

ACADEMIC YEAR 2024/2025  
IMPORTANT INFORMATION

Rules and Regulations  
and credits to collect

Semmelweis University  
Centre for Translational Medicine

Valid from 1 August 2024 until withdrawn.

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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 (TM) program. The Centre for Translational Medicine (CTM) is responsible for the entire training program, including the mandatory credits, the Complex Exam, and the Thesis Defense.

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

## **A) GENERAL TRAINING RULES**

### **1. CTM assistance**

- 1.1. CTM organizes regular group meetings and project meetings to assist and monitor the student's project progress
- 1.2. 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.
- 1.3. CTM organizes Progress Reports to monitor the student's progress.
- 1.4. CTM organizes special invited lectures to present successful career models for the students and provide opportunities to learn from distinguished professionals.
- 1.5. CTM organizes and conducts the Complex Exam, the PhD Home Defense, and the final Thesis Defense.

### **2. PhD degree requirements**

- 2.1. To obtain a PhD degree, students must have at least two (2) first-author papers. However, two (2) first-author papers alone do not guarantee the degree; the extent and quality of the research are also considered.
- 2.2. 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).
- 2.3. All students start with a meta-analysis. Subsequently, they can choose from various study designs, including registry, clinical trial, meta-analysis, case report and systematic review, and related basic science research projects.

### **3. Research activity evaluation in 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**

- 4.1. Before taking the complex exam, the 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.

- 4.2. 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.
- 4.3. 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 (4) semesters are announced by CTM at the beginning of each semester. Completing these credits is essential for the 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 the international standards and specifically adhere to the criteria established by the International Committee of Medical Journal Editors (ICMJE).

## **8. PhD fund allocation**

- 8.1. If the supervisor's primary employment is not with Semmelweis:  
CTM is entitled to the 100% of the PhD in order to cover the research expenses.
- 8.2. If the supervisor's primary employment is with Semmelweis:
  - 8.2.1. For the first year, 80% of the fund (which is the net amount after deductions by SU or other partners) shall be allocated to the CTM and 20% to the organizational unit represented by the Supervisor.
  - 8.2.2. As of the second academic year, if the PhD student has submitted two (2) first-authored publications to at least Q1 journals and there are no additional ongoing projects at CTM, CTM is entitled to 20% and the organizational unit represented by the Supervisor is entitled to 80% of the fund (which is the net amount after deductions by SU or other partners) from the beginning of the semester following the submission.
  - 8.2.3. As of the second academic year until these conditions are met – the PhD student has not submitted two (2) first-author articles or there are additional ongoing projects at CTM) – the CTM and the organizational unit represented by the Supervisor are also entitled to 50% (which is the net amount after deductions by SU or other partners).

## **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.

## **B) GENERAL STRUCTURE OF CTM**

### **1. CTM staff**

The CTM leadership and staff description is available via [this link](#).

### **2. Moodle**

- Moodle will serve as a platform for e-learning, group meetings, project meeting information, and project follow-up. Students not yet registered on the CTM's Moodle will receive their registration instructions via e-mail.

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

- When logging in to the personal Moodle account, the student will need to complete their profile. Below, the student will find descriptions of the courses that will be taken over the years. Most of the courses include an e-learning component, and the student will be automatically enrolled in these online parts. Each course will have an opening test at the beginning, and a closing test at the end.
- On the other hand, CTM uses Moodle for project follow-up, where the student will find all the help for each clinical methodology. The student must follow this during their training as CTM guides them through each clinical methodology with tutorials, additional materials, and other resources.
- Lastly, the student will be signed up for the year coordination course, where all the important information can be found on a weekly basis and will need to upload their group meeting presentations.

### **3. Communication**

There will be two official communication channels: e-mails through the e-mail address provided by the student as primary contact, and Microsoft Teams. CTM uses the Zoom platform for online meetings.

Newsletters will be sent via e-mail and Moodle, as well as published on the CTM website. Please subscribe to the CTM social media platforms!

### **4. Cloud system and storage**

CTM uses the following Cloud system to store the materials needed for the specific projects: <https://cloud.tm-centre.org/>

All students will have a dedicated folder, and all the project participants will have access to this folder. Also, the project and group meeting notes will be stored here. Automatic notifications will be sent to each project participant if any upload or modification happens in the folder.

The student have to use the cloud to store their research materials here. There is a possibility of synchronizing the project folder with the student's local computer. A detailed instruction manual about cloud usage will be available before the beginning of the academic year.

## 5. Social events

Every year from September, CTM invites the students to build their community together. For that, CTM has a dedicated team to organize social events, some already scheduled, that can be found in the Academic Year Calendar.

