



**ORGANIZATIONAL AND OPERATIONAL RULES  
OF  
SEMMELWEIS UNIVERSITY**

**CHAPTER III  
PHD STUDENT REQUIREMENTS**

**PART III.3  
DOCTORAL REGULATIONS<sup>1</sup>**

**BUDAPEST**

**2025.**

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## **Preamble**

The scope of these Regulations covers PhD training, PhD students, lecturers, researchers, other contributors participating in PhD training and obtaining degrees, as well as the naturalization of scientific degrees in PhD training obtained abroad, as well as the conferral of a doctorate with honors.

Semmelweis University (hereinafter referred to as the University) conducts organized PhD training in the fields of science approved by the Hungarian Higher Education Accreditation Committee (hereinafter: MAB), and awards PhD degrees as the highest university degree within the framework of this or through individual preparation. With this, the University recognizes and certifies that a person with a PhD degree is capable of independent research work, for the high-quality cultivation of a given discipline/field of science/research area, enriching it with new results.

The University Doctoral Council (hereinafter referred to as EDT) or its president shall be heard before making university decisions affecting the whole of PhD training and obtaining PhD degrees, or having a significant influence on it.

## **1. PhD training**

### *1§ [PhD training]*

- (1) The aim of the PhD training is to train high-quality, highly competent professionals who have the knowledge and experience necessary to achieve first-class scientific performance, and who provide evidence of this in their PhD thesis and during their defense. The purpose of this policy is to prevent conduct involving copyright infringement during PhD training and degree awards, and to provide a theoretical framework and guidance for the application of the principles of liability and sanctioning in the event of copyright infringement, including the practice related to the use of artificial intelligence, in the course of completing PhD training and obtaining a degree.
- (2) During the PhD training, the University uses the results of the latest developments and innovations and defines a coherent framework for the ethical use of already published scientific results, including the use of content created by all forms of artificial intelligence during participation in education. In connection with PhD training, the protection of copyrights, the principles relating to the use of artificial intelligence, the provisions on plagiarism and the use of artificial intelligence shall be applied in accordance with the detailed rules set out in these regulations, in accordance with Section 45 § (4).

## 2 [Forms of PhD training]

- (1) A student in PhD training (hereinafter: PhD student) may be
- a) supported by a Hungarian state scholarship (full-time or correspondence [part-time] work schedule),
  - b) self-financed (full-time or correspondence [part-time] work schedule), and
  - c) supported by other scholarships, who are obliged to pay self-financing.

Based on the rules applied in Section 8§, PhD students with scholarships may be reclassified into self-financed forms of PhD training and self-financed PhD students may be reclassified into scholarships.

- (2) The PhD training takes place within the framework of full-time training, in which case an average of 4 credits, i.e. an average of 56 teaching hours, and a research task with the content prescribed in these regulations must be completed. Self-financed PhD degree candidates participate in correspondence PhD training.

- (3) Those who are preparing to obtain a PhD degree with individual preparation can also join the PhD training. Those who prepare to obtain a PhD degree individually do not participate in the *training and research phase*; they join the PhD training by passing the complex exam, but they are obliged to meet the requirements of admission and PhD training. Individual students are required to pay a self-financed fee for participation in the PhD degree acquisition procedure, the rate of which is equal to the amount of the self-financing fee paid by PhD students participating in self-financed PhD training.

- (4) Types of PhD training:

- a) classical PhD training,
- b) cooperative PhD training,
- c) PhD training in research excellence,
- d) self-financed PhD degree candidates

The Doctoral School may admit exceptionally talented applicants to PhD training with a bachelor's degree and professional qualification – in parallel with the master's program. In this way, PhD students may be admitted to PhD studies in parallel with the studies of the last two academic years of their studies in an undivided master's degree program. (hereinafter: MD-PhD training). The Doctoral School prescribes as a condition for such an admission decision that the applicant must pass the entrance examination and also certify that he or she has outstanding academic, scientific and linguistic knowledge. Admission to the MD-PhD program is subject to a successful

admission interview and proof that the applicant has outstanding academic, scientific and linguistic skills.

- (5) Cooperative PhD training is a PhD training type in which the PhD student works at least 20 hours a week in a scientific field related to his or her PhD research topic, in parallel with his or her PhD student status.
  - a) in a teaching or research position at a higher education institution;
  - b) with a health care provider, or
  - c) is employed by another organization that meets the conditions set out in the Government Decree.
- (6) A PhD program of research excellence is a self-financed PhD program in which the PhD student joins by working full-time in a doctoral position established within the framework of a project-based research support program at a higher education institution or in the HUN-REN Hungarian Research Network, and at the same time continues his/her PhD training in accordance with the conditions set out in the Government Decree.
- (7) After obtaining the *absolutorium* (certificate of completion), until obtaining the PhD degree, PhD students are promoted to pre-doctoral status. The pre-doctoral researcher is obliged to indicate the Doctoral School and the relevant Doctoral Division or, in the case of participants in the Translational Medicine Training Program (TMKP), the Center for Translational Medicine (TMK) as affiliations in their publications.

### 3§ [Admission to PhD training]

- (1) The University Doctoral Council (EDT) announces the conditions of admission to the organized PhD training annually in the official admission information published by the Educational Authority and on the subpage of the university's website on PhD training.
- (2) PhD programs are open to those who have a university degree (a master's degree in the cycle-divided training), as well as students enrolled in the last year of medical education, dentistry, pharmacy training and other master's level programs, and who are no more than 6 months before the expected graduation based on their studies. Even in the case of a successful admission interview, it is only possible to enroll in the Doctoral School (DI) after obtaining a degree entitling one to PhD training.

- (3) The possibility, conditions and methods of applying for PhD training, as well as the admission procedure fee, are decided by the University Doctoral Council (EDT) and announced by the Doctoral Office (Appendix III.3.-5). The amount of the procedural fee per application may not exceed the rate specified in the relevant legislation. The conditions of admission to the MD-PhD program may also be published in a separate announcement.
- (4) For the admission, the currently available supervisors and research topics will be sent by the Council of the Doctoral Division to the President of the University Doctoral Council (EDT) by the first Friday of April.
- (5) You can apply for admission based on the information provided in the admission notice. Information on how to apply is available on the website of the PhD training. The list and materials of the applicants will be sent by the Doctoral Office to the heads of the doctoral divisions by the end of the 5th working day after the deadline for applying for admission. A separate application period may also be established for MD-PhD training.
- (6) In an admission period, only one advertised research topic can be applied for, indicating the supervisor and topic. If the applicant is unable to choose a supervisor and a research topic in the first semester, the head of the doctoral division, that of the PhD program or the leader of the Center for Translational Medicine (TMK) may be the supervisor of the PhD student in the first semester, provided that he/she agrees to do so in the statement to be uploaded in the admission procedure. In the absence of such a declaration, it is not possible to apply for admission. In the case of an application without a supervisor, it is also mandatory to upload the research plan. Registration for the second semester is only possible with the indication of the supervisor and topic approved by the admission notice admission notice, from which the president of the University Doctoral Council (EDT) may grant deviations upon request.
- (7) The admission interview – including the notification of the applicants – is organized by the head of the doctoral division with the members of the Doctoral Division Council. The admission committee consists of a minimum of 3 people, one of whom is a delegate of the DÖK with the right of consultation. The admission committee evaluates the performance of the applicants and ranks them accordingly. A protocol of the admission interview is prepared, which is sent by the head of the doctoral division to the Doctoral Office to the President of the University Doctoral Council (EDT), within 3 days of the admission interview, together with the ranked list of applicants proposed for admission and the list of rejected applicants and their admission scores. In the case of those proposed for admission, the ranked list means the order of support.

- (8) During the admissions process, the assessment is based on (a) the applicant's previous results and (b) the knowledge and aptitude observed during the admission interview. Advantages: experience in scientific work, lectures, publications, a good research work plan, a high level of knowledge of the foreign language required for professional work, and outstanding academic results.
- (9) Minimum requirements for admission:
- a) knowledge of the English language necessary for the cultivation of the field of science. Language proficiency must be proven by a complex language exam at least intermediate level, or by a document certifying at least intermediate English language proficiency by the Institute of Languages for Special Purposes, or by a statement issued by the supervisor or consultant.
  - b) payment of the application fee.
- (10) Admission decisions are made by the University Doctoral Council (EDT) with the agreement of the Rector, taking into account the rankings submitted by doctoral divisions and the Centre for Translational Medicine (TMK). An appeal against the decision may be submitted to the University's Review Committee in accordance with the legal remedy procedure set out in Part III.7. of the Organizational and Operational Rules of the University.
- (10a) Prior to making the admission decision, the Centre for Vocational and Continuing Education shall send the data of the persons applying for PhD training generated in the course of the residency admission procedure to decide on the classification of the cooperative PhD training.
- (10b) In some cases, a supplementary admission may be announced based on the decision of the President of the University Doctoral Council (EDT), the deadline and other provisions of which shall be published in accordance with the rules applicable to the call for admissions.
- (11) The University may also admit PhD students to self-financed PhD training, whose applications will be assessed based on the same requirements as the others. Based on the decision of the President of the University Doctoral Council (EDT), a PhD student status may be established in a self-financed form with an applicant who fulfils the legal conditions, especially in the case of a PhD program of research excellence. In this case, the fulfilment of the research tasks begins with admission, and the completion of study credits (completion of courses) can be started from the following semester in the case of weekly courses organized every week during the semester.



- (12) Admission decisions must be communicated to the PhD student in writing within 10 working days of the decision.
- (13) Admission is only possible by participating in the admission procedure centrally announced by the Doctoral School (DI). The entrance exam takes place at least twice a year.
- (14) The possibility of cross-semester admission must be announced on the website of PhD training. After the admission interview and the admission decision, the PhD student begins his or her studies in the second semester of the given academic year.
- (15) For those who are unable to attend the officially announced entrance exam for a justifiable reason (e.g. illness, stay abroad), the Doctoral Division organizes a supplementary entrance exam – as specified in the Admission Information. The result of this can be accepted and the applicant can be taken into account in the allocation of admission places with Hungarian state scholarships if the supplementary admission takes place before the meeting of the University Doctoral Council (EDT) convened on the distribution of admission places, and the admission scores are available to University Doctoral Council (EDT) during the decision.
- (16) Admission scores obtained in previous years can be applied within three years without a new entrance exam. In this case, the old scores will be taken into account according to the admission ranking established in the current year.
- (17) A waiting list may also be created for persons who are not admitted to the PhD training of the decision specified in paragraph (10). Applicants on the waiting list may be admitted to the PhD training in accordance with the order specified on the list if an admitted PhD student changes his or her intention and does not enroll before the end of the enrolment period. Applicants admitted from the waiting list are obliged to complete the tasks related to enrolment and registration until the national reporting and other individual deadlines are established, taking into account the deadlines applicable to the university. If a place with a Hungarian state scholarship becomes available during the enrolment process, a PhD student admitted to a self-financed PhD training may also be transferred to a scholarship PhD training. Decisions under this paragraph concerning persons on the waiting list shall be taken by the President of the University Doctoral Council (EDT).

- (17a) The distribution of state scholarship places among the Doctoral Divisions shall take into account the quantitative and success indicators calculated for the period since the introduction of the new type of PhD training (2016).
- (17b) If the University Doctoral Council (EDT) does not recommend the admission of a new PhD student to the supervisor indicated in the application based on the success indicators of the previous period, the PhD student may be admitted – if the admission performance is appropriate – in which case the rules governing applicants without a supervisor shall be applied *mutatis mutandis*.
- (18) In the event of the cancellation of Hungarian state scholarship places during the year and during the course of the PhD training, i.e. the termination of the PhD student status, the vacant places may be filled primarily by the Doctoral Division's own self-financed PhD students. In exceptional cases, applicants who have passed the entrance exam or are rejected due to a lack of space can also be selected, taking into account the admission ranking and the score obtained. Persons who have not participated in the entrance examination announced for PhD students with scholarships or who have not achieved the minimum score specified in the given year must not participate in a Hungarian state scholarship PhD training.
- (19) The Doctoral Division may fill the vacant position within two months of the vacant position of the Hungarian state scholarship with a person who meets the above criteria. If it does not propose a suitable person within this deadline, the eligibility for the scholarship place will be transferred back to the president of the University Doctoral Council (EDT), who will decide, taking into account the needs of the other doctoral divisions.
- (20) In the course of the annual distribution of Hungarian state scholarship places, the number of places freed up and reallocated during the year and the resulting inequalities cannot be taken into account, i.e. due to career dropouts, the Doctoral Divisions of the Doctoral School may not claim compensatory PhD student places in the coming years.
- (21) After the admission – before enrolment – a written agreement is made between the University, the PhD student and the supervisor for the entire duration of the PhD training. The agreement stipulates that the PhD student fulfils the tasks necessary for the implementation of the research plan, and the supervisor undertakes to manage the work of the PhD student.
- (22) In the case of PhD training of research excellence, the contract between the Doctoral School and the PhD student shall stipulate

- a) the obligations of the higher education institution and the PhD student, in particular, the
  - aa) the compulsory number of lessons of the PhD training,
  - ab) the person of the internal supervisor, and
  - ac) the topic of the PhD thesis,
- c) the cost of the PhD training in research excellence, which may not be higher than HUF 500,000/year.

(23) At the beginning of the PhD training, a (PhD student) training contract must be concluded with the PhD student, which includes the detailed training plan and program. According to this contract or regulations, any other contract to be concluded with the PhD student or with the participation of the PhD student shall be concluded based on a model contract. When drafting model contracts, the DÖK exercises the right of consent.

4§ [Structure of PhD training]

- (1) The PhD training consists of a *training and research phase*, as well as a *research and dissertation phase*. The training period is eight semesters, unless otherwise provided by the Act on National Higher Education (Nftv.), which means the duration of the two phases of the training and the fulfilment of study obligations, the performance of research work and the disbursement of the PhD scholarship.
- (2) During the PhD training, at the end of the fourth semester, a complex exam must be passed at the end of the *training and research phase* and as a condition for the start of the *research and dissertation phase*. It is possible to complete the complex exam at the end of the third semester at the earliest, if the necessary credit points are obtained and the publication requirements for obtaining a PhD degree are met, with the approval of the University Doctoral Council (EDT).
- (3) During the PhD training, after the complex exam, the PhD student participates in the PhD degree acquisition procedure by completing *the research and dissertation phase*.
- (4) People starting PhD training before the first semester of the 2025/2026 academic year must obtain at least 240 credits. A PhD student who has fulfilled his/her academic obligations and obtained the required credits in the PhD training will obtain a final certificate of completion (*absolutorium*), and the Doctoral Office will record the completed status of the PhD student in the Neptun system. PhD students participating in organized training – Hungarian state scholarships, non-state scholarships and self-financed ones – must meet the same conditions for obtaining the final certificate (*absolutorium*) for the completion of the *training and research phase* as well as the *research and dissertation phase* (courses, research work). The terms and conditions are set out in this policy.
  - (4a) Persons commencing PhD training in the first semester of the academic year 2025/2026 or thereafter shall obtain the study credits specified in these regulations and shall regularly report on their scientific research progress in the form determined by the University Doctoral Council (EDT).
  - (4b) By way of derogation from paragraph (4), the publications of MD-PhD PhD students shall meet the impact factor and publication point conditions of one and a half times. In the case of MD-PhD PhD students, at least one publication accepted for publication is required until obtaining the complex PhD exam, which can be fulfilled with a first-time or co-authored original scientific publication qualifying as a Q1 category article according to the MTMT classification. Stricter rules may also be

prescribed for PhD students participating in the Translational Medicine Training Program (TMKP), which must be stipulated in the PhD student training contract.

- (5) The organized PhD training includes a course consisting of lectures (and exercises if necessary). Courses must be publicly advertised on the PhD training website and made available to all PhD students. The amount of work done on the course can be measured in study credits.
- (6) After the complex exam, the PhD student must submit a PhD thesis at the time and in the manner specified in these regulations.

#### 5 *[Complex examination]*

- (1) The aim of the complex exam is to evaluate the PhD student's subject matter knowledge and knowledge of the scientific literature ("theoretical part") as well as his or her scientific performance ("PhD thesis part"). In the theoretical part, the PhD student takes an exam in two subjects/topics. In the main course, the PhD student demonstrates his/her knowledge of a broader field of science, while in the framework of the minor subject, he/she reports on the narrower field of science related to his/her field of research. The theoretical exam part may also have a written part. In the second part of the complex exam, the PhD student gives an account of his/her knowledge of the literature in the form of a presentation, reports on his/her research results so far, presents his/her research plan for the second phase of the PhD training, as well as the schedule for the preparation of the PhD thesis and the publication of the results. In this part of the exam, it must also be ensured that the PhD student has a thorough knowledge of the methodologies used by him or her and the statistical methods used to evaluate his or her results.
- (2) The Doctoral Divisions of the Doctoral School determine the major and minor subjects that can be chosen by PhD students starting their PhD training after 1 September 2020, their exact curriculum, exam test items, the literature recommended for preparation and the range of courses recommended for covering the subject matter. The PhD student and his/her supervisor/consultant jointly declare the selected main and secondary subject at the beginning of the PhD training, and the individual preparatory PhD student at the time of application, but in both cases at the latest when applying for the complex exam. In the case of PhD students who begin their PhD training before September 1, 2020, upon the proposal of the supervisor/consultant, with the agreement of the program head, and upon the proposal of the head of the doctoral division, the chair of the Board of Quality Assurance and Control (VMB) individually determines the main and secondary

subjects of the theoretical part of the complex exam and their list of test items on the specified form.

