



Prerequisites for the awarding of a doctoral degree

1. Pre-degree certificate (Absolutorium):

During the doctoral training programme PhD students must acquire a total of 240 credits points to be eligible for a completion of studies certificate. PhD students obtain a pre-degree certificate (Absolutorium) after acquiring the stipulated credit points. The document certifies that the PhD student has fulfilled all academic requirements of the doctoral programme.

The deadline for obtaining the pre-degree certificate is no later than two years (i.e. four active semesters) after completing the comprehensive examination. If the PhD student wishes to obtain the pre-degree certificate before the deadline, a written request must be submitted to the PhD Secretariat.

Student status terminates on the last day of the semester in which the PhD student obtains the pre-degree certificate (NHEA Section 59 (1) d)

2. Certificate from the Hungarian Scientific Bibliography (MTMT) (impact factors (IF) and/or D/Q ranking): PhD students must request a certificate about the publications that form the basis of the doctoral thesis from the University of Szeged, Klebelsberg Library using the form available at the following link:

<http://szerzoknek.ek.szte.hu/phd-eljaras-es-az-mtmt/>

The identification number of the MTMT records of the publications that form the basis of the doctoral thesis (of which the PhD student receives a certificate) must be entered in the Comments section (Megjegyzés) of the form.

The official certificate signed by the library must be sent to both the administrator of the doctoral school and the PhD Secretariat (office.aokphd@med.u-szeged.hu).

It is responsibility of the PhD student to [register in the MTMT database](#) and upload their publications, with assistance from the [institutional MTMT administrators](#).

3. Plagiarism check: the final doctoral thesis must be submitted in DOC, DOCX, or PDF format to the administrator of the doctoral school by email. The administrator of the doctoral school then forwards the results of the plagiarism check and the plagiarism statement form to the supervisor (with the PhD student copied (cc'd) on the message).

A detailed description of the plagiarism checking process and a *Guide to evaluating the results of a plagiarism check* can be found at the following link:

<https://www.ek.szte.hu/homepage/research-support/scholarly-publishing/plagiarism-checker/>

(Hungarian version: <https://szerzoknek.ek.szte.hu/hasonlosag-ellenorzes-doktori-iskolak-szamara/>)

4. Submitting the doctoral thesis and appointing members of the Review Board:

PhD students **must submit a doctoral thesis within three years of completing the comprehensive examination** according to the regulations of the doctoral training programme.

The doctoral thesis may only be submitted once the pre-degree certificate has been obtained.

The complete documentation (i.e. doctoral thesis, summary booklet, and an attached PDF file with the complete texts of the PhD student's own publications) may only be uploaded to the University of Szeged Repository of Dissertations ***if accompanied by*** a plagiarism statement signed by the supervisor (for further details, see: Upload Guide). The uploads must be done by the PhD student.

The assessment procedure shall only begin after the upload has been successfully completed.

The date of doctoral thesis submission is defined as the date on which the documents are uploaded to the Repository. This date is publicly available on the Repository of Dissertations website.

The Doctoral Council of Medical and Pharmaceutical Sciences ***at the*** University of Szeged (SZTE Orvos- és Gyógyszerésztudományi Doktori Tanácsa, hereinafter referred to as TDT) appoints the members of the Thesis Defence Board and the official Reviewers based on the ***recommendations*** of the respective Doctoral School Councils. ***The TDT also makes proposals regarding*** the awarding of doctoral degrees. It is important to note that the candidate must not have any publications co-authored with any member of the Board (justified by MTMT certificate).

Proposals for the members of *Committee of Assessors* must be prepared in an Excel table with the assistance of the PhD student's supervisor. The completed document must be submitted via email to the administrator of the competent doctoral school. **Upon submission of the doctoral thesis, the TDT – in accordance with the proposal of the competent Doctoral School – shall appoint the members of the Review Board**, naming two official reviewers, one substitute reviewer, and additional members. The decision of the TDT must comply with the applicable laws and regulations governing conflicts of interest (Section 17 of Government Decree 387/2012. (XII. 19.)), and must take into consideration the written declaration regarding conflicts of interest submitted by all committee members.

