

Operational Regulations of the Doctoral School of Theoretical Medicine, University of Szeged

September 29, 2023

These regulations are based on Act CCIV of 2011 on doctoral schools, doctoral procedures and habilitation, Government Decree 387/2012. (XII. 19.) on doctoral schools, doctoral procedures and habilitation, and the Regulations on Doctoral Training and Doctoral Degree Acquisition at the University of Szeged (March 27, 2023 <https://u-szeged.hu/download.php?docID=141156>).

The Doctoral School of Theoretical Medical Sciences (hereinafter referred to as the Doctoral School) is a functional educational unit operating at the Albert Szent-Györgyi Medical School of the University of Szeged (SZTE-SZAOK) with the approval of the Hungarian Accreditation Committee (MAB), which provides training for the award of a PhD degree in the field of theoretical medical sciences.

These regulations have been drawn up in accordance with the relevant laws and other legal regulations in force, the resolution on the establishment and operation of doctoral schools contained in Annex 4 to the MAB SzMSz, and the Doctoral Regulations of the University of Szeged (hereinafter referred to as EDSZ). It primarily contains regulations that are more detailed than the aforementioned provisions with regard to certain issues. In cases not mentioned in these regulations, the provisions of the EDSZ shall apply.

Contact details for the Doctoral School of Theoretical Medical Sciences (EODI):

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Introduction

These regulations have been drawn up in accordance with higher-level regulations; in most cases, they merely supplement those regulations.

The Doctoral School operates a website from which the aforementioned higher-level regulations can be easily accessed.

These higher-level regulations currently include These higher-level regulations currently include

- the National Higher Education Act (abbreviated as Nft; more precisely, Act CCIV of 2011 with amendments effective from September 1, 2016)
- the Government Decree (more precisely, Government Decree 387/2012. (XII. 19.) on doctoral schools, doctoral procedures and habilitation)
- the Regulations of the University of Szeged on Doctoral Training and Doctoral Degree Acquisition

(27 March 2023)

1. Head of the doctoral school

- The head of the DI receives his or her management assignment in accordance with the University Doctoral Regulations and for a fixed term.

Current head: Prof. Dr. Ferenc Bari, university professor

Deputy head: Prof. Dr. Antal Nógrádi, university professor

2. Research subprograms and current leaders of the Doctoral School

2.1. Neuroendocrinology Subprogram

Head: Dr. habil. Zsolt Bagosi, Associate Professor, SZTE SZAOK Institute of Pathophysiology

2.2. Neuroscience Subprogram

Head: Prof. Dr. Gábor Jancsó, University Professor, SZTE SZAOK Institute of Anatomy, Histology and Embryology

2.3. Gastroenterology Subprogram

Head: Prof. Dr. László Czakó, University Professor, SZTE SZAOK Department of Medicine

2.4. Regulation, Measurement and Analysis of Life Processes

Head: Prof. Dr. Ferenc Bari, university professor, SZTE SZAOK-TTIK Institute of Medical Physics and Informatics

The research topics announced in each program are published on the EODI website (...) and on the website of the National Doctoral Council (www.doktori.hu).

3. Structure and governing body of the Doctoral School of Theoretical Medical Sciences

3.1. The work of the EODI is coordinated and directed by the Doctoral School Council (hereinafter referred to as EODIT).

The members of the EODIT are:

- Current head: Prof. Dr. Ferenc Bari, university professor
- Deputy Head: Prof. Dr. Antal Nógrádi, university professor
- Secretary: Prof. Dr. Zoltán Rakonczay, university professor
- External member: Prof. Dr. István Krizbai, scientific advisor

The expanded DT members also include the subprogram leaders and the student representative.

Members of the Extended Council with voting rights:

- the head of EODI, subprogram director, and chair of EODIT
- the deputy head of EODI, who is the deputy chair of EODIT, elected on the recommendation of the head of EODI
- the secretary of EODI
- external members of EODI
- the external member of the EODI
- the other subprogram directors of the EODI

Members with advisory rights:

- the representative of PhD students
- the administrator of the EODI.

The term of office of the elected members of the EODIT is five years. In case of impediment, members of the EODIT may appoint a substitute with voting rights.