- (3) The complex exam serves as the end of the *training and research phase* for full-time and correspondence PhD students and as a condition for the start of the *research and dissertation phase*. In the case of individual preparations, the complex exam is a condition for participation in the PhD degree acquisition procedure.
- (4) It is possible to take the complex exam during the exam period determined by the University Doctoral Council (EDT). PhD students must apply separately for the complex exam. Applications must be submitted with the recommendation of the head of the Doctoral Division given or Center for Translational Medicine (TMK). The application will be accepted by the President of the Board of Quality Assurance and Control (VMB) if the applicant has fulfilled the requirements of the PhD training.
- (5) The condition for admission to the complex exam is the acquisition of at least 120 credits in the training and research phase of the PhD training, including all study credits (16 credits) prescribed in the training and research plans of the doctoral schools (except for PhD students preparing individually for the acquisition of a PhD degree, whose PhD student status is established by applying for and accepting the complex exam).
  - (5a) The condition for admission to the complex examination is the acquisition of 16 study credits prescribed in the PhD training plan of the Doctoral Divisions of the Doctoral School in the case of those who commence their studies in the first semester of the 2025/26 academic year or thereafter, and the completion of reports on scientific research progress as specified in these regulations. An exception to the latter condition are PhD students who are preparing individually for obtaining a PhD degree, whose student status is established by applying for and accepting their application for the complex exam.
- (6) The applicant for the complex exam shall make a written declaration on the following conditions (on the specified form):
  - a) is not in progress for obtaining a PhD degree in the same scientific discipline,
  - b) whether his application for the complex exam was rejected within two years, or within two years and whether he or she had an unsuccessful PhD defense,
  - c) whether he is under a procedure for the revocation of his PhD degree or whether his or her previously awarded PhD degree has been revoked within 5 years.
- (7) The complex exam must be taken in public, in front of a committee, and at the request of the PhD student, the exam must be held in camera (i.e. excluding the public). The

examination committee is set up by the head of the Doctoral Division or the Center for Translational Medicine (TMK); it consists of at least three members, and at least one third of the members do not have an employment relationship with the University. The chairman of the committee may be a professionally competent university professor, professor emeritus, habilitated associate professor, college professor or research professor of the Doctoral School, who is in an employment relationship, health service relationship or other employment relationship with Semmelweis University. All members of the examination board have a scientific degree. The supervisor of the PhD student may not be a member of the examination committee, but he or she may be present at the complex examination and must evaluate the student in writing in advance.

- (8) The examination board evaluates the theoretical and dissertation parts of the exam separately, both of which are evaluated with pass/fail descriptive grades. The complex exam is successful if the majority of the members of the committee consider both exam parts to be successful. A report (minute) of the complex exam will be prepared with a written evaluation. The results of the exam must be announced on the day of the oral exam. Based on the minutes, the Doctoral Office records the results of the complex exam in the Neptun system within 10 working days.
- (9) In case of unsuccessful examination, the PhD student may retake the examination one more time during the given examination period. The re-examination shall be taken before a committee of a new composition.

*6§ [Credits to be obtained by those who start PhD training before the first semester of the 2025/2026 academic year]*

- (1) The activities and progress of PhD students starting PhD studies before the first semester of the 2025/2026 academic year shall be measured in credit points (study units). In PhD training, credits can be obtained for the acquisition of knowledge, the fulfilment of subject requirements and research work.
- (2) According to the Act on National Higher Education (Nftv)., in PhD training, a total of 240 credit points must be accumulated, with a minimum of 30 credit points per semester, the composition of which is determined by the University Doctoral Council (EDT).
- (3) The 240 credit points can be earned within 8 semesters. The University Doctoral Council (EDT) may grant an exemption from this upon individual request, if permitted by law. In this case, the 240 credits can be completed in fewer semesters.

- (4) Obtaining 240 credit points is a condition for issuing the *absolutorium* (certificate of completion). During PhD training, study and research credits can be earned. Study and research credit points earned during the semester may be recognized only once per semester -- during the closing of the semester. The condition for the recognition of the semester is the acquisition of a minimum of 30 credits.



7§ [Study credits]

- (1) The measure of study requirements is the study unit (study credit points). An academic unit – in the case of courses – is equivalent to the 14 hours of lecture and/or practical material and is an accountable and evaluated performance. Courses can be organized in blocks, within a semester, or across semesters. One credit can also be recognized by completing two 7-hour courses. Credit is awarded in the semester in which the course was completed.
- (2) In PhD training, study credit points can be earned after successful completion of the courses taken as PhD courses. The rating is based on a three-grade scale ("failed", "passed", "passed with distinction"). The condition for awarding credit points is an exam mark that is "pass" or better. The number of available credit points must be communicated at the time of the announcement of the course or before the course is registered. The grade obtained in the final exam of the course (or other assessment) (if "passed" or better) does not affect the number of credit points that can be earned.
- (3) The start of PhD courses must be announced before the start of the semester – by 30 April and 30 November – on the course registration form downloadable on the website of the PhD training. The Council of the Doctoral Division submits to the Education and Credit Awarding Committee (OKB) the name and syllabus of the courses to be announced during the semester, the method of evaluating the knowledge acquired by the PhD students and the number of study credits that can be obtained.
- (4) If the number of applications for the course does not reach the number of students specified in the announcement, the course leader may waive the start of the course. PhD students must be notified of the cancellation of the course no later than 5 working days before the planned start of the course.
- (5) The doctoral divisions must prepare a 2-year PhD training (course) plan, which must be updated each year for an additional year. PhD students starting their PhD training must be given the opportunity to plan their studies two years in advance.
- (6) PhD students must register for the courses in the NEPTUN system during enrolment/registration. After the start of the registered course, it can only be cancelled with the payment of the post-exam fee. PhD students who have completed four or more courses that have been completed unsuccessfully (without a successful exam) must complete 18 credits instead of 16 for the *absolutorium* (certificate of completion).

- (7) The study attainments (participation in domestic or foreign courses, lecture series, courses organized at other universities, etc.) for which the applicant requests the credit-value of study credits must be reported. The application must be submitted in electronic form to the Doctoral Office. In this case, it is necessary to attach the statement of support of the supervisor, as well as all the documents describing the academic performance, proving the participation, the completion and the result of the final report/examination.
- (8) The courses and the study credits to be obtained are approved by the Education and Credit Awarding Committee (OKB) and the Doctoral Office notifies the PhD student of the credit credits. Regardless of the length of the course, the maximum number of study credits available for one course is 4. The number of credits earned on a course or other academic event not organized by a university can be a maximum of 2. It is not possible to acquire study units (credit points) through language learning sessions (including professional language training).
- (9) During the training, the PhD student must complete at least 16 study credits (study units). At least 8 of these units must be obtained through compulsory elective (KV) courses. The Council of the Doctoral Division may prescribe which sessions the PhD student should attend. The other study units (credit points) can also be obtained by completing any course, or lecture series approved by the University Doctoral Council (EDT). At least half of the study credits must be earned in courses announced by the University.
- (10) The performance of the PhD student in each course/session must be evaluated in the form announced – written, oral or practical exam. The course leader must record the qualification together with the earned study credits in the electronic study registration system (Neptun).
- (11) Classroom lectures and/or practices that are included in the curriculum of the PhD student or of another university can be evaluated without an exam, provided that the supervisor of the PhD student prescribes it, and the person in charge of the subject certifies attendance at the sessions and that no exam can be organized. The PhD student may receive a maximum of 1 credit per 30 hours for attending a session without an exam, and a maximum of 2 credits in total during the entire PhD training period.
- (12) If a graduate and PhD course is announced with the same theme, the course leader must clearly define the difference between the study and examination requirements for the completion of the graduate and PhD courses on the PhD course data sheet. In this case, credit points can only be awarded for courses completed before the start of the PhD

training if the PhD student has fulfilled the exam requirements corresponding to the PhD course and submits the course leader's certificate to this effect.

- (13) In a semester, 1 credit point can be earned by listening to one contact lesson per week and passing the exam (2 in the case of a course with a lot of individual learning assignments, at least 45 hours of expenditure).
- (14) The 16 credits must be earned in semesters 1-4, with at least one course per semester compulsory. This obligation does not apply to PhD students who complete the 16 credits in a shorter period of time. For the PhD student, the head of the doctoral division may determine which courses (and the acquisition of credits) are mandatory in a given semester.
- (15) Courses that have been admitted but completed unsuccessfully (without earning credit points) will be considered unsuccessful.
- (16) A maximum of 25% of the study credits (4 credit points) may be taken by the PhD student at another university (transfer). The PhD student may submit an application to the Doctoral Office for permission to attend courses at another university, to which the Office is obliged to respond within 30 days. Based on the request of the PhD student, the Educational and Credit Awarding Committee (OKB) decides on the determination of the number of credits that can be obtained by completing courses at another university and on the recognition of credits earned. A course taken at another university can only be credited if its material is accepted by the Council of the Doctoral Division (it acknowledges that it is necessary for the PhD student's studies and the knowledge to be acquired does not show more than 25% agreement with the courses already completed and credited to the PhD student). If the knowledge is at least 75% matched, it can also be used to attend a course required by the Doctoral Division.
- (17) In exceptional cases, it is also acceptable to award credit(s) for academic performance (successfully completed course before the start of the PhD training, successfully completed course during residency training, participation in conference accepted in advance and recognized by the PhD training scheme, etc.). The combined value of the credits credited in this way and the credits obtained by attending courses at another university may not exceed 6 credit points. In the case of joint PhD training under an inter-university agreement, courses completed abroad can usually lead to a maximum of 50% of the study credits. Exceptions to this rule may only be made in exceptional cases with the permission of the University Doctoral Council (EDT) President. PhD students may be required to complete catch-up courses equivalent to a total of 4 credit

point-worth study hours in the first year and a half of their studies, if their preparation so requires, on the recommendation of the supervisor and with the approval of the head of the PhD program and the head of the doctoral division. The study units of the catch-up courses cannot be counted towards the mandatory 16 study credit points.

(18) The provisions of this Section (7§) shall also apply to those who commence their studies in the first semester of the 2025/2026 academic year or thereafter.

(19) With regard to the provisions of this Section (§), in particular the teaching hours or educational obligations of PhD students, the PhD student contract may establish deviations in the case of PhD programs of research excellence instead of the Doctoral Regulations.

*8§ Evaluation of research work and reclassification rules between self-financed and scholarship status*

(1) In the case of those who start their PhD studies before the first semester of the 2025/2026 academic year, the research credits (30 credit points per semester) can be obtained by research carried out by the PhD student under supervision. The completion of the credits is evaluated and certified by the supervisor in the Neptun system according to a three-grade scale, taking into account the research plan. If the supervisor or, in the case of a student participating in the Translational Medicine Training Program (TMKP), the head of the Center for Translational Medicine (TMK) is not satisfied with the research work of the PhD student in the given semester or with the fulfilment of the obligations set out in the Translational Medicine Training Program (TMKP) training plan, he/she must notify the PhD student in writing no later than 60 days before the end of the semester. In the notification, the supervisor or, in the case of a participant in the Translational Medicine Training program (TMKP), the head of the Center of Translational Medicine (TMK) may propose to the PhD student to submit a request for inactivation in accordance with Article 12§ (11) of these regulations. If the PhD student fails to submit the request for the retrospective declaration of the active semester as passive to the Doctoral Office within 15 days of notification, or has already exhausted this possibility, both the PhD student, the supervisor and the head of the Center for Translational Medicine (TMK) may request the mediation service of the Research Management Working Group in solving the problem, or in the case of a change of supervisor or a change of PhD program. If the PhD student does not perform his/her research work or the training program properly after this, the supervisor or in the case of authorization granted by the supervisor to the head of

the Center for Translational Medicine (TMK), the head of the Center for Translational Medicine (TMK) may refuse to recognize the half-year research work in Neptun (the "failed" qualification). Only in the case of the application of the procedure specified in this paragraph, the refusal of research work may be carried out. In case of refusal of research credits, the PhD student may submit a request for review to the University's Review Committee, which will make its decision taking into account the professional opinion of the Research Management Working Group. In the absence of a request for review, or if it is rejected, the PhD student's student status shall be terminated at the end of the given semester pursuant to Section 59§ (3) a) of the Act of national Higher Education (Nftv.), provided that the PhD student has been called upon in advance in writing to fulfil his or her obligation by the given deadline and has been informed of the legal consequences of the omission (i.e. failure of obligation).

- (2) In the case of those individuals who commence their PhD studies in the first semester of the 2025/2026 academic year at the earliest, the assessment of research progress shall be carried out in accordance with the provisions of Section 8§ (1), with the exception that the rule on credit allocation shall not be applied. At the end of each semester, the supervisor evaluates the progress of the research on a four-grade scale with a rating of "failed", "moderately passed", "passed well", "passed excellently". A "failing" assessment can only be given if the supervisor or, in the case of a PhD student participating in the Translational Medicine Training Program (TMKP), the head of the Center for Translational Medicine (TMK) notifies the PhD student in writing no later than 60 days before the end of the semester that he/she is not satisfied with his/her research progress or has not fulfilled his/her obligations set out in the Translational Medicine Training Program (TMKP) training plan. In the notification, the supervisor or, in the case of a participant in the Translational Medicine Training Program (TMKP), the head of the Center for Translational Medicine (TMK) may propose to the PhD student to submit a request for inactivation in accordance with Section 12§ (11) of the Doctoral Regulations. If the PhD student fails to submit the request for the subsequent declaration of the active semester as passive to the Doctoral Office within 15 days of notification, or has already exhausted this possibility, both the PhD student, the supervisor and the head of the Center for Translational Medicine (TMK) may request the mediation service of the Research Management Working Group to solve the problem, or to change the supervisor. If the PhD student does not perform his/her research work or the training program properly after this, the supervisor or in the case of authorization granted by the supervisor the head of the Center for Translational Medicine (TMK) the head of the Center for Translational Medicine (TMK) may refuse to recognize the half-year

research work in Neptun (the "failed" qualification). Only in the case of the application of the procedure specified in this paragraph, the refusal of research work may be carried out. In the event of a "failed" rating of the research progress, the PhD student may submit a request for review to the University's Review Committee, which will make its decision taking into account the professional opinion of the Research Management Working Group. In the absence of a request for review, or if it is rejected, the legal relationship of the PhD student shall be terminated at the end of the given semester pursuant to Section 59§ (3) a) of the Act of National Higher Education, provided that the PhD student has been called upon in advance in writing to comply with his or her obligation by the specified deadline and has been informed of the legal consequences of the omission (i.e. failure of obligation).

- (3) Of the PhD students with a scholarship who start their studies in the autumn semester of the 2025/2026 academic year at the earliest, those whose research progress has been assessed as moderate by their supervisor or, in the case of the Center of Translational Medicine Training Program (TMKP) program, by the head of the Center for Translational Medicine (TMK) in two consecutive semesters, can be reclassified into self-financed status. The reclassification may take place based on the decision of the supervisor or, in the case of the Translational Medicine Training Program (TMKP), the head of the Center for Translational Medicine (TMK). In the case of reclassification, the PhD student may submit a request for review, including the moderately satisfactory qualification to the University's Review Committee, which will make its decision taking into account the professional opinion of the Research Management Working Group. If the PhD student receives at least a "well passed" assessment for at least two consecutive semesters after the reclassification, he or she may be reclassified to state scholarship status. The reclassification may take place based on the decision of the supervisor or, in the case of the Translational Medicine Training Program (TMKP), the head of the Center for Translational Medicine (TMK).
- (4) Reclassification is also possible in the case of PhD students admitted to self-financed training with excellent research performance or state-financed or other scholarship status. The reclassification is decided by the University Doctoral Council (EDT) based on the PhD student's application.
- (5) The supervisor or the head of the Center for Translational Medicine (TMK) may make their proposal for reclassification once per academic year, until 30 June each year, and shall notify the PhD student of the proposal in writing. The reclassification

decision must be made once per academic year, by 31 July each year. In the course of the reclassification decision, PhD students who have studied at the given higher education institution for no more than one PhD training period shall not be taken into account, and who were unable to complete their semester due to illness, childbirth or other reasons not attributable to the PhD student, and therefore their PhD student status has been suspended pursuant to Section 45 § (2) c) of the Act of National Higher Education.

- (6) Concerning the reclassification of vacant state (partial) scholarship holders and state-subsidized places, the rules of Section 22 § (6) - (10) of the Regulations on Fees and Allowances included in Chapter III.4. of the Organizational and Operational Rules (SZMSZ) shall be applied accordingly, with the proviso that where the referred provisions of the Compensation and Benefits Regulations (TJSZ) refer to the Office of the Dean/Office of Academic Affairs, the Doctoral Office shall be meant. The decision on reclassification is made by the University Doctoral Council (EDT) on the recommendation of the President of the University Doctoral Council (EDT).
- (7) The change of supervisor, program or (including joining and leaving Center for Translational Medicine (TMP) may be authorized by the president of the University Doctoral Council (EDT). The application must be accompanied by the opinion of the old and new supervisors, the new head of the doctoral division and the head of the Center for Translational Medicine (TMP).

9. § [*Closing of the semester, suspension*]

- (1) At the end of the semester, the successful completion of the courses is certified by the examiner/course leader, and the completion of the research tasks is certified by the supervisor. The results of the completed courses are recorded by the course leader and the completion of the research task by the supervisor in the Neptun system. Without this, the semester cannot be closed. The review of appeals against the decisions of the PhD student and the heads responsible for the training falls within the competence of the University's Review Committee.
- (2) The *absolutorium* (certificate of completion) can only be obtained during an active semester or at the end of it.
- (3) The fulfilment of the requirements of PhD training is necessary for obtaining the final certificate of completion (*absolutorium*).



- (4) A semester can only be considered closed if the PhD student status is continuously in existence in the period between 1 September and 31 January or between 1 February and 31 August, and the PhD student fulfils the research conditions, which are the acquisition of research credits in the credit system and the recognition of the semester by the supervisor.
- (5) In PhD training organized by several institutions, the PhD student performs his or her research tasks in the organizational unit of the supervising institution, in accordance with its labor law and other regulations.

