

University of Szeged

Albert Szent-Györgyi Faculty of Medicine



QUALITY ASSURANCE PLAN

Doctoral School of Clinical Medicine (KODI)

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1. INTRODUCTION

The Council of the Szent-Györgyi Albert Szent-Györgyi Faculty of Medicine (hereinafter referred to as SZTE SZAOK) and the Faculty of Dentistry (hereinafter referred to as FOK) of the University of Szeged has established the following quality assurance plan.

They were taken into account in the design of the quality assurance system for doctoral training:

- The relevant provisions of Act CCIV of 2011 on National Higher Education (Nftv),
- The requirements of the Government Decree 387/2012 (XII.19.) on doctoral schools, the order of the doctoral procedure and habilitation,
- The requirements of the 2001 IV European Higher Education Area Quality Assurance Standards and Guidelines (ESG 2015, adopted by the Ministers of Education on 14-15 May 2015),
- decisions of the MAB on doctoral training,
- Regulations on the Unified Doctoral Training and Doctoral Degree Acquisition of the SZTE 28 September 2020 SZ-1/2020/2021 (hereinafter referred to as SZTE DSZ),
- The "Quality Assurance Guidelines for Doctoral Education and Doctoral Degrees at the University of Szeged", adopted by the University Doctoral Council of the University of Szeged on 24.02.2022,
- as well as the relevant university regulations currently in force at the SZTE.

2. MISSION

KODI's mission is to ensure that the doctoral training offered within its framework is of a consistently high standard, and that the academic degrees awarded here are accepted and recognised both nationally and internationally.

To achieve this, it strives to ensure high quality at all stages of doctoral education (admission, doctoral studies, dissertation, degree) and to strengthen the quality-oriented approach of the participants (lecturers, supervisors, students, administrative staff) in the activities of the KODI.

Taking into account the quality assurance elements recommended by the Hungarian Accreditation Committee for Higher Education, this plan contains the requirements KODI places on the participants in the training (students, subject leaders and lecturers), as well as the system of their continuous monitoring and the specific characteristics of our doctoral school.

The Quality Assurance Plan, which is part of the quality management system of the University of Szeged, contains the procedures and measurement tools by which the KODI continuously and specifically monitors the achievement of the expectations of students, employees and the social environment. This involves analysing the effectiveness of the processes and the availability of resources required for proper functioning. Objective indicators and performance indicators are used to characterise the success of the achievement of the objectives set. These will be used to identify areas of good performance, underperformance or areas requiring immediate intervention, and measures to improve the resulting underperformance.

3. PRINCIPLES OF THE KODI QUALITY POLICY

With this document, KODI aims to give priority to the following quality assurance principles:

- **The quality focus principle.** Through the development and operation of the quality management system, KODI aims to establish and maintain a high level of doctoral education, both nationally and internationally.
- **The principle of accountability** and improving the quality of doctoral training.
- **Feedback principle.** All those involved in doctoral education should receive continuous feedback on the quality of their work in order to increase student and teacher satisfaction and well-being.
- **The principle of documenting processes.** The aim is to develop and operate a system that documents all the important steps of doctoral training in such a way that the administrative burden on the actors involved remains manageable.
- **The principle of individual liability.** Together with the SZTE DSZ, it defines the tasks and responsibilities of the individual actors in the processes in such a way that the operation of the KODI is as smooth and efficient as possible.
- **The principle of professional control.** It seeks to assert the control of the SZTE and of international and national professional and academic public opinion during the doctoral training and degree acquisition process.
- **The principle of openness.** The main stages of the quality system should be transparent and public.

4. THE ORGANISATIONAL FRAMEWORK FOR DOCTORAL TRAINING AND DOCTORAL DEGREES

For the tasks and activities of the Doctoral School of Clinical Medicine (KODI), the SZTE DSZ (<https://u-szeged.hu/download.php?docID=58622>) serves as a reference. The head of the KODI is a professor, a member of the staff with the title of Doctor of Science, who is appointed by the Rector on the recommendation of the EDT, based on the expert opinion of the MAB and the approval of the Senate. The EDT also appoints a deputy head, who acts in the absence or absence of the head and has signature powers.

The head of the KODI is Prof. Dr. Lajos Kemény, Professor, Corresponding Member of the HAS
Tel: +36 (62) 54-5277

E-mail: kemeny.lajos@med.u-szeged.hu

SZTE SZAOK Department of Dermatology and Allergology (6720 Szeged, Korányi fasor 6.)

Deputy: Prof. Dr. Tamás Molnár, Professor

E-mail: molnar.tamas@med.u-szeged.hu

Field of KODI: medical sciences

Field of science: clinical medicine

As the discipline of KODI is very diversified, different **sub-programmes** (training/research programmes) have been defined within the DI. Currently, KODI has 10 sub-programmes. In order to set up these sub-programmes, in addition to the programme leader, at least 3 other qualified academic staff members with scientific degrees must be involved.

The details of the training requirements and the current training plan, including the specific training needs of the sub-programme's area of specialisation, are developed by the management of each sub-programme in cooperation with the members of the staff, lecturers and subject leaders in the area of

specialisation. They are monitored by the KODI Council, which continuously monitors and evaluates the quality of the training plans and their relevance to the objectives set by the DI.

