

**ORGANIZATIONAL AND OPERATIONAL RULES**

**OF**

**SEMMELWEIS UNIVERSITY**

**CHAPTER III**

**EDUCATIONAL REQUIREMENTS FOR PHD STUDENTS**

**BOOK III. 3.**

**SYSTEM OF REQUIREMENTS FOR PhD STUDENTS**

**PART III.3.**

**FORM REPOSITORY**

**BUDAPEST**

**2021.**

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**III.3. – Appendix 1a**

Semmelweis University

*Institutional ID code: FI 62576*

**The Formal Requirements of the PhD Thesis For Students Starting Their PhD Studies after 1 September 2020**

The PhD thesis must be written in English (regardless of the language of the candidate’s publications).

Otherwise, the PhD thesis must be written in Hungarian or English if the degree is to be obtained in the field of health sciences or sociological sciences.The length of the thesis - including figures, tables and graphs - can be a maximum of 50 pages long, while in the field of social sciences a maximum of 100 pages are allowed. The bibliography and acknowledgments are not included into these limits.

***Requirements related to the structure of the PhD Thesis***

The preparation of a shorter PhD thesis is justified and accepted only if no new data are presented beyond those already published in the candidate’s publications. The shorter PhD thesis means that its length remains within the range of 25-50 pages without a title page, table of contents, list of abbreviations, acknowledgments and attached publications.

The structure of the PhD thesis is: Cover page – Table of Contents – List of Abbreviations – 1. Introduction ( with the scientific background and the relevant literature) – 2. Objectives – 3. Results – 4. Discussion – 5. Conclusions – 6. Summary – 7. References – 8-9. Bibliography of the candidate’s publications (the publications related to the PhD thesis and the ones which are not should be listed separately) – 10. Acknowledgements. The table of contents should also follow this structure.Each main chapter must be started on a new page. An essential and indispensable part of the PhD thesis is the signed declaration of originality and copyright (downloadable from the Homepage).

When staying within the range of 25-50 pages, a longer thesis is justified if further results are presented in addition to those published in the candidate’s publications. In this case, the thesis is supplemented with the *Methods* chapter (3. Methods) while the number of the other chapters increases by one.

**Formal Requirements of the PhD Thesis**

All pages except the cover page should be numbered (page number at the bottom centre of the page). *Printing:* preferably with a laser printer on high-quality paper, single-sided.

The candidate’s publications are not included in the limit of prescribed page numbers. Therefore, a good quality of their photocopy must be attached to the thesis.

**Cover page**

see sample on the Homepage of the PhD training (for those starting PhD training before September 1, 2016)

see sample on the Homepage of the PhD training for those starting PhD training after September 1, 2016)

*Bibliography and references*

References to other authors’ workare acceptable in two ways:

a./ numbered reference within the text should be organised in chronological order, and reference with Arabic numbers in the text (for example 1-5 or 6,12) must refer to the bibliography, or

b./ reference with the author’s name (e.g. Smith et al. 1999 or Smith and Brown 2005) within the text – in this case the references in the bibliography should be listed in alphabetical order together with the year of publication.

All the published articles which are quoted in the PhD thesis must be listed in the bibliography and in the Datasheet of the Library, while all the articles listed in the bibliography should be referred to in the text of the PhD thesis. All the authors of each article must be listed in the bibliography. The academic journals should be indicated according to the abbreviations of the PubMed or that of the Social Citation Index. The abbreviations of the Hungarian academic journals should be given according to the customs of the editing board of each academic journal. The publication year, the volume and page number (the first and last page) of each quoted publication must be given.

When referring to a chapter in a book apart from the author of the chapter the title of the book, the editor or editors, the publisher, the year of publication, the place of publication (the name of the city) and year and the starting and finishing page of the quoted chapter should be given. When quoting from a book the author(s), the title, the publisher’s name, the place of publication (the name of the city), the year of publication and the number of the quoted page is necessary.

There are some sample reference formats which should be followed:

Jaiswal SP, Jain AK, Naik G Soni N, Chitnis DS. (2001) Viral hepatitis during pregnancy. Int J Gynaecol Obstet, 72: 103-108.

Marby T, Markham KR, Thomas MB. The systematic identification of flavonoids. Springer-Verlag, New-York, 1970: 62-68.

Rácz K. Adrenocorticotropin. Cushing-kór, Nelson-syndrome. In: Leövey A (editor.), The handbook of clinical endocrinology and metabolic disorders. Medicina Publisher Ltd, Budapest, 2001: 178-186.

*Graphs and tables*

The graphs and tables should have a heading and should be followed by an explanation which is comprehensible as an individual unit. These should be positioned above and under the graph or table respectively. The graphs and tables should be separately but continuously numbered and referred to from the text of the thesis. (e.g. Graph 1, Table 1). If the graph/table was adapted/imported from an academic journal or book, the referencing rules described above should be applied when referring to its sources.

*Outline Thesis Booklet of the PhD thesis*

1. The cover of the Outline Booklet should be constructed by the provided cover sample. (See a sample on the Homepage of the PhD training..)
2. The length of the Outline Booklet should be 8-16 pages, A/5 format.

3. The thesis booklet must be prepared in English if the defence is in English or in Hungarian if the defence is in Hungarian.

4. The structure of the Thesis Booklet: 1. Introduction - 2. Objectives - 3. Methods - 4. Results - 5. Conclusions - 6. Bibliography of the candidate's publications (publications related to the PhD thesis should be listed separately from other publications).

5. The bibliography of the Thesis Booklet contains only the publications of the candidate.

The PhD Thesis must be submitted in electronic form by sending an e-mail to titkarsag@phd.semmelweis-univ.hu.