*10 § [PhD student allowances, tuition fees, fees, self-funded tuition]*

- (1) PhD students may receive a Hungarian state scholarship for a maximum of 48 months. The amount of the scholarship may vary in the *training and research phase*, as well as in the *research and dissertation phase*, and its amount is determined by the Act on National Higher Education (Nftv.) in force from time to time.
- (2) If a PhD student with a state scholarship participating in PhD training obtains his or her PhD diploma within less than four years after the establishment of the PhD student's student status, he or she becomes entitled to the part of the scholarship calculated for the four-year training cycle that has not yet been paid to him/her.
- (3) This provision shall be applied in the case of PhD students with a PhD student status in PhD training on 20.06.2025 and thereafter.
- (4) The amount of self-financing of a self-financed PhD student is determined by the University Doctoral Council (EDT) with the agreement of the Doctoral Student Union.
- (5) An agreement may be concluded between the PhD student, his/her supervisor and their employers regarding the support of the payment of self-financed PhD students participating in self-financed training. The amount of the self-financing may be reduced by a maximum of 80% on the proposal of the supervisor, based on the decision of the President of the University Doctoral Council (EDT), and 20% of the self-financing to be paid shall be allocated to the Doctoral School. If the amount of the cost paid by the PhD student exceeds 20 percentage points, the Doctoral School shall provide the part above 20 percentage points for the material use necessary for the PhD student's research work. The condition for the reduction of the self-financing cost is the conclusion of an agreement, in which the PhD student undertakes to fulfil his/her study and examination



obligations, to fulfil his/her duties, and the supervisor and the employer undertake to ensure the availability of the amount of the current semester's own cost specified in the agreement in the form of the material and research conditions necessary for the PhD training. If the PhD student fails to fulfil his or her training obligations, he or she is obliged to reimburse the amount of the grant provided.

(3a) If a PhD student is classified into the self-financed scheme only due to a lack of capacity, the President of the University Doctoral Council (EDT) may also allow him or her to be fully waived of the self-financed tuition fee payment

- (6) The individually preparing PhD candidate is obliged to pay a self-cost fee for participation in the training, the rate of which is equal to the amount of the self-financed PhD students participating in the self-financed training. An agreement may be concluded with the individually preparing student specified in paragraph (3) to support the payment of his or her self-cost fee.
- (7) The President of the University Doctoral Council (EDT) may announce a tender to support the self-financing payment obligation of PhD candidates admitted to self-financed PhD training.
- (8) PhD students whose exemption is determined by law or an international agreement do not pay any self-financing fees.
- (9) The cost is paid in a lump sum per semester of study - as a condition of enrolment and registration.
- (10) At the request of the PhD student, supported by appropriate certificates, the Rector may, on the basis of the proposal of the President of the University Doctoral Council (EDT) (for which he may ask the opinion of the doctoral division or that of the Center for Translational Medicine), the Rector may, taking into account the social situation of the PhD student, grant a deferral of payment or payment in instalments in respect of the payment of the self-financing cost for the given semester.
- (11) A PhD student participating in PhD training who fails to comply with his or her obligation to pay the self-financing cost and has not received a payment deferral or instalment payment allowance may not have an active status in the current academic semester.

- (12) The Doctoral School decides on the distribution and use of the revenues from the PhD training's own costs and other fees paid, and the University Doctoral Council (EDT) may establish a scholarship for their use. The procedural fees of PhD training and those of the degree acquisition procedure, as well as the honorarium fees, are included in Annex III.3.-5. of the present Regulations.
- (13) PhD students can use the textbook and annotation support provided through the Doctoral Office for the purchase of textbooks and specialist books, which must be paid together with the PhD scholarship. In addition, they can apply for support for participation in scientific events several times a year (travel grant).
- (14) Applications submitted to support participation in scientific events will be evaluated by an ad hoc committee consisting of members of the University Doctoral Council (EDT) based on the applicant's scientific results. During the evaluation, the scientific value of the event marked with the intention of participation must be taken into account from the point of view of the PhD student's training plan.

*11§ [Obligation of students participating in cooperative PhD training]*

- (1) If a PhD student receiving a Hungarian state scholarship participating in a cooperative PhD program does not obtain the PhD degree within six years of the establishment of his or her legal relationship in a PhD program supported by a Hungarian state scholarship, he or she shall be obliged to repay to the Hungarian State the amount of one tenth of the scholarship paid to him or her in respect of the given training, increased annually by the rate of the annual average consumer price increase determined by the Central Statistical Office.
- (2) The six-year deadline referred to by paragraph (1) shall be extended by one calendar semester for each semester in which the PhD student was unable to fulfil his or her student obligations pursuant to Section 45 § (2) c) of the Act on National Higher Education (Nftv.) and the higher education institution has authorized the suspension of the PhD student's student status.
- (2) The six-year deadline referred to in paragraph (1) shall be extended by three calendar years per child if the PhD student has a child or adopts a child during the PhD student's student status.

- (3) The provisions of s 48/Q and 48/S of the Act on National Higher Education (Nftv.) shall be applied to the repayment obligation specified in paragraph (1).

*12§ [Establishment, termination and suspension of PhD student status]*

- (1) PhD students admitted to organized training will be in a student relationship with the University, and the provisions of the University Regulations shall be applied to them *mutatis mutandis*. The work of the PhD student is supervised by the supervisor. If the PhD student has prepared for obtaining the PhD degree individually, the PhD student status is established by passing the complex exam. No PhD candidate status will be established for those who commence PhD training after 1 September 2016.
- (2) PhD students admitted to the organized PhD training receive a student card. In the first semester, the PhD student must enroll at the Doctoral Office, and in the case of each subsequent semester, he or she must register with proof of the payment of self-financing costs in the case of a PhD student who does not receive a Hungarian state scholarship (not supported by the state) during the period specified for this purpose. Registration is done by filling in and submitting the registration form and registering in the electronic study registration system, and self-registration is done by registering in the electronic study registration system. If the PhD student is obliged to pay a tuition fee or a fee based on a separate legal provision, the fulfilment of this obligation is a condition of enrolment and (self)registration. In the event of an accusable delay in payment, a separate procedural fee is payable (Annex III.3 to 5). By enrolling, the PhD student declares that he or she is familiar with and complies with the relevant rules of the University and PhD training.
- (3) Without enrolment, the PhD student status is not established, and in the absence of (self)registration, the student status is suspended, and no scholarship can be paid. The condition of self-registration is the introduction of the previous semester's research performance into the NEPTUN system by the supervisor.
- (4) If the PhD student submits a request for a suspension, or announces in the NEPTUN system during the enrolment period that he or she does not wish to fulfil his or her PhD student obligation in the next training period, or if the PhD student does not register for the next training period, his or her PhD student status will be suspended.

- (5) The PhD student status is terminated under the general grounds for termination specified in the Act on National Higher Education (Nftv.) (i.e. statement of the PhD student, takeover by a doctoral school of another higher education institution, disciplinary sanction, etc.)
- a) pursuant to Section 8§ (2) of the Doctoral Regulations, if he or she fails to fulfil his or her research obligation at the end of the given semester
  - b) if the PhD student fails to pass the complex exam, on the date of final default or failure of the obligation,
  - c) at the end of the eighth semester of the PhD training program for which the PhD student has registered,
  - d) in the case specified in paragraph (7), unless a further suspension may be authorized by law and it is authorized by the President of the University Doctoral Council (EDT).
- (6) During the *training and research phase*, the PhD student status may be suspended a maximum of 2 times, for a maximum of two semesters per occasion, for a total of 2 years. The shortest period for suspending a student status is one academic semester. After two suspended semesters, you must register for the next semester of the training, otherwise the PhD student status will be terminated. The suspension of the first semester is only possible in accordance with Paragraph (9). For the period of suspension of the PhD student status, the PhD student may not be awarded state scholarships or support and shall not pay fees or costs.
- (7) In the degree acquisition procedure, the suspension of the PhD student status may not exceed two semesters if the PhD student gives birth to a child, and in other cases deserving special consideration, with the permission of the President of the University Doctoral Council (EDT), it may not exceed six semesters in accordance with the Doctoral Regulations. In the latter case, the President of the University Doctoral Council (EDT) also provides for the extension of the deadline for the submission of the PhD thesis by three academic years.
- (8) Upon request, the suspension may be allowed for a continuous period of more than two semesters, even before the completion of the first semester, provided that the PhD student is unable to fulfil his or her obligations arising from the PhD student status, especially due to childbirth, accident, illness or other unexpected reason, through no fault of his or her own. In this case, the request for suspension must be submitted in the form indicated on the form, signed with the appropriate justification and documents supporting the reasons. The President of the University Doctoral Council (EDT) makes his decision after consulting the Doctoral Division.

- (9) Furthermore, when calculating the period of support, the semester started does not have to be taken into account if the semester could not be completed due to illness, childbirth or other reasons not attributable to the PhD student. On the basis of the PhD student's application and the documents certifying it, due to illness, childbirth or other reasons not attributable to the PhD student, the declaration of the semester as incomplete may be established. If a semester is declared incomplete, the results of the given semester will be deleted retrospectively, and the rules of the suspension of the PhD student status shall apply to the given semester.
- (10) In the case specified in Paragraphs (1) and (2) of Section 8§, the President of the University Doctoral Council (EDT) may, on the basis of the request submitted by the PhD student no later than 45 days before the end of the given semester, and with the consent of the supervisor or, in the case of PhD students participating in the Center for Translational Medicine (TMK), the president of the Center for Translational Medicine (TMK) may authorize the subsequent declaration of the active semester as passive once during the studies. The proposal of the supervisor or the head of the Center for Translational Medicine (TMK) in connection with the contents of the PhD student's application must be attached to the application. In the case of a subsequent declaration of an active semester as passive, the academic results of the given semester will be subsequently deleted by granting permission, and the rules of the suspension of the PhD student status shall apply to the given semester.

*13§ [Cooperation with other universities and scientific research institutions]*

- (1) The University may conduct joint PhD training in cooperation with other higher education institutions or research institutes. With the permission of the University Doctoral Council (EDT), the University may also conclude an agreement with another institution/business association with outstanding results in the field of innovation or scientific research and development to participate in the PhD training provided by the University. Cooperation under this Section (§) may take place on the basis of a contract. Researchers in a full employment relationship with a Hungarian research institute have the obligations and rights stipulated in the contract, which generally apply to university lecturers, while PhD students trained at the research institute and at the university have the same rights and obligations. The doctoral (PhD) degree is always awarded by the University.
- (2) If, in possession of the cooperation agreement stipulated in the Act for National Higher Education (Nftv), Semmelweis University conducts joint PhD training and PhD degree

acquisition procedure with another Hungarian or foreign higher education institution, the University Doctoral Council (EDT) may issue a joint PhD degree. In addition to the conditions set out in the Act for National Higher Education (Nftv), the condition for this is that the PhD student's scientific work and publication performance comply with the requirements of both institutions. The public defense and the PhD thesis must formally comply with the requirements of the institution in which the public defense takes place.

- (3) Part-time training abroad is authorized by the head of the Doctoral Division, it is counted towards the duration of the PhD training, and the PhD student status is not suspended during the part-time training. The duration of the partial training abroad may generally not exceed 50% of the PhD training period. In cases deserving special consideration, this may be deviated from if the PhD student completes at least one third of the credits at the University. For the period of partial training abroad for more than one year, the state scholarship can only be paid with the permission of the president of the University Doctoral Council (EDT).
- (4) Together with a foreign higher education institution, it is possible to undertake PhD training with dual supervision. The details of the cooperation are set out in the "*co-tutelle*" agreement, which regulates the conditions for joint PhD training and obtaining a PhD degree. In this case, the duration of the part-time training abroad is regulated by the contract, with the stipulation that the PhD student completes at least one third of the credits at the University.

#### 14 [Training in a foreign language]

- (1) Foreign nationals can also participate in PhD training. The University may also advertise and conduct PhD training in a foreign language.
- (2) The rules for applying for and admission to training in a foreign language are the same as those for training in Hungarian, with the following differences. The head of the Doctoral Division and the future supervisor are responsible for assessing the required preparedness, language skills and suitability for research work during the entrance examination.
- (3) The cost amount is set in euros, unless otherwise provided by the University Doctoral Council (EDT).
- (4) The Doctoral Division, in which PhD students are trained in a foreign language, is obliged to ensure the organization of foreign language courses of appropriate quality

and credit value. The Doctoral Office is responsible for informing PhD students in foreign languages and preparing the necessary forms.

- (5) The language of the PhD training in a foreign language is English.
- (6) Courses with English titles must be held in English if there are non-Hungarian native speakers among the PhD students. If there are only Hungarian-speaking PhD students among the course applicants, the course with an English title may also be held in Hungarian.

#### *15 [Semmelweis Doctoral Scholarship]*

- (1) The Semmelweis Doctoral Scholarship is available in the following forms: PhD student scholarship and predoctoral scholarship.
- (2) The financial background of the scholarship awarded during PhD training and degree acquisition is formed by the university funds provided to the Doctoral School in the university budget or the Doctoral School's own revenues (internal scholarship).
- (3) Any organizational unit of the University may use its domestic or foreign scientific support, budget or other income to pay the PhD student and predoctoral scholarships, provided that it is not excluded by law, university regulations or the conditions of the support. The Doctoral School may conclude an agreement with any organizational unit of the University participating in PhD training or with a legal entity outside the University (business organization, foundation, chamber – external scholarship). The Sponsor undertakes to cover the amount of the scholarship to be paid under the conditions set out in these regulations.
- (4) The aim of the PhD student scholarship is to support talented PhD students on a social basis who do not have an income and are unable to bear the financial burden of tuition-paid within the self-financed PhD training. The scholarship is disbursed for 12 months from the beginning of the given academic year, but not more than 48 months.
- (5) The scholarship can be applied if:
  - a) the research institution provides the disbursement of the scholarship (scientific research support, foundation) and they pass the entrance exam,
  - b) They passed the entrance exam, but in the absence of a state scholarship framework, they were only recommended for self-financed PhD training.



- (6) Preference will be given to PhD students who:
- a) already have significant research results and
  - b) indicate the expected deadline for the preparation of the thesis,
  - c) Their supervisor also agrees with their research plan.
- (7) The Doctoral School may award predoctoral fellowships to PhD students who:
- a) have successfully participated in the PhD training of the University,
  - b) have carried out outstanding activities during their PhD studies,
  - c) have promising research results,
  - d) do not have a state or other scholarship,
  - e) have not completed their PhD thesis by the end of their PhD training,
  - f) undertake to meet the conditions set out in the call for applications in relation to the preparation of their PhD thesis,
- (8) The predoctoral fellowship established by the University is announced by the President of the University Doctoral Council (EDT). Applications are evaluated by an evaluation committee appointed by the President. Based on the ranking, the scholarship is awarded by University Doctoral Council (EDT). The Doctoral School is entitled to monitor the effectiveness of the PhD training and/or scientific research work through the evaluation committee, and to make further disbursement of the scholarship dependent on the evaluation of the committee.
- (9) The monthly amount of the scholarship is determined by the announcement, the duration of the grant can be a maximum of 12 months without interruption, but the announcer of the application may specify a shorter period. The application can be repeated and won several times.
- (10) The predoctoral application must be submitted in accordance with the terms of the call for applications. The Doctoral Office checks the study, research and other conditions, the *ad hoc* committee of the University Doctoral Council (EDT) decides on the evaluation of the application, and the Doctoral Economic Office pays the scholarship to the PhD student.
- (11) PhD students who do not meet the conditions for awarding the scholarship or who use the scholarship without authorization may be excluded from new application opportunities by the President of the University Doctoral Council (EDT). The President of the University Doctoral Council (EDT) may oblige the PhD student to repay the scholarship who uses the scholarship without authorization. A PhD student who does not meet the other conditions for awarding the scholarship may be ordered to repay the scholarship by the President of the University Doctoral Council (EDT) after considering



the circumstances, in particular if it is justified by the conduct of the PhD student or the gravity of the breach of obligations.

(12) Disciplinary proceedings may be initiated against a PhD student who has received a scholarship without authorization due to concealed income and/or by failing to comply with the obligation to provide data.

(13) The purpose of the predoctoral fellowship is to support researchers who have obtained an *absolutorium* (certificate of completion) and are still working on their PhD thesis, and who have already shown significant results. The disbursement of the scholarship lasts for a maximum of 12 months from the date of award.

(14) Former PhD students of the Doctoral School who meet all of the following conditions can apply for the predoctoral fellowship:

- a) they have not completed their PhD thesis by the end of their training,
- b) have achieved outstanding results during their studies, and
- c) undertake to complete their PhD thesis within 12 months.

(15) The Doctoral School may divide the one-year predoctoral fellowship cycle into two phases, and the fellowship for the second phase of the cycle will only be awarded or withdrawn after a new application or report. The winner of the scholarship is obliged to prepare a report on the results of the first phase, approved by the head of the Doctoral Division.

#### *16§ [Repealed]*

#### *17§ [Selye János College for Advanced Studies Scholarship and Public Life Scholarship]*

- (1) The exact detailed rules for awarding the scholarship are detailed in the Organizational and Operational Rules of the College for Advanced Studies and the Statutes of the Doctoral Student Union.

#### *18 [Accommodation of PhD students in dormitories]*

PhD students participating in organized training are entitled to dormitory accommodation for 12 months of the year under the same conditions as PhD students participating in graduate training. The rules of dormitory accommodation are laid down in Chapter III.4. of the Compensation and Benefits Regulations (TJSZ).

*18/A [Teaching duties of PhD students]*

- (1) PhD students may be admitted to the status of part-time or full-time lecturer during their training. In this case, the regulations of the Organizational and Operational Rules (SzMSz) regarding instructors apply to them.
- (2) PhD students who are participating in PhD training but do not have teaching status may also undertake teaching tasks in addition to their research work, for which they must be remunerated. The minimum remuneration shall be determined in proportion to the relevant provisions of the Act on National Higher Education (Nftv). The hourly rate of PhD students participating in foreign language education is the same as that of university lecturers participating in the same education. The fulfilment of the task undertaken by the PhD student in the contract shall be certified by the director of the institute or clinic competent responsible for the subject. The working time schedule of the PhD student shall be determined in such a way that he or she is able to fulfil his or her obligations to take the exam and prepare for the examination.