The system of requirements for each sub-programme was different before 2019, with the evaluation of scientific publications accepted for the degree, which form the basis of the PhD thesis, being based on the impact factor of the publications (see chapter 9.1.7, Table 5). In order to ensure that the requirements are the same for all students in the doctoral school, KODI has developed a new system (Chapter 9.1.7, Publication requirements), which takes into account the classification of publications according to the D/Q system. The new system will be introduced with exclusive effect from 2024, while during the transitional period 2019-2024 it will be up to the student and his/her supervisor to decide which grading system he/she wishes to use for the evaluation of the degree award procedure.

The 10 **sub-programmes** currently operating in KODI:

- Immunology
- Dermatology
- Reproductive health
- Experimental and clinical neuroscience
- Clinical and experimental investigation of heart disease
- Clinical and experimental research in reconstructive and organ-sparing surgery
- Investigating the pathomechanisms and therapeutic options for childhood diseases
- Research in dentistry
- Translational medicine
- Inflammatory bowel diseases

5. BODIES GOVERNING AND SUPERVISING THE OPERATION OF THE KODI

The KODI is directly managed by the KODI Council and supervised by the Doctoral Council of Medical and Pharmaceutical Sciences (hereinafter referred to as the Doctoral Council of the Disciplines, TDT) and the University Doctoral Council of the University of Szeged (hereinafter referred to as the EDT).

5.1 COUNCIL OF THE DOCTORAL SCHOOL OF CLINICAL MEDICINE (KODI COUNCIL)

The professional activities of the doctoral school are guided by the head of the school and a doctoral school council (KODI Council) of at least three members. The latter is chaired by the Head of the Doctoral School. The framework for the functioning of the KODI Council is laid down in the DSZ SZTE (<https://u-szeged.hu/download.php?docID=58622>).

The Board meets at least once a semester, organised by the KODI administrator. In case of urgency, the Board may take decisions by postal vote.

Training/research programme leaders (sub-programme leaders), if not elected members, are invited to attend the meetings. The KODI Council is also composed of doctoral students with consultative rights, appointed by the local DOSZ organisation (SZTE Doktorandusz Önkormányzat). The KODI Council may appoint a secretary, who shall participate in the meetings with voting or deliberative rights, as decided by the Council. The Secretary of the Doctoral School shall assist the Head of the School in the administrative tasks of the Doctoral School. The duties of the Secretary shall be determined by the Head of the Doctoral School.

Current members of the KODI Council:

- Prof. Dr. Lajos Kemény (Head)
- Prof. Dr. Zsuzsanna Bata-Csörgő (member)
- Prof. Dr. György Lázár (member)
- Prof. Dr. László Vécsei (member)
- Dr. Kornélia Ágnes Szabó (Secretary)
- Dr. Benjámin Papp (student representative)

5.2 DOCTORAL DOCTORAL COUNCIL (TDT)

The doctoral schools at the SZAOK and the FOK are managed by the Doctoral Council of Medicine and Pharmacy. The TDT meets regularly and decides on the agenda items submitted by the 5 doctoral schools (Clinical, Theoretical, Interdisciplinary, Multidisciplinary Medical Sciences, Pharmaceutical Sciences) on the basis of their proposals. The detailed description and tasks are described in the SZTE DSZ (<https://u-szeged.hu/download.php?docID=58622>), and specifically for quality management in the document "Quality Assurance Guidelines for Doctoral Training and Doctoral Degree Acquisition at the University of Szeged".

5.3 SZTE UNIVERSITY DOCTORAL COUNCIL (EDT)

It is the main decision-making and policy-making body for doctoral degrees and doctoral training at the University. Its detailed description and responsibilities are described in the SZTE DSZ (<https://u-szeged.hu/download.php?docID=58622>) and, specifically for quality management, in the document "Quality Assurance Guidelines for Doctoral Education and Doctoral Degree Awarding at the University of Szeged".

6. ADMINISTRATIVE BODIES

6.1 SECRETARIAT OF THE KODI

Direct administrative tasks related to the functioning of the DI and the KODI Council are carried out by the KODI Secretariat.

Current members are:

- Dr. Kornélia Ágnes Szabó (Secretary of KODI)
- Eszter Martinovits (administrator)

Their tasks are defined by the head of the KODI. These currently include:

Activities related to degree acquisition:

- Assisting the supervisor and doctoral candidates in the preparation of the application for the degree and in the composition of the committees.
- Data on the acquisition of degrees are recorded on the National Doctoral Council website (www.doktori.hu).

Activities related to student training:

- At least two times a year, the administration of full-time and individual training applicants, the organisation and administration of admission and complex examinations.
- Create and update student records.
- Assisting in the publication of student and subject leader data in the Hungarian Database of Scientific Works (MTMT).
- Managing applications to transfer from a thesis supervisor, doctoral school, full-time to individual training. Submitting a sample application, obtaining signatures and attachments, and forwarding the application to the Doctoral Council with a letter of support.