**Items to be submitted with the PhD thesis :**

• the PhD thesis in a Pdf and Word format under 10 MB

• publications providing the basis of the PhD thesis

* Proof of payment of the procedural fee
* A Library Data Sheet certified by the Central Library of the University
* The written record (minutes) of the workplace discussion
* Proof of language exams (if the language exam requirement has not been met at the time of application)
* The form designating the members of the defence committee released by the Departmental Doctoral School (DI) Council (signed by the head of the DI)
* Certificate of employment dated within 30 days
* Statement on the compliance of the PhD thesis with the formal requirements
* Outline Thesis Booklet in Hungarian and English
* • a statement of authenticity and copyright
* • a statement of the own results within the scientific publication data related to the PhD Thesis
* • a statement of performed alterations based on the suggestions included within the written minutes of the the workplace discussion

•

**After the preliminary review 1 case bound copy must be submitted to the Doctoral Office.**

**III.3. – Appendix 1b.**

Semmelweis University

*Institutional ID code: FI 62576*

**Formal requirements of the PhD thesis for students starting their PhD training before 1 September 2020**

The formal requirements for PhD thesis of students starting their studies before 1 September 2020 are subject to the rules set out in this appendix, but they are free to apply the rules valid for PhD students starting their studies after 1 September 2020.

The language of the PhD thesis can be Hungarian or English irrespective of the language of the candidate’s publications.

***The Prescribed Structure of a PhD Thesis***

The structure of the PhD thesis is: Cover page – Table of Contents (with numbered chapters) – The list of Abbreviations- Introduction (with the background of the technical literature) – Objectives – Methods –Results –Discussion – Conclusions – Summary- Bibliography – Bibliography of the candidate’s publications (the publications related to the PhD thesis and the ones which are not should be listed separately without the abstracts of lectures and poster presentations) – Acknowledgements. The *Table of contents* must mirror the structure described above and each main chapter must be started on a new page.

***Formal Requirements of the PhD Thesis***

*The length* of the PhD thesis is 70-150 pages (including the bibliography and the acknowledgements), A4 pages, 1.5 spacing between the lines; Font/Character type: Times New Roman, Font size 12, adjusted lines. *Margins*: 3 cm in either side. Each page must be numbered except the cover sheet. *Page numbers* must be on the bottom centre of the page. *Print:*dissertations should be printed on quality paper, preferably with a laser printer on only one side of an A/4 paper.

*Publications*must not be included into the limit of prescribed page numbers. However, their original off-print or photocopy in an excellent quality should be attached to the PhD thesis.

*Cover -* The cover should include:

The title and author of the PhD thesis, supervisor’s name, the place where it was written, year –Semmelweis University, the name of the Departmental Doctoral School (DI), the specialists’ name of the PhD theoretical exam board and the name of the official reviewers/opponents of the PhD thesis (See a sample on the Homepage.)

*Summary –* A one page summary is an essential part of the PhD thesis in both English and Hungarian.

*Bibliography and references*

References to other authors’ workare acceptable in two ways:

a./ numbered reference within the text should be organised in chronological order, and reference with Arabic numbers in the text (for example 1-5 or 6,12) must refer to the bibliography, or

b./ reference with the author’s name (e.g. Smith et al. 1999 or Smith and Brown 2005) within the text – in this case the references in the bibliography should be listed in alphabetical order together with the year of publication.

All the published articles which are quoted in the PhD thesis must be listed in the bibliography and in the Datasheet of the Library, while all the articles listed in the bibliography should be referred to in the text of the PhD thesis. All the authors of each article must be listed in the bibliography. The academic journals should be indicated according to the abbreviations of the PubMed or that of the Social Citation Index. The abbreviations of the Hungarian academic journals should be given according to the customs of the editing board of each academic journal. The publication year, the volume and size (the first and last page) of each quoted journal must be given.

When referring to a chapter in a book apart from the author of the chapter the title of the book, the editor or editors, the publisher, the year of publication, the place of publication (the name of the city) and year and the starting and finishing page of the quoted chapter should be given. When quoting from a book the author(s), the title, the publisher’s name, the place of publication (the name of the city), the year of publication and the number of the quoted page is necessary.

There are some sample reference formats which should be followed:

Jaiswal SP, Jain AK, Naik G Soni N, Chitnis DS. (2001) Viral hepatitis during pregnancy. Int J Gynaecol Obstet, 72: 103-108.

Marby T, Markham KR, Thomas MB. The systematic identification of flavonoids. Springer-Verlag, New-York, 1970: 62-68.

Rácz K. Adrenocorticotropin. Cushing-kór, Nelson-syndrome. In: Leövey A (editor.), The handbook of clinical endocrinology and metabolic disorders. Medicina Publisher Ltd, Budapest, 2001: 178-186.

*Graphs and tables*

The graphs and tables should have a heading and should be followed by an explanation which is comprehensible as an individual unit. These should be positioned above and under the graph or table respectively. The graphs and tables should be separately but continuously numbered and referred to from the text of the thesis. (e.g. Graph 1, Table 1). If the graph/table was adapted/imported from an academic journal or book, the referencing rules described above should be applied when referring to its sources.

*Outline Booklet of the PhD thesis*

1. The cover of the Outline Booklet should be constructed by the provided cover sample. (See a sample on the Homepage.)
2. The length of the Outline Booklet should be 8-20 pages, A/5 format.
3. The structure of Outline Booklet: Introduction - Objectives - Methods - Results – Conclusions – The bibliography of the candidate’s publications (the publications related to the PhD thesis and the ones which are not should be listed separately).
4. The Bibliography of the Outline Booklet contains only the candidate’s academic publications.

**Items to be submitted with the PhD thesis**

**on paper:**

* One unbound copy of the PhD thesis
* Proof of payment of a procedural fee
* The data sheet of the library certified by the Central Library of the University
* The written record (minutes) of the workplace discussion
* Proof of language exams (if the language exam requirement has not been met at the time of application)
* The form designating the members of the defence committee released by the Departmental Doctoral School (DI) Council (signed by the head of the DI)
* The supervisor’s statement in the event of research having been undertaken as a joint effort between PhD candidates. The statement should indicate the participation rate of each participant.
* Certificate of employment dated within 30 days
* statement on the compliance of the PhD thesis with the formal requirements (Download the form)

The PhD Thesis must be submitted in electronic form by sending an e-mail to titkarsag@phd.semmelweis-univ.hu.