Please feel free to reach out to the CTM colleagues with any initiative!

## 6. Important contact details

- CTM website: <https://tm-centre.org/en>
- CTM Semmelweis website: <https://semmelweis.hu/tmk/>
- CTM Secretariat:  
[tmk@semmelweis.hu](mailto:tmk@semmelweis.hu) | +36 30 016 4407
- Year I coordinator: Anett Rancz  
[rancz.anett@semmelweis.hu](mailto:rancz.anett@semmelweis.hu) | +36 30 096 5760
- Year II coordinator: Mahmoud Obeidat  
[obeidat.mahmoud@semmelweis.hu](mailto:obeidat.mahmoud@semmelweis.hu) | +36 20 280 9816
- Year III-IV coordinator: Alexander Schulze Wenning  
[alexander.schulze.wenning@semmelweis.hu](mailto:alexander.schulze.wenning@semmelweis.hu) | +49 170 177 8996

## **C) YEAR I**

<b>Meetings</b>	<b>Comment</b>	<b>Minimum requirement</b>
Group meetings (GM)	Semester I – 18 GM Semester II – 21 GM	75% in each semester
Project meetings (PM)	Semester I – 18 PM Semester II – 21 PM	90% in each semester
E-learning	Semester I – 10 e-learning Semester II – 8 e-learning	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 – 8 PR Semester II – 15 PR	62,5% to complete 60% to complete
Lectures	Semester I – 2 lectures Semester II – 4 lectures <i>dates to be announced</i>	50% in each semester <i>The first lecture is expected to be held between 5-7 December</i>

### **1. Group meetings**

- 1.1. At the beginning of the year, the students will be allocated to one of the groups based on their specialty. Each group will have a group meeting every week at the same time and place. The students 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).
- 1.2. **Participants:** PhD students, supervisors, methodology supervisors, CTM facilitator, biostatistician, TDK students.
- 1.3. **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.  
  
CTM is not monitoring the reason for missing the group meeting, but it cannot be more than 75%.

### **2. Project meetings**

- 2.1. At the beginning of the year, the students must fix a regular weekly project meeting date and hour with their supervisor and methodology supervisor. In exceptional cases, the students may change the project meeting date. However, students have to keep in mind that their 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, the students can meet their SMS at the CTM office if required.
- 2.2. **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.
- 2.3. **Minimum project meeting attendance for PhD students and supervisors: 90%**

### **3. Courses, workshops, and credits**

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

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

- 3.1. **E-learnings** can be found on the CTM's Moodle platform. The student will have to complete the e-learning by the given deadline.
- 3.2. Groups will be allocated to Classes (A, B, C). **Workshops** will be organized based on the student's class and held on Tuesday, Wednesday, and Thursday between **08:00 – 16:00**. In exceptional cases, the time of the workshop may change (e.g. invited international lecturer), in which case the student will be informed in advance.
- 3.3. At the beginning of the first semester, the student must register on their Neptun profile for the following courses during the registration period announced by the SU Doctoral Office (students must check their Neptun or official e-mail address).

It is important to remember that if the student fails to register during the registration period, they must pay a one-time registration fee to the SU Doctoral Office to register for any missed courses.

#### 3.3.1. First semester courses:

Course code	Course name	Credit	E-learning
00169-KVA	Translational medicine systematic review and meta-analysis course I.	1	Yes
00170-KVA	Translational medicine basic and intermediate biostatistics course	1	Yes
00171-KVA	Translational medicine clinical trials course	1	Yes
00172-KVA	Translational medicine patient registries in medical science and clinical practice	1	Yes
00176-KVA	Translational medicine presentation technique workshop I.	1	No
00178-KVA	Translational medicine group meetings and workshops I.	2	No
00177-KVA	Translational medicine soft skill course I.	1	Yes
	Research activity – individual based on your doctoral division		

#### 3.3.2. Second-semester courses:

Course code	Course name	Credit	E-learning
<i>To be announced</i>	Translational medicine systematic review and meta-analysis II.	1	No
<i>To be announced</i>	Translational medicine presentation technique workshop II.	1	No
<i>To be announced</i>	Basic and advanced clinical pharmacology	1	Yes
<i>To be announced</i>	Translational medicine scientific writings	1	Yes
00179-KVA	Translational medicine advanced biostatistics	1	Yes
00180-KVA	Translational medicine group meetings and workshops II.	1	No
00181-KVA	Translational medicine soft skill course II.	1	Yes
	Research activity – individual based on your doctoral division		

(students will be informed about the courses before the start of the second semester)

- 3.4. Minimum e-learning completion: 100%
- 3.5. Minimum score on the final test for the e-learning: 75%
- 3.6. Minimum workshop attendance for PhD students: 75%

More details about the courses are listed in Annex 5.