19 [*Register in PhD training*]

- (1) The data of the PhD training must be registered in the electronic study registration system operated by the University, in accordance with the register of the data of the graduate training.
- (2) The Doctoral Office shall ensure the management of the study registration system in cooperation with the administration of the doctoral divisions.
- (3) The data specified in subtitle I/B of Annex 3 to the Act on National Higher Education and in Government Decree 87/2015 (IV.9.) on the implementation of certain provisions of Act CCIV of 2011 on National Higher Education shall be kept in the study registration system, in particular:
  - a) the data of students participating in PhD training,
  - b) the courses announced and the corresponding credit points,
  - c) data on the fulfilment of study obligations and research work,
  - d) data on the completion of the complex exam and the acquisition of the *absolutorium* (certificate of completion),
  - e) data on PhD degree acquisition procedures,
  - f) the suspension of the PhD student's student status.
- (4) At the time of enrolment, the discipline/field of study must always be specified in the study system in which the PhD student will start the PhD training. The scientific discipline must be indicated by the applicant on the online application interface, based on consultation with the future supervisor. The classification of a scientific discipline/field of science may be modified with the permission of the University Doctoral Council (EDT), and this may only take place in exceptionally justified cases during the PhD degree acquisition procedure. If the conditions for this are available, the new discipline will be recorded for the PhD student in the NEPTUN registry system.

20§ [*PhD student review of the teaching work*]

- (1) Based on the decision of the Senate, in the case of PhD students, the Doctoral School provides an opportunity for PhD students to comment on the courses attended within the framework of PhD training through the Neptun system at the end of each semester.
- (2) The OMHV is organized by the Centre for Educational Development, Methodology and Organization under the professional leadership of the University Doctoral Council

(EDT) in accordance with Chapter III.8 of the University's Organizational and Operational Rules.

- (3) The questions for commenting are set out in Annex III.3 – 10 of these present Doctoral Regulations.
- (4) A committee consisting of the President of the University Doctoral Council (EDT), the Chairman of the Board of Quality Assurance and Control, the President of the Doctoral School's Education and Credit Awarding Committee and the President of the Doctoral Student Union will contribute to the utilization of the OMHV results.

## **2. Obtaining a PhD degree**

### *21 [Acquisition of a PhD degree]*

- (1) The acquisition of a PhD degree is the second, so-called *research and dissertation phase* of the PhD training, which is subject to the completion of a complex exam. A PhD degree can be obtained by participating in a PhD training organized at Semmelweis University, or only by participating in the *research and dissertation phase* (individual preparation).
- (2) The degree acquisition procedure begins as the second stage of the PhD training with registration for the semester following the complex exam. The PhD student is obliged to pay a dissertation procedure fee for the PhD degree acquisition procedure, the amount of which is specified in these regulations. The fee of the degree acquisition procedure shall be paid at the end of the procedure, after obtaining the *absolutorium* (certificate of completion), at the stage of the evaluation of the PhD thesis. If a PhD student with a state scholarship submits his or her PhD thesis in the *dissertation and degree acquisition phase* of his or her PhD training, he or she is exempt from paying the degree acquisition fee.
- (3) The individual preparer for the PhD degree joins the PhD training by passing the complex exam. The condition for applying for the complex exam is the completion of the entrance exam.
- (4) After successful completion of the admission, the President of the University Doctoral Council (EDT) will accept the application for the individual preparation complex exam.

Upon successful completion of the complex exam, the individual will be a PhD student in the self-financed PhD program.

- (5) In the case of individual preparers, the obligation to obtain study credits is considered fulfilled upon the successful completion of the complex exam.
- (6) The duration of the research and dissertation phase is 4 semesters. The PhD student must submit a doctoral PhD thesis within three years of passing the complex exam. The PhD thesis may be submitted before the eighth semester with the approval of the University Doctoral Council (EDT) upon request, provided that the study obligations are fulfilled. If the student wishes to complete his or her studies and submit his or her PhD thesis sooner, he or she must request this in a letter to the President of the University Doctoral Council (EDT) with the support of his or her supervisor and the head of the doctoral division. If the application is approved, the PhD student will be assigned an absolved status in the Neptun system at the end of the last active semester. The PhD student must submit the PhD thesis to the Doctoral Office at the same time as obtaining the certificate of completion (*absolutorium*). After a successful PhD public defense, the PhD student with a state scholarship is entitled to receive a single sum of his or her scholarship for 4 academic years, which has not yet been used, provided that the University receives a source of funding for this within the framework of a public task financing contract.
- (7) The deadline for the submission of the PhD thesis may be extended by the president of the University Doctoral Council (EDT) by a maximum of one year in cases deserving special consideration, and by three years in the case specified in Section 12 § (8). It is a case that deserves special appreciation if the PhD student is unable to fulfil his or her obligations arising from the PhD student status due to childbirth, accident, illness or other unexpected reason, through no fault of his or her own.
- (8) For PhD students and MD-PhD students who obtain an *absolutorium* (certificate of completion) after 01.02.2024, a further condition for submitting the PhD thesis is that the PhD student participates in a certified public PhD defense every semester from the spring semester of the 2023/2024 academic year until obtaining the *absolutorium* (certificate of completion). Proof of attendance must be provided on the form "Certificate of attendance at the public PhD defense" in the Document Repository or otherwise signed by the chairman or secretary of the public defense committee.

22 *[Publication requirements for obtaining a PhD degree]*

- (1) The scientific and publication activities of the PhD degree recipient and the conditions for obtaining the PhD degree (Annex III.3.-7-9) shall be examined and established according to the method of preparation and the scientific classification of the research topic. In the scientific publications of the PhD student participating in the organized training, the following must be indicated as the workplace of the PhD student:
  - a) in the case of research work carried out at a university training institution, the name of the university institute/clinic,
  - b) the name of the Semmelweis University Doctoral School and the doctoral division, and
  - c) PhD students participating in the Translational Medicine Training Program should be named after the Centre for Translational Medicine.
- (2) The conditions of publication must also be laid down in the cooperation agreement of the PhD students participating in the Translational Medicine Training Program.
- (3) The field of specialization must be indicated when applying for the complex exam. The field of expertise of the research topic and the supervisor become valid by recording it in the Neptun system. In exceptionally justified cases, the University Doctoral Council (EDT) may grant permission to modify the field of study during the PhD degree acquisition procedure.
- (4) The minimum publication requirements for obtaining a PhD degree may vary by discipline and depend on participation in the PhD training. The publication requirements must be met by scientific publications published on the topic of the PhD thesis, and the completion must be verified by a library data sheet. The fulfilment of these conditions is a condition for the submission of the PhD thesis, but it does not in itself ensure the acquisition of a PhD degree, the decision of the PhD thesis evaluation committee and the University Doctoral Council (EDT) is formed in the knowledge of the findings of the review and the PhD public defense.
- (5) The publication performance impact factor (hereinafter: IF) requirements must be met by a publication classified as D1, Q1 or Q2 in the year of publication based on the scientific field ranking of the Scimago Scientific Journal Rankings. Based on the decision of the University Doctoral Council (EDT), at the request of the PhD candidate, the classification valid at the time of submission of the paper may also be taken into account.

- (6) For PhD students who have completed the training with an *absolutorium* (certificate of completion), the general communication requirements for obtaining a PhD degree in the field of medicine, natural sciences and health sciences are as follows:
- a) The number of publications published in the journal with an impact factor (hereinafter: IF) on the topic of the PhD thesis is at least two, of which:
    - i. a first-authored original article, and
    - ii. an additional, not necessarily first-authored original publication or a review in which the authors publish original results.
    - iii. and at least one of the articles is in English
  - b) The publication requirements can be met with two non-shared first-author meta-analysis publications.
  - c) The disclosure IF requirement may be fulfilled with one original publication if:
    - i. the PhD candidate is the sole first author of the article,
    - ii. the IF of the publication exceeds one and a half times the minimum total IF specified in point c) (paragraph (3) in the case of untrained PhD degree aspirants) and the journal is in category D1, and
    - iii. the PhD candidate has at least one other publication published in a peer-reviewed scientific journal.
  - d) The amount of the IF specified in point a) shall be at least:
    - i. the IF amount specified for the scientific discipline must be reached (Annex III.3.-7), of which at least 50% must be fulfilled by a first-author publication and this may not be reduced by a publication specified in points d) or e). In the case of shared first authorship, the publication shall be taken into account in the fulfilment of the publication requirements of the person specified in the declaration of the first authors. If a shared first-author publication is to be used as a first-time publication in the process of obtaining several PhDs, this may be allowed by Board of Quality Assurance and Control (VMB) upon request, in which case the proportion of the IF of the publication divided by the number of first-time authors shall be taken into account, so the IF value shall be divided by the number of first-time authors, unless the other first-time authors declare that they will not use the publication for obtaining the PhD degree. A statement on the results of the research used in the PhD thesis must be attached to the application.
  - e) A maximum of 50% of the IF amount indicated in the table may be redeemed by a patent applied in the name of the PhD student, provided that it contains an original scientific discovery or innovation. In this case, the condition of obtaining a PhD degree can be fulfilled by a publication in a journal with an impact factor on the topic of the PhD thesis, as well as by an additional article published in a peer-

reviewed scientific journal. The PhD student submits the application for the reduction of the IF in which he or she presents the novelty content of the patent to the Board of Quality Assurance and Control (VMB) at the same time as he or she submits his PhD thesis for preliminary opinion. The Board of Quality Assurance and Control (VMB) decides on the acceptance of the application with the involvement of experts and, if necessary, may also initiate a personal hearing of the PhD student and the supervisor before making its decision. In the case of a patent that has been accepted or granted, the novelty content check may be omitted.

- (7) In the case of PhD students who have completed PhD training with an *absolutorium* (certificate of completion), the minimum requirements in the field of sociological sciences and other social sciences, which must be fulfilled together with peer-reviewed publications published on the topic of the PhD thesis, are the following:
- a) at least 12 publication points (Annex III.3-8); of which at least 6 are from first-author publications,
  - b) at least 2 scientific articles that are included in the Annex III.3.-8. list, or in journals with expertise in the field, of which
    - i. at least 1 publication is in English
    - ii. at least 1 is first-authored
    - iii. at least 1 publication in the same language as the language of the PhD thesis.

Conditions a) – b) must be fulfilled by publications published on the topic of the PhD thesis.

- (8) For untrained PhD degree candidates and MD-PhD students, the general publication requirements for obtaining a PhD degree in the fields of medicine, natural sciences, and health sciences are as follows:

The minimum required IF amount for the scientific discipline of the PhD thesis is 150% of the values set out in the Annex III.3.-7 of which:

- a) 2/3 (100%) are the conditions set out in Section 22§ (6);
- b) The remaining 1/3 proves the academic readiness of the PhD degree-acquiring person without training through self-education. In the case of these publications, there is no requirement either in the order of authorship or in terms of the subject of scientific publications.



- (9) In the case of untrained PhD degree candidates and MD-PhD students, the minimum requirements in the field of sociology and other social sciences are as set out in paragraph (7), with the exception that 18 publication points instead of 12 must be completed.
- (10) The decision to take the social science assessment into account is made by the head of the Doctoral Division based on the classification of the scientific discipline and in the knowledge of the given research topic, but the PhD student may request an assessment based on the impact factor. In this case, the points set out on impact factors are authoritative – with the minimum impact factor value being 1 for PhD students, whereas for PhD candidates obtaining PhD degrees without training is 1.5.
- (11) For the purposes of Scientometric evaluation (IF or publication point), congressional abstracts (even if published in journals with an impact factor), articles and promotional articles published in daily newspapers and other non-professional journals are not considered publications. The rules of the MTMT are authoritative for the classification of publications published in supplementary issues, which are as follows:
- a) If the publication is published in the regular issue of a professional journal, it must be classified as a short publication, a professional article or a summary article, regardless of whether the work or a part of it was presented at a conference.
  - b) If the papers and/or abstracts presented at the conference are published in a special issue (supplement) of the journal, they must be classified as conference proceedings or abstracts.
  - c) If the supplement is a thematic issue, is not related to a conference and contains publications dealing with a specific topic, they can be classified as professional articles.
- (12) The list of journals that may not have an impact factor but should be counted towards the fulfilment of the publication requirements, can be found in Annex III.3.-9.
- (13) Annex III.3.-9. is published by University Doctoral Council (EDT) once a year at the start of the academic year. The list valid at the time of enrolment shall be applied to the PhD student, with the proviso that the PhD student may request the application of a regulation introduced later.

23§ [*PhD Thesis and Defense*]

- (1) The PhD thesis is a work of summarizing the candidate's scientific literature knowledge, objectives, methods and new scientific results. It is not acceptable to simply copy the publications; it is necessary to interpret the observations made in the publications together, compare them with literature data and place them in a broader context.
- (2) The PhD thesis includes the author's scientific publications related to the PhD thesis. In exceptional cases, instead of a PhD thesis, the University Doctoral Council (EDT) may authorize the presentation of scientific results in the form of a scientific book or other work.
- (3) A workplace debate must be settled on the draft of the PhD thesis. The workplace debate is organized by the supervisor or the PhD program leader and chaired either by the PhD program leader or a person appointed by him or her. In order to organize a discussion at the workplace, the PhD candidate shall forward the draft to the chairman. For the workplace debate, the chairman may appoint an internal opponent or opponents, who will receive the draft PhD thesis in advance. At least five academically qualified researchers must participate in the workplace discussion. A record (minutes) of the workplace debate must be prepared and attached to the submission of the PhD thesis. In highly justified cases, the holding of a workplace debate may be waived with the permission of the President of the University Doctoral Council (EDT) based on the opinion of the head of the Doctoral Division or Center for Translational Medicine (TMK). The PhD candidate is obliged to implement the proposed amendments to the minutes of the discussion that are made at the workplace debate and approved by the chairman of the debate before submitting the PhD thesis, unless the chairman of the University Doctoral Council (EDT) allows a deviation from this at his request.
- (4) The PhD candidate is obliged to send the electronic version of the thesis to the Doctoral Office for plagiarism checking before the actual submission, the results of which will be sent to the candidate and his or her supervisor within 3 working days. The condition for submitting the PhD thesis is the confirmation of the supervisor that the submitted PhD thesis does not infringe the copyrights of others.
- (5) The PhD candidate is responsible for obtaining licenses for the use of intellectual property, especially copyright.
- (6) The fulfilment of the conditions for obtaining a PhD degree (publications, language skills), the supportive opinion of the supervisor and the head of the Doctoral Division,

and the agreement of the Board of Quality Assurance and Control (VMB) are the prerequisites for the PhD thesis to be sent to the official reviewers.

- (7) The publication conditions for the recognition of independent scientific work and for obtaining a PhD degree are set out in Annexes III.3., 7 and 8. Any other requirement shall be decided by the University Doctoral Council (EDT) on the basis of the justification of the Head of the Doctoral Division.
- (8) When submitting the PhD thesis, the PhD candidate must declare which of the results of the publications used for the PhD thesis he or she played the greatest role in the creation of among co-authors, i.e. which figures, tables and other published data of the publications can be considered as his or her own result. The same data, figure, table can only be used as a new scientific result in one PhD thesis. The statement must be countersigned by the supervisor and the first and last authors of the given publications. In the event of a dispute, the Board of Quality Assurance and Control (VMB) decides, considering the opinion of the last author of the publication.
- (9) To submit a PhD thesis, knowledge of the English language necessary for the cultivation of the scientific discipline is required. Language proficiency must be proven by a complex language exam of at least intermediate level, or by a document issued by the Institute of Languages for Specific Purposes attesting to at least intermediate level English language proficiency, or by a statement issued by the supervisor or consultant.
- (10) The formal requirements of the PhD thesis and the thesis booklet and the documents required for submission are set out in Annex III.3.-1. The PhD thesis, copies of the own scientific publications used in it and the thesis booklet must be submitted to the Doctoral Office in electronic form. The thesis booklet must be prepared in English if the defense is in English, or in Hungarian if the defense is in Hungarian.
- (11) The staff of the Doctoral Office performs the formal verification of the thesis and the thesis booklet and checks the existence of the necessary documents and the fulfilment of the publication requirements. A maximum of 2 weeks is available for the preparation of formal judging (opponents' review). If there is any doubt about the fulfilment of the requirements for obtaining a PhD degree, the Doctoral Office will ask for the opinion of the Board of Quality Assurance and Control (VMB).
- (12) If the PhD thesis is not suitable from a formal point of view or due to the non-fulfilment of the publication requirements, the Doctoral Office will return it to the PhD candidate for correction. The candidate has a maximum of 6 months to make the corrections and

return the PhD thesis and thesis booklet to the Doctoral Office. Failure to comply with this deadline shall result in the termination of the proceedings.

- (13) The Doctoral Office checks the compliance of the corrections within a maximum of 5 working days. If the corrections are correct, the Office will send the numbered front page of the PhD thesis to the PhD candidate, forward the PhD thesis to the reviewers and notify the PhD candidate accordingly. If the corrections are not correct, the Office will return the PhD thesis to the candidate, indicating the remaining deficiencies.
- (14) The official 2 reviewers (opponents) appointed by the President of the Doctoral Division are invited by the President of the University Doctoral Council (EDT), and the PhD thesis is also sent for review by the President of the University Doctoral Council (EDT), indicating the deadline for evaluation. Concerning PhD students participating in the Translational Medicine Training program (TMKP), the 2 main reviewers are invited by the head of the Center for Translational Medicine (TMK) and the PhD thesis is sent out for evaluation. **It is illegal and may result in the termination of the procedure if the PhD candidate or his or her supervisor sends the evaluation material to the opponents.** Similarly, the doctoral procedure may only be resumed upon receipt of a review signed by the opponents and addressed directly to the President of the University Doctoral Council (EDT) by electronic or postal mail.
- (15) The evaluation must include a brief, formal and detailed evaluation of the PhD thesis, as well as the critical comments of the opponent in bullet points. The reviewer's task is to independently evaluate the PhD thesis, during which he or she may formulate an opinion that differs from the previous evaluations of scientific results (peer-review of publications, reviews of home defenses). If the reviewer finds a significant formal or substantive error in the PhD thesis, he or she may request that it be corrected before the PhD thesis is submitted for defense. The corrected copy of the PhD thesis must be sent to the Doctoral Office in electronic form before the announcement of the public defense, which the Office forwards to the members of the defense committee. The reviewers (opponents) must ask their clarifying and informative questions orally during the defense, taking into account the professional preparation expected of the PhD candidate. If a reviewer is unable to attend the defense, he or she shall submit his or her questions to the Doctoral Office together with his or her evaluation.
- (16) The deadline for preparing for the evaluation is one month. Within the framework of the evaluation, the opponent declares whether he or she recommends that the PhD thesis be scheduled for public defense. If the proposal of one of the reviewers is negative, the president of the University Doctoral Council (EDT) invites a third reviewer to ask for

the opinion of the head of the Doctoral Division or the Center for Translational Medicine (TMK). The PhD thesis may only be submitted for public debate in the case of two supporting proposals. In the case of two rejections, a new PhD thesis may be submitted only after two years, on the same research topic, no more than once. After receiving two supporting evaluations, the head of the Doctoral Division or the head of the Center for Translational Medicine (TMK) will arrange the defense (public debate).

