

PhD GRADUATION PROCESS Spring 2025/2026

Document Submission Deadline Checklist

Deadline	Milestone	Documents to be submitted/ Action
2025.12.15	Defence Application (Online application at https://tm-centre.org/en/form/application-to-defend-your-thesi#no-back)	☐ Fill out the online application.
2026.01.09	Thesis submission (Online submission at https://tm-centre.org/en/form/application-to-defend-your-thesi#no-back . Find all documents at https://tm-centre.org/en/graduation-resources) *Submission will only be accepted if the student has 2 first-author published articles verified by the Central Library.	☐ Thesis Booklet (PDF and Word) ☐ Thesis (PDF and Word) ☐ Cover page of the Thesis (PDF and Word) ☐ Table of Contents (PDF and Word) ☐ Curriculum Vitae (PDF) ☐ Datasheet of Central Library (PDF) ☐ Language Exam (PDF) ☐ Statement about the authenticity and copyright (PDF) ☐ Statement about the results in the publications related to the dissertation (PDF) ☐ Statement of the co-author(s)(PDF) ☐ Statement of the Supervisor (PDF)

2026.01.16	Internal review of thesis by CTM committee (first round)	You will receive corrections on your thesis.
2026.01.23	Internal review corrections	☐ Send back the corrected version to the CTM Committee Member.
2026. 01.30	Internal review of thesis by CTM committee (second round)	You will receive final corrections on your thesis.
2026.02.06	Submission after internal review and Plagiarism Check (Upload thesis version after internal review at https://tm-centre.org/en/form/application-to-defend-your-thesi#no-back . Send thesis for plagiarism check to phd.oktatasadmin@semmelweis.hu , and cc CTM secretariat).	☐ Upload the version after the internal review online. ☐ Send the thesis for plagiarism check by the doctoral office.
2026.02.10	Thesis submission to Home Defence Opponents	☐ Send the thesis to opponents.
2026.02.24-26	Home Defence (Find more information at https://tm-centre.org/sites/default/files/uploads/oldal-mellekletek/graduation-process-ctm-2_0.pdf)	According to CTM regulations, the home defence should be organized at your home department during this period.
2026.03.06	Revisions made based on the minutes of Home Defence (Online submission at https://tm-centre.org/en/form/application-to-defend-your-thesi#no-back . Find document at https://tm-centre.org/en/graduation-resources)	☐ Statement on Revisions made based on the minutes of the home defense (PDF)
2026.03.02-03.16	PhD Thesis Procedure Fee (Find more detailed information about fee payments at	☐ Proof of payment of 120.000HUF fee.

	https://semmelweis.hu/phd/en/for-students/tuition-fees-and-scholarships/ . Send proof of payment to CTM secretariat).	
2026.03.02-16	PPT defence review by CTM committee (Find PPT template at https://tm-centre.org/en/graduation-resources)	☐ Send PPT to CTM committee member.
2026.04.21-23	Public Defence	