990 | Day 991 | Day 992 | Day 993 | Day 994 | Day 995 | Day 996 | Day 997 | Day 998 | Day 999 | Day 1000 | Day 1001 | Day 1002 | Day 1003 | Day 1004 | Day 1005 | Day 1006 | Day 1007 | Day 1008 | Day 1009 | Day 1010 | Day 1011 | Day 1012 | Day 1013 | Day 1014 | Day 1015 | Day 1016 | Day 1017 | Day 1018 | Day 1019 | Day 1020 | Day 1021 | Day 1022 | Day 1023 | Day 1024 | Day 1025 |<
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YEAR II

Meetings	Comment	Minimum requirement
Group meetings	Semester I – 9 GM Semester II – 9 GM	75% in each semester
Project meetings	Semester I – 9 PM Semester II – 9 PM	90% in each semester
E-learning		Previous e-learnings are available (you have to take those you missed in Year I to fulfill the complex exam criteria)
Workshop		Previous workshops are available (you have to take those you missed in Year I to fulfill the complex exam criteria)
Progress report V-VIII	Semester I – 6 PR days Semester II – 6 PR days	50% to complete (see details) 50% to complete (see details)
Lectures	Dates to be announced Semester I – 2 lectures Semester II – 4 lectures	Suggested * first lecture expected between November 24-25

1. Group meeting

At the beginning of the year, you will be allocated to one of the groups based on your specialty. Each group will have a group meeting every second week at the same time and place. You will be informed in advance if there is a change in one of the upcoming meetings. During the group meeting each student has to present their presentations based on the instructions received from the year coordinator. Group meetings are only in person (online meetings will be organized during the summer).

Participants: PhD students, supervisors, methodology supervisors, CTM facilitators, biostatisticians, TDK students.

Minimum group meeting attendance for PhD students: 75%. A lower attendance will result in losing the credit for the following course: 00175-KVA Translational medicine presentation technique workshop III.

2. Project meetings

At the beginning of the year, you must fix a regular biweekly project meeting date and hour with your supervisor and methodology supervisor. In exceptional cases, you may change the project meeting date. However, please keep in mind that your SMS is also allocated to other students, and they may not be able to change the meeting time. Project meetings are regularly organized online. However, you can meet your SMS at the CTM office if required.

Participants: PhD student, supervisor(s), methodology supervisor, TDK student(s). Biostatisticians are only invited on request (invited at least one week before the meeting) and at specific time points based on the project status.

Minimum project meeting attendance for PhD students and supervisors biweekly: 90%

3. Courses, workshops, and credits

There are no compulsory courses that you have to attend. However, the schedule for the 1st year is attached. IF you missed any credits in Year I, you MUST complete the courses to be able to attend the Complex Exam (PR VI). Feel free to attend if you lack any methodology knowledge. Please e-mail the Year I year coordinator if you wish to attend. Each e-learning is followed by an in-person course, which starts at 8 am and lasts 6 hours.

At the beginning of the first semester, you must register on your Neptun profile for the following courses during the registration period announced by the doctoral office (check your Neptun or official e-mail address). Please remember that if you fail to register during the registration period, you must pay a one-time registration fee to the doctoral office to register for any missed courses.

Course code	Course name	Credit
00175-KVA	Translational medicine presentation technique workshop III.	1
	Research activity – individual based on your doctoral division	

Second-semester courses:

Course code	Course name	Credit
	Research activity – individual based on your doctoral division	

For more information please see Annex 6.

4. Progress report V

You will have two progress reports during the second year of the training. The progress report date is fixed from the beginning of the year; therefore, attendance is mandatory. If you fail to attend, you must inform your year coordinator in advance, and the CTM leadership will decide if we can accept your absence. Each student will have to present their progress to date during the progress report. Your presentation should be 10 minutes, followed by a 5-minute discussion coordinated by the chairs. You are expected to actively participate in the progress report by asking questions from the other presenters.

You must follow the instructions of the year coordinator regarding the presentation template and content.

Minimum attendance requirements: See table below.

SEMESTER I	Day 1	Day 2	Day 3	Number of events to attend per semester
Year II	PR V	2026.01.20	2026.01.21	2026.01.22

Year III-IV	PR VIII - Thesis defense	2025.10.20	2025.10.21	2025.10.22	1
Seminar lecture		To be announced 2 dates			Suggested

SEMESTER II					
Year II	PR VI - Complex exam	Between 2026.06.15-19			Own +1
Year III-IV	PR VIII - Thesis defense	2026.04.21	2026.04.22	2026.04.23	1
Seminar lecture		To be announced 4 dates			Suggested

Please see the progress report with the **minimum requirements in the Annex**.