**by email to titkarsag@phd.semmelweis-univ.hu:**

• the PhD thesis in a Pdf and Word format under 10 MB

• scientific publications providing the basis of the PhD thesis

* Proof of payment of a procedural fee

• A Library Data Sheet certified by the Central Library of the University

• The written record (minutes) of the workplace discussion

* Proof of language exams (if the language exam requirement has not been met at the time of application)
* The form designating the members of the defence committee released by the Departmental Doctoral School (DI) Council (signed by the head of the DI)
* Certificate of employment dated within 30 days
* statement on the compliance of the PhD thesis with the formal requirements

• *Outline Thesis Booklet* in Hungarian or English

* a statement of authenticity and copyright
* a statement of the own results within the scientific publication data related to the PhD Thesis
* a statement of performed alterations based on the suggestions included within the written minutes of the the workplace discussion

**After the preliminary review 1 case bound copy must be submitted to the Doctoral Office..**

**Appendix III.3. - 2.**

Semmelweis University

*Institutional ID code: FI 62576*

**The Protocol of the PhD Thesis Defence**

The aim of the PhD thesis defence is to evaluate the scientific readiness and activity of the candidate, which he/she presents both through outlining his/her theses and publications in writing and in the form of a short lecture.

The evaluation covers the results of the scientific work, how "the candidate possesses” it, that is, how clearly he/she can formulate the objectives of the research in writing and orally, detailing the problems, the ways to their solution, exhibiting how logical his /her thinking is in evaluating the results, conclusions, and possibly in designating the further paths of research. The answers to the questions during the thesis defence provide an opportunity to demonstrate the candidate's up-to-date readiness in scientific literature and methodology, as well as in communication and debate skills. PhD students with or without formal PhD training starting their PhD studies after 1 September 2020 must defend their thesis in English on a public defence. Defence in Hungarian is possible at the prior written request of the PhD candidate and his/her supervisor, with the support of the Departmental Doctoral School (DI) and the permission of the University Doctoral Council (EDT).

* 1. **Administrative and Other Appurtenances**

The head of the Departmental Doctoral School must provide:

* At least 1 copy of the PhD thesis,
* The form recording the PhD thesis defence (minutes),
* The protocol of the PhD thesis defence,
* The reviewers’ opinion and the PhD candidate’s answers (in written form),
* The candidate’s scientific Curriculum Vitae,
* lecture theatre, technical support (i.e. assurance of overhead projector for displaying the PhD candidate’s slides)
	1. **Schedule of the PhD Defence**
1. Half an hour (cca.) before the defence the thesis defence panel will have a closed meeting where the president of the committee makes a last check of the formal conditions of the defence (including the submitted reviews and comments and the occurrent incompatibilities). The members briefly evaluate the PhD thesis during which they do formulate common questions for the PhD candidate from the behalf of the defence committee.
2. It is required that at least three members of the defence committee and one of the reviewers/opponents must be (!) present. If one of the reviewers is absent, his/her scientific review/opinion will be delineated by one of the members of the board. If the PhD thesis has been evaluated by 3 specialist reviewers/opponents due to the fact that one of the first two reviewers had not approved it, then the presence of the opponent providing a negative opinion can only be dispensed with for compelling reasons, and his opinion must be presented by a committee member.
3. The president of the defence committee opens the scientific meeting, greets the audience, introduces the members of the defence board and the reviewers and asks the candidate whether (s)he has any objections against the evaluating board or the reviewers.
4. The chair shall invite the candidate's supervisor to make a brief presentation of the candidate. In the absence of the supervisor, the secretary of the committee shall read out the candidate's scientific biography.
5. The chair invites the candidate to present the main results of his/her thesis in a short presentation (approximately 20-25 minutes without any intervening questions and answers). If necessary, the members of the committee may ask the candidate questions during the presentation, to which the candidate will answer immediately.
6. The President shall invite opponents to summarize their views briefly and to make their critical remarks in an order of points (their opinion shall not exceed 10 minutes).
7. The President shall invite the candidate to respond in free speech (i.e. without any accompanying written text) to the critical remarks of the opponents.
8. The President shall invite opponents to pose their questions, which the candidate shall answer one by one immediately. To answer more complex questions, the candidate may request a 10-minute preparation time. The chairman asks the members of the committee and then the audience if they have any questions for the candidate (the questions should be recorded in the minutes). Furthermore, (s)he asks them whether they have further observations or comments. The essence of these comments, the name of the participants in the debate, the opinion and evaluation of both the reviewers and of the defence panel must be recorded. The candidate answers the questions, comments and comments immediately. It is desirable (!) that a genuine scientific debate should evolve during the thesis defence, in which committee members should take the initiative. All of this would serve the purpose of measuring the candidate and his /her PhD thesis in the true ‘crossfire’ of a scientific debate and instead of a polite but boring proceeding restricting itself to delivering papers.
9. The president asks the reviewers and the ones who asked questions whether they can accept the answers. If the answer is positive, the president suspends the scientific debate and the evaluating board together with the reviewers continue their work in a closed meeting. If the answers are not satisfactory, the president closes the debate after the clarification of different points of view.
10. In a closed meeting, the defence committee evaluates the PhD thesis, and the answers given by the candidate, and the PhD candidate’s abilities in scientific debate. Finally, the members of the defence panel express their opinion by giving a mark (1-5). Both the members of the board and the reviewers/opponents participate in the ballot. The defence committee records the result and some of the important statements of the PhD thesis in the minutes. The minutes form will be filled in and signed by the evaluating board and the reviewers.

**The candidate must achieve 67 % out of the total points which is the accepted level for the PhD thesis and its defence.**

1. The president re-opens the scientific meeting, asks the audience to stand up, and then (s)he presents the evaluating opinion of the defence committee expressed in numbers.

- (S)he asks the audience to sit down, and then one of the board members explains the background factors of the decision made by the board.

- In the case of sufficient amount of points the president conveys the proposal of the board members; i.e. the PhD degree should be granted to the candidate by the University Doctoral Council (EDT).

If the points are insufficient, the president reads paragraph 20. § point 34. of the Regulation: ‘In the event of (…) an unsuccessful thesis defence, a PhD candidate may initiate once more a new PhD award procedure in the same program only after two years with the same PhD topic’.

1. The president closes the meeting.
2. The minutes of the defence should be sent to the Doctoral Office by the head of the Departmental Doctoral School which will be authenticated by the head of the University Doctoral Council (EDT); the University Doctoral Council (EDT) awards the PhD degree to the candidate.

It is emphasised here as well that ‘catering’ before and during the defence is absolutely forbidden. However, the ‘celebration’ after the thesis defence cannot be discouraged.