3.2. The EODIT shall meet as necessary, but at least once per semester. Minutes shall be taken of the meetings.

3.3. The decisions of the EODIT shall be made by majority vote, unless otherwise specified.

In the event of a tie, the chair shall have the casting vote. An exception to this is the voting procedure for the degree awarding process (see below, under the rules for the degree awarding process). EODIT shall have a quorum if the majority of its voting members participate in the vote.

3.4. EODIT generally makes its decisions by open vote, except in matters concerning personnel. In justified cases, any member may request a secret ballot, or the chair may order one.

3.5. At the suggestion of the head of EODIT, EODIT may, in justified cases, make decisions electronically (by e-mail).

3.6. The materials necessary for the agenda items requiring decision at EODIT meetings shall be made available to members at least two working days before the meeting – this may also be done electronically. The date of the meetings, together with the agenda, shall be communicated to the members at least 5 working days before the meeting.

3.7. EODIT shall decide on the following matters concerning EODI:

- approval of the persons of the supervisors and the topics announced for doctoral students
- approval of the topics announced for doctoral students
- determining the subjects announced for doctoral training for a given semester
- accepting the annual reports of doctoral students participating in organized training
- authorizing study trips
- determining the educational tasks of students in agreement with the management of the relevant institute/department and
- managing EODI revenues in accordance with university regulations.

3.8. The EODIT makes proposals on the following matters concerning the EODI:

- initiating degree award procedures
- initiating the public part of the procedure
- compiling the subjects for the comprehensive examination
- appointing members of the comprehensive examination committees and the public defense evaluation committees
- granting permission to defer studies
- awarding doctoral degrees
- appointing members of the admissions committee
- electing new core members
- electing a new doctoral school director or re-electing the existing director
- determining the internal structure of the EODI
- filling the admission quota allocated to the School by the Faculty

3.9. The administrative affairs of the EODI are handled by the secretary of the EODIT with the assistance of the EODI administrator and under the supervision of the head of the EODI or his/her deputy. The tasks supervised by the secretary are:

- collecting doctoral topics
- preparing the material necessary for the EODIT's decision
- collecting courses planned for the given semester

- collecting and preliminary evaluation of students' annual reports
- maintaining EODI data on the website of the National Doctoral Council (www.doktori.hu)
- operating the doctoral school's website ([http://](http://www.doktori.hu))
- preparing DI matters requiring TDT decisions for TDT meetings
- compiling statistics
- preparing quality assurance reports
- completing questionnaires concerning the operation of the EODI
- preparing reports requested on SH students
- convening student forums, compiling materials
- student feedback
- student follow-up

3.10. The procedure for handling student complaints, appeals, and legal remedies is as follows:

The EODI administrator is responsible for documenting student complaints and questions, who then forwards the cases to the EODI president, who in turn submits them to the EODIT. The appeal protocol against decisions is as follows: first level: TDT, second level: University Doctoral Council's, third level: Rector. In matters concerning student legal status, EODIT is the deciding body, with the appeal options specified above.

4. Doctoral students' studies

4.1. Students may apply for topics announced on the EODI ODT website (www.doktori.hu) based on prior consultation with their chosen supervisor.

4.2. Supervisors are appointed by EODIT, and the announced topics are approved by EODIT. Only faculty members with a doctoral degree who have scientific achievements beyond those required for obtaining a doctoral degree in relation to the announced topic and who have the necessary infrastructure and financial resources for their research work may be supervisors.

4.3. Applicants will take part in an admission interview. The EODI offers admission three times a year.

The admission committee will award a maximum of 100 points based on the interview, previous academic work, degree classification, and language exams, and will then the committee will determine the admission ranking. EODI requires applicants to have at least an intermediate level English language exam at the time of application, but in the case of otherwise excellent students, it will grant a deferral for the language exam until the evaluation process begins. EODIT and the Admissions Committee make recommendations for students eligible for state scholarships in accordance with the quotas available to EODI, while other applicants who meet the minimum requirements can participate in the program as tuition fee-paying students.

