



**ORGANIZATIONAL AND OPERATIONAL RULES
OF
SEMMELWEIS UNIVERSITY**

CHAPTER III

Educational Requirements for PhD Students

**PART III.3.
ANNEX REPOSITORY¹**

BUDAPEST

2023.

¹ It was established by 2/b. Annex of the 48/2023. (V.25.) Senate Resolution at Semmelweis University.
Effective from 06.03.2023

Annex III.3 – Nr. 1a

Semmelweis University
Institution ID: FI 62576

PhD thesis formal requirements for students starting their studies after 1 September 2020

The thesis must be written in English (regardless of the language of the publications). Alterations from this are allowed if the degree is obtained in health sciences or sociological sciences when the PhD thesis can be written in Hungarian or English

Requirements related to the structure of the thesis

The length of the dissertation without the title page, table of contents, list of abbreviations, bibliography, acknowledgments and attached publications, but including figures, tables and graphs should be 30-60 pages, while in the field of social sciences it cannot more than 100 pages. A longer (45-60 pages) dissertation in the field of medicine and health sciences is justified if further results are presented in addition to those published in the publications.

PhD thesis layout

Cover page

Table of Contents with page numbers

List of Abbreviations

1. Introduction (with the scientific background and the relevant literature)
2. Objectives
3. Methods
4. Results
5. Discussion
6. Conclusions
7. Summary (1page)
8. References/Bibliography
9. Bibliography of the candidate's publications/List of own publications (publications related to and independent of the thesis – lectures and posters, abstracts – must be given in separate lists) –
10. Acknowledgements

The table of contents should follow this structure.

Each main chapter should start on a new page.

An indispensable part of the dissertation is a signed declaration of originality and copyright (downloadable from the website).

Further formal requirements of the dissertation:

A4 format

1.5 line spacing

Times New Roman, font size 12

Line equalization

Margin in all directions 3 cm

All pages except the cover page must be numbered (page number at the bottom of the page, in the middle). Printing: preferably with a laser printer on high-quality paper, on one side.

A high-quality photocopy of the publications shall be attached to the dissertation.

On the cover page indicate:

Title of thesis, author, name of supervisor, place and year of preparation – Semmelweis University Doctoral School, name of the division, name of the discipline, members of the complex examination committee, names of official reviewers – opponents (see website for example).

Bibliography, references:

All referenced scientific papers included in the thesis must be listed in the bibliography, and all publications listed in the bibliography must be referenced in the thesis.

Works by other authors can be cited in the following citation styles (the Vancouver style is used in medicine and life sciences, and APA 7th edition style is used in health and social sciences):

a.) or using the Vancouver/NLM style (<http://www.biomedicaleditor.com/vancouver-style.html>): numbered references should be listed in the order in which they appear in the text and should refer to the list of announcements in Arabic numerals (e.g. 1-5 or 6, 12) in the text.

When citing a journal article, the author(s), title, abbreviated journal name, year of publication (possibly month, day with addition), volume numbering, and the start and last page or article ID of the publication. When quoting a book chapter, in addition to the author of that chapter, the title of the book, its editor or editors, the name of the publisher, the place (city) and year of publication, and the beginning and last pages of the quoted chapter must be indicated. When citing a book, the author(s), title, publisher's name, place (city) and year of publication, and the page cited must be indicated.

Journal names should be given according to abbreviations in PubMed or the Social Science Citation Index. The abbreviations of domestic journals shall be applied on the basis of the notation applied by the editorial staff of the respective journal.

Some examples by Vancouver/NLM reference style:

For journal articles:

Jaiswal SP, Jain AK, Naik G, Soni N, Chitnis DS. Viral hepatitis during pregnancy. *Int J Gynaecol Obstet.* 2001;72(2):103–8.

For a book chapter:

Racz K. Adrenocorticotropin. Cushing's disease, Nelson's syndrome. In: Leövey A, editor. *Handbook of Clinical Endocrinology and Metabolic Diseases.* Budapest: Medicina Book Publishing Co.; 2001. p. 178–86.

