

INFORMATION
**ON THE DOCTORAL (PHD) DEGREE CONFERMENT PROCEDURE
FOR STUDENTS COMMENCING THEIR DOCTORAL EDUCATION
AFTER 1 SEPTEMBER 2016**
**(DOCTORAL COMMITTEE OF MEDICAL SCIENCES AT THE UNIVERSITY OF
DEBRECEN)**

March 2022

We kindly ask you to consult the relevant sections of the current Doctoral Regulations of the Doctoral Committee of Medical Sciences for more details. Further information and downloadable documents and templates can be found at <https://odt.unideb.hu/>.

The most important feature of the "new scheme" of doctoral education:

- There is no comprehensive doctoral examination in the "new scheme". The complex examination closes down the first stage of doctoral education (coursework and research stage). The application for the complex examination also serves as application for the degree-conferment procedure. The doctoral degree conferment procedure is the research and dissertation stage of the doctoral education after the successful complex examination. In the "new scheme" there is no PhD candidate status.
- ***Warning!*** "*The doctoral student is required to submit the final version of the doctoral dissertation (as revised after the preliminary defence) within three years after the complex examination. On the basis of the student's request, this deadline may be extended on the basis of the decision of the doctoral committee of the disciplinary area, by a maximum of one year, in case the student is unable to perform his/her obligations due to giving birth, suffering an accident or illness, or some other unexpected reason beyond his/her control.*" *The deadline of three years after the complex examination cannot be extended even if the candidate suspended their doctoral studies for up to two semesters after the complex examination, as permitted by the Regulation.*
- **Upon the joint request of the Hungarian Doctoral Council and the Association of Hungarian PhD and DLA Candidates (DOSZ), the Government accepted the proposal on the extension of the deadline for the submission of doctoral dissertations during the state of emergency.** Based on Government Decree 217/2021 (of 30 April) published in issue 76 of 2021 of the Hungarian Official Journal "(1) Notwithstanding Section 53 (4) of Act CCIV of 2011 on national higher education, students completing their complex examination between 1 February 2018 and 10 May 2021 shall submit the doctoral dissertation stipulated in the doctoral regulation within **four academic years** after the complex examination. This deadline may be extended by one year at most in situations meriting particular treatment, in line with the provisions of the doctoral regulation."

General requirements for the conduct of the defence and conferment of the doctoral degree:

- completing the publication requirements

- completing the foreign language knowledge requirements
- completing the dissertation and short thesis
- successful preliminary defence
- completing the educational and research requirements (absolutorium)

I. Publication requirements

Requirements regarding the publications serving as basis for the dissertation (see Section 15 of the Doctoral Regulation of the Doctoral Committee of Medical Sciences):

- (1) At least 2 *in extenso* publications related to the topic of the dissertation that publish new academic results and have been published in a refereed international journal with impact factor (on the basis of the Thomson-Reuters list). The candidate is expected to have a major contribution to the results, and should be the first author of at least one of the publications; also, the leader role of the dissertation supervisor should be obvious on the basis of the lists of authors of the publications.
- (2) Among the publications there should be at least one that was published in English in an international journal with impact factor (on the basis of the Thomson-Reuters list) and was submitted from the University of Debrecen, and its corresponding author is an employee of the University of Debrecen.
- (3) The co-authors (applies to foreign co-authors, too) of the publications should also make a declaration stating that the results used in the dissertation have not been and will not be included in the future among the academic result of another doctoral dissertation (Appendix 14 of the Doctoral Regulation, downloadable from the website).
- (4) Shared use of a publication is only possible upon approval by the council of the competent doctoral school. The approval of shared use must be requested upon the first use of the publication from the head of the competent doctoral school. In case of shared use, the template entitled Co-author Statement on Shared Use should be completed (Appendix 14 of the Doctoral Regulation, downloadable from the website).

The signed originals of the co-author statements must be available at the preliminary defence. Copies may only be accepted in particularly justified cases, and even in such cases, each copy should be signed by the supervisor and the candidate, and the comment "Document identical to the original" should appear on each copy. It is not expected that all the co-authors sign the same declaration, it is also possible that each co-author signs a separate declaration.