## 4. Progress Reports I-VIII

- 4.1. During the first year of the training, the student will have four (4) Progress Reports. The dates of the Progress Reports are fixed from the beginning of the year.
- 4.2. During the Progress Report, each student will have to present their progress to date. The student's presentation should be 8 minutes for PR I, and 10 minutes for PR II-IV. The presentation is followed by a 4-minute (PR I) or 5-minute (PR II-IV)



discussion coordinated by the chairs. Students are expected to actively participate in the Progress Report by asking questions from the other presenters.

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

**4.3. Minimum attendance requirements:** as listed in the 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, two PR 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	10.12.2024	11.12.2024	12.12.2024	Own +1
Year II	PR V	21.01.2025	22.01.2025	23.01.2025	1
Year III-IV	PR VIII - Thesis defense	22.10.2024	24.10.2024		1
Seminar Lecture		2 dates to be announced			1
SEMESTER II					
Year I	PR II	04.03.2025	05.03.2025	06.03.2025	Owns +3
	PR III	03.06.2025	04.06.2025	05.06.2025	
	PR IV	26.08.2025	27.08.2025	28.08.2025	
Year II	PR VI - Complex exam	17.06.2025	18.06.2025	19.06.2025	2
Year III-IV	PR VIII - Thesis defense	22.04.2025	23.04.2025	24.04.2025	1
Seminar Lecture		4 dates to be announced			2

More details about the minimum requirements for the Progress Reports are listed in Annex 3.

## 5. Seminar Lectures

During the academic year, CTM will have Seminar Lectures. The date and location of the lectures will be sent to the students in advance.

## 6. Participating in Thesis Defense

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

## **D) YEAR II**

<b>Meetings</b>	<b>Comment</b>	<b>Minimum requirement</b>
Group meetings (GM)	Semester I – 9 GM Semester II – 9 GM	75% in each semester
Project meetings (PM)	Semester I – 9 PM Semester II – 9 PM	90% in each semester
E-learning		Previous e-learning is available (students have to take those they missed in Year I to fulfill the Complex Exam criteria)
Workshops		Previous workshops are available (students have to take those they missed in Year I to fulfill the Complex Exam criteria)
Progress report V-VIII	Semester I – 5 PR Semester II – 6 PR	60% to complete 50% to complete
Lectures	Semester I – 2 lectures Semester II – 4 lectures <i>dates to be announced</i>	Suggested <i>The first lecture is expected to be held between 5-7 December</i>

### **1. Group meetings**

- 1.1. At the beginning of the year, the students will be allocated to one of the groups based on their specialty. Each group will have a group meeting every second week at the same time and place. The students 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).
- 1.2. **Participants:** PhD students, supervisors, methodology supervisors, CTM facilitators, biostatisticians, TDK students.
- 1.3. **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**

- 2.1. At the beginning of the year, the students must fix a regular biweekly project meeting date and hour with their supervisor and methodology supervisor. In exceptional cases, the students may change the project meeting date. Students have to keep in mind that their 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, the students can meet their SMS at the CTM office if required.
- 2.2. **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.
- 2.3. **Minimum project meeting attendance for PhD students and supervisors biweekly: 90%**

### 3. Courses, workshops, and credits

- 3.1. There are no compulsory courses that the students have to attend, however, the schedule for the first year is detailed in Annex 5. **If the student missed any credits in Year I, they MUST complete the courses to be able to attend the Complex Exam (PR VI).**
- 3.2. Students are welcome to attend if they lack any methodology knowledge. If willing to attend, the student shall email the Year I coordinator. Each e-learning is followed by an in-person course, which starts at 08:00 and lasts 6 hours.
- 3.3. At the beginning of the first semester, the student must register on their Neptun profile for the following courses during the registration period announced by the SU Doctoral Office (students must check their Neptun or official e-mail address).

It is important to remember that if the student fails to register during the registration period, they must pay a one-time registration fee to the SU Doctoral Office to register for any missed courses.

#### 3.3.1. First semester courses:

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

#### 3.3.2. Second-semester courses:

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

More details about the courses are listed in Annex 6.

### 4. Progress Report V

- 4.1. During the first year of the training, the student will have two (2) Progress Reports. The dates of the Progress Reports are fixed from the beginning of the year; therefore, attendance is mandatory. If the student fails to attend, they must inform their year coordinator in advance, and the CTM leadership will decide if they can accept the student's absence.
- 4.2. During the Progress Report, each student will have to present their progress to date. The student's presentation should be 10 minutes, followed by a 5-minute discussion coordinated by the chairs. Students are expected to actively participate in the progress report by asking questions from the other presenters.  
  