**Appendix III.3. - 3.**

Semmelweis University

*Institutional Code: FI 62576*

**The Text of the Doctoral Oath**

"I…...........................undertake that I shell practice my vocation with the highest conscientiousness with the aid of my acquired academic knowledge and endeavour to impart the same and my hitherto acquired knowledge to my fellow professionals.

I shell do my best to facilitate with my acquired highest knowledge and further research the development of medical and other types of science and to promote and enhance the appreciation and reputation of both the Semmelweis University and that of the Hungarian academic world. So help me God

**Appendix III.3. - 4.**

Semmelweis University

*Institutional ID code: FI 62576*

**Financing Departmental Doctoral Schools**

**I. Student research framework**

1) The reimbursement financial framework is counted after each PhD student and it is for supporting the material expenses of PhD students’ work.

2) The financial research framework will be utilised in connection with the PhD research. Therefore, it will be opened at the PhD supervisor's workplace, unless the PhD supervisor's workplace is not at Semmelweis University. In this case, the financial research framework will be opened at the Doctoral Office and an invoice will be issued to Semmelweis University by the workplace of the PhD supervisor requesting for the amount of financial research support for PhD students.

3) The invoice must be labelled as “Invoice for the coverage of the research costs of PhD students”.

4) The invoice must include the amount of financial research support for PhD students issued each semester.

5) The Doctoral Office will assure the opening of the financial research framework by 15 October in the autumn semester, preferably by 15 March in the spring semester, but no later than 10 days after the adoption of the institutional budget.

**II.Other specifications:**

1) Utilization of own revenue (student payments, eg application fee, tuition fee): this financial framework is used to support travel applications and courses, reward students, coordinate Departmental Doctoral Schools, manage Doctoral Office, cover website management, support conferences, etc.

2) The student grants and administrative budget cannot be carried forward to the following year, it must be used until 31 December of the current year, and in the SAP system they must be tied to orders respectively.

3) For PhD students with certificate of completion (absolutorium) a pre-doctoral scholarship may be awarded for a period of 12 months.

4) The application fee as a procedural fee will not be refunded in case of unsuccessful admission! If the PhD student does not enroll /register for a semester then tuition fees are non-refundable but will be credited for the following active semester. If the PhD student does not wish to register for further semesters, on his/her written request submitted to the Doctoral Office we will return the tuition fee to the designated current account.

**Appendix** **III.3. - 5.**

Semmelweis University

*Institutional ID code: FI 62576*

**Tuition Fees for the PhD Training, PhD Award Procedure and Royalty**

***I.Procedural Fees***

Application for organised PhD training/for PhD student status with individual preparation 9000,- Ft

PhD thesis procedure fees

1. Applicants with PhD training 120 000,- Ft
2. Applicants without formal PhD training 200 000,- Ft

ba) Employees of Semmelweis University 120 000,- Ft

Fee for naturalising a PhD diploma 45 000,- Ft

Preparation of a transcript in English to certify the completion of PhD studies 45 000.- Ft

**II. Fees for Exam Retake and Special Procedures**

Fee for a Special Procedure: is 5% of the compulsory wage (minimal wage) established for a full time job

Fee for replacing a Student Card with sticker 5 500,- Ft

Fee for an extra Student Record Book (index)

 7 000,- Ft

**III. Royalties (Disbursable only for professionals not employed by the university)**

President of the Exam Committee at a Public Defence 20 000,- Ft

Member of the Exam Committee at a Public Defence (in total) 10 000,- Ft

Academic reviewer/opponent of a PhD thesis 20 000,- Ft

**Appendix** **III.3. - 6.**

Semmelweis University

*Institutional ID code: FI 62576*

**Accredited Departmental Doctoral Schools at Semmelweis University**

**(and *the* *name of PhD degrees* that can be awarded)**

1. Doctoral School of Theoretical and Translational Medicine (Medicine: *Theoretical Medicine, Clinical Medicine*)

2. Károly Rácz Doctoral School of Clinical Medicine (Medicine: C*linical Medicine*)

3. Doctoral School of Pharmaceutical Sciences (*Pharmaceutical Sciences*)

4. Doctoral School of Mental Health Sciences (Interdisciplinary Medicine: Medicine*: Clinical Medicine, Health Sciences* Social Sciences: *Sociological Sciences*)

5. Doctoral School of Health Sciences (Medicine:*, Health Sciences* )

6. János Szentágothai Doctoral School of Neurosciences (Multidisciplinary Medicine: Medicine: *Theoretical Medicine, Clinical Medicine*)

7. Doctoral School of Molecular Medicine (Multidisciplinary Medicine: Medicine: *Theoretical Medicine, Clinical Medicine*, Natural Science: *Biological Sciences*)

8. Doctoral School of Pathological Sciences (Multidisciplinary Medicine: Medicine: *Theoretical Medicine, Clinical Medicine, Health Sciences*)

**Appendix III.3. - 7.**

Semmelweis Egyetem

*Intézményi azonosító: FI 62576*

**Doctoral (PhD) degree requirements of academic (sub)disciplines**

The sum of the minimum impact factors (ΣIF) pertaining students in PhD training:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Academic (sub)discipline | (ΣIF) |  | Academic (sub)discipline | (ΣIF) |
| Clinical (sub)disciplines (except the ones bellow): | **2,0** |  | Theoretical (sub)disciplines (except the ones bellow): | **3,5** |
| Translational clinical sciencesAndrology |  **5****1,5** |  | Pharmacognosy | **2,0** |
| Dermatology | **1,5** |  | Pharmaceutical Analysis | **2,0** |
| Gerontology | **1,5** |  | Pharmaceutical Technology | **2,0** |
| Oxyology | **1,5** |  |  |  |
| Parasitology  | **1,5** |  | Clinical Pharmacology | **2,0** |
|  |  |  | Preventive Medicine, Public Health | **2,0** |
| Rheumatology | **1,5** |  | Organic synthetic and pharmaceutical chemistry | **2,0** |
| **Forensic medicine** | **1,5** |  | Pharmaceutical Organisation | **1,0** |
| Ophtamology | **1,5** |  |  |  |
| Mental Health Sciences | **1,5** |  |  |  |
| Addictology | **1,0** |  |  |  |
| Health Sciences (the following within it): | **1,0** |  |  |  |
| Social Sciences | **0,75** |  |  |  |
| Public Health | **0,75** |  | Prioritised Theoretical (sub)disciplines: |  |
| Dentristry | **1,0** |  |  |  |
| Clinical Psychology | **1,0** |  | Biochemistry, Molecular Biology | **5,0** |
| Otorhinolaryngology | **1,0** |  | Genetics | **5,0** |
| Orthopedics | **1,0** |  |  |  |
| Medical Informatics | **1,0** |  | Neuroscience | **5,0** |
| Rehabilitation | **1,0** |  | Immunology | **5,0** |
| Tropical Medicine | **1,0** |  | Cell Biology | **5,0** |
|  |  |  | Virology | **5,0** |
|  |  |  |  |  |
|  |  |  |  |  |

The list of foreign and domestic eligible scientific journals without IF is provided in Appendix III.3.-9. are in the Form Repository.