For a book:

Mabry TJ, Markham KR, Thomas MB. *The Systematic Identification of Flavonoids.* New York: Springer-Verlag; 1970. 62–68 p.

For a web link:

World Health Organization. WHO Coronavirus (COVID-19) Dashboard [Internet]. 2022 [updated 2022 March 31; cited 2022 Apr 1]. Available from: <https://covid19.who.int>

b.) or using the APA 7th edition style (<https://apastyle.apa.org/style-grammar-guidelines>): references are listed in alphabetical order in the bibliography, references are made to publications with the name of the author(s) and the year (e.g. Kovács et al., 1999, Kovács & Kiss, 2005).

When citing a journal article, the author(s), title, full journal name, year of publication, volume numbering (booklet number optional), start and last page or article ID of the publication, and doi number, if available.

When quoting a book chapter, in addition to the author of that chapter, the title of the book, its editor or editors, the name and year of the publisher, and the beginning and last pages of the quoted chapter must be indicated. When citing a book, the author(s), title, name and year of publisher, and page cited must be indicated.

Journals names should be indicated by full names in APA style.

Some examples by APA 7th edition reference style:

For journal articles:

Jaiswal, S. P., Jain, A. K., Naik, G., Soni, N., & Chitnis, D. S. (2001). Viral hepatitis during pregnancy. *International Journal of Gynaecology and Obstetrics*, 72(2), 103-108. [https://doi.org/10.1016/s0020-7292\(00\)00264-2](https://doi.org/10.1016/s0020-7292(00)00264-2)

For a book chapter:

Rácz, K. (2001). Adrenocorticotropin. Cushing's disease, Nelson's syndrome. In A. Leövey (Ed.), *Handbook of Clinical Endocrinology and Metabolic Diseases* (pp. 178-186). Medicina Book Publishing Co.

For a book:

Mabry, T. J., Markham, K. R., & Thomas, M. B. (1970). *The systematic identification of flavonoids*. Springer-Verlag. pp. 62-68.

For a web link:

World Health Organization. (2022, March 31). WHO Coronavirus (COVID-19) Dashboard. Retrieved 2022 Apr 1 from <https://covid19.who.int>

Figures, tables:

The figures and tables shall bear inscriptions and explanatory text which can be understood in themselves. It shall be placed above and below the table. Figures and tables should be numbered separately but continuously and referred to in the text (e.g. Figure 1, Table 1). In the case of a diagram/table taken from a journal or book, the source must be cited as described in the citation and the author must ensure that any necessary permissions are obtained.

Thesis booklet:

1. The cover page of the thesis booklet should be edited according to the pattern given on the website
2. Length of the thesis booklet must be 8-16 pages, A5 format. The thesis booklet must be prepared in English if the PhD thesis defence is in English or Hungarian, if the defence is in Hungarian.
3. Structure of the thesis booklet: 1. Introduction– 2. Objectives – 3. Methods - 4. Results – 5. Conclusions — 6. Bibliography of the candidate's publications (thesis-related publications should be listed separately from other publications).
4. The bibliography of the thesis booklet contains only the candidate's publications.

The PhD thesis must be submitted in electronic form, sent by e-mail to the phddisszertacio@semmelweis.hu address.

Documents to be submitted when submitting a PhD thesis:

- PhD thesis in Pdf and Word format under 10 MB
- Publications on which the PhD thesis is based
- proof of payment of the procedural fee
- library data sheet certified by the Central Library about own publications
- minutes of workplace disputes
- language exam certificate or proof of language proficiency
- proposal of the Head of Division for the composition of the PhD thesis defence committee

- PhD candidate's employer certificate dated within 30 days
- declaration of compliance of the dissertation with the formal requirements
- Thesis booklet in Hungarian or English.
- Declaration of authenticity and copyright
- statement of own results contained in the publication used for the PhD thesis
- Declaration of amendments made based on the minutes of the workplace discussion
- Statement by the supervisor that the PhD thesis can be submitted based on the plagiarism check

After preliminary review, 1 copy of the PhD thesis must be sent bound to the Doctoral Office.