Special cases (requiring not a standard but an individually worded and signed declaration):

1. The name of the co-author has changed since the publication: If the co-author signs the document with their new name, they should also make a declaration on the change of name.
2. The co-author has died: The supervisor should make a declaration on that.
3. The co-author is not available, and has obtained doctoral degree: Either the candidate's supervisor or the principal of the unavailable co-author should make the declaration.

II. Completion of the foreign language knowledge requirements

The documents certifying language knowledge must be submitted to the PhD office upon application for the preliminary defence; a proof of submission may be requested.

III. Completion of the absolutorium

The issuance of the absolutorium must be requested by completing the template entitled APPLICATION FORM FOR ABSOLUTORIUM found at <https://odt.unideb.hu> as follows:

- **Depending on the form of education, there are two different templates available:** one for individually preparing students, and another one for students in the full-time or correspondence form of education
- **The issuance of the absolutorium can be requested in the following ways:**
 1. ***Candidates who concluded eight semesters and completed the required credits***
 - **should submit the request to the PhD office at the end of the last, i.e. the eighth semester, namely between 1 August and 19 August, or 2 January and 20 January**
 - The candidate should fill in the template, and submit the request to the doctoral school (in line with the requirements set by the doctoral school). After the doctoral school reviews and signs the request, the candidate should submit it to the PhD office.
 - After the PhD rapporteur checks the request and verifies the relevant data of the Neptun system, the rapporteur issues the absolutorium.
 - If in the course of verification the PhD rapporteur finds a mistake or deficiency that does not allow the issuance of the absolutorium, the candidate and the doctoral school should be notified by the rapporteur in writing (e-mail).
 - If the education is concluded without the candidate obtaining the absolutorium, no doctoral dissertation can be submitted.
 2. ***Candidates who submit their dissertation for the public defence (after a successful preliminary defence) before the conclusion of the research and dissertation stage***
 - should submit the completed request to the competent doctoral school upon application for the preliminary defence
 - if the candidate applies for the public defence before the conclusion of the research and dissertation stage but during the eighth semester, the completion of last Research course and the course entitled Preparation for the dissertation II will be certified in Neptun by the supervisor, and the doctoral school, respectively
 - **if the candidate applies for the public defence during the research and dissertation stage, at any time before the conclusion of the seventh semester, the credits related to the remaining Research and Preparation for the dissertation courses will be awarded by the secretary of the Doctoral Committee before the preliminary defence**
 - the doctoral school will review the form and sign it
 - the completed and signed request for the issuance of the absolutorium should be submitted to the PhD office after the successful preliminary defence
 - after the PhD rapporteur checks the request and verifies the relevant data of the Neptun system, they issue the absolutorium after the preliminary defence
 - If in the course of verification the PhD rapporteur finds a mistake or deficiency that does not allow the issuance of the absolutorium, they should notify the candidate and the doctoral school in writing (e-mail).

- **Warning!** If the absolutorium cannot be issued, the candidate cannot apply for the public defence. The candidate can only consult the secretary of the doctoral committee on the submission of the dissertation after the absolutorium is issued, and should also present the copy of the request for the issuance of the absolutorium completed by the rapporteur as well. The education is rendered complete in the semester when the absolutorium is issued; the candidate cannot register for the next semester even if they have not applied for the public defence yet.

IV. *Preparing the dissertation and the short theseis, publication list, registration in the Hungarian National Scientific Bibliography (MTMT)*

- The form and content requirements of the dissertation and short thesis can be found in Appendix 15 of the Doctoral Regulation of the Doctoral Committee of Medical Sciences.
- In the dissertation it should be clearly indicated which are the candidate's own results, and which of them are co-authored (see Section 17 (6) of the Doctoral Regulation). The candidate and their dissertation supervisor should make a declaration stating that the candidate has clearly indicated the results that are not their own or are only partially their own (Appendix 22 of the Doctoral Regulation, downloadable from the website).
- **The dissertation and the short thesis may only include the official list of publications issued by the Kenézy Life Sciences Library.**

Request for the issuance of the publication list:

- (1) The candidate should upload their academic publications into the Publication Database of Kenézy Life Sciences Library, specifying that the publications were written as part of their PhD work. (Information on uploading can be found below.)
- (2) The candidate should choose the publications they consider to serve as basis for the dissertation, and request the issuance and authentication (with bibliographic data, using scientometric methods) of the publication list to be included in the PhD dissertation.
- (3) In case of accepted papers that are not yet available in online databases, the proof of acceptance should be uploaded in the relevant site accompanied by the written declaration of the head of the competent doctoral school stating that the paper may be included in the publication list of the candidate's dissertation, together with the manuscript of the paper in a pdf form.
- (4) The list of publications serving as basis for the dissertation **may only include peer reviewed *in extenso* publications written in English.** Further publications may also include peer reviewed publications written in Hungarian provided they are also original work.
- (5) Conference papers or supplements may not be included either in the list of publications serving as basis for the dissertation or the list of further publications.

Registration in MTMT

The candidate should also make their publication list available on the website of the Hungarian National Scientific Bibliography (MTMT, www.mtmt.hu). For this, the candidate needs to register on the above mentioned website, compile the publication list on the site then make their page public. If the candidate's supervisor or the co-authors are already registered MTMT users (they usually are), the publication already uploaded on the website can be easily

linked to the candidate. This way, only the publications not yet uploaded on the website need to be entered into the database as new.

V. Preliminary defence

The preliminary defence of the dissertation is organised by the competent doctoral school (Section 17 of the Doctoral Regulation of the Doctoral Committee of Medical Sciences). This information contains details referring to all the doctoral schools operating in the disciplinary area of medical sciences. Detailed information on the **procedures related to a specific doctoral school** can be requested from the relevant doctoral school.

The conditions for the dissertation to be admitted to preliminary defence are as follows:

- submitting the request for the **absolutorium** (see below);
- presenting the **documents attesting language knowledge** (Section 16 of the Doctoral Regulation);
The documents attesting language knowledge should be presented at the time of the application for the preliminary defence at the latest. This document must be presented at the PhD office, where the PhD rapporteur will issue a confirmation containing the details of the language certificates (type, number). Unless otherwise specified by the doctoral school, it is enough to present this confirmation to the secretary of the doctoral school upon application for the preliminary defence.
- a notification to the head of the doctoral school, signed by the supervisor and the head of the programme (if applicable), which should be sent to the secretary of the doctoral school at least three weeks prior to the scheduled date. The notification should contain the name of the author and the title of the dissertation, the name of the supervisor, as well as the author's intention to submit the dissertation. The rest of content and formal requirements should be specified by the competent doctoral school.
- along with this notification, the printed but not yet bound or the electronic version of the **dissertation and the short thesis** should also be submitted to the secretary of the doctoral school, considering all the requirements of the relevant doctoral school; these documents should also contain the list of publications issued by the Kenézy Life Sciences Library;
- **presenting the co-author statements and the declarations documenting shared use (if applicable)** to the secretary of the doctoral school (Section 15 (1) and Appendix 14 of the Doctoral Regulation);
- **presenting the declaration of the candidate** to the secretary of the doctoral school (See Section 12 (5) and Appendix 22 of the Doctoral Regulation).

If any of the above conditions is not met, the preliminary defence CANNOT be conducted.

Organising and conducting the preliminary defence:

- **screening for duplicate text:**

According to the provisions of the Regulation, "Before sending the dissertation for evaluation, the secretary of the doctoral school will send the dissertation submitted for preliminary defence to the University and National Library for screening for duplicate text". The References part should be deleted from the dissertation when it is sent for screening for duplicate text; the rest will all be subject to examination. The doctoral school may also request that the supervisor be involved in the process of screening, and ask the candidate to also submit the result of the screening upon application for the preliminary defence. ***The rules of procedure may be stipulated individually by the doctoral schools.*** On the basis of the result of screening for duplicate text the doctoral

school may at once decide not to send the dissertation for evaluation, but request its revision and repeated submission after repeated screening for duplicate text.

The secretary of the doctoral school will send the dissertation and the results of screening for duplicate text referring to the same version of the dissertation to the opponents of the preliminary defence. In their report the opponents are required to declare whether on the basis of the available data the dissertation meets the requirements of publication ethics.