Activities related to subject leaders:

- Assisting in the preparation of applications for new topic leaders and in the publication of approved topics.
- Soliciting topic proposals from subject leaders and posting them by the deadline.

Activities related to tribal members:

- Continuous monitoring of the data of regular members, tracking compliance with the rules, notifying the head of the KODI of the necessary actions (e.g. in case of age limit).
- Soliciting, reviewing proposals for new members, drafting applications, managing.

Activities related to sub-programme leaders:

- Keeping in touch with KODI activities, coordinating by email or organising a face-to-face meeting

Activities related to trainers:

- Sending reminders 2 times a year on what needs to be done (e.g. checking subject leader compliance on the ODT website, updating publication data)

Promotional activities:

- Handling administrative tasks related to the NRP and Institutional Doctoral Scholarship, Stipendium Hungaricum applications (e.g. reviewing materials, organising evaluation, sending proposals, reviewing reports, organising and coordinating activities related to their evaluation)
- Send calls for applications or congresses to teachers/staff/sub-programme leaders/students.
- Preparation of professional recommendations for scholarship applications, e.g. for the Apáczai Csere János PhD scholarship.

Other tasks:

- Preparation and periodic updating of the official documents required for the accreditation of the KODI every 5 years (self-evaluation, training plan, operational rules, quality assurance plan, agreements with the collaborating institutions).
- PhD conference organisation (scientific programme preparation, organisation tasks, management, preparation of a report).
- Managing KODI-related applications, purchases and contracts.
- Managing the obligation to report extra work/deferment for PhD students

subject	deadline	operation
Announcement of research topics	15 April and 1 December.	
Announcement of research topics Stipendium Hungaricum for scholarship holders	15 February.	
Data update for MAB test	10 April and 25 September	MTMT, ODT

Table 1. Key deadlines for the KODI Secretariat.

6.2 SZTE SZAOK PHD SECRETARIAT/STUDY DEPARTMENT

The academic affairs of doctoral students (enrolment, management of indexes/performance records, reception of applications for study, registration of active/passive semesters, certificates of legal status, etc.) are handled by the administrators of the dean's offices (study departments) of the doctoral school, under the coordination of the Doctoral Institute.

Contact details:

SZTE SZAOK PhD Secretariat and Department of Studies

Central email address: office.aokphd@med.u-szeged.hu

Phone number: 62/54-5008

Postal address: 6725 Szeged, Tisza Lajos krt. 97., III. floor. 304.

Staff:

Head: Dr. Krisztina Pál (pal.krisztina@med.u-szeged.hu)

acting expert: Ágnes Mester (mester.agnes@med.u-szeged.hu)

thesis coordinator: Renáta Bódi (bodi.renata@med.u-szeged.hu)

acting expert: Diána Varga (varga.diana@med.u-szeged.hu)

6.3 SZTE DOCTORAL INSTITUTE

The University's Doctoral Institute is responsible for the organisation and registration of doctoral degrees and doctoral training. It is managed by the Vice-Rector for Academic Affairs or by the Director appointed by the Rector. Its tasks and a detailed description are set out in the SZTE DSZ (<https://u-szeged.hu/download.php?docID=58622>).

Contact details:

Central email address: dokint@szte.hu

Telephone number: 36 (62) 54-4022

Postal address: SZTE Rector's Office, 6720 Szeged, Dugonics tér 13.

Staff:

Director: Dr. Péter Mezei, habilitated associate professor (Mezei.Peter@szte.hu, 62/544-831)

Administrator: Katalin Egri (Egri.Katalin@rekt.szte.hu, 62/544-022)

7. MEMBERS OF THE DI

In order to ensure the quality of training and teaching in the KODI, the School pays great attention to the adequacy of its staff (lecturers, subject leaders, subject writers, core members, sub-programme leaders). To this end, only nationally and internationally recognised lecturers and researchers whose qualifications and qualifications meet the requirements laid down in the DSZ of the SZTE are allowed to participate. Their compliance is continuously monitored by KODI, including by monitoring and periodically evaluating their activities and by developing and implementing evaluation systems (e.g. student evaluation) to assess their performance.

7.1 HEAD OF THE DI

The detailed criteria for the selection and the tasks of the selection are set out in the DSZ of the SZTE (see Chapter III, point 36 of the DSZ of the SZTE).

7.2 MEMBERS OF THE TRIBE

Their tasks are set out in the DSZ of the University of Szeged (see Chapter II and Chapter III, point 14).

Regular members must preferably hold the title of Doctor of Sciences, exceptionally, the DI may waive this in justified cases, on the basis of individual assessment.

New members may be proposed by existing members. The KODI Council will review the individual's curriculum vitae and scientific achievements and recommend his or her appointment as a core member. The appointment of a core member is approved by the TDT and subsequently by the EDT. In recruiting new members, KODI will seek to ensure that the selection of new members is appropriate and proportionate to the representation of each sub-programme and to ensure that the research lines of KODI are as broad and high level as possible.

Regular members are audited annually, through the ODT database, to review their publication activity and compliance. ("regular member audit"). The results of the audit are included in the annual report of the KODI Council.