It is important that the supervisor consults in advance with the appointed and substitute members of the Committee.

The **final Review Board (appointed by TDT)** is established following the TDT Council meeting, once all members of the Review Board have been notified of their committee membership and the conditions for initiating the assessment procedure.

5. Initiating the assessment procedure:

The assessment procedure can only be initiated if the PhD student has fulfilled all prerequisites (i.e. uploading publications, completing language exams, and undergoing plagiarism check).

An *Application for the initiation of the Assessment Procedure* form (*Jelentkezési lap a Bírálati eljárás elindítására*) must be filled in and submitted via email to the PhD Secretariat (office.aokphd@med.u-szeged.hu) along with all required attachments.

Following the submission of the application, and provided that all prerequisites for initiating the assessment procedure have been met, the Defence Coordinator invites the two official reviewers to assess the doctoral thesis and provides them with **the relevant link to the Repository of Dissertations**.

The reviewers have two months (during the study period) to prepare their evaluations. If the evaluation is completed earlier, it is not necessary to wait until the end of the two-month period.

Fees and charges levied during the assessment procedure for the awarding of a doctoral degree:

Foreign PhD students enrolled in **individual preparation programs** are required to pay a fee of EUR 1,000.

The University of Szeged issues an invoice, which is sent both electronically and by post, to the candidate at the time of the public announcement of the defence. The payment deadline is eight days from the date of the invoice.

6. Organization of the thesis defence and the submission of the doctoral thesis for public defence:

A prerequisite for scheduling the public defence of the doctoral thesis is the completion of a plagiarism check prior to uploading the submitted thesis to the Repository of Dissertations.

The date for the public defence of the doctoral thesis must be scheduled within two **academic months** of the thesis receiving two supportive assessments.

The submitted assessments are forwarded to the PhD student by the Defence Coordinator or the PhD Secretariat. *“The person who submitted the doctoral dissertation shall receive the assessments in advance and shall respond to them in writing before the defence and ‘viva voce’ in the public debate during the defence.”* (Government Decree 387/2012. (XII. 19.)

The PhD student shall, with the assistance of the supervisor, arrange the time, date and location (including the designated classroom) of the defence as well as its form. The PhD student must notify the Defence Coordinator about these details in writing.

Please note that the date and location of the public defence must be made public at least three weeks in advance. It is therefore advisable to begin the organizational process in a timely manner.

The Defence Coordinator drafts the invitation to the public defence and sends it in writing to the PhD student and their supervisor. After the approval of the document, the PhD student may freely use the invitation. The Defence Coordinator then forwards the invitation to the administrator of the Doctoral School, who announces the public defence on the website of the Hungarian Doctoral Council. The time and location of the defence are also published in the Faculty Newsletter and sent to the members of the TDT and the Review Board.

A formal **CV**, written in **third-person singular** format, must be submitted for the defence. The CV is read aloud by the Secretary at the time of the public defence. Both the CV and the candidate's responses to the assessments must be sent to the Defence Coordinator at least 10 days prior to the scheduled date of the Defence.

7. **Awarding the doctoral degree:** following a successful defence, the TDT must vote on whether to recommend the awarding of the doctoral degree. The decision outcomes are then forwarded to the University Doctoral Council (EDT), which makes the final decision on the awarding of the doctoral degree. **The PhD title becomes valid from the date of the EDT's conferral of the degree.** Within 30 days of this date, the University of Szeged issues and delivers the diploma to the eligible candidates.

Dates for Scientific Doctoral Council meetings

Dates for the meetings of the Doctoral Council of Medical and Pharmaceutical Sciences (TDT):	Dates for the meeting of the University Doctoral Council (EDT):
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typically held on a monthly basis, on varying days (the exact date is set one month prior to each meeting)	set in accordance with the deadlines published by the Doctoral Institute
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Contact Information for the Administrators of Doctoral Schools

Administrators of Doctoral Schools:

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Ágnes Mester

Administrator for state scholarship and Stipendium Hungaricum scholarship students and for self-financed foreign PhD students:

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long-term leave