



SEMMELWEIS UNIVERSITY
CENTRE FOR TRANSLATIONAL MEDICINE

DIRECTOR
DR. PETER HEGYI

Dear Colleagues! Dear Supervisors and Students!

Congratulations on completing the 1st year of your TM PhD training.

In the first year of your training, you learned the basics of the main clinical scientific methodologies, started your projects, and learned advanced presentation skills. For this, you had four days per week.

In your second year, you will have a minimum of one day per week to continue your research and prepare yourself for the Complex Exam. This year's aim is to acquire advanced methodological knowledge, finish your projects for the thesis, and for those being an SMS to learn the teaching by doing methodology.

Below you can find a summary of the most important organization questions. On the other hand, more details can be found further in the summary.

Duties	Rule
Group meetings	Compulsory to attend
Progress reports	Compulsory to attend
Project meetings	Officially once / months
Class meetings	No compulsory class meetings
Lectures	Highly suggested to attend
Social events	More than welcome to attend

General rules:

- everyone is expected to submit the first paper until the 5th progress report (no exceptions)
- everyone is expected to present their achievements at the progress report (December 16-18, 2022).
- everyone is expected to complete the statistical analysis of their project No.2 until the 5th progress report (there may be exceptions)
- the second article has to be finished by the 6th progress report (=complex exam June 2023)



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GROUP MEETING

You will have one meeting per month. Please see the schedule and locations in the attached Calendar. Attendance is mandatory for everyone. There will be three group meetings before the next progress report and five before the complex exam. The SMAs and SMEs will lead group meetings.

The group meetings will aim to present the progress during the last month and a plan for the next month. In addition, new projects should be discussed during the meeting.

PROJECTS MEETINGS and METHODOLOGY SUPERVISION

In the second year, we will focus more on individual work. Therefore, we will decrease the number of project meetings to 1/month. For methodological help, we also developed a "tutorial" section in Moodle, which is continuously developed.

One meeting per month with the supervisors is mandatory! The number of project meetings may increase in the phase of article writing.

CAREER PATH

From September, we will have even more levels in the CTM structure. The details of the responsibilities and the benefits may be found in the second figure. You may find a summary below:

- **Science methodology learner (SML)** – TDK students
- **Science methodology practitioner (SMP)** – first- and second-year students
- **Science methodology supervisor (SMS)** – second-year students who are methodology supervisors for first-year students
- **Science methodology advisor (SMA)** – 3rd year or PhD students with experience (previously SMS) responsible for coordinating different methodological groups
- **Science methodology experts (SME)** – responsible for SMAs



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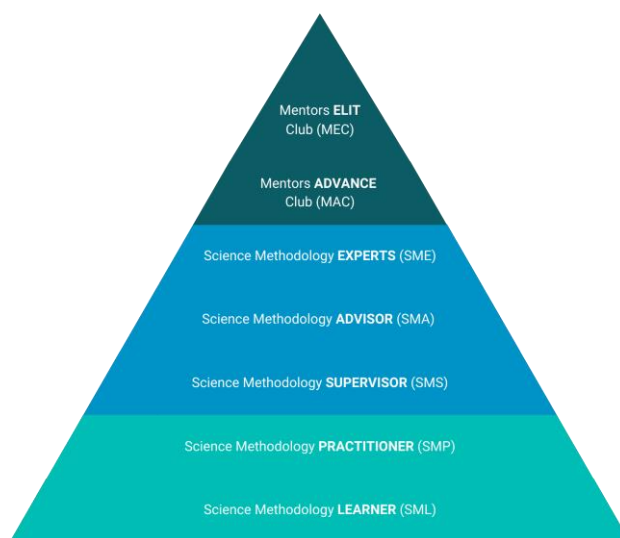


Figure 1. Career path pyramid.