For years, EODIT has been offering opportunities to host foreign students within the framework of the Stipendium Scholarship, accepting one student per semester and per subprogram, and self-funded training is also available. They participate in an online oral admission procedure in English. They can also earn 100 points. The mandatory entry requirement for them is also at least an intermediate level international English language exam, and the committee will assess their actual language skills during the interview. The evaluation takes into account previous academic work, diploma results, and professional performance demonstrated in the oral exam.

4.4. Students pursue their studies in accordance with the credit system developed and regularly reviewed by EODIT. Students register for their courses in the Neptun system during the first two weeks of the semester. Their courses are evaluated by the instructors responsible for the foundation and compulsory courses on the one hand, and by the EODI administrator on the other hand for the subjects supervised by the supervisors and the work report and complex exam concerning the DI leader. This is done on the basis of the signed performance sheet submitted by the students.

4.5. The EODI requires that both full-time and individual students register in the MTMT2 database upon admission and indicate their institute and the DI. At least one of their published articles must be affiliated with the DI. In addition, it requires that host institutes request an official university or research institute email address for full-time students within one month of enrollment and that students inform the DI of this address. Correspondence with the DI will then take place at this email address.

4.6. The student's supervisor is responsible for supervising the student's academic work and studies. He or she signs the courses taken by the student in research, teaching, and publication activities on the semester-by-semester transcript. In the case of individually trained students, in order to reduce the administrative burden, the student must certify the research work, publication and teaching activities completed during the period (maximum 4 semesters) at the time of graduation work, publications and teaching activities completed during that time, which the student records in the work report and which is then certified by the supervisor. If the student submits their application for graduation immediately after enrolment in the semester, they do not need to write a work report, as they can achieve the 240 credits on the basis of the complex examination and the published work(s).

4.7. At the end of the training and research phase of the daytime student program and as a prerequisite for beginning the research and dissertation phase, students must pass a comprehensive exam that measures and evaluates their academic and research progress. The comprehensive exam consists of two main parts: The comprehensive exam consists of two main parts: one part assesses the examinee's theoretical knowledge ("theoretical part"), while the other part assesses the examinee's scientific progress ("dissertation part"). In the theoretical part of the comprehensive exam, the examinee takes exams in two medical subjects, which are two of the three compulsory exam subjects related to the subprogram and, two specific medical or health science subjects determined by the subprogram director and the DI director. In the second part of the complex exam, the examinee gives a PowerPoint presentation consisting of 10-15 slides on their knowledge of the literature and their research results, and presents their research plan for the second stage of their doctoral training and the schedule for the preparation of the dissertation and the publication of the results. The complex exam is graded on a two-point scale, pass or fail (see EDSZ Complex Exam, point 6). Full-time EODI students do not receive credits

for it. For individually trained students, 160 credits will be entered into Neptun upon successful completion of the complex exam. Doctoral students may retake a failed complex exam once during the same exam period.

4.8. Participants in individual training enter the doctoral school by taking a complex exam, which also serves as the entrance exam. A prerequisite for this is that they already have advanced research and published work(s). They prepare individually for the designated exam subjects, for which they receive specialist literature and a list of topics. In accordance with the Doctoral Regulations, they have the opportunity to apply for admission to the doctoral school three times a year, during the summer, winter, and supplementary admission periods. They can submit their application through Modulo between April 15 and May 15, December 1 and December 31, and August 1 and August 20.

4.9. Doctoral studies, both for full-time and individual PhD students, end with graduation. Full-time students usually graduate after 8 semesters, at the end of their studies, and as a general rule, both full-time and individual students must graduate within 2 years of passing the comprehensive exam. By this time, they must have accumulated at least 240 credits from compulsory and elective courses. This is verified by the courses completed and recorded in Neptun. Those who wish to apply for graduation earlier than two years must submit a written request to both the EODI and PhD secretariats. This is one of the necessary conditions for the student to initiate the evaluation process. The evaluation process consists of.

5. Rules of the evaluation procedure

5.1. Both participants in organized training and individual candidates may obtain a PhD degree through the doctoral procedure. The rules of the procedure are contained in the University Doctoral Rules of Procedure and in detail in the document "Rules of Procedure for the Evaluation Process at the Abert Szent-Györgyi Medical School".

