

## GRADUATION PROCESS 2023/2024

### CENTRE FOR TRANSLATIONAL MEDICINE

This summary is an amendment to the regulations of the Doctoral School of Semmelweis University.

#### I. PUBLICATION REQUIREMENTS

To obtain a PhD degree, a minimum of two first-author papers are required. It is important to note that two first-authored papers alone are not a guarantee of the degree (it depends on the extent and quality of the research, etc.). Publications must be Q1 according to SCImago ranking and have a cumulative IF of a minimum of 5.0. Exceptions may be made in special cases (e.g. one of the publications is D1 or a Q1 journal at the time of submission has been reduced to Q2 in the year of publication). All students start with a meta-analysis. Afterward, you choose from different study designs: registry, clinical trial, meta-analysis or case report + systematic review, related basic science research projects, etc.

#### II. WRITING OF THE THESIS

The formal requirements of the thesis are summarized in the following documents:

**[Thesis Booklet Template – Cover Page – Formal Requirements](#)**

**[Thesis Template Table of Contents](#)**

**[Internal Review – Record – Plagiarism Check](#)**

It is important to note that the basic points and format of the Thesis must be strictly followed. Submitted theses that are not in this format will be returned to the applicant without being reviewed and will be subject to revision (similar to the review mechanism of journals).

#### III. INTERNAL REVIEW OF THE THESIS

Once the thesis is submitted, it undergoes evaluation by an expert affiliated with CTM. The internal review spans a maximum duration of two weeks. During the process, the internal reviewer checks if the formal requirements of the thesis are met, if the candidate's publications fulfill the requirements of the CTM and the Doctoral School, and runs the plagiarism check as well. Following this review period, the candidate is granted a one-week window to incorporate any required revisions.

For the internal review process, the **[Internal Review – Record](#)** form is used.

Upon the completion of the thesis finalization, CTM formally notifies the head of the candidate's workplace through e-mail regarding the impending Home Defence. In this communication, the department head is not only informed about the upcoming event but is also invited to preside over the Home Defence as the chair. Additionally, they are entrusted with the responsibility of appointing two opponents, one from Semmelweis University, and one outside of Semmelweis University.

#### IV. HOME DEFENCE (PROGRESS REPORT 7 / WORKSHOP DEBATE / WORKPLACE DISCUSSION)

The purpose of Home Defence is twofold:

- i) The candidate's scientific work should be known as widely as possible to his/her colleagues, and the quantity, content, and effectiveness of the scientific work should be visible to the people working with the candidate. As many people as possible should see the power of science and, possibly, be encouraged to do scientific work.
- ii) The candidate should demonstrate his/her competence to his/her own community.

The Home Defence is scheduled to occur at the candidate's workplace, no later than five weeks subsequent to the initial submission of the thesis for Internal Review.

##### **The Committee should have four key members:**

The first three are suggested by the applicant's home institution.

- a presiding chair (preferably the head of the candidate's workplace),
- a Semmelweis University representative as one opponent,
- an additional opponent from outside Semmelweis University

The fourth member is suggested and delegated by CTM.

- preferably a methodology or statistician expert

The composition of the four-member committee must be approved by both the CTM and the candidate. A veto on the composition must be recorded.

All members of the Committee are furnished with an electronic copy of the thesis and the **Home Defence – Opponent Evaluation** form at least one week ahead of the Home Defence. The "Personal Data of the Candidate" and "Committee" points should be filled out before sending out for the opponents.

The Home Defence event consists of a presentation by the candidate, approximately 15 minutes, followed by an 30-minute open discussion.

It is expected of the doctoral candidate institution that as many faculty, research, and medical members as possible attend the Home Defence (see the purposes of the Home Defence). The Home Defence should be announced one week in advance within the institute and within the CTM student and supervisors.

After the presentation and discussion, the Committee members collectively deliberate on the thesis's suitability for advancement to the Public Defence stage. They document the recording of this outcome and also the questions of the public debate using the **Home Defence – Record** form.

The committee shall choose from three categories at the end of Home Defence: (1) Eligible for Public Defence in the current form. (2) Eligible for Public Defence after modifications. (3) Not eligible for Public Defence.