If the result of the screening for duplicate text show that the dissertation continues not to meet the academic ethical requirements, the doctoral school should decide whether to conduct the preliminary defence anyway or to postpone it and only conduct it after the dissertation has been revised. (The preferred solution is to postpone the defence.)

Postponed preliminary defence: The revised dissertation needs to undergo a repeated screening for duplicate text. The revised dissertation along with the result of the repeated screening for duplicate text should again be sent - preferably to the same - opponents to get their opinion. If no further academic ethical objection is raised in connection with the revised dissertation, the relevant section of the written report of the preliminary defence should be underlined.

Completed preliminary defence: the academic ethical objections should be rectified without penalty after the defence to produce the final version of the dissertation. At the same time, the secretary of the Doctoral Committee of Medical Sciences needs to be notified about the academic ethical objection upon the submission of the final version of the dissertation. (The relevant section of the written report of the preliminary defence should be underlined.)

- **evaluation board of the preliminary defence:** is appointed by the council of the doctoral school.

The defence board should consist of at least three members: the Chair, two opponents, and further members in accordance with the Operational Order of the doctoral school. All members of the board must have academic degrees. At least one-third of the members of the board must not be faculty members of the concerned doctoral school. None of the **opponents** can be a colleague of the candidate. The opponent should preferably be an accredited faculty member of the University of Debrecen; however, an external member not in the employment of the university but having an academic degree may also be invited. The **Head** of the preliminary defence should preferably be a full professor/emeritus professor core member of the council of the relevant doctoral school, but as a minimum an accredited full professor/emeritus professor core member of one of the doctoral schools operating in the disciplinary area of medical sciences at the University of Debrecen.

- **announcing the preliminary defence:** Preliminary defences are public, the doctoral schools are required to announce them in the newsletter of the Faculty of General Medicine at the University of Debrecen. The secretary of the doctoral school should be sent a notification in e-mail on the date and time of the preliminary defence at least one week prior to the event. Details on the event should be sent by the secretary of the doctoral school for the newsletter of the Faculty of General Medicine at the University of Debrecen in a form identical to the newsletter.

- **preliminary defence:** At the defence the candidate is required to present their results in the form of a free presentation before the board nominated by the doctoral school, then the opponents should also express their opinion to be answered by the candidate. The candidate should receive the opponents' report before the defence. The board will decide behind closed doors whether the dissertation may be sent unchanged to the doctoral committee of the disciplinary area for submission to procedure, or only after the recommended changes have been done, or it needs a major revision.
- A **written record** needs to be kept of the preliminary defence (Appendix 20 of the Doctoral Regulations), and the related documents must also be attached to it.
- After the preliminary defence, the candidate must make **alterations and modifications** in the dissertation and the short thesis on the basis of the recommendations made by the board and recorded in the written report. The dissertation supervisor must declare in writing that the alterations have been made.

VI. Application for the public defence

We kindly request our candidates to present at the secretary of the Doctoral Committee only after making an appointment in advance in e-mail, and only after the necessary documentation has been put together in its final form. Also, please read carefully the relevant parts of the information sheet and the Doctoral Regulations before contacting the secretary of the Doctoral Committee. The absolution must be issued before the candidate's application for the public defence. Please meet the deadlines for the submission of applications and requests. All the deadlines for the presentation or submission of requests for submission to procedure, i.e. all documents required in an electronic form or paper-based version, are announced in the newsletter.

The following documents need to be sent or submitted to the *secretary of the Doctoral Committee of Medical Sciences*:

The list of documents required to be submitted can be downloaded from <https://odt.unideb.hu/>. Please fill in this **editable electronic form** with the required information, then print it and submit 1 copy to the secretary of the Doctoral Committee of Medical Sciences.

Documents to be submitted to the secretary of the Doctoral Committee of Medical Sciences, administration:

1st step:

Documents to be sent in e-mail, as a .docx file to csoma.eszter@med.unideb.hu:

- the PhD dissertation containing the official list of publications (XY_dissertation.pdf): **cannot contain the publications serving as basis for the dissertation**
- the English version of the short thesis containing the official list of publications (XY_thesis.pdf)
- academic CV (XY_CV.pdf)
- the result for screening for duplicate text in a pdf file or the link to it, received from the library

2nd step: to be taken after the secretary has approved the theses and the dissertation

To be sent by internal post service/traditional post to the following address:

dr. Csoma Eszter

Orvosi Mikrobiológiai Intézet, IVDT 2. emelet

(4032 Debrecen, Nagyerdei krt. 98.)