# Appendix III.3-1.8.

Semmelweis University

Institutional ID code: FI 62576

**Publication requirements in the (sub) disciplines of social sciences**

**(Applicable in Sociological Sciences and in the social sciences research topics of the Health Sciences PhD Program within the Doctoral School of Pathological Sciences)**

The following publication points and definitions apply to the field of social sciences as well as to the social science topics of the Health Sciences program within the Doctoral School of Pathological Sciences.

**Journal article** containing a new scientific result, in a peer-reviewed journal

A **scientific report** summarising the latest results of the elected research field, in a peer-reviewed journal

A **study** that sheds new light on the interdisciplinary aspects of one's own research field in a peer-reviewed journal

A **stand-alone book** or **book chapter** in a scientific book (ISBN registered book) concerning one's own field of research

The point values of scientific publications:

|  |  |
| --- | --- |
| In a journal with an Impact Factor within the year of the scientific publication  | 6 points |
| Indexed in a major international scientific databaseand in the journals listed in the Appendix *III.3.-9.*  | First authorship: 5 points,Co-authorship: 4 points. |
| In peer reviewed scientific journal, book | First authorship: 3 points,Co-authorship: 2 points. |
| In peer-reviewed domestic or other national specialised journal, book  | First authorship: 2 points,Co-authorship: 1 points. |
| Stand-alone book | First authorship: 6 points,Co-authorship: 4 points. |

List of major international scientific databases:

Science Citation Index Expanded (SCIE), Social Science Citation Index (SSCI), Emerging Sources Citation Index (ESCI), Arts and Humanities Citation Index (AHCI), Medline, Scopus, European Reference Index for the Humanities (ERIH PLUS)

