TRANSZLÁCIÓS MEDICINA
TRANSLATIONAL MEDICINE
FOR BETTER HEALTHCARE

SEMMELWEIS UNIVERSITY
CENTRE FOR TRANSLATIONAL MEDICINE

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GRADUATION PROCESS 2026/2027
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 is required. It is important to note that having two first-authored papers alone is 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). Eligible study designs include registry-based studies, clinical trials, meta-analyses, case reports accompanied by systematic reviews, and related basic science research projects.

In the case of shared first co-authorship, the impact factor assigned to the publication is divided by two. In addition, a signed statement from the other shared first author, the last author, and the corresponding author is required, confirming that the publication will not be used for another PhD defense.

II. WRITING OF THE THESIS

Students must prepare the following documents for submission with their PhD thesis defense application. The documents contain formal requirements:

- ***Thesis Template – Full Thesis*** *– A thesis in a different format than the template will be rejected without comment and returned to the student to correct.*
- ***Thesis Template – Thesis Booklet***
- ***Thesis Template – Cover Page***
- ***Thesis Template – Table of Contents***
- ***See other documents below.***

III. REVIEW OF THE THESIS BY CTM

After the PhD student, with the help of the supervisor(s), prepares the thesis, the quality of all PhD theses will be assessed by a CTM Committee. Once the thesis is submitted, it undergoes evaluation by an expert affiliated with CTM. The internal review lasts up to two weeks. During the process, the internal reviewer checks whether the thesis meets the formal requirements and whether the candidate's publications meet the requirements of the CTM and the Doctoral School. 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 and completed, signed by a CTM member.

The Thesis Booklet and the Thesis containing the complex exam members, 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***), **Supervisor's proposal,** 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, confirmation of payment of PhD thesis procedural fee must be submitted electronically for quality check until the submission deadline (**LINK** https://tm-centre.org/en/education/graduation-resources).

IV. HOME DEFENSE (PROGRESS REPORT BEFORE PUBLIC DEFENSE / WORKSHOP DEBATE / WORKPLACE DISCUSSION)

Upon the completion of the thesis finalization, CTM formally notifies the head of the candidate's workplace, supervisor, and student through e-mail regarding the impending Home Defense. In this communication, the department head about the upcoming event but is also invited to preside over the Home Defense as the chair. Additionally, they are responsible for appointing the opponents. At least one opponent must be from Semmelweis University; a second opponent may also be appointed, either from Semmelweis University or from another institution.

The purpose of Home Defense 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 in the suggested period. Please be aware that if you organize the Home Defense outside of this period, may not be allowed to defend your thesis. The candidate will be responsible for providing all required documents related to the Home Defence and ensuring that the documentation is complete. If the candidate is from outside the Semmelweis, we will provide a CTM member to the Home Defence.

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,
- may an additional opponent from Semmelweis University or outside of Semmelweis University

Additional member is suggested and delegated by CTM in case of non-Semmelweis Hospitals methodology or statistician expert

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

The Home Defense event consists of a presentation with a maximum of 30 slides 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 Defense (see the purposes of the Home

Defense). The Home Defense should be announced one week in advance within the institute.

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

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

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

V. FINAL APPROVAL STAGE

The CTM Committee will report the results of the final approval via email.

At this stage CTM provides guidance for the students regarding the thesis presentation (PPT presentation). Furthermore, CTM, the PhD student, and the supervisor must check the proposed committee for any conflicts of interest.

The following documents have to be submitted for the Final Approval Stage:

The finalized, corrected Thesis Booklet and the Thesis, including the members of the defense committee (fulfilling the requirements of the Doctoral School), the result of the plagiarism check, and confirmation of payment of the PhD thesis procedural fee, and the PowerPoint presentation (30 slides) should be submitted electronically for quality check.

VI. REVIEW BY THE DOCTORAL SCHOOL

After CTM review and implementation of all comments, CTM will forward the following documents to the doctoral office for final approval:

- Thesis, Thesis booklet, Thesis cover page, Thesis table of content, and CTM internal review form
- 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.
- Confirmation on the payment PhD thesis procedure fee to the Doctoral office (Fees and scholarships – Doctoral College)

VII. PUBLIC DEFENCE (PROGRESS REPORT 8)

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

The CTM coordinates the Public Defense 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 Defense – Opponent Evaluation*** form after the Home Defense 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 Defense in the current form. (2) Eligible for Public Defense after modifications. (3) Not eligible for Public Defense.

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

According to the doctoral regulations, neither an evaluation committee member nor an official reviewer may be a close relative of the candidate, a person whose impartiality could reasonably be questioned, the direct workplace supervisor of the candidate or the supervisor, a co-author or collaborator of either within the previous five years, or anyone who has already participated in another stage of the doctoral procedure; in cases of conflict of interest, the doctoral candidate may request a change in the composition of the evaluation committee. The Public Defense is organized by CTM. The event consists of a 15-minute presentation by the candidate, 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 Defense – Record*** form.

Attendance of all participants of the Public Defense is recorded using the ***Public Defense – Attendance Sheet or QR code (CTM students)***.

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

The degree classifications are as follows:

failed	*(– 3,32)*
rite	*(3,33 – 3,99)*
cum laude	*(4,00 – 4,50)*

summa cum laude *(4,51 –)*

DATES AND DEADLINES

Deadline for the Submission of the Thesis for Internal Review:

- 1st Semester: June 24th , 2026
- 2nd Semester: December 14th , 2026

Deadline for the Home Defense:

- 1st Semester: September 8th – 11th, 2026
  2nd Semester: February 16th– 19th , 2027

Public Defense in the Fall Semester: October 19th –22st 2026

Public Defense in the Spring Semester: April 19th –23nd 2027