- the short thesis of the PhD dissertation containing the publication list authenticated by the library in 3 printed (not bound) copies
- academic CV in 3 printed copies
- co-author statements (The signature of the candidate, the supervisor(s) and the co-authors on these statements should always be original. In the case of co-authors based abroad the scanned version of the original signature will only be accepted when there is no possibility to get an original signature (it should be sent by post, as far as possible). In such cases the comment "Document identical to the original" should appear on the scanned copy, which should be signed by the candidate and the supervisor(s) as well. Original signatures are required even in pandemic situations. We kindly ask you to arrange posting in time with your co-authors.)
- the declaration of the supervisor stating that the alterations requested at the preliminary defence have been made
- the documentation of the preliminary defence: written record + signed opinion of the opponents + signed list of recommended alterations or the response to the opponents' opinion also containing the list of recommended alterations
- the declaration of the candidate with original signatures

*Some schools provide that these documents should be collected and forwarded by the secretary of the doctoral school to the secretary of the Doctoral Committee of Medical Sciences.

The secretary of the Doctoral Committee of Medical Sciences will check whether the documents comply with the formal requirements laid down in the Doctoral Regulation and all the required declarations have been completed. **The dissertation should only be bound after this step.**

The PhD dissertation should be submitted in a bound form to the PhD office in 6 copies (**the publications serving as basis for the dissertation should be part of the appendixes of the dissertation**).

Name and contact details of the Secretary of the Doctoral Committee of Medical Sciences:

dr. Eszter Csoma

office: IVDT Building, 2nd floor, Department of Medical Microbiology

e-mail address: csoma.eszter@med.unideb.hu

extension: 50107

VII. Organising the public defence

- The decision on the initiation of the doctoral degree conferment procedure and the composition of the board(s) is made by the Doctoral Committee on the basis of the doctoral school's proposal. Then the Committee notifies the candidate and appoints the board members. The bound dissertation and the invitations of the members are posted by the PhD office. The administrative procedure (preparation, posting, etc.) is lengthy, which implies that the posted notification and invitations will only be received by the addressees 1-2 weeks after the decision is made.
- **The date of the degree conferment procedure (public defence) may only be scheduled after the opponents' opinion and the answers to them have been received by the PhD office.** The answers must also be sent to the opponents.
- As the date of the public defence must be publicly announced **two weeks** before the defence, the scheduled date will only become officially fixed and may be announced if the PhD office and the candidate have received the written supporting opinion of both opponents **at least 15 days before the requested date**.
- **Please consult the PhD rapporteur first about the possible dates, and then make arrangements with the board members. Please inform the PhD rapporteur and the secretary of the Doctoral Committee of Medical Sciences in writing (e-mail) about the arranged date. Only then will the date of the defence become official.**

The PhD rapporteur may help in reserving the venue of the public defence.

- Once the date and time become official, the candidate should upload their doctoral dissertation, the short thesis containing the insert sheet* and the invitation to the public defence to the electronic archive of the University of Debrecen (DEA) at <http://dea.lib.unideb.hu>. Detailed information on uploading can be found at <http://ganymedes.lib.unideb.hu:8080/dea/handle/2437/2802>.
Important note: in order to avoid copyright problems, the publications serving as basis for the dissertation may not be included in the Appendixes of the uploaded version of the dissertation.

*The insert sheet containing the details of the defence (Appendix 7 and 15 of the Doctoral Regulations) must be inserted into the dissertation, as well as the English version of the short thesis. The insert sheet and the invitation should only specify the highest academic degree/title of the Chair and members of the board: Member of the Academy OR Member of the Hungarian Academy of Sciences OR PhD.

The material should be uploaded in the form of pdf files. In order to ease the administration process, the files may be uploaded before the date of the defence becomes “official”; nevertheless, their acceptance will only be confirmed after the opinion of the opponents have arrived.