5. Progress report VI/ Complex exam

To attend the Complex Exam, you must acquire 16 Credits by the end of the 4th semester. However, if you successfully complete all the TM PhD program courses, you will have the credits at the end of the 3rd semester. Every doctoral school accepts all of our courses.

Make sure that you verify your credit before the start of the year.

The complex exam (PR VI) will have two parts: (1) the first one will be a written test with questions from the e-learnings and courses, (2) the second will be an oral presentation of your two-year work, a 10-minute presentation followed by 10-20 minutes of discussion.

Students who already have their complex exam will also have to complete Progress Report VI.

Minimum attendance requirements: See the table above.

6. Participating in thesis defense

You are expected to participate in the Progress Report VIII organized by CTM each semester.

Year III

Year III students will need to follow either the Year II or Year IV-V schedule based on their research progress. Each student will be informed before the start of the semester which group to join.

YEAR IV-V

Meetings	Comment	Minimum requirement
Group meetings	Semester I - 5 GM Semester II – 5 GM	75% in each semester
Project meetings	Semester I - 5 PM Semester II – 5 GM	80% in each semester
Progress report VIII	Semester I – 3 Semester II – 3	33% to complete 33% to complete
Lectures	Dates to be announced Semester I – 2 lectures Semester II – 4 lectures	Suggested * first lecture expected between November 24-25

1. Group meetings

During Years III and IV, you will have to participate in one group meeting per month. During the group meeting each student has to present their presentations based on the instructions received from the year coordinator. Group meetings are only in person (online meetings will be organized during the summer and, in special cases, upon CTM leadership's decision).

Minimum group meeting attendance for PhD students: 75% per semester

Within the TM program, the research facility is the CTM, which is a core facility utilized by both the supervisor and the student. Consequently, approval from both parties is required to validate the student's research progress. This ensures that if a student is not progressing, they will be transferred to a passive semester, thereby not receiving the PhD scholarship.

2. Project meetings

You will have the opportunity to have one project meeting once a month with your SMS.

During the project meeting, you need to present the activity for the last period and the plan for the next.

3. Participating at thesis defense

You are expected to participate at the Progress Report VIII organized by CTM each semester.

GRADUATION (Progress report VII and VIII)

1. Details

You can find all the details on the following websites.

Formal requirements: <https://tm-centre.org/en/phd-thesis-formal-requirements>

General description: https://tm-centre.org/sites/default/files/uploads/oldal-mellekletek/graduation-process-ctm_0.pdf

You can find the following required documents on the link

- Statement - Co-authors
- Statement - Results in the publications
- Statement - Supervisor
- Statement - Authenticity, copyright
- Data Sheet - Central Library
- Thesis Template - Cover Page
- Thesis Template - Table of Contents
- Thesis Template - Thesis Booklet
- Internal Review - Record

2. Graduation process

See details on the following link:

https://tm-centre.org/sites/default/files/uploads/oldal-mellekletek/graduation-process-ctm_0.pdf

ANNEXES

Annex 1. Journal selection policy

The Centre for Translational Medicine (CTM) advises PhD students and their tutors to submit manuscripts to D1-level journals, preferably those that offer 100% OPEN ACCESS coverage through Semmelweis University's library contracts, to avoid high publication costs. They should select journals with an impact factor above 3 and send inquiry letters with their abstracts. The choice of journal should be based on responses and review times. General rules for open-access coverage and additional journal options are provided through specific links, and self-funding is an alternative if the university's coverage does not apply.

Link to the full description: <https://semmelweis.hu/tmk/dokumentumok/>

Annex 2. Authorship policy

The Centre for Translational Medicine (CTM) outlines its authorship policy for meta-analyses to ensure transparent authorship distribution. Adhering to the International Committee of Medical Journal Editors (ICMJE) guidelines, the policy stipulates that to qualify as a co-author, individuals must be involved transparently throughout the research, actively participate in some research phases, be part of the supervisory framework, and regularly attend project meetings. Conversely, those who only provided ideas, helped interpret results, or assisted in writing outside of CTM cannot be co-authors but may be acknowledged. Further details are provided in the document.

Link to the full description: <https://semmelweis.hu/tmk/dokumentumok/>

Annex 3. Progress report minimum requirements

PR I

1. Title and abstract selection is still ongoing
2. Full-text selection is still ongoing
3. Full-text selection is done, and data extraction is started
4. Data extraction is > 70%
5. Data extraction table is with the statistician or having results

SPECIAL CASES (+1 POINT)

Someone's 2nd project is in an advanced phase (e.g., being in the data extraction phase).

The selection pool is above 10,000 records.