- (17) After receiving the opponent's opinions, the candidate must submit the PhD thesis with the annexes specified in Annex III.3.-1. to the Doctoral Office together with a bound version as well in one copy. After the successful defense, the Central Library will receive a bound copy as a numbered volume of the Semmelweis University Doctoral Theses (Semmelweis PhD Thesis) series.
- (18) The PhD thesis and its theses must be made available to the public in electronic form in the Repository of Hungarian Scientific Works, with a DOI identifier in accordance with generally accepted international practice. The system of DOI identification is generated by the Doctoral Office in cooperation with the Central Library.
- (19) In the case of a PhD thesis subject to a patent or protection procedure, the publication of the PhD thesis and the doctoral theses may be postponed at the request of the PhD student, based on the supporting opinion of the evaluation committee or its chairman and with the approval of the University Doctoral Council (EDT), until the date of registration of the patent or protection. A PhD thesis containing classified information for reasons of national security and its doctoral theses shall be published after the expiry of the qualification period.
- (20) The evaluation committee consists of a chairman, at least two members (in some cases one or two alternate members) and two official reviewers. The chairman of the committee may be a professionally competent university professor, research professor, scientific advisor, professor emeritus, habilitated associate professor or college professor of a Doctoral Division of the Semmelweis University Doctoral School, who is in an employment relationship with Semmelweis University or a Hungarian research institute cooperating in PhD training, or in any other employment relationship (hereinafter referred to as 'employment relationship'). Each member and alternate member of the committee shall have a scientific degree.
- (21) At least one of the official reviewers and one member of the committee must be an (external) expert who is not in an employment relationship with the University and who does not participate in the work of the given Doctoral Division. In this respect, the

professor emeritus of the University qualifies as a person in an employment relationship with the University. The other reviewer and the other member of the committee are lecturers/researchers employed by the University. The supervisor of the candidate may participate in the work of the committee with the right of consultation, if the evaluation committee so requests. If a member of the committee is unable to attend the defense, the alternate member indicated on the committee proposal sheet shall participate in the decision-making instead.

- (22) The chairman and members of the committee evaluating the PhD thesis are appointed by the University Doctoral Council (EDT) or, by delegation, by the head of the Doctoral Division or the Center for Translational Medicine (TMK). The nomination is sent to the Board of Quality Assurance and Control (VMB) for opinion by the head of the Doctoral Division or Center for Translational Medicine (TMK) on the form. In case of agreement, the Board of Quality Assurance and Control (VMB) sends the proposal back to the head of the Doctoral Division or Center for Translational Medicine (TMK) and the Doctoral Office for data recording. The PhD student shall be informed in writing by the head of the Doctoral Division or Center for Translational Medicine (TMK) about the composition of the committee.
- (23) The date and place of the public debate will be determined by the head of the Doctoral Division, after consultation with the proposed members of the evaluation committee and the PhD student. The venue for the public debate can be within a university building. With the prior approval of the President of the University Doctoral Council (EDT), the public debate may be held at a teaching or research venue outside Semmelweis University, where the appropriate technical conditions are available for the defense, and where the defense is not at any cost to the Doctoral School. The date and place of the debate must be communicated to the Doctoral Office immediately. The members of the evaluation committee and the opponents are invited to the defense by the chairman of the University Doctoral Council (EDT).
- (24) The public debate shall be held subject to the presence of the chairman, two members of the committee or alternate members and, in the case of a unanimous assessment, at least one reviewer. The opinion of the reviewer(s) who are not present at the defense must be presented at the defense. The presence and participation of the reviewer who does not accept the PhD thesis is also a condition for holding the defense. Exceptions to this rule may be made with the agreement of the University Doctoral Council (EDT) President.
- (25) The date and place of the public debate must be announced at least 21 calendar days before the defense. The condition of the announcement is that the defense documents are

sent to the evaluating committee members. The announcement (on the website of the PhD training) is ensured by the Doctoral Office, and the invitations to the defense and the thesis booklet are sent out by the head of the Doctoral Division.

- (26) The evaluations (including those who are not accepted) are received in writing by the head of the Doctoral Division and the applicant, and the applicant submits a written response to them, which is received by the reviewers before the defense of the thesis. Certain questions of the defense of the PhD thesis are discussed in Annex III.3.-2. based on which the Doctoral Office compiles information material for the members of the committee.
- (27) The PhD student presents the main results of his or her thesis in a free lecture in the framework of a public debate, then answers the written questions of the reviewers and other questions that arise during the debate. The committee has to ask the candidate several substantive questions.
- (28) After the conclusion of the debate, the committee decides on the acceptance of the dissertation in a closed session, with a secret ballot with scores ranging from 1 to 5, which requires at least two-thirds of the points obtainable. All members of the committee, including the official reviewers, will take part in the secret ballot. The President shall announce the results publicly, explain and record the results after the vote. A protocol will be prepared for the defense of the PhD thesis, which will be forwarded to the President of the University Doctoral Council (EDT) by the head of the Doctoral Division.
- (29) At the request of the PhD degree candidate, based on the supporting opinion of the evaluation committee and with the approval of the University Doctoral Council (EDT), a closed defense may be held if the PhD thesis contains information classified for patent or protection proceedings or for reasons of national security.
- (30) The delay of publicity must be initiated by the degree holder in a request addressed to the President of the University Doctoral Council (EDT). The request must include the justification for the exclusion from the public, the duration of the delay, and the statement of support of the supervisor and the head of the Doctoral Division.
- (31) The request for a delay in the disclosure must be submitted at the latest at the same time as the PhD thesis. The University Doctoral Council (EDT) President decides on the application based on the supporting opinion of the Board of Quality Assurance and Control (VMB) President. The acceptance of the application does not relieve the PhD



degree candidate of any obligation, he or she must prepare the required documents in the appropriate number of copies, and the regular preliminary opinion procedure must be carried out.

- (32) If the application is accepted, only the evaluation committee and the opponents may participate in the defense procedure, in addition to the PhD candidate. The chairman of the University Doctoral Council (EDT) delegates an observer to the defense, who signs the minutes of the defense and informs the chairman of the University Doctoral Council (EDT) orally or in a short report about the progress of the defense. The observer does not participate in the work of the committee and in decision-making, but is obliged to assist the University Doctoral Council (EDT) in deciding on the award of the PhD degree.
- (33) In the case of a defense organized with the exclusion of the public, the PhD thesis does not have to be sent to the Central Library, and the thesis booklet and invitations are not sent (except for the experts participating in the evaluation), but the fact of the PhD defense, the title of the PhD thesis and the composition of the evaluation committee must be published on the website of the PhD training. At the end of the delay period, the missing parts of the doctoral procedure (sending the thesis booklet, publishing the thesis on the website of the PhD training, etc.) must be replaced. The burden of the replacement is borne jointly by the PhD candidate and the Doctoral Office.
- (34) The acquisition of the PhD degree will be set in NEPTUN within 10 working days after the decision of the University Doctoral Council (EDT). The head of the Doctoral Office is responsible for the performance of this task.
- (35) Based on the protocols of obtaining a PhD degree, the qualification of the degree is determined by the University Doctoral Council (EDT), which is approved by the President of the University Doctoral Council (EDT) and with his signature. At the request of the PhD student, the Doctoral Office issues a certificate on the preliminary qualification of the defense, indicating that the certificate does not mean the award of the PhD degree.
- (36) In the event of two rejections or unsuccessful defenses, a new procedure may be initiated no earlier than two years after the unsuccessful defense, on the same research topic no more than once.



24§ [PhD degree]

- (1) The award of the PhD degree is decided by the University Doctoral Council (EDT) based on the minutes/protocol of the evaluation committee. The Doctoral Office issues an official certificate of the decision at the request of the PhD degree candidate.
- (2) The qualification of the PhD degree shall be determined from the simple arithmetic average of the grades obtained at the defense. Qualification of the degree:  
"Rite" (3,33-3,99)  
"cum laude" (4,00-4,50)  
"summa laude" (4,51- ).
- (3) The PhD diploma is issued by the University in Hungarian and English.
- (4) The issuance of a joint PhD degree with a foreign or other Hungarian university is possible if the heads of the institutions have agreed on the joint training and its conditions. In the case of an agreement on the joint program and its conditions, it is not necessary to authorize the operation of the foreign higher education institution in Hungary.
- (5) A PhD diploma is a public document bearing the coat of arms of Hungary, which includes the name of Semmelweis University, its institutional identification number, the serial number of the diploma, the name of the holder, the name at birth, the place and date of birth, the name of the PhD degree awarded, the field of science and/or discipline, the place, year, month and day of issue. It also contains the original signature of the Rector of Semmelweis University and the President of the University Doctoral Council (EDT), as well as the imprint of the University's stamp.
- (6) In accordance with the traditions of the University, those who have obtained a PhD degree are conferred a doctorate once a year, in the framework of a solemn, public session of the Senate held on the University Day (Dies Academicus).
- (7) With the prior consent of the President of the Republic, the University confers the title of Doctor with the award of distinction "Promotio sub auspiciis praesidentis Rei Publicae" for those individuals whose performance has always been evaluated as the highest during their studies in secondary school, higher education institution and PhD training, as defined in the Government Decree, provided that they have also performed outstandingly during the procedure for obtaining a PhD degree.

- (8) The award of a Doctor of Honors is initiated by the candidate concerned in a written application submitted to the University Doctoral Council (EDT).
- (9) People who have earned a PhD degree may use the abbreviation "doctor" or "Dr." and the designation "Doctor of Philosophy" or "Ph.D." as their title next to their name.
- (10) A foreign scientific degree is equivalent to a domestic PhD degree if it complies with the requirements of the law, and the foreign educational institution issuing the scientific degree is accredited by an organization registered in the European Quality Assurance Register for Higher Education.
- (11) In addition to the provisions of paragraph (10) and based on the proposal of the Board of Quality Assurance and Control (VMB) Chair, the University Doctoral Council (EDT) may naturalize a scientific degree obtained abroad as a PhD degree if the requirements for obtaining it meet the requirements of these Regulations, or by imposing additional conditions and fulfilling them, they can be complied with the requirements prescribed for the acquisition of a PhD degree in these Regulations.
- a) The application for naturalization and the documents to be attached must be submitted by the applicant to the Doctoral Office
  - b) The task of the Doctoral Office is to verify the completeness and authenticity of the documents. If it cannot be established with absolute certainty from the original diploma or its certified translation that the diploma certifies the award of a PhD degree to the applicant, or if the authorization of the awarding institution cannot be established to award a PhD degree, the Doctoral Office requests the opinion of the Hungarian Equivalence and Information Center of the Educational Authority
  - c) Based on the application and the attached documents, the President of the Board of Quality Assurance and Control (VMB) expresses an opinion on whether the scientific results of the applicant's PhD thesis meet the conditions required for the award of a PhD degree in the given scientific discipline at Semmelweis University. The President of the Board of Quality Assurance and Control (VMB) may propose the fulfilment of additional conditions if they correspond to the requirements for awarding a PhD degree in the given scientific discipline.
  - d) The opinion of the Board of Quality Assurance and Control (VMB) on the application for the naturalization of the PhD degree is submitted to the University Doctoral Council (EDT) by the president of the Board of Quality Assurance and Control (VMB). The University Doctoral Council (EDT) decides on the naturalization application by simple majority vote and records the decision in a decision. In the event of a rejection, the University Doctoral Council (EDT) will make its decision with a reason. The University Doctoral Council (EDT) must reject

the application for naturalization if the scientific results of the applicant's PhD thesis differ from the conditions required for the award of a PhD degree at Semmelweis University to such an extent that the requirements cannot be met even with additional conditions.

- e) The president of the University Doctoral Council (EDT) shall notify the applicant of the decision of the University Doctoral Council (EDT).
- f) The University issues a decision on the naturalized PhD degree.

(12) The document issued for the naturalized PhD degree does not contain a qualification. The administrative tasks of the naturalization process are carried out by the Doctoral Office.

#### *25§ [Revocation of PhD degree]*

(1) The PhD degree may be revoked if it is credibly proven that the person obtaining the PhD degree did not meet any of the essential conditions for obtaining the PhD degree in a way attributable to him, in particular if he or she presented as his or her own the intellectual property of another, the content was generated by artificial intelligence, or used false or falsified data in his or her PhD thesis, and thus the body proceeding in the doctoral case, persons were deceived (deceived, kept in error). The procedure for revoking the PhD degree may be initiated during the life of the person concerned.

(2) The procedure for revoking the PhD degree may be initiated at the President of the University Doctoral Council (EDT):

- a) by the person who proves or makes probable the provisions of paragraph (1), and
- b) by the person who holds a PhD or equivalent degree in a field of science related to the subject of the disputed PhD thesis.

(3) The decision to revoke the PhD degree is made by the University Doctoral Council (EDT). The President of the University Doctoral Council (EDT) shall seek the opinion of the Council of the competent doctoral division, and, if justified, may request the opinion of the ethics committee of TUKEB. The University Doctoral Council (EDT) may appoint expert(s) in the revocation procedure, and the interested party must be heard in the procedure. If the interested party fails to appear despite repeated regular notification or requests not to be heard, University Doctoral Council (EDT) is entitled to make a decision without being heard. If a final court judgment has been issued regarding the reason serving as the basis for the revocation procedure, the EDT does not need to conduct a separate investigation in this regard. If court proceedings are pending

against the data subject related to the reason serving as the basis for the revocation procedure, the EDT will suspend its proceedings until a final judgment has been issued.

- (4) The appeal filed by the person concerned against the decision made in the withdrawal procedure shall be adjudicated by the Senate based on the proposal of the ad hoc committee established by the University Doctoral Council (EDT). The members of the ad hoc committee are senior members of the doctoral school, but half of the members may not have an employment relationship with the University. During its proceedings, the Senate shall apply the provisions of Sections 57-58 § of the Act on National Higher Education (Nftv).
- (5) In the event of the final revocation of the PhD degree, the person concerned may not apply for a new degree acquisition procedure for 5 years from the date on which the decision becomes final.

### **3. Organizational structure of PhD training**

#### *26§ [Organizational structure of PhD training]*

The Semmelweis University Doctoral School (hereinafter: SE DI) registered by the Educational Authority is made up of Doctoral Divisions (DT). The governing body of the Doctoral School is the University Doctoral Council (EDT). The operation of the Doctoral Divisions is managed by the University Doctoral Council (EDT). The operation of the University Doctoral Council (EDT) is determined by the Doctoral Regulations and the Organizational and Operational Rules of the University Doctoral Council (EDT).

#### *27§ [University Doctoral Council]*

- (1) PhD training and the procedure for obtaining PhD degrees are managed by the University Doctoral Council, and its composition is determined by the I.1. Book of the Organizational and Operational Regulations. The detailed rules concerning the tasks and powers of the University Doctoral Council (EDT) are contained in these Regulations.
- (2) The EDT is the joint self-governing body of students, PhD candidates and lecturers involved in PhD training and PhD degree-granting. Except for the PhD student Representation, the members of the University Doctoral Council (EDT) can only be professionals with a scientific degree. Except for the PhD student representation, the right to vote is held by those members of the University Doctoral Council (EDT) who meet the conditions for senior membership.

- (3) The members of the University Doctoral Council (EDT) are presented to the Senate by the President of the University Doctoral Council (EDT), and after approval by the Senate, the mandate is given to the members by the Rector. The mandate of University Doctoral Council (EDT) members is for 5 years, which may be extended several times for a maximum of 5 years per occasion. The University Doctoral Council (EDT) membership of the heads of the Doctoral Divisions lasts until the end of their term of office. If the mandate of a member of the University Doctoral Council (EDT) is terminated before the end of his or her mandate, the Senate will rank based on the proposal specified above, and then the Rector will decide on the appointment of a new member.
- (4) They participate in the work of the University Doctoral Council (EDT) with the power of consultation and proposal:
- a) as permanent invitees, representatives of faculties that do not delegate a full member to the University Doctoral Council (EDT),
  - b) Head or delegated representative of the Center for Translational Medicine, the president of the Scientific Student Council (TDT) at the Faculty of Health Sciences (TDT)
  - c) other permanent and ad hoc invitees, approved by the University Doctoral Council (EDT).
- (5) The University Doctoral Council (EDT) holds its meetings as needed, but at least four times a year. University Doctoral Council (EDT) meetings are convened by the President, and more than half of the members with voting rights must be present for a quorum. Resolutions are made on the decisions of the University Doctoral Council (EDT), and minutes of the meetings are prepared. The decisions of the University Doctoral Council (EDT) are published electronically by the Doctoral Office within 10 working days after the meeting. The decisions are available in electronic form on the website of the PhD training for the citizens of the university.
- (6) The Senate may initiate the convening of an extraordinary session of the University Doctoral Council (EDT) and propose an agenda; the rector, one third of the University Doctoral Council (EDT) members, the Doctoral Student Union (DÖK) and the lecturers /PhD students belonging to the PhD programs (at least 50 people), indicating the reason. The President of the University Doctoral Council (EDT) will convene the extraordinary meeting as soon as possible, considering the indications in the initiative.