If the material uploaded in DEA is not approved 14 days before the arranged date, the defence cannot be held. Please do not leave uploading to the last minute. Due to scheduling conflicts, the secretary of the Doctoral Committee of Medical

Sciences may not be available to check and approve the material in a couple of hours.

- The secretary of the Doctoral Committee of Medical Sciences will check and approve the uploaded material.
- **After the uploaded material is approved:**
 - (1) The final version of the printed short thesis (written in a language identical to that of the defence) may be posted along with the invitation. The short thesis and the invitation should be posted by the candidate at least 1 week before the defence.
The printed version of the short thesis should only be sent to the persons specified below.
 - (2) The candidate should make photocopies of the short thesis and the invitations, and send them to the following persons:
 - **In a printed form:**
 - the Vice Rector for Scientific Affairs at the University of Debrecen,
 - the scientific director,
 - the PhD rapporteur,
 - the Dean of the Faculty hosting the doctoral school,
 - the Chair and the members of the defence board.

The scientific director of the University of Debrecen, (Dr. Zsolt Varga; science@admin.unideb.hu) and the secretary of the competent doctoral school should be sent the short thesis and the invitation both in printed and electronic form, along with the url of the materials uploaded to DEA **at least 2 weeks** before the defence.
The secretary of the doctoral school will also ask for the MTMT identifier of the candidate (see section 4).

Contact details of the secretaries of the doctoral schools:

Doctoral School of Molecular Medicine: Dr. György Vámosi: modi@med.unideb.hu

Doctoral School of Clinical Medicine: Dr. László Váróczy:
varoczy@internal.med.unideb.hu

Doctoral School of Health Sciences: Dr. Margit Balázs: balazs.margit@sph.unideb.hu

Doctoral School of Pharmaceutical Sciences: Dr. Eszter Csoma
csoma.eszter@med.unideb.hu

Kálmán Laki Doctoral School: Dr. Éva Katona: ekatona@med.unideb.hu

Doctoral School of Molecular Cell and Immune Biology: Dr. András Mádi:
madi@med.unideb.hu

Doctoral School of Neurosciences: Szentesiné Dr. Krisztina Holló:
kriszti@anat.med.unideb.hu

Gyula Petrányi Doctoral School of Clinical Immunology and Allergology: Lajszné Dr. Beáta Tóth: beatoth@med.unideb.hu

Doctoral School of Dental Sciences: Dr. Krisztina Köröskényi:
kkriszti@med.unideb.hu

Doctoral School of Nutrition and Food Sciences, Nutrition Science programme:
Andrea Szalai, szalai.andrea@med.unideb.hu

- (3) The date and time of the defence and the url of the material uploaded to DEA will be announced by the secretary of the doctoral committee in the joint newsletter of the Faculty of General Medicine at the University of Debrecen and the Doctoral Committee of Medical Sciences. The defence will be announced by the secretary of the concerned doctoral school in the National Doctoral Database and the website of the doctoral school.

The conduct of the public defence

The defence is held as described in the Doctoral Regulation of the University of Debrecen. During the defence the PhD rapporteur helps manage the defence and finalises the official documentation (Appendix 5 of the Doctoral Regulations). A separate person must be invited to the defence to record the questions, answers and other remarks, etc. made at the defence.

Inviting the person to draw up the minutes of the defence, ensuring and confirming the technical conditions for the public defence is the obligation and responsibility of the candidate.

The defence can be held in a digital form upon approval only. The template for such a request can be downloaded from the website of the Doctoral Committee. The signed request containing the fixed scenario must be submitted to the PhD office.

After the public defence is over

After the defence, the printed and signed minutes (by the Chair and the keeper of the minutes) of the complex examination and the defence must be submitted to the PhD office and also sent in an electronic form to phd@med.unideb.hu. In addition, the candidate's response to the opinion of the opponents must also be submitted in a printed and signed form (the electronic version should be sent in advance, see section 8). **Failing these, the degree conferment procedure cannot be concluded.**

APPENDIXES

Request for the issuance of the publication list

In order to have the bibliographic and scientometric data of publications checked and the publication list required for the dissertation issued, the following steps need to be taken:

Uploading publications in the Publication Database of the University of Debrecen:

The Publication Database can be accessed at <http://ebib.lib.unideb.hu>, where anyone can search for university publications, and with the help of the menu system candidates can access the form for uploading their publications. The form must be filled in with the details of the local authors, the bibliographical details of the publication, and the full version of the article must be attached in an electronic form.