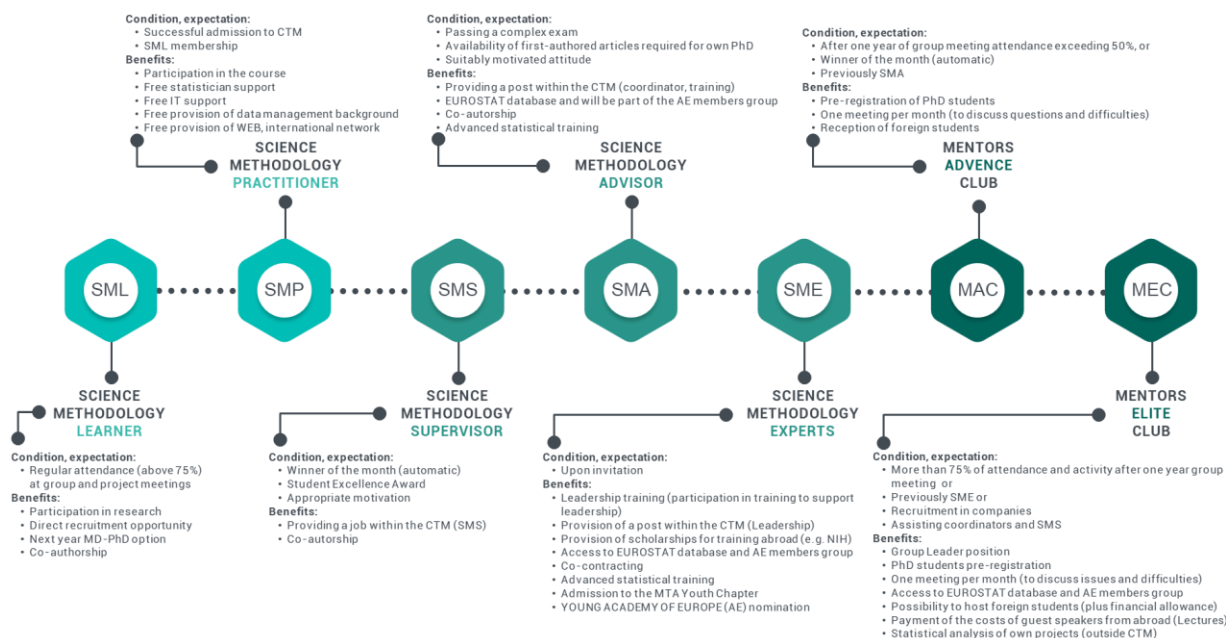


Figure 2. Role condition, expectations, and benefits



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STATISTICS

During the 2nd year, you will benefit from the same statistical staff. To ease the work of the statisticians, we ask every workgroup to have a timeline for each project. We ask everyone to send this timeline in the first week of September, and the next month's timeline should be presented during the upcoming group meeting.

LECTURES

Lecture dates can be found in the Calendar. We will communicate the name of the invited presenter before the lectures. Attendance is highly suggested.

MOODLE

As a major improvement, we have built an e-learning platform that covers all the needs of the PhD training. Moodle will serve as a platform for e-learning, group meetings, project meetings, project follow-up, and communication.

For communication, we will have separate forums for group meetings, project meetings, classes, and a general forum. On the other hand, communication with other colleagues should be done using the chat function.

Log-in details and how to use the platform will be sent out during the first part of September.

Website: <https://elearning.tm-centre.org/edu>

PROGRESS REPORT

There will be two progress reports during the 2nd year of the TM PhD training. Attendance is MANDATORY. The structure of the progress report will be the same as in the 1st year. You are expected to participate in the 3-month PR of the first year of the 2022/2023 academic year.

Dates: December 16-18, 2022

The 24-months PR is equal to your Complex Exam.

COMPLEX EXAM

Between June 26-29, 2023, we will organize your Complex Exam. Details for the exam will be communicated before the end of your next semester.

The exam will have two parts, (1) the first one will be a written test with questions from the e-learning and courses, (2) the second will be an oral presentation of your two-year work, 10 minutes presentation followed by 10-20 minutes of discussion.

Students who already have their complex exam will also have to complete this exam.



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COURSES and CREDITS

There are no compulsory courses that you have to attend. However, the schedule for the 1st year is attached. Feel free to attend if you lack any methodology knowledge. Please send an email if you wish to attend. Each e-learning is followed by an in-person course which start at 8 am and last 6 hours.

To attend the Complex Exam, you must acquire **16 Credits until the end of the 4th semester**. Every doctoral school accept all our courses. However, ensure that you do not need to attend any other mandatory courses if you are not from the Doctoral School of Pharmaceutical Sciences or Károly Rácz Clinical Medicine.

Make sure that you verify your credits before the start of the year.

In the Calendar, you have the list of the e-learning for the next two semesters. Registration ends soon.

Don't forget to ask your supervisor to sign your research activity for the second semester.

SOCIAL EVENTS

From September, we invite you to build a community together.

We will have a dedicated team to organize more social events, some of which are already scheduled. Please find them in the Calendar. Please feel free to reach us with any initiative.

IMPORTANT CONTACT DETAILS:

Secretary: tmk@semmelweis-univ.hu

Coordinator of the 2nd year: Szilárd Váncsa, vancsaszilard@gmail.com

TM website - <https://tm-centre.org/hu/oktatas/202223-hu/>

TM Semmelweis website - <https://semmelweis.hu/tmk/>

Best regards,

Péter Hegyi,

Szilárd Váncsa