**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)

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*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

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