Author details: In the case of local authors, relevant details of the authors must be provided. To ease the completion of this part, a new field has been added (network ID/Neptun code). Those not having a Neptun code or having forgotten their Neptun code should turn to the PhD office for help. If the author provides their network ID and clicks on the button Author data retrieval, the computer will retrieve their personal details and complete the relevant fields in the form.

If the publication serves as basis for the dissertation, the relevant box must be ticked in the form. This will result in details referring to PhD studies appearing in the form instead of faculty-related details. The box will only be active if the valid network ID or Neptun code has been provided.

When uploading other publications, no tick should be put in this box.

If the DOI of the publication is available, the process of providing the details of the publication can be simplified by providing the DOI in the form, then clicking on “Search on the basis of DOI”. In this case, the computer will automatically complete the relevant fields with the available information.

Request for the issuance of the publication list:

After all the publications of the candidate have been uploaded in the Publication Database, and the candidate wants to get the publication list authenticated by the Library, they need to complete a web-based form available on the upload site of the Publication Database by clicking on “Request for the issuance of the publication list”. A confirmation e-mail about the request is sent to candidate to the provided e-mail address, to the supervisor (to an e-mail address provided by the candidate), the competent persons of the doctoral school, and the library. The librarian checks the bibliographical data provided in the Publication Database, then the system generates a publication list supplemented with scientometric data, which are sent by the library to the candidate. If the candidate considers the list to be full, the official certification is sent by the library to the candidate, the supervisor, and the doctoral school.

Formal requirements of the doctoral dissertation and the short thesis

- (1)The doctoral dissertation should be submitted along with the request for submission to procedure in 6 printed copies as well as electronically to the Doctoral Committee.
- (2)The dissertation may be written in Hungarian or English. The template of the cover page and the title page can be found in the Appendix.
- (3)The Doctoral Dissertation should be of A4 form and consist of the following parts:
 1. **Introduction**, providing justification for choosing the topic.
 2. **Literature review**, providing a thorough presentation of the previous academic results the dissertation is related to, which also defines the objectives of the work.
 3. **Methodology** (materials and methods; or patients and methods) chapter, providing a thorough presentation of the used experimental techniques, including the statistical processing and archiving of data, etc.
 4. **Results** chapter, presenting the newly obtained academic results. It is required that the results obtained by the candidate be clearly separated from the results obtained by the co-authors of the publication.
 5. **Discussion** chapter, containing the critical analysis of the new results obtained by the candidate arranged in a coherent framework.
 6. **Summary** (up to one page long).
 7. The **References** section consisting of two parts: a list of the publications referred to in the previous chapters and a separate list of publications published by the candidate and authenticated by the Kenézy Life Sciences Library. (For the requirements related to the list see the relevant parts of the Doctoral Regulation and the information sheet.)
 8. **Key words:** 6-12 keywords
 9. **Acknowledgement**
 10. **Appendix:** list of publications and manuscripts.
- (4) Non-Hungarian candidates must compile their short thesis in English.
- (5)The doctoral thesis is a shortened version of the dissertation, in which the candidate presents the academic public the justification for the academic work they done, showing their methodological preparedness and most significant results. The short thesis cannot contain figures or tables. The short thesis should be of A5 form. The cover page must be prepared using the available templates. The short thesis should be submitted both in an electronic and a printed form along with the request for submission to procedure to the Doctoral Committee. The insert page containing the name and academic degree of the members of the defence boards, as well as the date and venue of the defence will only be inserted into the final version of the thesis after the submission to procedure has been approved. The list of the candidate's publications authenticated by the Kenézy Life Sciences Library should also be inserted at the end of the short thesis. A separate list of the presentations, citable abstracts, etc. related to the dissertation may also be enclosed.

Mandatory chapters in the short thesis:

1. The antecedents and the objectives of the doctoral dissertation;
2. New contributions to academic knowledge;
3. The list of the candidate's publications in the topic of the dissertation, authenticated by the Kenézy Library.

For further requirements see the relevant parts of the information sheet.