(7) The University Doctoral Council (EDT) makes its personnel decisions and decisions on other matters by secret ballot, by a simple majority of votes. In the case of an open vote, in the event of a tie, the vote of the chairman shall be decisive. A secret ballot on any issue shall be held if requested by an open vote of at least 20% of the voting members of the University Doctoral Council (EDT).

(8) The recall of University Doctoral Council (EDT) members may be initiated by the EDT and by the delegates of the member:

- a) in the event of a member's permanent impediment,
- b) if the member is otherwise regularly absent from University Doctoral Council (EDT) meetings,
- c) if the member becomes unworthy of membership for any reason.

The Senate decides on the recall of the members of the University Doctoral Council (EDT) based on the EDT's proposal.

(9) Tasks of the University Doctoral Council (EDT)

- a) decides on the rules of procedure of its own meetings;
- b) gives its opinion on the proposal for the establishment and closure of the doctoral divisions and the Doctoral School;
- c) initiates the termination of doctoral divisions and the Doctoral School in justified cases;
- d) regularly evaluates PhD training and degree acquisition at the University for the Senate;
- e) gives its opinion and approves the proposal on the composition of the Council of Doctoral Divisions;
- f) decides on the conditions of PhD training, and submits the plan of PhD training to the Senate as part of the training program;
- g) elects the heads of the Doctoral Divisions with the approval of the Senate, and elects the members of the Council of the Doctoral Division;
- h) directs and supervises the work of the Doctoral Divisions;
- i) approves the applications for the establishment of the PhD program and the lecturers/researchers participating in it on the basis of the proposal of the Council of the Doctoral Division;
- j) initiates the termination of the program that does not fulfil its duties at the Senate, taking into account the opinion of the Council of the Doctoral Division;
- k) announces the training to be launched in the Doctoral Divisions and its conditions;
- l) decides on the launch of PhD degree acquisition procedures based on the proposal of the head of the Doctoral Division;
- m) decides on the acceptance of the application for the complex exam,

- n) decides on the award, naturalization and revocation of the PhD degree, unless otherwise provided by law;
- o) appoints the members of the doctoral admission committee, the members of the evaluation committee and the official reviewers, as well as the chairman and members of the examination committee of the doctoral examination and the complex examination, on the proposal of the Doctoral Divisions, and may delegate the right to appoint the latter to the Council of the competent Doctoral Division;
- p) approves the appointment of PhD supervisors and lecturers of the Doctoral Divisions;
- q) decides on the PhD student's application for a closed defense;
- r) with the exceptions specified in these Regulations, adjudicates applications for PhD students submitted in study, examination and social matters; after requesting the opinion of the Education and Credit Awarding Committee (OKB) and the university coordinator, it assesses the requests for assistance, exemption and benefits of PhD students and PhD students with disabilities;
- s) in accordance with the provisions of Resolution No. 50/2013 (IV.25.) of the Senate, in the event of a suspicion of an ethical misconduct falling within the scope of the Code of Ethics of the Hungarian Academy of Sciences, it shall make a proposal to the President of the University Doctoral Council (EDT) to request an ethics committee opinion from the Regional, Institutional Committee on Scientific and Research Ethics of the University (hereinafter: TUKEB) in justified cases;
- t) at the request of the PhD student concerned, make a proposal for the conferral of a doctorate with distinction;
- u) to comment on the Rector's proposals for the conferral of honorary doctorates and professorships;
- v) decide:
  - i. on the distribution of Hungarian state scholarship places among Doctoral Divisions;
  - ii. financial support for courses;
  - iii. on the use of the state normative funding budget for PhD training;
- w) organizes joint courses for all Doctoral Divisions;
- x) decides on PhD training organized jointly with other universities or academic institutions;
- y) establishes the conditions for foreign nationals to participate in PhD training;
- z) prepares the Doctoral Regulations and the necessary amendments thereto;
- aa) decides on the amount of the tuition fees and other costs and makes a proposal to the Rector on the discounts and exemptions related to the payment of the costs;
- bb) announces a call for applications for MD-PhD, predoctoral and postdoctoral fellowships within the available framework and decides on their award;



- cc) organizes the administration, representative and professional appearance and presentation of the PhD training (conferences, PhD training website, etc.);
- dd) the University Doctoral Council is entitled to the rights and obligations set out in the Doctoral Regulations in matters related to the management, budget and development of PhD training and the acquisition of PhD degrees;
- ee) It establishes permanent and ad hoc committees to carry out opinion, proposal, decision-making and monitoring tasks.

(10) The work of the University Doctoral Council (EDT) is supported by the following standing committees as set out in these regulations:

- a) Education and Credit Awarding Committee (OKB)
- b) Board of Quality Assurance and Control (VMB)
- c) International Commission (NB)
- d) Disciplinary and Ethics Committee (FEB)

(11) The members of the committees specified in points (a) to (c) of paragraph (11) shall be delegated by the Doctoral s and the Student Union as follows:

- a) OKB: as a delegate of the head of the Doctoral Divisions, 1 person per Doctoral Division, 1 person delegated by the University Student Union
- b) VMB: 1 person per Doctoral Division, 1 person delegated by the University Student Union
- c) NB: As a delegate of the head of the Doctoral Divisions, 1 person per Doctoral Division, 1 person delegated by the University Student Union

The mandate of the committee members delegated by the Doctoral Divisions is for 5 years, whereas the mandate of the members delegated by the Student Union is for the appointment of the new member, but for a maximum of 3 years.

(12) The committees:

- a) their presidents are elected by the University Doctoral Council (EDT) for a term of 5 years;
- b) their Rules of Procedure are approved by the University Doctoral Council (EDT);
- c) their meeting is convened by the committee chair;
- d) To have a quorum, more than half of the members must be present or participate in electronic decision-making.

(13) Minutes of the committee meetings shall be drawn up, which shall be sent electronically by the chairman of the committee to the President of the University Doctoral Council (EDT) and the members of the committee within 5 days of the meeting of the committee. The committees make decisions in secret on personnel matters and by open vote on



other matters. The committees shall take their decisions by a simple majority of votes. In the case of an open vote, in the event of a tie, the vote of the chairman shall be decisive. A secret ballot shall be held on any issue if at least 20% of the members of the committee request it by open vote.

- (14) Regarding the operation of the Disciplinary and Ethics Committee (FEB), the disciplinary and compensation regulations (hereinafter: disciplinary and compensation regulations) forming Chapter V of Part III. The PhD Student Requirements System of the Organization and Operational Regulations shall apply, and in ethical matters - not including the composition of the committee - the Code of Ethics shall apply. The Disciplinary and Ethics Committee (FEB) shall meet occasionally at the written request of the President of the University Doctoral Council (EDT). The request must specify the subject of the ethics and disciplinary proceedings after which Disciplinary and Ethics Committee (FEB) entitled to hear any person interested in the case. The Disciplinary and Ethics Committee (FEB) shall notify the President of the University Doctoral Council (EDT) in writing of the outcome of the ethical or disciplinary proceedings.

- (15) Tasks of the Education and Credit Committee:

- a) coordinates the organized PhD training and controls its quality;
- b) gives its opinion on matters related to the PhD training and prepares them for decision for the University Doctoral Council (EDT) or the EDT president;
- c) organizes compulsory elective courses for all PhD students;
- d) coordinates the courses organized by Doctoral Divisions and organizes the publication of courses; the completion of which is ensured no later than 2 weeks before the first day of the course registration period;
- e) determines the academic credit value of courses;
- f) prepares proposals for grant applications for course costs to the University Doctoral Council (EDT) President.
- g) assesses applications that may be submitted by participants in the health care specialized tertiary vocational training system as residents or as central trainees in vocational training specified to ensure the supply of lecturers in higher education institutions for the recognition of the core training and practical training time they have completed within PhD training. In the case of a research area related to the residency/central traineeship, the Committee may propose to the University Doctoral Council the recognition of a maximum of two semesters or sixty credits
- h) assesses the applications of PhD students related to the permission of completing courses at other universities and the recognition of the credits that can be obtained through this.

(16) Tasks of the Board of Quality Assurance and Control is:

- a) reviewing the scientific classification of PhD students and supervisors on the basis of the recommendations of Doctoral Divisions;
- b) evaluation of academic performance related to obtaining a PhD degree;
- c) opinion/appointment of the composition of the examination committee and the defense committee of the complex examination (based on the submitted proposal);
- d) quality control covering all activities of doctoral divisions;
- e) preparation of decisions on applications for the naturalization of PhD diplomas;
- f) to comment on the new PhD training program proposals of the Doctoral Divisions;

(17) The tasks of the International Committee are:

- a) prepares agreements to be concluded with foreign universities for joint PhD training;
- b) gives its opinion on the award of diplomas resulting from joint or partial training;
- c) liaise with universities with which we have a valid cooperation agreement and also with those with which we do not have one, but it would be expected or desirable to conclude such an agreement;
- d) organizes the process of involving international PhD students in PhD training.

(18) The Disciplinary and Ethics Committee deals with ethics, disciplinary and compensation cases arising in the Doctoral Divisions - in accordance with the Disciplinary and Compensation Regulations, the Code of Ethics and these present Regulations. If the University Doctoral Council (EDT) or the committees assisting the work of the University Doctoral Council (EDT) assess the application submitted by the PhD students in a study, examination or social matter, the II. Chapter of the Student Requirements shall be applied accordingly with regard to matters not regulated by these Regulations.

(19) The Research Management Working Group

- a) The aim of the Research Management Working Group is to support and ensure the quality of PhD training, as well as to promote the supply of supervisors. To this end, it performs the following tasks:
  - i. It supports the training of PhD students. It helps PhD students who do not meet the complex exam, *absolutorium* and publication requirements for obtaining a PhD degree in time to obtain a PhD degree. It assesses the hindering circumstances individually, evaluates and helps PhD students to obtain a degree with an individualized work plan. It explores the possible deficiencies of the supervisor's activity and makes a proposal for their elimination, and if necessary, for the involvement of a co-supervisor. If the supervisor is not satisfied with the student's research

work, he or she provides a mediation service between the student and the supervisor, and if necessary, assists the student in finding a new supervisor. If the PhD student is not expected to obtain a PhD degree, he/she shall initiate the termination of the PhD student status with the President of the University Doctoral Council (EDT) with the consent of the head of the doctoral division. The University Doctoral Council (EDT) decides on the termination of the legal relationship on the basis of the proposal.

- ii. Assists in the accreditation of supervisors of former PhD students who have obtained a PhD degree. By training new supervisors, it contributes to the quality assurance of PhD training and the supply of supervisors.
- iii. It monitors the career progress of PhD students and develops monitoring systems that detect lagging PhD students. Based on the data of PhD theses and defenses, it conducts monitoring activities in order to achieve the goals of the doctoral divisions, to achieve more efficient and better quality PhD training and elite training. By analyzing the work of PhD students and supervisors with outstanding performance, it identifies good practices that can be adopted to improve the quality indicators of PhD training and PhD degree acquisition.
- iv. It proposes the introduction of compulsory and optional training elements.
- v. It monitors the fulfilment of the research conditions at research sites and formulates recommendations for the creation of the necessary conditions in case of non-compliance.
- vi. It provides the following services to PhD students and lecturers of doctoral divisions:
  - 1. research methodology training for PhD students and teachers,
  - 2. organization of individual training sessions according to demand and agreement,
  - 3. in case of obstacles in the process of obtaining a PhD degree, methodological consultation for the PhD student and supervisor, overview and problem analysis of the research process, consultancy,
  - 4. to identify the deficiencies in the research conditions at research sites and to facilitate their elimination.
- vii. At the request of the President of the Doctoral Council, in cooperation with the heads of the research centers, carries out the screening of the research sites: the examination of the research conditions and research performance. Based on the results, it prepares a recommendation for

improving the performance of the research institution: for the optimization of institutional, structural and personnel conditions. It monitors and assists in the practical implementation of the recommendations. To achieve the above goals, the Research Management Working Group cooperates with the University Doctoral Council, the Doctoral Divisions, the Doctoral Office and the Doctoral Student Union, and within the framework of this, they help each other's work by providing mutual data. Initiate collaborations to achieve quality assurance and training goals.

- b) The Research Management Working Group operates under the supervision of the University Doctoral Council (EDT) Chair, and its leader is elected by the University Doctoral Council (EDT) on the proposal of the University Doctoral Council (EDT) President. The working group is chaired by a voting member of the University Doctoral Council (EDT).
- c) Responsibilities of the head of the Research Management Working Group:
  - i. mediates between the University Doctoral Council (EDT) and the working group;
  - ii. report annually to the University Doctoral Council (EDT) on the work of the working group;
  - iii. together with the working group, assigns applicants for consultation and professional assistance to the members of the working group and monitors the consultation process,
  - iv. if necessary, it proposes the involvement of a co-supervisor in order to ensure the success of obtaining a PhD degree
  - v. organizes quality assurance and innovation tasks together with the working group and monitors their fulfilment,
  - vi. prepares the working group's operating rules and submits them to the University Doctoral Council (EDT) for approval.
- d) The financial and professional background of the operation of the Research Management Working Group is provided by University Doctoral Council (EDT).

*28§ [President of the University Doctoral Council]*

- (1) The University Doctoral Council (EDT) is headed by a president. The president of the University Doctoral Council (EDT) is also the head of the Doctoral School. The President of the University Doctoral Council (EDT) is appointed by the Rector after the University Doctoral Council (EDT)'s opinion and ranking by the Senate. The President of the University Doctoral Council (EDT) can be a habilitated university professor. The

term of office of the President shall be for a maximum of 5 years and may be extended twice, for a maximum period of five years.

- (2) The Rector announces a tender for the position of President of the University Doctoral Council (EDT). After the expiry of the application deadline, the Rector shall establish a committee consisting of a chairman and four members for the evaluation of applications, which may not include the person exercising the power of appointment or commission.
- (3) Within the framework of the University Doctoral Council (EDT) council meeting, it will listen to the introductions and the program of the candidates for the University Doctoral Council (EDT) presidential position, and then it will express its opinion on the applications by secret ballot. In the case of one candidate, the affirmative vote of the absolute majority of those present, i.e. more than half of those present, is required to support the application. In the case of more than one candidate, the University Doctoral Council (EDT) expresses its opinion by ranking in proportion to the positive votes. In the event of a tie, the applications shall be ranked in the same ranking position.
- (4) The Senate decides on the ranking of applications submitted for the University Doctoral Council (EDT) presidency – at its first meeting after the University Doctoral Council (EDT) meeting – after considering the University Doctoral Council (EDT)'s opinion. In the case of one candidate, the affirmative vote of the absolute majority of those present, i.e. more than half of those present, is required to support the application. In the case of more than one candidate, the Senate will rank the applications in proportion to the positive votes. In the event of a tie, the applications shall be ranked in the same ranking position.
- (5) The Rector decides on the issuance of the University Doctoral Council (EDT) chairmanship mandate by considering the opinion of the committee, the University Doctoral Council (EDT) and the Senate within 30 days of the Senate meeting at the latest. The Rector shall notify the Hungarian Accreditation Committee (HAC) and the National Doctoral Council of the appointment of the President of the University Doctoral Council (EDT).
- (6) With the affirmative vote of two-thirds of all members of the University Doctoral Council (EDT), the EDT may initiate the recall of the EDT president to the rector.
- (7) President of the University Doctoral Council
  - a) represents the University Doctoral Council (EDT) in the National Doctoral Council;
  - b) may propose in writing the agenda of the sessions of the Senate;

- c) prepares and chairs the meetings of the University Doctoral Council;
  - d) initiate the convening of the bodies of the Doctoral Student Union;
  - e) makes proposals on matters concerning PhD training and PhD degree acquisition that fall within the competence of higher education institutions and other bodies or agencies;
  - f) directs and supervises the work of the Doctoral Office;
  - g) exercises the power of issuance and transfer as specified in other relevant regulations;
  - h) nurtures and develops the international relations of the Doctoral Divisions;
  - i) maintains contact with university-level professional advocacy organizations;
  - j) in the event of a suspicion of an ethical misconduct falling within the scope of the Code of Ethics of the Hungarian Academy of Sciences, it requests an ethics committee opinion from the Regional, Institutional Committee on Scientific and Research Ethics of the University (TUKÉB) on the recommendation of the University Doctoral Council (EDT), and at the same time informs the head of the Doctoral Division;
  - k) directs and supervises the teaching, educational, scientific and financial work of the University Doctoral Council;
  - l) invites the official reviewers to prepare their opponent opinions; further invites the Chair and members of the Defense Committee;
  - m) reports on its activities to the University Doctoral Council (EDT) and the Senate at least once a year.
- (8) The work of the President is assisted by the Vice-President, who is appointed by the Rector for a maximum of 5 years on the proposal of the President of the University Doctoral Council (EDT) and after consulting the University Doctoral Council (EDT) and the Senate. The Vice-President is a habilitated university lecturer, and his or her mandate of up to 5 years may be extended several times, for a maximum of 5 years each. The rules governing the election of the President of the University Doctoral Council (EDT) shall apply *mutatis mutandis* to the appointment of the Vice-President.