The appointment may be terminated if the head of the KODI takes the initiative to revoke the appointment, if the individual voluntarily resigns, or if his/her employment with the host institution is terminated.

7.3 THEME LEADERS

The criteria for their selection and their duties are set out in the DSZ of the SZTE.

Subject leaders in the KODI are academics or researchers with an academic degree who can demonstrate active academic and research activity and whose application is approved by the TDT.

The application form (Annex 1) and the annexes attached to it include the CV of the candidate and a summary of his/her publication record, the latter based on the database of the Hungarian Database of Scientific Works (MTMT, <http://mtmt.hu>). In the evaluation process, it is an advantage if the applicant can prove that he/she has previously supervised students in the undergraduate programme (student researchers or thesis students) or if he/she is already a lecturer/topic leader in another doctoral school.

As of 1 June 2021, to be accepted as a subject leader, the applicant must have at least 2 first/last authored articles (full scientific publications) in English, classified Q1 or Q2, within the period since the date of the award of the degree. In this way, the KODI considers that the applicant is able to independently

pursue a topic of international importance in his/her field of research. In exceptional cases, on the basis of an individual assessment and on the recommendation of the KODI Council, a lecturer who does not meet the publication requirements may be appointed as a topic leader if he/she has been awarded a national or international grant as a topic leader (e.g. OTKA, ERC).

Within the framework of the KODI, a non-STU employee can also be a subject leader. This is in line with the efforts of the doctoral school to ensure that the most renowned researchers in a given field, both nationally and internationally, are involved in the training of young researchers within the framework of the doctoral school. In order to ensure that the academic, training, ethical, quality and administrative aspirations of SZTE and KODI are safeguarded during the training, from 1 June 2021 the doctoral school will also assign a SZTE KODI subject leader as an internal consultant or co-subject leader to the external subject leader. The role of the internal advisor is to ensure the above-mentioned efforts during the student's training and to ensure that the KODI has continuous insight into and control over the progress of the doctoral student, thus providing a form of quality control during the training. The internal supervisor has essentially a supervisory role and cannot automatically count the student concerned as ½ subject supervisor. However, if he/she is actively involved in the research, he/she can join as a co-supervisor and in this case he/she can count the student as ½ supervisor.

Only three full-time PhD students may be assigned to a supervisor at the same time, except in exceptional cases, which may be granted by the TDT on the recommendation of the KODI Council.

The TDT's prior approval is required for the announcement of the topics of newly appointed topic leaders. During the procedure, the TDT will consider the current state of the art of the subject and its relevance to society, in order to ensure the excellence of the work carried out in the framework of the KODI, both nationally and internationally.

The new topics of the topic leaders working in the framework of the doctoral school are approved by the head of the KODI before they are announced.

Prior to the accreditation process during the ongoing operation of the KODI, the KODI secretariat will carry out a review of subject leaders every 5 years. Those who have not performed any subject leader activities during the 5-year period preceding the audit will be removed from the KODI list. In case they wish to supervise a new student in the future, they will have the possibility to submit a new application to the doctoral school.

Students may change supervisors once during their doctoral studies, if there are compelling reasons to do so. The application form is signed by the previous and the newly selected supervisor and the head of the KODI and approved by the TDT (Annex 2).

In special cases, in addition to changing the subject leader, the student may also wish to change the doctoral school that provides the framework for his/her training. This is possible if the host school agrees and can provide the necessary resources, i.e. in this case, the heads of the two doctoral schools must authorise the procedure in addition to the subject leaders concerned (Annex 3).

7.4 TRAINERS

The detailed criteria for their selection and their duties are set out in the DSZ of the SZTE.

The teachers of the doctoral school are those academics and researchers with academic degrees who are considered by the KODI Board to be suitable for teaching, research and subject leadership roles within the framework of the doctoral school. In addition, the regular or occasional invitation of external

lecturers (e.g. from academic research institutes, renowned national and international speakers) helps to ensure quality.

The review of the instructors is carried out annually by the KODI Council, during the review and approval of the training plan announced for the academic year. This process also includes the review and approval of the responsible instructors for each course. The results of the examination are recorded in the minutes of the KODI Council. Before the beginning of each academic year, the instructors responsible for the courses in the training plan must declare which courses they intend to teach in which semester during that academic year.

The updated training plan is approved by the KODI Council and submitted to the TDT for adoption. A TDT decision is required for the announcement of a new course on the basis of a proposal from the KODI Council.

7.5 DOCTORAL STUDIES

The detailed criteria for their selection and their duties are set out in the DSZ of the SZTE.

PhD students are students enrolled in doctoral studies. Currently, KODI offers full-time training (2+2 years with state scholarships or self-financed) and individual preparation (2 years self-financed).

7.6 DOCTORAL CANDIDATES

Students who have started the procedure for obtaining a doctorate will be granted doctoral candidate status. Candidates who have not participated in doctoral studies but have completed the requirements for doctoral studies individually may also become doctoral candidates.