More than 50 studies were included after full- text selection.

PR II

BELOW 50 ELIGIBLE FULL TEXTS

1. Data extraction has not been completed.
2. Data extraction is completed, but no figures to show.
3. Data extraction is completed. Some of the results are shown.

4. Results have been completed and shown. Others (Risk of Bias, GRADE, etc.) are ongoing.
5. Final analysis is finished. The first article writing has been started.

ABOVE 50 ELIGIBLE FULL TEXTS

1. Data extraction has not been started or only minimally.
2. Data extraction is partially completed.
3. Data extraction is completed OR partially completed, and some figures are shown.
4. Data extraction is completed (including double-check). Some of the results are shown.
5. Final results have been completed and shown. Others (Risk of Bias, GRADE, etc.) are ongoing.

PR III

Below 50 eligible full texts:

1. Results are not finalized, and the manuscript is written only partially.
2. Manuscript is finalized.
3. Manuscript has been sent out for internal review.
4. Manuscript has been submitted or under review.
5. Manuscript is accepted or revision.

Above 50 eligible full texts:

1. Results are not completed (e.g. data extraction is still in progress).
2. Results are completed.
3. Manuscript is ready (e.g. V1 but not sent for internal review).
4. Manuscript has been sent out for internal review.
5. Manuscript is submitted.

PR IV

BELOW 50 ELIGIBLE FULL TEXTS (1ST PROJECT)

1. 1st project MS is not ready and no progress in the 2nd project
2. 1st project has been sent for internal review and no progress in the 2nd project
3. 1st project is submitted and the 2nd project is started (meta: selection is done; protocol is nearly done) OR 1st project is under revision/accepted and no progress with the 2nd project
5. 1st project is accepted and no relevant progress in the 2nd project
6. 1st project is under revision / accepted and intermediate phase in 2nd project

ABOVE 50 ELIGIBLE FULL TEXTS (1ST PROJECT)

1. 1st project MS is not ready and no progress in the 2nd project
2. 1st project has been sent for internal review and no progress in the 2nd project
3. 1st project is submitted and no progress in the 2nd project
4. 1st project is submitted and the 2nd project is started (meta: selection is done; protocol is nearly done) OR 1st project is under revision/accepted and no progress with the 2nd project
6. 1st project is under revision / accepted

Annex 4. Complex exam requirements

1. Credits: 16
2. Courses: completed CTM courses
3. Submitted first author paper until the end of the 3rd semester

Annex 5. Requirement to complete courses YEAR I

DI00169KVA_1A Translational medicine systematic review and meta-analysis course I.

- Complete e-learning materials with a closing test score higher than 75%

DI00170KVA_1A Translational medicine basic and intermediate biostatistics course

- Complete e-learning materials with a closing test score higher than 75%

DI00171KVA_1A Translational medicine clinical trials course

- Complete e-learning materials with a closing test score higher than 75%

DI00172KVA_1A Translational medicine patient registries in medical science and clinical practice

- Complete e-learning materials with a closing test score higher than 75%

DI00178KVA_1A Translational medicine presentation technique workshop I.

- See progress report requirements

DI00176KVA_1A Translational medicine group meetings and workshops I.

- To complete the course students must attend 75% of the group meetings and 75% of the workshops (hard skills and soft skills).

DI00177KVA_1A Translational medicine soft skill course I.

- Complete soft skills e-learning materials with a closing test score higher than 75%

DI00186KVA_2A Translational medicine systematic review and meta-analysis II.

- Students will complete this course by their weekly activity and progress of their research project

DI00187KVA_2A Translational medicine presentation technique workshop II.

- See progress report requirements

DI00109KVA_1A Basic and advanced clinical pharmacology

- To complete the course the e-learning with a closing test score higher than 75% and workshop attendance has to be completed

DI00188KVA_1A Translational medicine scientific writings

- Complete article writing and management e-learning materials with a closing test score higher than 75%

DI00179KVA_1A Translational medicine advanced biostatistics

- Complete e-learning materials with a closing test score higher than 75%

DI00180KVA_2A Translational medicine group meetings and workshops II.

- To complete the course students must attend 75% of the group meetings and 75% of the workshops (hard skills and soft skills).

DI00181KVA_2A Translational medicine soft skill course II.

- Complete soft skills e-learning materials with a closing test score higher than 75%

Research activity

- At the end of each semester the research activity has to be signed by the supervisor. Don't forget to register for the research activity course.

Annex 6. Requirement to complete courses YEAR II

00175-KVA Translational medicine presentation technique workshop III.

- See progress report requirements

Research activity

- At the end of each semester the research activity has to be signed by the supervisor. Don't forget to register for the research activity course.