Attendance of all participants of the Home Defence is recorded using the **Home Defence – Attendance Sheet**. A minimum of five attendees with a PhD

## V. QUALITY CHECK

The quality of all Ph.D. thesis will be checked by a Committee of CTM (Head of the Committee: Péter Hegyi; Members of the Committee: Gábor Varga, Szilárd Váncsa and Rita Nagy). The Committee will report the results of the quality check using the **Quality check – Record** form.

The following documents have to be submitted for the Quality Check:

The Thesis Booklet and the Thesis containing the members of the defence committee, the signed **Statements (Statement – Authenticity, copyright, Statement – Results in publications, Statement – Supervisor, Statement – Co-authors)**, the certificate of the publication list of the Candidate authorized by the Central Library (see **Data Sheet – Central Library**), the certificate of an English language exam or a certificate of intermediate level of English from the Department of Languages of Specific Purposes or the statement the supervisor of the Candidate of the Candidate's knowledge of intermediate level of English, and a thesis booklet (see **Thesis Template – Thesis Booklet**) should be submitted electronically for quality check.

VI. The corrected/final versions of the documents of Quality check + the signed Quality check report have to be submitted

- After the quality check, the CTM forwards the record of the quality check, the Thesis Booklet and the Thesis.
- The Statements (Statement – Authenticity, copyright, Statement – Results in publications, Statement – Supervisor, Statement – Co-authors)
- The certificate of the publication list of the Candidate authorized by the Central Library.
- The certificate of an English language exam or a certificate of intermediate level of English from the Department of Languages of Specific Purposes or the statement the supervisor of the Candidate of the Candidate's knowledge of intermediate level of English for the Doctoral Office for formal check.
- justification of the payment of costs of the proceedings

## VII. PUBLIC DEFENCE (PROGRESS REPORT 8)

A thesis becomes qualified for the Public Defence after the internal review process, a successful Home Defence, the quality check by the CTM and the formal check by the Doctoral Office.

The CTM coordinates the Public Defence twice within each academic year, once in the autumn semester and once in the spring semester.

**The Committee consists of five members:**

- Chair: Professor at Semmelweis University
- Opponent I: Expert at Semmelweis University
- Opponent II: Expert outside of Semmelweis University
- Member I: Expert at Semmelweis University
- Member II: Expert outside of Semmelweis University

One opponent out of the four members should preferably be a foreigner, while one member should be a statistician or a methodology expert.

Opponents will receive the Ph.D. thesis and the **Public Defence – Opponent Evaluation** form after the Home Defence and within two weeks they provide a brief evaluation. The "Personal Data of the

Candidate” and “Committee” points should be filled out before sending out for the opponents. At the end of the brief evaluation the opponent shall choose from three categories: (1) Eligible for Public Defence in the current form. (2) Eligible for Public Defence after modifications. (3) Not eligible for Public Defence.

When both opponents have approved the defence, the defence must be announced to the Doctoral School.

The Public Defence is organized by CTM. The event consists of a presentation by the candidate, 15 minutes, followed by an open discussion.

After the presentation and discussion, the Committee members collectively deliberate on the thesis's suitability for a Ph.D. degree. They document the recording of this outcome and also the questions of the public debate using the **Public Defence – Record** form.

Attendance of all participants of the Public Defence is recorded using the **Public Defence – Attendance Sheet**.

The classification of the awarded Ph.D. degree is established as a simple mathematical average of the marks given at the Public Defence.

**The degree classifications are as follows:**

<i>failed</i>	( – 3,32)
<i>rite</i>	(3,33 – 3,99 )
<i>cum laude</i>	(4,00 – 4,50)
<i>summa cum laude</i>	(4,51 – )

**DATES AND DEADLINES**

***Public Defence in the 1<sup>st</sup> Semester: 20 November – 8 December in, 2023, October 15-31 starting in 2024***

***Public Defence in the 2<sup>nd</sup> Semester: During the Complex exam 2024 june and onwards***

**Deadline for the Submission of the Thesis for Internal Review:**

- 1<sup>st</sup> Semester: 28 August 2023
- 2<sup>nd</sup> Semester: 1 January 2024

**Deadline for the Home Defence:**

- 1<sup>st</sup> Semester: 25 September – 29 September 2023
- 2<sup>nd</sup> Semester: 5 February – 9 February 2024