**Appendix III.3. - 9.**

Semmelweis University

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**International and domestic journals without an Impact Factor which can be included into the publication requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Prioritised journals** |   | Print ISSN | Online ISSN |
| **(for all PhD students)** | Lege Artis Medicinae | 0866-4811 |  |
|  | Clinical and Experimental Medical Journal  | 2060-6249 | 2060-968X |
|  | Medical Training - Orvosképzés | 0030-6037 |  |
|  |  |  |  |
| **Theoretical Medical Sciences** | Cardiologica Hungarica | 0133-5596 |  |
|  | Interventional Medicine and Applied Science | 2061-1617 | 20615094 |
|  | Journal of Cardiovascular Surgery | 0021-9509 | 1827-191X |
|  | Central European Journal of Occupational and Environmental Medicine | 1219-1221 |  |
|  | European Journal of Internal Medicine | 0953-6205 |  |
|  | Fizikai Szemle (Fisics Report) | 1588-0540 |  |
|  | International Angiology | 0392-9590 | 1827-1839 |
|  | Journal of Gravitational Physiology | 1077-9248 |  |
|  | Hypertonia és Nephrologia | 1418-477X |  |
|  | Pathophysiology | 0928-4680 |  |
|  | Experimental and ClinicalCardiology | 1205-6626 |  |
|  | Magyar Sebészet (Hungarian Surgery) | 0025-0295 |  |
|  | Érbetegségek (Vascular Diseases) | 1218-36-36 |  |
|  |   |  |  |
| **Clinical Medical Sciences** | Central European Journal of Occupational and Environmental Medicine | 1219-1221 |  |
|  | Deutsche Zahnärztliche Zeitschrift | 0012-1029 |  |
|  | Diabetologia Hungarica | 1217-372X |  |
|  | Documenta Ophthalmologica | 0012-4486 | 1573-2622 |
|  | Fogorvosi Szemle (Dental Report) | 0015-5314 |  |
|  | Gyermekgyógyászat (Pediatrics) | 0017-5900 |  |
|  | Journal of Bronchology & International Pulmonology | 1544-6586 | 1948-8270 |
|  | Laboratóriumi Medicina (Laboratory Medicine) | 1416-5805 |  |
|  | Magyar Belorvosi Archívum(The Archive of Hungarian Internal Medicine) | 0133-5464 |  |
|  | Magyar Nőorvosok Lapja (Journal of Hungarian Female Doctors) | 0025-021x |  |
|  | Magyar Radiológia (Hungarian Radiology) | 0025-0287 |  |
|  | Magyar Reumatológia (Hungarian Reumatology) | 0139-4495 |  |
|  | Szemészet (The Eye Specialist) | 0039-8101 |  |
|  | Magyar Traumatológia, Ortopédia, Kézsebészet, Plasztikai Sebészet (Hungarian Traumatology, Orthopedics, Hand Surgery, Plastic Surgery) | 1217-3231 |  |
|  | Orvostovábbképző Szemle (Report on Doctors Further Education) | 1218-2583 |  |
|  | Quintessence International | 0033-6572 |  |
|  | Respiratory Medicine | 0954-6111 |  |
|  | Magyar Sebészet (Hungarian Surgery) | 0025-0295 | 1789-4301 |
|  | Medicina Thoracalis | 0368-9220 |  |
|  |   |  |  |
| **Pharmaceutical Sciences** | Acta Botanica Hungarica | 0236-6495 | 1588-2578 |
|  | Acta Horticulturae | 0567-7572 |  |
|  | Acta Pharmaceutica Hungarica | 0001-6659 | 1587-1495 |
|  | Ca és Csont (Ca and Bones) | 1418-6721 |  |
|  | Current Drug Delivery | 1567-2018 |  |
|  | European Journal of Hospital Pharmacy Science | 1781-7595 |  |
|  | Gyógyszerészet (Pharmacy) | 0017-6036 |  |
|  | Herba Polonica | 0018-0599 |  |
|  | Inflammo Pharmacology | 0925-4692 | 1568-5608 |
|  | International Journal of Research in Phytochemistry & Pharmacology IJRPP | 2231-010X |  |
|  | International Journal of Diabetes and Metabolism | 1606-7754 | 2073-5944 |
|  | International Journal of Horticultural Science | 1585-0404 |  |
|  | Journal of Social and Administrative Pharmacy | 0281-0662 |  |
|  | Magyar Kémiai Folyóirat (Hungarian Chemical Journal) | 1418-9933 |  |
|  | Metabolizmus | 1589-7311 |  |
|  | Neuropsychopharmacologia Hungarica | 1419-8711 |  |
|  | Scientia Pharmaceutica | 0036-8709 | 2218-0532 |
|  | The Open Pharmacology Journal |  | 1874-1436 |
|  | The Open Medicinal Chemistry Journal |  | 1874-1045 |
|  |   |  |  |
| **Mental Health Sciences**  | Addiktológia (Addictology) | 1589-0317 |  |
|  | Alkalmazott Pszichológia (Applied Psychology) | 1419-872X |  |
|  | Behavioural and Cognitive Psychotherapy | 1352-4658 |  |
|  | Central European Journal of Public Health | 1210-7778 | 1803-1048 |
|  | Clinical Neuroscience/Ideggyógyászati Szemle | 0019-1442 | 2498-6208 |
|  | International Journal for Quality in Health Care | 1353-4505 | 1464-3677 |
|  | International Journal of Mental Health | 0020-7411 |  |
|  | Magyar Pszichológiai Szemle (Hungarian Pschological Report) | 0025-0279 | 1588-2799 |
|  | Medicine, Health Care and Philosophy. A European Journal | 1386-7423 | 1572-8633 |
|  | Mentálhigiéné és Pszichoszomatika(Psychoszomatics and Mental Hygene) | 1419-8126 | 1786-3759 |
|  | Psychiatria Hungarica | 0237-7896 |  |
|  | Pszichológia (Psychology) | 0230-0508 | 2060-2782 |
|  | Pszichoterápia (Psychotherapy) | 1216-6170 |  |
|  | Sleep and Hypnosis | 1302-1192 |  |
|  | Szociológiai Szemle | 1216-2051 |  |
|  | European Journal of Mental Health | 1788-4934 | 1788-7119 |
|  | Psychiatric Quaterly | 0033-2720 | 1573-6709 |
|  | Journal of Attention Disorders | 1087-0547 | 1557-1246 |
|  | Journal of Individual Differences | 1614-0001 | 2151-2299 |
|  | IME (Interdiszciplináris Magyar Egészségügy) Hungarian Interdisciplinary Health) | 1588-6387 | 1789-9974 |
|  |  |  |  |
| **János Szentágothai Neurosciences** | Neuropsychopharmacologia Hungarica | 1419-8711 |  |
|  | Psychiatria Hungarica | 0237-7896 |  |
|  |  |  |  |
| **Molecular Medical Sciences** | Acta Morphologica Hungarica | 0236-5391 |  |
|  | Immunológiai Szemle | 2061-0203 |  |
|  |   |  |  |
| **Pathological Sciences** | Addiktológia (Addictology) | 1589-0317 |  |
|  | Állam- és Jogtudomány (Political Science and Law) | 0002-564X |  |
|  | Angiogenesis | 0969-6970 | 1573-7209 |
|  | Egészségtudomány (Health Sciences) | 0013-2268 |  |
|  | Érbetegségek (Vascular Deseases) | 1218-3636 |  |
|  | Informatika és Menedzsment az Egészségügyben (Informatics and Management in Healthcare) | 1588-6387 | 1789-9974 |
|  | International Journal of Nursing Practice | 1322-7114 | 1440-172X |
|  | Jogtudományi Közlöny (Journal of Law) | 0021-7166 |  |
|  | Magyar Andrológia (Hungarian Andrology) | 1416-9495 |  |
|  | Magyar Bioetikai Szemle (Journal of Hungarian Bioethics) | 1218-3911 |  |
|  | Magyar Jog (Hungarian Law) | 0025-0147 |  |
|  | Magyar Onkológia (Hungarian Oncology) | 0025-0244 | 2060-0399 |
|  | New Medicine | 1427-0994 |  |
|   | Pathology Case Review | 1082-9784 | 1533-4015 |
|   | Polish Journal of Food and Nutration Sciences | 1230-0322 |  |
|   | Új Diéta (New Parliament) | 1587-169X |  |
|  | Nővér\* (The Nurse) |  |  |
| Heath Sciences | Orvostörténeti Közlemények (Medical History) | 0010-3551 |  |
|  | Developments in Heath Sciences | 2630-9378 |  |

\*in the case of several articles published in this journal, one may be included in the publication requirements.

**Appendix III.3-10**

Semmelweis University*Institutional ID code: FI 62576*

**Record of the PhD Entrance Exam**

It is necessary to certify the results indicated in the form (e.g. work within the Students’ Scientific Association (TDK\*), the photocopy of the first page of the scientific articles, conference abstracts and the credentials/awards, university degree(s) etc.) must be attached.

 Applicant’s name: ……………………………………………………………………….

Name of the Chosen Departmental Doctoral School: ….……………………………….

The Chosen PhD Program:…. ……………………………………………………...........

Evaluation of the educational, scientific and other results (A) points:……………
Evaluation based on the PhD entrance oral interview (B) points:……………
 The total number of gained points:............................

Applicants may acquire a maximum of 60 points in total that are the sum of the A and B evaluation sections.

Laureate with a ceremonial republican ring/or a candidate for this distinction □ Yes

(If this is the case the applicant is dispensed with the PhD entrance exam) □ No

## A.Evaluation of Previous Results to Date (The relevant numbers should be indicated by framing *max. 28 points*)

The evaluation of previous results consists of 3 parts. The components are: (A1) the average result of university studies, (A2) the evaluation of previous scientific work and (A3) the other results (language exam, study trip abroad, outstanding profession-specific performance). A maximum of 8-12-8 points can be awarded for each performance category, for a maximum of 28 points in total.