5.2. In order to obtain a PhD degree, the candidate must complete and then submit their doctoral dissertation. The condition for this is to apply for IF and/or D and Q classification certification from the University Library of the University of Szeged only for published publications that form the basis of the PhD dissertation. Before the defense, the dissertation must undergo plagiarism screening, and then, based on the results, the candidate must submit a statement of acceptance, which the supervisor must also sign. The supervisor must also sign. The thesis can then be uploaded to the SZTE Repository. In addition to the requirements described in the EDSZ, the SZAOK Doctoral Schools have the following requirements regarding the dissertation, which also apply to EODI students.

INDEPENDENT SCIENTIFIC WORK

Currently, two systems are in place: the old and the new publication requirements from July 2, 2019, to December 31, 2023. Until the end of 2023, students can choose which system they want to use for their publications.

In the old system, the minimum number of publications is 2, one of which must be a first-author article published in a journal with an impact factor, and the total IF in the year of publication must be at least 4.0.

In the new system, the impact factor-based evaluation system is replaced by the use of D and Q classifications. From January 1, 2024, candidates may be admitted to defense based on the fulfillment of one of the following requirements:

- If they have one D1 publication, no other publications are required. (However, one cannot use the article as a co-author)
- If they have one D1 publication and if part of this publication is used by another student for their thesis, then the candidate needs one more publication of any classification, but an English publication is required, which may also be co-authored
- If they have 1 Q1 publication and 1 publication of any classification, in English, which may also be co-authored
- If the candidate does not have a Q1 article, then two Q2 articles (one as first author and one as co-author) are also acceptable
- If the candidate has only one Q2 publication, then at least two English-language publications of any classification are also required, which may be co-authored
- If the candidate's first-author publication is classified as Q3, then three additional English-language publications of any classification are required, which may also be co-authored

CO-AUTHOR STATEMENT

If the referenced publications have co-authors, the thesis must include a section in which the co-authors (or the first author, if not the doctoral candidate) refer to the specific thesis point and publication and declare that, of the results included in the thesis (and the dissertation) and jointly published results, in which the candidate's role is of decisive importance, and thus they have not used them to obtain a scientific degree and will not do so in the future. The statement shall be signed by the co-authors (or the first author). In the case of foreign and deceased co-authors, the procedure to be followed is regulated by the councils of the doctoral schools. The same copies must also contain the statement.

FOREIGN LANGUAGE SKILLS

The Doctoral Council of the University of Szeged Faculty of Medicine and Pharmacy requires English as the foreign language, as English is the primary language of the field. Therefore, candidates must have at least an intermediate level state language exam in English by the start of the evaluation process at the latest, i.e. they must submit the document certifying the language exam to the EODI and the PhD Secretariat by this date. In accordance with the TDT's position, the EODI does not require a second foreign language for the evaluation process. For foreign citizens whose native language is not Hungarian, their native language shall be accepted as fulfilling the foreign language requirement if it meets the language requirements of the given doctoral school. For them, Hungarian is also considered a foreign language.

THESIS

The thesis shall be written in English. Its length, including figures, tables, and graphs, shall not exceed 50 pages (excluding the bibliography). The dissertation should be written in A4 format, using Times New Roman font, 12 point font size, 1.5 line spacing, normal margins, and single-sided printing. The dissertation must be submitted in one leather-bound copy and electronically. Along with the dissertation, a 10-15 page thesis-like summary must be submitted in A5 size, in PDF format (no need to print). Thesis booklets must be prepared in both English and Hungarian (in English only for foreign students). See also the information sheet "Formal requirements for PhD dissertations and thesis booklets at the Albert Szent-Györgyi Medical School (2023)".

5.3. Assessment procedure

5.3.1. EODIT does not require its students to defend their thesis internally, but if a student conducts research at an external non-university institute, they may participate in the institute's internal defense and use the experience gained during the actual assessment procedure.

5.3.2. The assessment procedure can only be initiated if the candidate has met all the requirements (publications, language exam, plagiarism screening). The submission of the thesis to official assessors cannot be refused if the candidate has met the other requirements.