8. ACTIVITIES OF THE KODI

The main aim of the KODI is to prepare students for a degree. However, it also pays particular attention to ensuring that graduates are able to carry out high-level independent research/development activities and have the appropriate lecturing and teaching skills. The achievement of these objectives will be continuously monitored and evaluated by the doctoral school.

At the end of each academic year, the secretary and administrator of the doctoral school prepare a statement containing the data and indicators for that academic year:

- number of PhD students admitted to full-time courses,
- number of PhD students admitted to individual training,
- number of PhD students with a degree
- the number of students who leave without obtaining a degree and the reasons for this
- the number of scientific publications used as a basis for the award of the degree in the academic year in question, and their distribution by D/Q category.

Using this data, a report is prepared and presented to the Board at the first KODI Council of the following school year, who analyse which of the KODI processes could be improved to achieve the objectives. If necessary, new processes will be adopted and introduced to enable and support the achievement of the high level of the objectives set.

The report is finalised and approved by the KODI Council.

9. THE DOCTORAL TRAINING

9.1 FULL-TIME DOCTORAL STUDIES

From September 2016, the full-time, state-funded PhD programme will be 2+2 years, with the first phase being the training and research phase, and the second phase being the research and dissertation phase. Applications for the research topics currently advertised by KODI can be submitted until 15 May each year, until 20 August in the case of a reserve application procedure, or until 31 December in the cross semester, according to the current call for applications published on the website of the SZTE Doctoral Institute (<https://u-szeged.hu/dokint/felveteli>).

Electronic application is made via MODULO by filling in the application form and attaching the annexes indicated (<https://modulo.etr.u-szeged.hu/Modulo2/default/login/index>). The system will open 30 days before the deadline for applications.

To apply, you must have a Master's degree (MA, MD, MPharm, MSc) or be a final-year Master's/postgraduate student. Due to the specialised nature of the training at the KODI, we are currently accepting applications from students with a MSc in **General Medicine**, MSc in **Dentistry**, MSc in **Pharmacy**, MSc in **Biology**, MA in **Psychology**, MSc in **Bioinformatics Engineering**, MSc in Molecular Biology, MSc in Medical Biotechnology.

As high-level academic work requires a thorough knowledge of the relevant international literature, from 31 December 2021 (mid-term application period), the application will be based on a progressive application procedure, with a minimum of intermediate level (level B2 of the Council of Europe's Common European Framework of Reference for Languages), complex (including oral and written skills, previously "C" level) or equivalent in **English**.

Foreign students Hungarians who are subject to Act LXII of 2001 (Preference Act) (Croatian, Romanian, Serbian, Slovakian, Slovenian and Ukrainian) may participate in the doctoral admission procedure under the same conditions, and thus may receive a Hungarian state scholarship if they reach the threshold. According to Chapter IV, point 25 of the Regulations, EU citizens have the same rights as Hungarian citizens.

9.1.1 ADMISSION PROCEDURE

Full-time doctoral students can only apply for full-time doctoral studies by applying to the nationally advertised topics on www.doktori.hu, after a successful interview with the admission committee.

Applications are submitted electronically via the MODULO system (<https://modulo.etr.u-szeged.hu/Modulo2/default/login/index>). External students must register in MODULO before starting their application.

Two important factors are taken into account when determining the recruitment requirements. Firstly, we aim to recruit students into the training scheme who will be able to engage successfully in research. To this end, the scoring will be based on the applicant's educational background (based on academic achievements), previous experience in research (e.g. through Dissertation performance and/or publication record) and language skills (language examination results) necessary to delve into the relevant literature. In addition, we will also take into account the thoroughness of the research programme and the availability of the necessary research infrastructure. The latter will be subject to the approval of the proposed topic leader.

The interview takes place in front of a professional panel of at least three members. It is chaired by the head of the doctoral school and its members are regular members of the KODI. If they are unable to attend, the latter may provide a deputy, who must hold an academic degree. The administrative tasks of the examination are carried out by the KODI secretariat (secretary or administrator).

The admission procedure can be done in person or online in Hungarian. For foreign students, the language of the procedure is English.

9.1.2 SCORING SYSTEM

Preliminary academic results will be assessed by evaluating the degree or diploma presented at the time of application, taking into account the following scoring system (Table 2). A maximum of 20 points may be obtained.

5,00 average, honours degree	20 p
4,51 - 4,99 average, excellent diploma	15 p
3,51 - 4,50 average, good diploma	10 p
0 - 3,50 average, intermediate diploma	0 p

Table 2. Scoring of preliminary academic results (diploma, average of exams).

A maximum of 20 points is allowed for the assessment of the candidate's foreign language skills. Only one language test per language may be awarded extra points. A complex intermediate level (B2) or equivalent in English is compulsory at the time of application. You may also be awarded credit for a certificate of intermediate or advanced level of written and/or oral state or equivalent language examination in a language(s) (e.g. German, French, Italian, Spanish, Russian) which may be taken into account for the award of the degree. The equivalence of language examinations is regulated by government decree. In cases not regulated by the Government Decree, the expert opinion of the SZTE Centre for Foreign Languages is accepted. Language proficiency can be certified by a state-recognised language examination certificate or equivalent document, such as:

- a decision on the recognition of the foreign language examination certificate in Hungary,
- a secondary or higher education qualification obtained abroad from a recognised public establishment,
- appropriate school leaving certificate from a national secondary school, etc.