**A1. Result of the university education (degree)\***

|  |  |  |
| --- | --- | --- |
| 3,51 – 4.5 | cum laude | 4 points |
| 4,01-4,50 |  cum laude | 6 points |
|  4.51 – 5.00  | summa cum laude | 8 points |

(\*If an applicant is applying for PhD training in the year of their graduation the mathematical average of the final exams or other major exams on which the grade of their university degree is based should be taken into consideration. In the case of university graduates the grade of their degree – diploma – counts.)

**A1. Evaluation of the Examination Board: ….. (max. 8 points)**

A2. Evaluation of the **Scientific Work** (*max. 12 points*)

|  |  |  |
| --- | --- | --- |
| **Awards** | **Points/****piece** | **Points** |
| **TDK\*/Rector’s academic competition:** National TDK I. award | 4 p | …....p |  |
| National TDK II. award | 3 p | …....p |  |
| National TDK III. award | 2 p | …....p |  |
| TDK of a university, Rector’s academic competition I. award | 3 p | …....p |  |
| TDK of a university, Rector’s academic competition II. award | 2 p | …....p |  |
| TDK of a university, Rector’s academic competition III. award |  1.5 p | …....p |  |
| Rector’s praise |  1.5 p | ……p |  |
| **TDK Work:** in the case of a lecture without an award registered and presented at a TDK conference | 1 p | ……p |  |
| **Conference:** participation as a first author/in a foreign language | 2 p | …....p |  |
|  participation as a co-author/in a foreign language | 1 p | …....p |  |
| participation as a first author/national | 1 p | …....p |  |
|  participation as a co-author/national |  0.5 p | …....p |  |
| **Publication:** as the first author; IF | 5 p | …....p |  |
| as a co-author, IF | 3 p | …....p |  |
| as the first author; without IF | 2 p | …....p |  |
| as a co-author, without IF | 1 p | …....p |  |
| **Total** | **…....p** |  |

**A2. Evaluation of the Examination Board: ...... (max. 12 points)**

A3. **Other results/accomplishments** (*max. 8 points*)

|  |  |  |
| --- | --- | --- |
| **Accomplishment\*\*\*** | **Points** | **Points** |
|  |  |  |  |
| Advanced language exam (C) | 3 p | ..... p |  |
| Intermediate language exam (C) | 2 p | ..... p |  |
| A second degree (university, college), specialist examination (only one counts) | 3 p | ..... p |  |
| Other professional achievements – e.g. patent, innovative activity – points evaluated and granted by the examination board  | max. 3 p |  |  |

**A3. Evaluation of the Examination Board: ...... (max. 8 points)**

**B. Evaluation of the entrance exam**

During the evaluation of the interview (maximum 32 points, calculated by dividing the sum of the scores of each evaluator by the number of examiners), the general professional level of knowledge and aptitude (maximum 16 points) and the specific, topic-oriented knowledge and aptitude (maximum 16 points) must be assessed.

Scores given by the members of the Examination board at the entrance exam:

……………………………………………………………………………………………….

**B. The mathematical average of the scores given by Examination Board……….(max. 32 points)**

Nota bene:

Budapest, ..........………… 20…

The Examination Board members’ signature

 …………………. …………………. …………………

 …………………. …………………. …………………

 …………………. …………………. …………………

 …………………. …………………. …………………

…………………………………….…………
Head of the Departmental Doctoral School

**Appendix III.3. - 11.**

Semmelweis University

*Institutional ID code: FI 62576*

**Record of the PhD Entrance Exam**

**for PhD studentship with individual preparation**

It is necessary to certify the results indicated in the form. Therefore, the photocopy of the first page of the scientific articles, conference abstracts and the credentials/awards, university degree(s) etc. must be attached.

Applicant’s name: …………………………………………………………………………………….

Name of the chosen Departmental Doctoral School: ….…………………………………………….

The Chosen PhD Program:…. ……………………………………………………..............................

Points gained by already published scientific articles:

|  |  |  |  |
| --- | --- | --- | --- |
| ***Result*** | ***Point/piece*** | ***Point*** |  |
| ***Publication:*** *with first authorship; IF* | *5p* | *…....p* |  |
| *with co-authorship, IF* | *3p* | *…....p* |  |
| *with first authorship; no IF* | *2p* | *…....p* |  |
| *with co-authorship, no IF* | *1p* | *…....p* |  |
| *Total:* | *…....p* |  |
|  |  |  |
|  |  |  |
|  |  |  |  |  |  |

**A1. Evaluation of the Examination Board:………(max. 22 points)**

|  |  |  |
| --- | --- | --- |
| ***Foreign Language Exam Requirement*** | ***Point*** | ***Point*** |
| *If the foreign language requirements for submitting the PhD thesis are met* | *6p* | *......* |  |

**A.2. Evaluation provided by the Examination Board:………(max. 6 points)**

B. The evaluation of the oral entrance examination: ***(max. 32 points)***

The scores given by the individual members of the entrance Examination Board: …….………………………… ……………………………………………………………………………………………………

……………………………………………………………………………………………………

……………………………………………………………………………………………………

……………………………………………………………………………………………………

**B. The mathematical average of the scores given by Examination Board……….(max. 32 points)**

Points gained by already published articles:……………
Points gained at the entrance oral exam: ……………….

The total score calculated by the Examination Board:. ....................

Nota bene:

Budapest, 20 . ..........……………………….….

The Examination Board members’ signature

 …………………. …………………. …………………

 …………………. …………………. …………………

 …………………. …………………. …………………

 …………………. …………………. …………………

…………………………………….…………
Head of the Departmental Doctoral School

**Appendix III.3. - 12.**

Semmelweis University

*Institutional ID code: FI 62576*

**Concept definitions, interpretations based on the statutes in power**

**PhD thesis**: It is a piece of written work, composition or paper whereby the PhD candidate demonstrates – during the PhD award procedure – that he/she is capable to perform an independent research assignment appropriate to the requirements of the PhD degree.

**Doctoral School**: The organisational framework of PhD training which assures the preparation for the acquisition of academic degrees. The Departmental Doctoral School (DI) organises its internal operational system – endorsed by the University Doctoral Council (EDT) - in such a manner that it is able to assure high standards for PhD training and degree acquisition and makes sure that all its PhD students get access to the resources and to the entire intellectual potential concentrated in the school. The Hungarian Accreditation Committee (MAB) meticulously monitors the educational conditions assured for PhD students.