#### **4. Senior members of the Doctoral School**

29 [*Senior members*]

- (1) The new senior members is proposed by the Council of the Doctoral Division. The proposal for senior membership is approved by the University Doctoral Council (EDT).
- (2) A senior member can be one who meets all of the following conditions:
  - a) has a scientific degree,

- b) the doctoral school is engaged in high-level international scientific activity in one of the accredited disciplines or its research areas, which scientific activity can be examined on the basis of the database of the Repository of Hungarian Scientific Works (MTMT),
  - c) in the case of an already operating doctoral school or registered school, it has proved its suitability to lead PhD candidates by obtaining a PhD degree under its supervision,
  - d) who is a full-time lecturer or scientific researcher employed by the University in a full-time employment relationship or in a health service relationship, who has designated the University for the purpose of determining budgetary support pursuant to Section 26 (3) of Act CCIV of 2011 on National Higher Education (hereinafter: Nftv.).
- (3) A Senior member may meet the conditions specified in subs (a) to (c) of paragraph (2) and the accreditation criteria of the Hungarian Accreditation Committee (HAC):
- a) Professor Emeritus engaged in active research activities, provided that he or she is the University emeritus, with the approval of the University Doctoral Council (EDT), and
  - b) a senior researcher employed in a research institute, full-time, in an employment relationship or in a health service relationship, holding the title of Doctor of the Hungarian Academy of Sciences, if the University has concluded an agreement with the research institute to that effect.
- (4) The condition of senior membership is that the lecturer or researcher is not on permanent unpaid leave or on a study trip abroad for more than one year at the time of founding the doctoral school and/or entering or being elected to the doctoral school. The Senior member participates in the training both as a supervisor and as a trainer. Prior to his or her appointment, the senior members shall comply with the provisions of paragraphs (1) and (2) for at least one training cycle and for the duration of the degree acquisition procedure belonging to the training cycle.
- (5) A foreign citizen who meets the requirements set out in the relevant legislation and these Regulations may become a Senior member of the Doctoral School.
- (6) A person can only be a senior member in one doctoral school and one doctoral division. The majority of university professors must be continuously ensured among the senior members of the Semmelweis University Doctoral School.
- (7) The term of office of a senior member, not including an emeritus senior member, expires in the year in which he or she turns 70. The dismissal of a senior member who resigns due to reaching the age limit will take place with effect from 30 June.



- (8) In the event of termination of the senior membership conditions, the University Doctoral Council (EDT) may award the title of senior member emeritus. The title of senior member emeritus is either requested by the senior member or initiated and granted by the University Doctoral Council (EDT) – for an indefinite or definite period. The title of senior member emeritus can be awarded to a person who has been a senior member for at least 5 years and who has a documented relationship with the institution. The emeritus senior member is not subject to the obligation of a supervisor, is not involved in the evaluation procedure of the Hungarian Accreditation Committee (MAB), and, therefore, it does not count towards the requirements for senior members. The title of senior member emeritus may be revoked by the University Doctoral Council (EDT) at its own discretion, e.g. upon termination of the relationship, or it may also be requested by the senior member emeritus.

## **5. Doctoral Divisions**

### *30§ [Doctoral Divisions of the Doctoral School of Semmelweis University]*

- (1) The Doctoral Divisions (hereinafter referred to as DT) are responsible for directing the training of PhD students, including the conduct of the admission procedure, the development of training plans, the determination of the subjects and curriculum of the Doctoral Final Examination and the Complex Examination, the conduct of the examinations, the organization of the public debate or closed session of the Doctoral Thesis, as well as the monitoring of the scientific progress of the PhD students and the evaluation of supervision according to professional criteria.
- (2) The initiative for the establishment of a new Doctoral Division is prepared by at least 5 senior members of the Council of the future Doctoral Division or a person appointed by the Rector or the President of the University Doctoral Council (EDT) and is evaluated and commented on by the University Doctoral Council. The establishment of the Doctoral Division shall be approved by the Senate. The senior members of the Doctoral Division Council may be the senior members of the Semmelweis University Doctoral School.
- (3) The work of the Doctoral Division is directed by the head of the Doctoral Division, who is assisted in his work by the Council of the Doctoral Division.
- (4) The Doctoral Division consists of one or more accredited training programs (hereinafter referred to as the program) and research themes/topics. The University Doctoral Council



(EDT) makes a proposal to the Senate on the acceptance and termination of the PhD programs. The conditions for the submission of a new PhD program are set out in these Regulations. Within the PhD program, the topics can be grouped in the form of sub-programs as needed, but the sub-program and its leader do not have independent powers in the organizational system of the Doctoral Divisions of Semmelweis University.

- (5) In the interest of uniform operation, the detailed rules of procedure and detailed rules for the Doctoral Divisions and the Councils of the Doctoral Divisions are contained in the Organizational and Operational Regulations approved by the University Doctoral Council (EDT).

*31§ [Council of the Doctoral Division]*

- (1) The Council of the Doctoral Division is the body assisting the work of the Head of Department, which also performs the tasks delegated by the University Doctoral Council (EDT).
- (2) Tasks of the Doctoral Division:
- a) may make a proposal to the University Doctoral Council (EDT) on the person of the supervisor and the range of research topics/themes that he/she may advertise;
  - b) determines the training plan of the division;
  - c) determines the syllabus and subject test items of the complex exam subjects, the courses required for admission to the exam and the courses proposed and the written curriculum recommended for preparing for the exam;
  - d) may make a proposal based on the proposal of the program leader, appointing the subjects of the complex exam and the members of the committee for the given PhD student;
  - e) – based on the proposal of the program leaders – may propose the members of the admission committee of the Doctoral Division;
  - f) – based on the proposal of the program leaders – may make recommendations to the members of the evaluation committee and the official reviewers, as well as to the chairman and members of the examination committee of the complex examination;
  - g) may participate in performance evaluation during training;
  - h) recommends that the University Doctoral Council (EDT) launch and discontinue new programs;
  - i) make a proposal to the University Doctoral Council (EDT) for a list of journals (domestic and foreign) that fit into the publication requirements
- (3) The Council of the Doctoral Division holds its meetings in person or online as needed, but at least once a year. The members of the Council may be senior members

delegated to the Doctoral Division by the University Doctoral Council (EDT), the program leaders of the Doctoral Divisions, and the supervisors elected by them. Its members are appointed and dismissed by the President of the University Doctoral Council (EDT). A senior member can only be delegated to one Doctoral Division. Another member of the Council is a representative delegated by the Doctoral Student Union. The Council of the Doctoral Division shall have a quorum if more than half of its voting members are present. Minutes of the meetings shall be drawn up. In personnel matters, it makes its decisions by secret ballot, in other matters by open voting, by a simple majority of votes. In the case of an open vote, in the event of a tie, the vote of the chairman shall be decisive. A secret ballot shall be held on any matter if *at least* 20% of the members of the Council request, by open vote.

- (4) The Doctoral Division shall appoint at least one person (the secretary of the Doctoral Division) who may be contacted for information by the lecturers/instructors and PhD students of the Doctoral Division, or by those interested in the work of the Doctoral Division. The name and contact details of these persons(s) must be indicated on the website of the PhD training.

32§ [*Head of the Doctoral Division*]

- (1) The head of the Doctoral Division, who is a senior member of the Doctoral School, is responsible for the scientific quality and educational work of the Doctoral Division.
- (2) Duties of the Head of the Doctoral Division:
  - a) appoints the admission committee and ensures that the admission results are recorded in the online admission system;
  - b) ex officio supervisor of PhD students who are admitted to organized training by the Doctoral Division (DT) for the first semester without indicating a supervisor;
  - c) determines the discipline/field of science of the PhD student/degree-awarding student, on the basis of which the conditions for obtaining the degree can be determined;
  - d) based on the proposal of the program leaders, appoints the composition of the examination committee and the defense committee of the doctoral examination and the complex examination and sends it to the Board of Quality Assurance (VMB);
  - e) invites the examination board of the complex examination and organizes the examination;
  - f) annually prepares a final report on the Doctoral Division's results for the previous year for the first EDT spring meeting.

- (3) If the head of the Doctoral Division has a higher managerial assignment, he or she may appoint a deputy head of division for this period, who acts in the powers delegated by him or her and replaces the head with voting rights in his or her absence at the meeting of the University Doctoral Council (EDT).

*33§ [Election of the Head of the Doctoral Division]*

- (1) The head of the Doctoral Division is elected by the University Doctoral Council (EDT) from among the senior members of the Doctoral Division, acting by a majority of the Doctoral Division Council, and is appointed by the Rector for a maximum period of five years after the approval of the Senate. The appointment may be extended several times.
- (2) The Council of the Doctoral Division shall propose the person of the head of the Doctoral Division in the framework of a Council meeting. Before the Council meeting, the head appoints a three-member nomination committee, the members of which take stock of potential candidates.
- (3) The chairman of the vote shall be appointed by the leader from among the members of the Council of the Doctoral Division who are not on the list of candidates. The Council of the Doctoral Division selects the proposed person from among the candidates by secret ballot. The candidates may be asked questions by the members of the Council. The candidate who wins more than half of the votes of the members present entitled to vote will be nominated.
- (4) The University Doctoral Council (EDT) decides on the proposal made by the Council of the Doctoral Division and submits it to the Rector of the University and the Senate. If the election of the head or senior member of the new Doctoral Division is not due to the age limit, but for other reasons, the steps of the scenario must be carried out as soon as possible. If the outgoing leader is unable to perform the duties detailed above, the President of the University Doctoral Council (EDT) will appoint a member of the Doctoral Division Council to carry out the nomination and election.
- (5) The mandate of the head of the Doctoral Division expires in the year in which he or she turns 70. The procedure is the same if the leadership position is terminated for any other reason.
- (6) The dismissal of a leader who resigns due to reaching the age limit will take place with effect from 30 June. The appointment of the new head will take place on 1 July. In this

respect, the rules of procedure corresponding to the change of head of department shall prevail.

*34. § [PhD Program]*

- (1) A PhD program in scientific training (hereinafter referred to as the program) is an organizational form established in a branch of the discipline/field of research of the PhD program, which is suitable for preparing the PhD student for obtaining a PhD degree.
- (2) In the Doctoral Division, the establishment/launch of a new program and the termination of a previously organized program are possible based on the decision of the University Doctoral Council (EDT).
- (3) The condition for the organization of a new program is that the program designates at least 6 supervisors, 6 or more scientific research topics, and prepares PhD students with at least 1 course in the specialized knowledge of their field.
- (4) The University Doctoral Council (EDT) decides on the termination of programs, and the Board of Quality Assurance (VMB) and the Council of the Doctoral Division may participate in the opinion. The program manager may initiate the termination of the program. The termination of the program shall be initiated by the Council of the Doctoral Division if:
  - a) its supervisors do not carry out the scientific activities prescribed in the supervisor requirements, or
  - b) no PhD student has been admitted within 3 years, or
  - c) no successful course has been organized within 3 years, or
  - d) they did not have a successful PhD student within 3 years - in the case of a new program, the latter condition can only be assessed after the 9th year.
- (5) The supervisors of the PhD program to be terminated may initiate their joining of another program.

*35§ [Establishment of a PhD program]*

- (1) The request for the launch of a new PhD program may be submitted by the head of the Doctoral Division to the President of the University Doctoral Council (EDT), who will ask the Council of the Doctoral Division concerned, the Board of Quality Assurance and Control (VMB) or the expert(s) to be elected from among the members of the

University Doctoral Program (EDT) for an opinion. In light of the received opinion(s), the University Doctoral Council (EDT) will decide on the launch of the PhD program.

- (2) The condition for the establishment of a new PhD program is the acceptance declaration issued by the head of the doctoral division. If the head of the doctoral division proposes the establishment of a new PhD program to the University Doctoral Council (EDT), he or she undertakes in writing the responsibility to regularly allocate a Hungarian state-funded PhD student place to the new PhD program from the Hungarian state-funded PhD student framework of the doctoral division during the start-up of the new PhD program, depending on the applications.
- (3) To start a new PhD program, the name of the host Doctoral Division, the acceptance statement, the name of the planned PhD program, the professional outline of the program (1-2 pages), the planned course(s), the name of the supervisors of the program, the titles of the proposed PhD research topics and the description of the topics must be provided. For supervisors not yet accredited at the University, the forms necessary for the accreditation of the supervisor must be filled in, and the professional CV and publication list must be submitted. In addition to admission to the program, the individual research topics may only be announced after the research topic accreditation specified in these Regulations.
- (4) There can be as many programs in a Doctoral Division as the PhD training needs and the number of PhD students justified. Each special research area does not need to have an independent PhD program.
- (5) A new PhD training program can be organized if the number of PhD students in the existing programs is so large that the head of the Doctoral Division is no longer able to manage their affairs without organizational change and the involvement of a new program leader. The new PhD program should be created by grouping the old and new research topics to meet the substantial scientific training needs.
- (6) When organizing a new PhD program, the supervision of a similar research theme in another program must be terminated, and the duplication of tasks must be prevented. The supervisors of the new PhD program may only be included in other PhD programs if their subjects accredited in each program differ significantly from each other.
- (7) A supervisor who has been transferred to another department during the establishment of a new PhD program or reorganization may complete the preparation of PhD students working under his or her supervision in his or her original doctoral division. Any other

agreement may be concluded by the heads of the doctoral divisions concerned with the agreement of the president of the University Doctoral Council (EDT) – paying careful attention to the balance of the PhD student chapter quotas of the doctoral division.

- (8) The resumption of the discontinued program is possible based on a new procedure.
- (9) Translational Medicine Training Program (TMKP): The aim of the TMKP is to prepare PhD students to apply the methodology necessary for the design and implementation of clinical trials at a skill level by carrying out research projects based on the analysis of data extracted during clinical trials and drawing scientific conclusions from them, thereby increasing the competitiveness of patient care institutions ensuring an appropriate career model.
- (10) The Translational Medicine Training Program (TMKP) is integrated into the system of doctoral divisions in a matrix system. The supervisors of the PhD students are provided partly by the PhD program "Translational and Clinical Pharmacology" of the Doctoral Division of Pharmaceutical Sciences and Health Technologies, and partly by other doctoral divisions.
- (11) PhD training is carried out in the Translational Medicine Training Program (TMKP) in the form of both self-financed and state-funded training, which is organized and implemented by the Center for Translational Medicine (TMK). The training program of PhD students participating in the Translational Medicine Training Program (TMKP) is determined by the Center for Translational Medicine (TMK), but PhD students participating in the Translational Medicine Training Program (TMKP) may also complete other courses announced by the doctoral divisions.
- (12) The state-funded PhD student places provided specifically for Translational Medicine Training Program (TMKP) increase the number of scholarships above the number of state scholarships available to them in the doctoral divisions that provide supervisors.
- (13) The entrance exam of state-funded and self-financed PhD students who have applied to the Translational Medicine Training Program (TMKP) is organized and conducted by the Center for Translational Medicine (TMK), to which the head of the doctoral division providing the supervisor of the PhD student or a representative appointed by him/her, who has the right to comment on the admission proposal, as well as the representative of the Doctoral Student Union, are invited.

- (14) PhD students admitted to the Translational Medicine Training Program (TMKP) enter into a cooperation agreement with the supervisor and the head of the organizational unit employing the supervisor, which is countersigned by the head of the doctoral division providing the supervisor. The contract provides for the part of the PhD research budget that is due to the Center for Translational Medicine (TMK).
- (15) The monitoring of the scientific progress of PhD students and the evaluation of supervision according to professional criteria is carried out by the Center for Translational Medicine (TMK). The curriculum of the complex exam of the PhD students participating in the Translational Medicine Training Program (TMKP) is determined by the Center for Translational Medicine (TMK), the subjects of the complex exam and the members of the examination committee are proposed by the head of the Center for Translational Medicine (TMK) and submitted to the Board of Quality Assurance and Control (VMB) through the Doctoral Office, with the information of the head of the doctoral division with the right to give an opinion.
- (16) PhD students participating in the Translational Medicine Training Program (TMKP) are awarded PhD degrees in accordance with the general rules laid down in the Doctoral Regulations. The head of the Center for Translational Medicine (TMK) shall make a proposal for the official reviewers of the public PhD defense and the members of the evaluation committee and submit them to both the Board of Quality Assurance and Control (VMB) and President of the University Doctoral Council (EDT) through the Doctoral Office, with the information provided by the head of the doctoral division with the right to give opinions. The workplace and public debate will be organized by the Center for Translational Medicine (TMK) in cooperation with the Doctoral Office.

*36§ [PhD Program Head]*

- (1) The PhD program head can be a senior member of the Doctoral School. His/her tasks:
- a) is responsible for the professional quality of the program, ensures professional relations between the research topics within the program and between PhD programs within the Doctoral Division;
  - b) makes proposals to the Doctoral Division for the accreditation of new research topics, continuously monitors the activities of supervisors and the progress of PhD students belonging to the program, and initiates the termination of research topics if necessary;
  - c) to propose to the Doctoral Division the organization of courses within the program and to participate in other courses of the PhD program;



- d) makes proposals to the Doctoral Division on the subjects of the complex exam to be chosen by PhD students in its PhD program, determines their exact curriculum, exam items, the literature recommended for preparation and the range of courses recommended for the acquisition of the subject;
  - e) make proposals to the Council of the Doctoral Division for the members of the committee members of the final examination and the complex examination, and the members of the committee evaluating the PhD thesis;
  - f) initiates and organizes the workplace discussion of the PhD student's PhD thesis.
- (2) The Program Head shall be elected by the University Doctoral Council (EDT).

*37§ [Supervisor]*

- (1) The supervisor is a lecturer or researcher with a scientific degree entrusted with the management of the scientific work and training of the PhD student, who is engaged in active research activities, and who assumes responsibility for ensuring the professional advancement of the PhD student.
- (2) A supervisor or co-supervisor can also be a foreign citizen if he or she meets the other requirements for supervisors.
- (3) In the field of medical and health sciences, the supervisor must be an author of at least one publication with impact factor of the PhD student's first published paper, which forms the basis of his/her dissertation. However, those specialists who do not meet the previous condition but play a significant role in the training and degree acquisition of the PhD student can be listed as consultants in the PhD thesis.
- (4) Rights and duties of the supervisor:
  - a) announcing a research topic and approving the scientific work plan of the PhD student;
  - b) the professional supervision of the PhD student, the certification of the completion of the research work and the qualification of his/her progress in the Neptun system at the end of the semesters;
  - c) approving the PhD student's training work plan, supervising its implementation, selecting the compulsory course(s) to be determined by the Doctoral Division (DT) with a total value of 8 study credits
  - d) preparing the PhD student for scientific communication and for communicating research results in presentations and publications;
  - e) decides together with the PhD student on the use of the research budget for the PhD student, which is made available to the PhD student's research venue by the Doctoral Office. The commitment and other rules related to the use of the research budget shall be set out in III.3.-4. Annex to the Regulations.