Language skills are assessed using the following scoring system.

B2 (formerly intermediate) complex (written and oral) (formerly C level)	5 p
C1 (previously Advanced) oral (previously A level)	5 p
C1 (formerly A level) written (formerly B level)	5 p

Table 3. Assessment of language skills based on language test certificates presented during the admission procedure.

Previous academic work is assessed on the basis of Student Research Groups, professional awards and publications resulting from the work carried out. A maximum of 20 points will be awarded.

TDK activity (10 points in total):

TDK work over a longer period	max 6 p
for participation in and placements at local and national TDK conferences and for the preparation of a TDK thesis	max 4 p

Table 4. Scoring of the preliminary TDK activity.

Academic performance (10 points in total):

academic awards, scholarships (e.g. Republican Scholarship, József Sófi Scholarship, Prize of the City of Szeged, etc.)	max. 2 p
participation in a national or international scientific conference, presentation of a paper or poster	max 4 p
co- or first-authored scientific publication in a national or international journal	max 4 p

Table 5. Preliminary assessment of other scientific activities and awards.

Based on the above, the maximum number of points you can obtain in your application is **60**,

The maximum number of points you can obtain in the oral interview is **40**.

The selection board may support the admission of a candidate if he/she obtains at least **61** out of a possible 100 points.

The scoring is done by the KODI secretariat, which then forwards its recommendation to the PhD secretariat, and the final decision is taken by the TDT.

9.1.3 THE TRAINING PERIOD

The training and research activities of a doctoral student are usually supervised by a supervisor. In exceptional cases, the KODI will allow co-subject leaders to join.

Annual monitoring of doctoral students' progress

At the end of each semester, students admitted to the course complete a credit certificate (Annex 4), which they send to the KODI secretariat after the signature of the subject leader. Here, the progress of the doctoral student is reviewed and it is recorded whether the student has fulfilled the expected requirements during the period. Both the number and composition of credits accumulated in the semester are taken into account. If satisfactory progress has been made, the document will be certified by the signature of the Head of the KODI. On the basis of the credit certificate, the student fills in the Provisional Completion Record Book and submits it to the PhD Secretariat, signed by the responsible lecturers and subject leader. On this basis, the credits earned are recorded in Neptun. In the case of courses, credits are recorded by the department responsible for the course, and in the case of other modules by the PhD Secretariat (research work, work report, teaching activity, participation in

continuing professional development, publication, lecture, poster at a national or international conference, complex examination).

To assess the progress of their academic work, doctoral students prepare a written report (Annual Progress Report). The content and format of the report are set out in Annex 5. It will be evaluated by the supervisor and the head of the KODI. A report on the results will be prepared by the KODI Secretariat and discussed at the next KODI Council.

If the required conditions are not met, the head of the KODI refers the case to the KODI Council, which examines the reasons for non-compliance. Depending on the reasons and deficiencies identified, he or she may warn the doctoral student and the subject supervisor to remedy them, and in more serious cases may propose that the doctoral student be reclassified to a self-financed doctoral programme with a state grant or may propose a change in the subject supervisor.

9.1.4 COMPLEX EXAM

In the 2+2 doctoral programme, at the end of the fourth semester, at the end of the training and research phase, doctoral students are required to take a complex examination to report on their knowledge and progress in their research. The examination measures and evaluates progress and is an essential prerequisite for the start of the second, research and dissertation phase of the training (see Chapter V, points 1-7 of the DTS of the University of Szeged). The examination consists of two parts. In the first part, the candidate will demonstrate his/her competence in pre-defined subjects. In the dissertation part, the candidate summarises his/her recent achievements and the research planned for the next two years. For this, the doctoral candidate prepares a 3-page summary or a detailed PowerPoint presentation of his/her research results. The guidelines and template currently in force for the preparation of the supervisor's evaluation (Annex 6) and the dissertation report (Annex 7) are included in the Annex.

The complex examination is based on a complex set of criteria for assessing doctoral candidates. Both parts of the examination, described above, are assessed separately by the examination board, and the results of these parts are weighted 50-50% in the final result. In addition, prior to the examination, the supervisor will prepare a 1-1.5 page evaluation of the research experience with the candidate. This will include the student's academic record, his/her attitude towards research and whether he/she considers him/her suitable for a successful PhD thesis in the future, based on the criteria set out in the DSZ. The three-member examination committee will then evaluate the complex examination, which will be recorded in the Complex Examination Record Book (Annex 9) and the result will be approved by the TDT.

For the preparation of complex examinations, the board members and complex subjects are proposed by the CCE in consultation with the subject leader (Annex 8) and approved by the TDT, taking into account the proposal of the subject leader. The subjects for the complex examination will be selected from the subjects completed by the student and included in the curriculum of the sub-programme. The subject matter of the examination is the same as that of the subject in the curriculum.

