

SEMMELWEIS UNIVERSITY

2024/2025

Welcome our first-year PhD students



Semmelweis University - Doctoral College

- **Division of Heart and Vascular Medicine**
- **Division of Theoretical and Translational Medicine**
- **Division of Dentistry**
- **Division of Operative Medicine**
- **Károly Rácz Conservative Medical Division**
- **Division of Pharmaceutical Sciences and Health Technologies**
- **Division of Mental Health Sciences**
- **János Szentágothai Division of Neuroscience**
- **Division of Molecular Medicine**
- **Division of Pathology and Oncology**
- **Health Sciences Division**

Doctoral Office - Educational management

email: phd.titkarsag@semmelweis.hu

contact details:

<https://semmelweis.hu/phd/en/doctoral-office-hours/>

in person: (Üllői út 26. r. 8-9)

Tuesday, Thursday 13.00-16.00

Friday 8.30-13.00

Enrolment/Registration

- Login to the Neptun's system **until September 10**, - after that you can only do it with additional registration fee!
- Submit your enrolment form

By enrolling, the student declares that he or she knows and complies with the relevant rules of the University and that of doctoral training (i.e. Doctoral Regulation)

- Submit your PhD training contract (2 copies)
- Diplomas: present your original diploma(s) and language exam certificate(s), submit your copies thereof
- Submit your original Certificate of Moral Conduct (Criminal record)

Registering for PhD Courses

- **Course admission: until 10 September 2024,**
- **after that with a late registration fee**
- **2-year PhD course plan (*you may find them on the pages of the Divisions*)**
- **In some Doctoral divisions there may be catch-up courses and compulsory courses**
- **Course admission is in consultation with the PhD supervisor**

Registering for PhD Courses

Educational credits:

- **16 academic credit points must be obtained during PhD training (of which: 8 credit points from compulsory elective courses (KV courses))**
- **code on the website of the Doctoral School: 00...-KV, In Neptun: DI00... KV)**
- **Credit admission of external university courses:**
- **Request must be sent by e-mail to the Doctoral Office, enclosing the certificate of completion of the external university course, the course description and the PhD Supervisor's statement that the course is related to the pertinent PhD research topic (Doctoral Regulation)**

Certification of Credits

Certifying credits in Neptun at the end of each semester:

- Educational credits: signed by course leaders
- Research work credits: signed by supervisor

Research work is taken by the Doctoral Office for every student at the beginning of each semester

Please always check the credits entered into the Neptun at the end of each semester.

Scholarship

Important for the transfer of scholarship

It is compulsory to enter into the NEPTUN system by the Student the following:

- tax number, social security number, bank account number
- addresses (permanent, residence, notification address, phone number, email address)

I. semester: September 1- January 31.

(September scholarships can always be transferred by the University ONLY at the beginning of October)

II. semester: February 1- August 31.

Self-financing

- **8000 euros/semester**
- **PhD training fee can be reduced by the consent of the supervisor in the Cooperation Agreement)**
- **Payment via Neptun must be done by September 30.**

If you have any questions, please contact the administrator: Mónika Baracsi

Deferment of PhD Studies

During the *Study and Research Phase*: 2 times, for up to two semesters per occasion, for a total of 2 years

During the *Research and Dissertation phase*: it can be up to two semesters

- To do this, you need to fill out the pertinent form and have it signed by your PhD supervisor
- Fill out the questionnaire within the form
- Send your application by email to halasztasphd@semmelweis.hu

Application in case of deferment of more than 2 semesters

- can be suspended for a total of 2 years

Applying for a Student ID Card

- 1. Request NEK data sheet** at a Government Office
(NEK=National Unified Card System)
- 2. Apply for it on Neptun** system with NEK ID
 - Data submitted at government offices and uploaded to Neptun should match by the number of digital characters!
 - It can only be requested to the address indicated on the address card
- 3. The Student ID card arrives** at the Doctoral Office, we will send you a message on Neptun when it has arrived and **you can pick it up** during office hours
- 4. Ask for a validation sticker** for your Student ID Card at the Doctoral Office **every active semester**

*Student ID Cards requested at the beginning of September are expected to **arrive in the second half of October***

Temporary Student ID Card

- issued by the Doctoral Office for 60 days
- condition of issuance: applying for a permanent Student ID Card in Neptun
- details: <http://www.diakigazolvany.hu/>
- it should be picked up personally at the Doctoral Office

University E-mail Address

- **The University creates a PhD e-mail address for each student.**
- **Its use is compulsory, it is the default e-mail in Neptun.**
- **The description of student PhD e-mail address activation is:**

<https://seka.semmelweis.hu/hu/info/o365>
- **This PhD e-mail address cannot be forwarded, so Neptun messages will only arrive there.**

Employment

Full-time employment of a state-funded PhD student is permitted by the University Doctoral Council (EDT).

Thank you for your attention!

**We wish you a successful academic year and
successful PhD research work!**

Semmelweis University Doctoral Office