**The Head of the Departmental Doctoral School (DI)**: A senior member university professor,– with an age under 65 at the time of launching a new doctoral school and under 70 during the management of it – is responsible for the scientific standards and teaching performance of the school. The Hungarian Accreditation Committee examines the level of competence of a school head at the founding of a doctoral school and monitors it in the event of any change.

**Lecturer (in PhD training)** is a university teacher and researcher with an academic degree who − on the recommendation of the head of the Departmental Doctoral School (DI) − is considered competent by the doctoral school (council) to perform teaching tasks within the framework of the doctoral school. The senior members and teachers of a doctoral school are permitted to undertake teaching tasks in other doctoral schools, as well.

**Doctoral Council** (institutional): it is a body created by the senate of an institution for higher education to organise PhD training and award PhD degrees which possesses the rights to decide in issues concerning PhD matters especially in respects of endorsing the educational program of PhD training, PhD student acceptances and PhD awards. The doctoral council is an independent body concerning scientific issues; therefore, if any legal passages do not allow an exception - appeals against its decisions can be filed only in the case of breach of legal duty (i.e. any statutory law, University regulations, especially the Regulation governing PhD Training) or in the case of a procedural error. In the subject of legal remedies for decisions, proceedings or omissions performed in student matters – if the present Regulation does not allow an exception - are made by the Board of Appeals by following the order of operation outlined in the third part of the Chapter VI. of the University Organisational and Operational Regulations. In the case of appeals of any other nature the University Rector decides. The University Doctoral Council (EDT) may set up councils attached to each branch of science or discipline of science, as well.

**Departmental Doctoral School (DI) Council**: it is a body assisting the head of the Doctoral School in his/her work, which has regular meetings. Its members are appointed and dismissed according to the rules outlined in the Regulation governing PhD training.

**Phasing-in system** means a training organisation principle on the basis of which compliance with the new and amended academic and examination regulations can be demanded from students who started their studies after the introduction of these regulations or from students who started their studies before their introduction but chose to work for their degree in accordance with the new and amended academic and examination regulations.

**Publishing on the Homepage of the PhD Training**: Information is published in the public space of the Homepage of the PhD Training in order ro assuere that everybody has access to it.

**Branch of study** means the programmes in a certain field of study whose contents are identical in the initial phase of studies.

**Training period** is the time defined by law for acquiring the prescribed credits for a level of education, vocational or academic qualification.

**Term of study** is the training period divided into term-times (semesters) and the pertaining examination periods.

**Training program** is the complex education document of the institution which incorporates the plan of the PhD studies together with detailed rules of studies, especially the curriculum, the program of studies for each subject and course-unit, and the evaluation and assessment methods together with the pertaining procedures and rules.

**Consultation** is an opportunity for a personal discussion provided to the student by a lecturer of higher education for discussing the issues concerning the student’s education.

**Credit** is the unit of measurement for the student’s work in education which represents in relation to the course-unit or curricular unit the estimated time necessary for the acquisition of a specific body of knowledge and the fulfilment of requirements. One credit means thirty study hours on average; the value of a credit – if the student’s performance has been accepted – does not depend on the evaluation (mark) given to the student’s acquired level of knowledge.

**Research field** is a term identifying the main area of activity of a doctoral school and its programs within a branch of science or affecting several branches of science.

**National Doctoral Council** is a body consisting of the doctoral council chairmen of institutions of higher education.

**Training program/student financed by the Hungarian state** means a training program financed by a Hungarian state grant or by a Hungarian state scholarship. Where these regulations provide for Hungarian state scholarship training and students, they shall apply mutatis mutandis to higher education based on the Act on Higher Education 2011 CCIV where state-subsidized training or students as defined by law must also be understood;

**Study in another higher education institution** means the period when a student acquires credit points in another institution of higher education while enjoying a visiting student status.

**Own revenues** mean financial resources not provided by the state budget. Own revenues include the subsidies of the European Union to the institution of higher education.

**Program** means studies towards a professional qualification, which comprises the pertaining content requirements (knowledge, proficiency, skills) in a uniform system.

**Sub-specialisation** means studies aimed at the acquisition of specialised knowledge within an academic specialisation.

**Qualification** means evidence of specialised knowledge awarded with a Bachelor or Master degree such knowledge being determined by the content of the program and the sub-specialisation or specialisation preparing the student for access to the profession and certified in the diploma.

**Study unit** is an educational activity undertaken with the personal involvement of a teacher for fulfilling the educational requirements defined in the curriculum by means of (lecture, seminar, practice, consultation) which lasts between forty-five minutes to sixty minutes. Times spent in research prescribed by a PhD research plan are qualified as study units.

**Department**: an organisational unit in charge of education which performs all the duties attached to teaching at least one educational subject (i.e. training, scientific research and educational coordination).

**Groups of research, research topics, Program** or other organisational and operational forms are defined in every doctoral school by the University within its framework of autonomy.

**Supervisor**: has a scientific degree, is a lecturer and active researcher and his PhD research topic has been endorsed by the University Doctoral Council (EDT) and – based on that – he/she is responsible for directing and facilitating the PhD students’ education and research and assisting PhD candidates in their preparation for PhD acquisition.

**Criteria for senior membership**: these are professional and employment law criteria outlined in the Governmental Statute and in the current Regulation.

**Disciplines of science** – According to clause 108. Section 46. of the Act on National Higher Education the disciplines of science are “humanities, theology, agricultural sciences, engineering and technology, medicine, social sciences, natural sciences and arts which are broken down into *branches of science*.”

**Certificate of Completion (Absolutorium)** certifies – with the exception of the language exam and the preparation of a PhD thesis (diploma work) - the successful completion of the exams prescribed in the curriculum and the fulfilment of other educational requirements such as the acquisition of credit points defined in the training and output requirements, except the credit points attached to the PhD thesis (diploma work). The absolutorium (certificate of completion) certifies without a mark and evaluation that the student has completed all the educational requirements and exams prescribed in the curriculum.

**Examination** means a form of assessment to verify and evaluate the acquisition of knowledge, skills and abilities.