The main aim in setting up the committee is to form a panel of reviewers who will critically evaluate the performance of the doctoral student and the results of the research work carried out over the period, while keeping in mind the quality aspirations of the KODI. The three-member panel will be chaired by a professor or habilitated associate professor employed by SZTE SZAOK, while the other two members will be recognised experts with an academic degree in the field of the doctoral candidate's subject or a

related field. In order to ensure a high quality and independent evaluation, the KODI recommends and supports the participation of external, non-STU SZAOK employed, recognised experts as members of the board, in an effort to ensure an open and transparent training system. A detailed description of the composition of the committee is set out in the SZTE DSZ (see Chapter V).

As of 1 June 2021, in the ascending order of selection of the members of the complex examination board, the chair and the internal member may be from the same department as the candidate, but only persons with whom the candidate does not have a full scientific publication co-authored with them (an abstract of a paper is not a reason for exclusion). In this way it can be ensured that the student is assessed by persons who are knowledgeable and professionally competent in the subject of the doctoral candidate's work, but who are not directly involved in the supervision of the student's work.

As of 1 June 2021, in the ascending order of the composition of the complex examination committee, if both the candidate and the subject leader are employees of an external institution, the chairperson and the internal member must be an SZTE employee. In this case, the external member of the committee cannot be an SZTE employee or an employee of the same institution as the candidate. In this way, the doctoral school wishes to ensure that the examination is conducted in accordance with the professional and administrative requirements of the SZTE and the KODI, taking into account local quality assurance aspects.

9.1.5 ABSOLUTE GIANT

At the end of the eighth semester, the doctoral student will receive a final certificate, an absolute diploma, if he or she has fulfilled the study obligations prescribed by the KODI. The diploma shall be issued by the PhD Office at the request of the doctoral student, on the basis of the data in the transcript of records.

In the case of students who have not acquired the required number of credits (min. 240 credits) within 2 years of the complex examination, or whose credit composition does not meet the requirements of the DSZ, the doctoral school may refuse to award the diploma. In this case, the PhD office will inform the head of the KODI, who will take a decision.

9.1.6 GRADUATION PROCEDURE

If the doctoral student has successfully fulfilled the required obligations (academic, publication, language, complex examination), he or she will be allowed to submit his or her thesis and defend it in public debate. A detailed description is given in the DSZ of the SZTE (see Chapter VII).

The KODI has made it mandatory for doctoral candidates to register in the MTMT database and to enter their communication details in the database with the help of the institute's MTMT administrator. They must also archive their publications in a public publication database (e.g. SZTE Publicatio Repository, <http://publicatio.bibl.u-szeged.hu/>). All articles used for the dissertation and the full list of publications must be available on the MTMT record of the degree holder for the dissertation.

9.1.7 PUBLICATION REQUIREMENTS

In order to ensure that KODI conducts significant research at both national and international level, it offers the opportunity to submit PhD theses based on papers written from the results of your own research and published in recognised national and international journals.

The supervisor must be listed as an author of at least one of the publications on which the PhD thesis is based, to demonstrate that the supervisor has played an active role in guiding the student's work during the PhD period.

For details of the current requirements for accepted publications, see 9.1.7/a and 9.1.7/b.

From September 2019, new publication requirements were introduced in a staggered system, which were supplemented by the KODI Council from the second semester of the 2021-2022 academic year, the cross semester application period. The new system is an evaluation system that takes into account the D and Q ranking data of journals. Doctoral candidates who start their training before this date can choose to apply for their degree on the basis of the **impact factor (IF)** of the journals or on the basis of the **D/Q ranking of the journals**. The reason for the introduction of the new system is the growing acceptance in the academic world of a Q/D rating as a replacement for the outdated impact factor. The former allows journals from different disciplines to be evaluated on the basis of their own indicators of excellence in their field, thus providing a clearer and more uniform set of requirements for students in each of the sub-programmes of the KODI.

From the academic year 2022/23 onwards, official confirmation of the D/Q classification or IF value of the journals used for the dissertation must be requested from the staff of the SZTE Klebelsberg Library. Currently, the person in charge is **Csilla Bernátskyné Babus** MTMT team leader, SZTE institutional MTMT administrator (csbabus@ek.szte.hu). Based on the MTMT data and the submitted application, the IF or Q/D classification is assigned to the doctoral candidate's publications. The completed certificate will be checked by the KODI Secretariat and the KODI Head will submit a decision to the Doctoral Institute on the acceptance of the candidate's publication record. If questionable, the KODI Council will verify the submitted publication list and decide on the further action to be taken. From the above date, the thesis will be sent to the opponents only after the KODI decision.

In order to ensure that the work carried out within the framework is transparent for the various social actors, the KODI draws attention to and supports the publication of the publications on which doctoral theses are based in the course of the degree awarding procedures, in Open Access format wherever possible. To achieve this, it will provide information on the funding opportunities available at the SZTE for students and supervisors.

a) IF based requirements system

A minimum of 2 articles form the basis of the dissertation:

- an original, first-authored scientific publication in English with at least one impact factor,
- at least 2 publications must be original publications reporting new scientific results,
- at least 1 publication in a journal with IF,
- at least 1 communication in English
- and the aggregate IF value of the communications on which the dissertation is based must meet the minimum IF requirement of the sub-programme.

