**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..**