5.3.3. The procedure begins with the completion of the "Initiation of the evaluation procedure" document, which must be sent by email to the EODI and the PhD Secretariat together with the mandatory attachments. In addition, an Excel spreadsheet containing the members of the Evaluation Committee must be sent to the EODI administrator in the document "Initiation of the evaluation procedure_evaluation committee". A one-time degree acquisition fee is charged to self-financed, "individually preparing" students, which is HUF 110,000 for SZTE employees and HUF 150,000 for "external" students (see the document entitled "Rules of Procedure for the Evaluation Process at the Albert Szent-Györgyi Medical School").

5.3.4. The committee evaluating the doctoral dissertation (work) shall consist of a chairperson, two official evaluators (one of whom shall be an external expert) and two additional members (one of whom shall be an external expert), for a total of five members. Only persons with an academic degree may be members of the committee. One of the so-called internal members of the committee also performs secretarial duties. The chair of the examination committee is a professionally competent university professor or Professor Emeritus or a lecturer or researcher holding the title of Doctor of the Hungarian Academy of Sciences. The review committee is finalized by EODIT based on the supervisor's recommendation and appointed by TDT. Persons who cannot be expected to judge the matter objectively may not participate in the doctoral procedure as official reviewers or committee members. The candidate may not have any joint publications with any member of the committee.

5.3.5. The evaluation procedure shall be discussed and approved by the following TDT meeting on the basis of the collected and submitted mandatory documents. The decision shall be officially notified by the PhD Secretariat.

5.3.6. The PhD Secretariat shall officially invite the two opponents to the evaluation on the basis of the repository link, plagiarism statement, and IF, D/Q certificate, so the candidate must first upload their dissertation to the SZTE Repository together with the thesis booklets. The time of uploading to the SZTE Repository determines the time of submission of the thesis. The submission must be made in accordance with the EDSZ, in accordance with the EODI operating rules, within 3 years of the If the doctoral student is unable to submit on time, this deadline may be extended by six months or one year, based on a thorough justification and the decision of the EODIT. The deadline for submitting the thesis is the date of the final examination. The thesis must be submitted in two copies.

5.3.7. Reviewers have two months in the academic year to prepare their reviews (if they finish earlier, they do not need to wait for the two months to elapse). The candidate receives the questions to be answered by the opponents from the PhD Secretariat. "The submitter of the doctoral dissertation shall receive the reviews in advance and shall respond to them in writing before the defense and orally during the defense in the public debate." (387/2012. (XII. 19.)

Government Decree). The date of the defense can be set once two positive reviews have been received (the announcement is not conditional on the availability of responses); the defense must be opened for public debate no later than two months after the end of the semester. The invitation is prepared by the PhD secretariat and, after approval by the candidate and the supervisor, the defense is announced in two official places; the EODI administrator publishes it on the doktori.hu website, and the defense coordinator publishes it in the (SZAOK) Faculty Newsletter. The current committee and TDT members will be notified of the defense by email. One week before the defense, the candidate is required to submit their responses to both reviewers and a third-person essay-style CV to the PhD secretariat, the latter of which will be read by the secretary at the defense.

5.3.8. The discussion may only be held in the presence of the chair, at least one reviewer, and a total of at least four members of the committee. External members of the committee may participate in the procedure via videoconferencing if necessary. In exceptional circumstances, on a case-by-case basis and with the approval of the EODT, the discussion may be held in whole or in part online. The discussion cannot be held if there is a negative review and the reviewer who gave the negative opinion is not present. In this case, the TDT shall set a new date for the discussion, in which case the discussion may be held without the presence of the reviewer who gave the negative opinion. The discussion shall be held in the presence of at least one of the reviewers and at least four members of the committee.

5.3.9. Following a successful defense, the TDT must first vote on the degree, after which the University Doctoral Council decides on the awarding of the doctoral degree. The PhD title is valid from the date of the University Doctoral Council's decision. Within 30 days of this date, the University of Szeged will issue and deliver the diploma to the eligible candidate. Following the University Doctoral Council's decision, the EODI administrator will publish the results of the defense on the EODI doktori.hu website.