- f) making proposals for partial training in Hungary or abroad;
- g) assisting the PhD student in the preparation of the PhD thesis and in preparing for the defense in the phase of obtaining the PhD degree;
- h) in the case of the use of the joint scientific work of several PhD students, the verification of the participation rates of the PhD students;
- i) Proof that the scientific results published in the PhD thesis and theses are based on the PhD candidate's own work.

(5)

Supervisors are appointed on the recommendation of the PhD program head based on the opinion of both the Board of Quality Assurance and Control (VMB) and the Doctoral Division Leader and are accredited by the University Doctoral Council (EDT). In the case of a new supervisor who has not yet been accredited to any of the Doctoral Divisions, the minimum conditions for acceptance include the scientific degree (at least PhD) of the supervisor, his/her professional CV, the submission of a list of publications or the identification of the MTMT and a brief description of the research topic. If a previously accredited supervisor wants to announce a new topic, he or she only has the obligation to notify the Doctoral Divisions, which he or she has the opportunity to do twice a year (deadline: 30 March and 30 November), and he or she does not have to start a new accreditation procedure. For the new research topic title, the supervisor must also submit a short research topic description summarized in a few sentences. The supervisor of the PhD candidate with individual preparation (untrained) must also meet the requirements set for PhD supervisors. The supervisor of a PhD candidate with individual preparation (untrained) may be a professional who is an author in at least one of the first-authored articles used for the PhD candidate's thesis.

- (6) A PhD student may have two supervisors at the same time, if it is approved by the President of the University Doctoral Council (EDT) on the proposal of the Head of the Doctoral Division. The name of the supervisor or supervisors must be clearly indicated on the title page of the PhD thesis.
- (7) The cooperation between the University, the supervisor and the PhD student is determined by a work plan and a written agreement, which is approved by the head of the Doctoral Division and the supervisor's workplace director. The conclusion of the agreement is a condition of enrolment.
- (8) In addition to the supervisor, the professional progress of the PhD student may be continuously supported by other professional(s) as well. A consultant is a lecturer who, in addition to the supervisor, participates in assisting the PhD student's studies for at

least half of the entire training time. The name of the consultant must also be indicated on the official documents of the defense and the dissertation.

- (9) The University Doctoral Council (EDT) decides on the announcement or termination of research topics or the change of research topics on the proposal of the Council of the Doctoral Division, after listening to the opinion of the Board of Quality Assurance and Control (VMB). In the case of a research topic that does not have an active PhD student for four years, the University Doctoral Council (EDT) will request a statement from the supervisor, and if the supervisor does not make a statement about the continuation of the research topic, the topic will be automatically terminated.
- (10) In the case of supervisors, continuous efforts should be made to transfer them to one of the PhD programs (Doctoral Divisions). Supervisor participation in several PhD programs may only be allowed in the case of actual and significant differences in scientific discipline. In this case, the consent of the PhD program leaders and heads of doctoral divisions and a short description of the research topic are also required.

## **6. Disciplinary proceedings**

### *38§ [Disciplinary proceedings]*

The Disciplinary and Ethics Committee proceeds in accordance with the provisions of the Code of Ethics of Semmelweis University and the SZMSZ. III.5. in the ethical and disciplinary matters of PhD students and candidates.

## **7. The Doctoral Student Union**

### *39§ [Doctoral Student Union]*

- (1) The Doctoral Student Union Council of Semmelweis University (hereinafter: DÖK) is the representative organization of PhD students, which represents all PhD students and predoctoral students who have a PhD student status with the University, regardless of the form of education and financing of their studies. To achieve its goals, it establishes the bodies of the Doctoral Student Union through a democratic election from among its members.
- (2) The university provides the conditions for the operation of the Doctoral Student Union and the performance of its tasks, and the Rector of the university exercises legal

supervision over the Doctoral Student Union. The Doctoral Student Union performs its tasks in cooperation with other bodies of the university.

- (3) The DÖK has internal autonomy. The organizational structure, operating order, scope of tasks and levels of performance of the tasks of the DÖK are contained in the Statutes of the Student Union, which the DÖK itself creates within its own framework – based on these Rules and the legislation in force – and presents it to the University Doctoral Council (EDT). The Statutes of the Student Union will become valid with the approval of the Senate. The approval of the statutes may only be refused if they violate the law or are contrary to the organizational and operational rules of the higher education institution. The Articles of the DÖK Association and their amendment shall be deemed to have been approved if the Senate has not made a statement within the specified deadline (the first Senate meeting after the expiry of the thirtieth day after the submission).
- (4) The Doctoral Student Union shall exercise the right of consent pursuant to 63 (1) of the Act on National Higher Education (Nftv) when amending the provisions of Chapters 1, 2 and 8 of these regulations.
- (5) The material and financial conditions necessary for the operation of the Doctoral Student Union and the performance of its tasks falling within its competence are provided by the university, the proper use of which is supervised by the President of the University Doctoral Council (EDT).
- (6) The national representation of PhD students is provided by the National Association of PhD Students (DOSZ).
- (7) The Doctoral Student Union shall exercise the right of consent in the development of the model contracts to be concluded with or with the participation of the PhD student in accordance with these regulations.

## **8. Special provisions for PhD students who commenced their PhD studies before 1 September 2016**

### *40. § [PhD training]*

- (1) In the case of students who started their PhD studies before 1 September 2016, the provisions of Article 4 of these regulations shall be applied, taking into account the following:
  - a) The duration of the PhD training is 6 semesters (36 months).

- b) At least 180 credits must be obtained in the PhD program.

*41.§ [PhD Final Examination]*

- (1) In the case of students who commenced their PhD studies before 1 September 2016, the rules specified in paragraphs (2) to (13) shall be applied, contrary to section 5. § of these regulations.
- (2) The final PhD examination is a public oral exam, which is a summarizing, overview form of assessment of the knowledge acquired by the PhD student in the broader field of research (main subject) on the one hand, and in the field related to the research topic (minor subject) on the other.
- (3) The basis of preparation for the main subject of the final exam is primarily textbooks and manuals. The main subjects and the most important sources of preparation are accepted by the Council of the Doctoral Division on the recommendation of the PhD programs and sent to the Doctoral Office with the agreement of the Board of Quality Assurance and Control (VMB).
- (4) The minor subjects are related to the research subfield/topic, so the PhD candidate can best acquire his or her knowledge in this research field from current national and international summary publications. Minor subjects must therefore only be approved in connection with a given PhD candidate, not in general. Examination questions may be issued in connection with major and minor subjects.
- (5) The Examination Committee consists of at least 3 professionals who have an academic degree. Its chairman may be a university professor, professor emeritus/emera or habilitated associate professor, college professor who is in an employment relationship, health service or other employment relationship with Semmelweis University. The ratio of external (not in employment, health service or other occupational legal relationship with the University) and internal members of the committee should be at least 1/3-1/3. If possible, the committee should be appointed in such a way that there are at least two members (together with the chairman and alternate members) in each group.
- (6) The composition of the Examination Committee is proposed to the University Doctoral Council (EDT) by the Council of the Doctoral Division. If the Council of the Doctoral Division decides on the composition of the committee with the authority delegated by the University Doctoral Council (EDT), the Board of Quality Assurance and Control

(VMB) shall give its opinion, and the President of the University Doctoral Council (EDT) shall approve its proposal.

- (7) For reasons of conflict of interest, the chairman or member of the committee may not be a close relative or supervisor of the PhD candidate, the direct supervisor of the candidate or the supervisor, a colleague, a co-author of the candidate, or someone who cannot be expected to make an objective assessment. Whenever possible, the use of a committee member who is an instructor of the PhD training program concerned should be avoided.
- (8) In the case of students who have completed the training with an *absolutorium* (certificate of completion), the final PhD exam must be taken no later than two years after the application for obtaining a degree, and in the case of those obtaining a degree without a PhD training, no later than one year after the application for obtaining the degree, but in any case before the defense of the PhD thesis.
- (9) The participants of the final PhD examination, the questions and the results shall be recorded in minutes, which shall be forwarded to the Doctoral Office by the chairman of the committee.
- (10) The PhD student must become familiar with the subjects of the (matriculation) final PhD examination at the same time as the research specialization is assigned to the field of study, at the latest when registering for the fourth semester. The subjects of the final examination and the knowledge related to the preparation shall be communicated to the PhD candidates in writing by the head of the Doctoral Division until or at the indicated dates, taking into account the proposal of the supervisor and/or the program leader.
- (11) The head of the competent Doctoral Division is responsible for the organization and implementation of the final PhD examination. The date and place of the final exam must be communicated to the PhD candidate and the Doctoral Office at least 30 days in advance.
- (12) The PhD final exam is graded on a five-point scale (1-5). The grade obtained at the final exam is the simple arithmetic average of the marks given by the members of the Committee. The PhD final exam is successful if it is not assessed as unsatisfactory by any member of the Commission. The results of the PhD final exam must be announced immediately after the PhD final exam. The limitation period for the PhD final exam is 5 years.

- (13) An unsuccessful final exam can be repeated twice within six months. If the PhD candidate requests, the members of the examination committee may be changed. In case of failure three times within six months, the degree acquisition procedure will be closed. An unsuccessful examination does not extend the degree acquisition procedure.

*42§ [Degree Acquisition Procedure]*

- (1) In the case of students who started their PhD training before 1 September 2016, they shall be applied in accordance with the rules set out in sections 42§ and 44§ of these Regulations.
- (2) PhD degrees can be obtained at the University by participating in organized training, individual preparation and without training. Applications for the degree acquisition procedure are approved by the University Doctoral Council (EDT). In this case, a PhD candidate's legal relationship is established, which is established by accepting the application for the PhD degree acquisition procedure.

*43§ [Application for the PhD degree acquisition procedure]*

- (1) Obtaining a PhD degree is an act separate from PhD training. To obtain a PhD degree, you must apply separately with the simultaneous payment of the processing fee. Students on Hungarian state scholarships who meet the conditions within the study period of the scholarship are exempt from paying the processing fee. PhD students participating in organized PhD training receive an *absolutorium* (certificate of completion) and can apply for the PhD degree acquisition procedure after fulfilling the PhD training conditions (obtaining study credits, performing scientific work and obtaining the required research credits).
- (2) Applicants for the PhD degree acquisition procedure shall make a written declaration of compliance with the following conditions when submitting the PhD thesis and applying for the PhD degree acquisition procedure (on a document specified in the Register of Forms):
- a) is not in progress for obtaining a PhD degree in the same scientific discipline,
  - b) his/her application for the degree procedure was not rejected within two years, or his/her PhD public defense was not unsuccessful within two years,
  - c) he/she is not subject to a procedure for the revocation of his/her PhD degree, or a previously awarded PhD degree has not been revoked within 5 years,
  - d) The PhD thesis is the PhD candidate's independent work, and the literature references are clear and complete.

- (3) The procedural request for obtaining the PhD degree must be submitted in writing (on a document specified in the Register of Forms) with the recommendation of the Council of the Doctoral Division. The condition for accepting an application for obtaining a degree is the acquisition of an *absolutorium* (certificate of completion) and the certification of the required language skills. After the payment of the degree acquisition procedural fee, the applicant becomes a PhD candidate by accepting the application.
- (4) The application for the PhD degree acquisition procedure must be submitted within 1 year of the completion of the PhD training program. No deferral may be granted from this.
- (5) In the case of PhD students with Hungarian state scholarships, the PhD candidate status may exceptionally be established within the period of training, provided that the PhD student has fulfilled all the training conditions and the University Doctoral Council (EDT) has allowed the initiation of the PhD degree acquisition procedure. In this case (so-called "dual legal relationship"), the degree acquisition procedure fee does not have to be paid.
- (6) Similarly to graduate training, in PhD training, the semester is considered to be the unit of training time within which the requirements (study and research credits) are to be fulfilled. The fulfilment of study and research obligations is credited twice a year, at the end of the two semesters. Therefore, during the semester, student performance is not evaluated, and no PhD candidate status is established. Those who wish to complete the next semester not only as a PhD student, but plan to complete it as a PhD candidate, are obliged to notify their intention in the first two weeks of the enrollment (registration) period (until 15 September or 15 February). The PhD candidate status can be established after the application for obtaining a PhD degree has been approved by the University Doctoral Council (EDT).
- (7) During the "dual" legal relationship, the PhD student does not have a study obligation, but enjoys the benefits of student rights (scholarship, student card, dormitory accommodation, etc.). The condition for maintaining the PhD student status is registration. This means that the scholarship can only be disbursed to those who meet this administrative obligation.
- (8) The waiver of the PhD degree fee may be requested and granted if the dual legal relationship persists until the end of the 36-month scholarship period, or at least for another semester after the start of the PhD degree acquisition procedure. As the training cycle is not shorter than 24 months, this means that a dual legal relationship established



in the fourth semester must exist at least until the end of the 30th month of the scholarship (the end of the 5th semester), and a dual legal relationship established in the fifth semester must exist until the end of the 36th month of the scholarship.

- (9) The legal relationship of a PhD candidate is established by applying for and accepting the PhD degree acquisition procedure. In the case of PhD students, the PhD thesis must be submitted at the same time as the application for the initiation of the PhD degree procedure, but no later than two years after the decision declaring the initiation of the procedure.
- (10) The University Doctoral Council (EDT) may reject the request for a PhD degree acquisition procedure and request the applicant to rectify the deficiencies by setting a deadline of up to 6 months. An application may be filed against a rejection decision made due to failure to comply with the deadline set for the correction of deficiencies within 15 days. The higher education institution may not reject the application of a person who has successfully completed the PhD program at the given higher education institution.
- (11) Within 15 days of submitting the application for the PhD degree acquisition procedure, the candidate may request the University Doctoral Council (EDT) to terminate the procedure, which will not entail the consequences of the unsuccessful procedure, and may request a refund of the procedural fee, but only if the University Doctoral Council (EDT) has not made a decision on the application in the meantime.
- (12) In the event of an unsuccessful PhD degree award procedure – two rejections or an unsuccessful defense – a new procedure may be initiated after two years at the earliest, and on the same PhD research topic no more than once.
- (13) The University Doctoral Council (EDT) decides on the recognition of exams passed in university-specific postgraduate training on the proposal of the Doctoral Division and the Education and Credit Awarding Committee (OKB).
- (14) Minutes must be kept of each stage of the procedure for obtaining a PhD degree.
- (15) The maximum duration of the degree acquisition phase – from the acceptance of the application for obtaining the PhD degree to the submission of the PhD thesis for evaluation – is 2 years in the case of PhD candidates with an *absolutorium* (certificate of completion).

(16) It is not possible to suspend the PhD candidate status.

*44§ [Conditions and qualifications for obtaining a PhD degree]*

- (1) In the case of PhD students who started their PhD studies before 1 September 2016, a further condition for obtaining a PhD degree is the successful completion of the PhD final examination.
- (2) The qualification of the PhD degree shall be determined from the simple arithmetic mean of the average of the grades obtained at the PhD final examination and the average of the grades obtained at the public defense of the PhD thesis.
- (3) Qualification of the degree:  
    "Rite" (2,51-3,50)  
    "cum laude" (3,51-4,50)  
    "summa laude" (4,51- ).

## **9. Transitional provisions**

*45§ [Transitional provisions]*

- (1) The provisions of the Doctoral Regulations, adopted by the Senate with Resolution No. 48/2023. (V.25.), effective from June 3, 2023, regarding PhD study obligations and degree-granting conditions, shall be applied for the first time in the autumn semester of the 2023/24 academic year. The regulations shall also be applied to ongoing PhD trainings.
- (2) In the contracts concluded by the University with PhD students in the framework of PhD training prior to the entry into force of these regulations, and any of the doctoral schools operating by Semmelweis University prior to the entry into force of these regulations as parties, the rights and obligations arising from the contract shall remain unchanged, with the proviso that the name of any doctoral school shall henceforth be understood as the Doctoral School of Semmelweis University.
- (3) The Formal requirements for the PhD thesis specified in Annex III.3.-1a. of the regulations referred to in paragraph (1) are mandatory for PhD students who have not yet registered for the complex examination by 3 June 2022. If a PhD student who has already registered for the complex examination by 3 June 2022 makes a declaration, or if it is more favorable for the PhD student, the PhD student may also submit his or her PhD thesis based on Annex III.3.-1a. of the regulations referred to in paragraph (1).

- (4) The University Doctoral Council (EDT) proposes to the Senate to establish the special rules necessary for the Doctoral School by the deadline specified in the Senate's decision, taking into account the provisions of Article 1 (2), with special regard to the
- a) provisions on plagiarism, plagiarism checking, the use of artificial intelligence systems and tools in education, and the acceptable and responsible use of them;
  - b) to educate knowledge about artificial intelligence systems and applications;
  - c) careful planning of the use of artificial intelligence systems and tools, considering the PhD training and degree requirements, the formal requirements applicable to the writings to be submitted in the PhD training, and certain special requirements for the submission of the written work/opus;
  - d) how AI systems and tools are used according to subject requirements, appointing those responsible for supervision;
  - e) concerning the subject requirements, which written work subject to copyright, other than the PhD thesis, must be checked by the university text matching software;
  - f) the conditions under which more than one separate PhD degree acquisition obligation may be permitted on the basis of a single publication or research material;
  - g) the special requirements for self-revision by PhD students in relation to written works;
  - h) that the PhD student is obliged to indicate in the submitted work whether he/she used an artificial intelligence system during the preparation of the work and in what form;
  - i) It reviews the subject requirements, subject matter programs and methods used in the PhD training, as well as the conditions for obtaining a PhD degree.
- (5) Simultaneously with the adoption of these regulations, the text “one” shall be replaced by “two” in Section 43 (5) of the Employment Requirements System, Part II/1 of the Organizational and Operational Rules (SZMSZ).