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

Semmelweis University
Centre for Translational Medicine

Date created: July 30, 2024
<mark>**Last updated: January 26, 2026 (Szilárd Váncsa)**</mark>

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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 and MSc (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.

- o After completing the complex exam, the student will only be eligible for PhD defense solely under the TM program requirements.
5. **Credit Obligations**:
    - o 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**:
    - o 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**:
    - o 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).
    - o 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:**
    - o If the supervisor's primary employment is not with Semmelweis
        - - 100% of the PhD fund must be sent to CTM to cover training expenses. In this case, publication and additional research costs must be covered by the student and supervisor.
    - o 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:**
    - o 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/elerhetoseg/

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.edu-sci.org/

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 - 17 GM Semester II – 19 GM	75% in each semester
Project meetings	Semester I - 19 PM Semester II – 22 PM	90% in each semester
E-learning	Semester I – 11 e-learnings Semester II – 9 e-learnings	100% to complete before the relevant workshop
Workshops	Semester I – 10 workshops Semester II – 9 workshops	100% to complete until the complex exam
Progress reports I-VIII	Semester I – 9 PR Semester II – 15 PR	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 <u>every week</u> 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 **10:00 – 18:00**, 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).

		Day 1	Day 2	Day 3	Number of events to attend per semester
SEMESTER I					
Year I	PR I	09/12/2025	10/12/2025	11/12/2025	Own +1
Year II	PR V	20/01/2026	21/01/2026	22/01/2026	1
Year III-IV	PR VIII - Thesis defense	20/10/2025	21/10/2025	22/10/2025	1
Seminar lecture		To be announced 2 dates			1

		Day 1	Day 2	Day 3	
SEMESTER II					
Year I	PR II	03/03/2026	04/03/2026	05/03/2026	
	PR III	02/06/2026	03/06/2026	04/06/2026	Owns +3
	PR IV	25/08/2026	26/08/2026	27/08/2026	
Year II	PR VI - Complex exam	16/06/2026 – 19/06/2026			2
Year III-IV	PR VIII - Thesis defense	21/04/2026	22/04/2026	23/04/2026	1
Seminar lecture		To be announced 4 dates			2

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

5. Seminar Lectures

During the academic year, we will have seminar lecturers. The date and location of the lecture will be sent to you in advance.

6. Participating in thesis defense

You are expected to participate in the Progress Report VIII organized by CTM each semester based on Semmelweis University Doctoral Office requirements.

Clinical Translational Medicine MSc

Meetings	Comment	Minimum requirement
Group meetings (GM)	Semester I - 17 GM Semester II – 19 GM	75% in each semester
Project meetings	Semester I - 19 PM Semester II – 22 PM	90% in each semester
E-learning	Semester I – 11 e-learnings Semester II – 9 e-learnings	100% to complete before the relevant workshop
Workshops	Semester I – 10 workshops Semester II – 9 workshops	100% to complete until the complex exam
Progress reports I-VIII	Semester I – 9 PR Semester II – 15 PR	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

7. 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 <u>every week</u> 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: MSc students, supervisors, methodology supervisors, CTM facilitator, biostatistician, TDK students.

Minimum group meeting attendance for MSc students and supervisors: 75%. A lower attendance will result in losing the credit. We are not monitoring the reason for missing the group meeting, but it cannot be more than 75%.

8. 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: MSc 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%

9. 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 **10:00 – 18:00**, 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 MSc:

Course code	Course name	Credit	E-learning
AOMKTM001_1A	Systematic Reviews and Meta-Analysis	2	
AOMKTM002_1A	Clinical Trials	2	
AOMKTM003_1A	Registries	1	
AOMKTM004_1A	Introductory Statistics	1	
AOMKTM005_1A	Contributory statistics	1	
AOMKTM006_1A	Scientific Discussion 1	8	
AOMKTM007_1A	Scientific Project Management 1	7	
AOMKTM008_1A	Seminar Lectures	1	
AOMKTM009_1A	Soft Skills 1	5	
AOMKTM010_1A	Article Writing	1	
AOMKTM011_1A	Article Management	1	

For the second semester please register for the following courses on Neptun MSc:

Course code	Course name	Credit	E-learning
AOMKTM006_2A	Scientific Discussion 2	8	
AOMKTM007_2A	Scientific Project Management 2	7	
AOMKTM009_2A	Soft Skills 2	3	
AOMKTM012_1A	Biostatistics in Translational Medicine	1	
AOMKTM013_1A	Clinical Pharmacology	1	
AOMKTM014_1A	Thesis	10	

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.

10. 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).

		Day 1	Day 2	Day 3	Number of events to attend per semester
SEMESTER I					
Year I	PR I	09/12/2025	10/12/2025	11/12/2025	Own +1
Year II	PR V	20/01/2026	21/01/2026	22/01/2026	1
Year III-IV	PR VIII - Thesis defense	20/10/2025	21/10/2025	22/10/2025	1
Seminar lecture		To be announced 2 dates			1

		Day 1	Day 2	Day 3	
SEMESTER II					
Year I	PR II	03/03/2026	04/03/2026	05/03/2026	
	PR III	02/06/2026	03/06/2026	04/06/2026	Owns +3
	PR IV	25/08/2026	26/08/2026	27/08/2026	
Year II	PR VI - Complex exam	16/06/2026 – 19/06/2026			2
Year III-IV	PR VIII - Thesis defense	21/04/2026	22/04/2026	23/04/2026	1
Seminar lecture		To be announced 4 dates			2

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

11. Seminar Lectures

During the academic year, we will have seminar lecturers. The date and location of the lecture will be sent to you in advance.

12. Participating in thesis defense

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

YEAR II

Meetings	Comment	Minimum requirement
Group meetings	Semester I – 8 GM Semester II – 8 GM	75% in each semester
Project meetings	Semester I – 9 PM Semester II – 9 PM	90% in each semester
E-learning		Previous e-learning is 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 – 7 PR days	60% 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, 2025

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 <u>every second week</u> 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. <u>IF you missed any credits in Year I, you MUST complete the courses to be able to attend the Complex Exam (PR VI).</u> 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 approx. 8 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.

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

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. This is the student's responsibility.

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. Attendance at Progress report VI/ Complex exam is mandatory. Missed exam may result in the failure of the exam.

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 - 6 GM Semester II – 5 GM	75% in each semester
Project meetings	Semester I - 6 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, 2025

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. Attendance at thesis defenses during each semester is mandatory set by the Semmelweis University Doctoral Office rules.

GRADUATION (Progress report VII and VIII)

1. Details

You can find all the details on the following websites.

General description and graduation process: https://tm-centre.org/sites/default/files/uploads/oldal-mellekletek/graduation-process-ctm_20252026-1.docx

Formal requirements: https://tm-centre.org/en/graduation-resources

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_20252026-1.docx

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
4. 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
5. 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.