The student must follow the instructions of the year coordinator regarding the presentation template and content.
- 4.3. **Minimum attendance requirements:** as listed in the table below.

		Day 1	Day 2	Day 3	Number of events to attend per semester
SEMESTER I					
Year II	PR V	21.01.2025	22.01.2025	23.01.2025	Own +1
Year III-IV	PR VIII - Thesis defense	22.10.2024	24.10.2024		1
Seminar Lecture		2 dates to be announced			Suggested
SEMESTER II					
Year II	PR VI - Complex exam	17.06.2025	18.06.2025	19.06.2025	Own +1
Year III-IV	PR VIII - Thesis defense	22.04.2025	23.04.2025	24.04.2025	1
Seminar Lecture		4 dates to be announced			Suggested

More details about the minimum requirements for the Progress Reports are listed in Annex 3.

## 5. Progress Report VI / Complex Exam

- 5.1. To attend the Complex Exam, the student must acquire 16 credits by the end of the fourth semester. However, if the student successfully completes all the TM PhD program courses, they will have the credits at the end of the third semester. Every Doctoral Division accepts all the CTM courses.

It is important to verify the credits before the start of the year!

- 5.2. The Progress Report VI / Complex Exam will have two parts: (1) a written test with questions from the e-learnings and courses, (2) an oral presentation of the student's two-year work, a 10-minute presentation followed by a 10-20-minute discussion.
- 5.3. Students who already have their Complex Exam will also have to complete the Progress Report VI.
- 5.4. **Minimum attendance requirements:** as per described above.

## 6. Participating in Thesis Defense

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

## **E) YEAR III-IV**

<b>Meetings</b>	<b>Comment</b>	<b>Minimum requirement</b>
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 – 2 Semester II – 3	50% to complete 33% to complete
Lectures	Dates to be announced Semester I – 2 lectures Semester II – 4 lectures	Suggested * first lecture expected between December 5-7

### **1. Group meetings**

- 1.1. During Years III and IV, the student will have to participate in one m(1) group meeting per month.
- 1.2. During the group meeting, each student has to present their presentation 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).
- 1.3. **Minimum group meeting attendance for PhD students:** 75% per semester
- 1.4. 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**

- 2.1. The student will have the opportunity to have one project meeting once a month with their SMS.
- 2.2. During the project meeting, the student needs to present the activity for the last period and the plan for the next.

### **3. Participating in Thesis Defense**

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

## **F) GRADUATION (Progress Report VII and VIII)**

### **1. Details**

All details can be found on the following websites by clicking the subtitles:

- [Formal requirements](#)
- [General description](#)

Via the above links, the following required documents are available

- 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**

All details can be found via [this link](#).

## **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.

Full description can be found [here](#).

### **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.

Full description can be found [here](#).

### **Annex 3. Progress Report minimum requirements**

#### **Progress Report 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.

#### **Progress Report 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.

### **Progress Report III**

Below 50 eligible full texts:

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

Above 50 eligible full texts:

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

### **Progress Report 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
4. 1st project is accepted and no relevant progress in the 2nd project
5. 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
5. 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 3<sup>rd</sup> semester



## **Annex 5. Requirements to complete courses YEAR I**

- 00169-KVA – Translational medicine systematic review and meta-analysis course I.  
Complete e-learning materials with a closing test score higher than 75%
- 00170-KVA – Translational medicine basic and intermediate biostatistics course  
Complete e-learning materials with a closing test score higher than 75%
- 00171-KVA – Translational medicine clinical trials course  
Complete e-learning materials with a closing test score higher than 75%
- 00172-KVA – Translational medicine patient registries in medical science and clinical practice  
Complete e-learning materials with a closing test score higher than 75%
- 00176-KVA – Translational medicine presentation technique workshop I.  
See Progress Report requirements
- 00178-KVA – 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).
- 00177-KVA – Translational medicine soft skill course I.  
Complete soft skills e-learning *materials with a closing test score higher than 75%*
- *Neptun code to be announced* – Translational medicine systematic review and meta-analysis II.  
Students will complete this course by their weekly activity and progress of their research project
- *Neptun code to be announced* – Translational medicine presentation technique workshop II.  
See Progress Report requirements
- *Neptun code to be announced* – 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
- *Neptun code to be announced* – Translational medicine scientific writings  
Complete article writing and management e-learning materials with a closing test score higher than 75%
- 00179-KVA – Translational medicine advanced biostatistics  
Complete e-learning materials with a closing test score higher than 75%
- 00180-KVA – 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).
- 00181-KVA 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. Requirements 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.