Only the IF values available in the Web of Science database JCR (Journal Citation Reports; <https://jcr.clarivate.com/>) are/shall be taken into account in any award procedure. The IF of the journal in the final year of publication of an article should be taken into account when determining the IF of an article. This can/should only be deviated from if the article is only *in press* at the time of the award or if the journal has not yet calculated the IF value for that year in the JCR. (The acceptance date should not

be the basis for the IF calculation, except if the article is not published online until the review, but has a DOI and acceptance statement.)

A first-authored article cannot be a case report, despite the fact that case reports are classified as short communications or articles in the MTMT.

The year of *in press* (first online) publication can only be taken into account until the article is published with final bibliographic data, or in the case of an online journal whose articles have final bibliographic data at the time of first online publication.

The last IF value of the journal in the JCR should be used to calculate the so-called expected IF value in case the official IF corresponding to the year of publication of the article has not yet been calculated.

IF values to be achieved for the doctoral degree per KODI sub-programme:

Immunology	4,0
Dermatology	2,0
Reproductive health	2,0
Experimental and clinical neuroscience	4,0
Clinical and experimental investigation of heart disease	3,0
Clinical and experimental research in reconstructive and organ-sparing surgery	2,0
Investigating the pathomechanisms and therapeutic options for childhood diseases	2,5
Research in dentistry	2,0
Translational medicine	5,0
Inflammatory bowel diseases	4,0

Table 5. IF-based requirements for the publications on which the theses are based.

b) journal ranking requirement (D/Q)

A candidate may be admitted to the defence if one of the following conditions is met:

- if you have **1** original, first-authored scientific publication written in English and classified **D1**, **and you** use this publication exclusively for your thesis
- if the candidate has **1** original, first-authored, English-language, D1-graded scientific publication, but part of this publication is used by another student for his/her thesis, in which case the candidate must also have **one** full scientific publication of **any grade**, but in English
- if you have **1** original, first-authored scientific publication in English, written in English, classified as **Q1**, **and one** full scientific publication in English of **any classification**. The latter may include the candidate as co-author, or an article in a national publication in English is also acceptable.
- if you have **1** first-authored, original scientific publication in English, written in English and classified as **Q2**, and at least **2** other full scientific publications in English of **any classification**. The latter may be co-authored by the candidate or published in a national publication in English.
- if you have **1** first-authored, original scientific publication in English, classified as **Q3**, and **3** additional full scientific publications in English of **any classification**. The latter may be co-authored by the candidate or published in a national publication in English.

The same result may not be presented as a separate result in several proceedings and dissertations, but in exceptional cases it is possible for several students to share the results of a first-authored main publication for the preparation of their dissertation, if the volume and significance of the results in the publication allow this. However, this is only possible on the basis of individual assessment. To this end, an application must be submitted to the KODI Council, in which the doctoral candidates and their supervisors must describe precisely how the results will be shared between the students concerned. The fact of sharing should be made known to the KODI Council before the first procedure concerned, who may approve the draft and specify what other publications, if any, are expected from the doctoral candidates concerned in this case. The application and the decision will be attached to the doctoral candidate's file by a member of the staff of the Doctoral Institute and will also be forwarded to the opponents appointed to assess the theses, who will take this into account in their evaluation.

As of December 2021, the KODI will define and specify the type of communications that will not be accepted as first author communications in the graduation process.

- **Multi-authored or group-authored communication.** The KODI Council may make exceptions on an individual basis. In this case, it will examine the application, assessing the precise nature and weight of the candidate's contribution to the communication.
- The use of an **article published in the Letter to the editor section in the** awarding process may be decided by the KODI Council on an individual basis, based on a request submitted.
- The KODI Council may decide on the use of **short communication communications** in the awarding process on the basis of an individual application.
- Publications of the **case report/study** type cannot be used as a main (first author) article in the degree procedure, they can only be counted as additional publications.
- **A meta-analysis-type publication** may be included as a first-authored, main article, but is not in itself sufficient to meet the scientific publication requirements. The candidate must also have at least one other original co-authored scientific publication on a topic related to the meta-analysis.

By developing this set of requirements, the KODI aims to clarify the minimum requirements expected in the process of obtaining a degree.

9.1.8 LANGUAGE REQUIREMENTS

The PhD degree is awarded on presentation of a document certifying a basic knowledge of another language (e.g. a language examination certificate) in addition to a certificate of at least intermediate level in English, as attested in the admission procedure.

9.1.9 ETHICAL REQUIREMENTS

KODI pays particular attention to the enforcement of the resolutions of the Scientific Committee of the Hungarian Academy of Sciences and other scientific ethical requirements, the protection of intellectual property both during the training and research period and during the degree-granting process.

In the course of its doctoral activities, the KODI pays particular attention to assessing and ensuring that:

- the thesis submitted by the doctoral candidate has been prepared using data from his/her independent scientific work,
- the data presented have not been/are not used by anyone else in the course of a doctoral thesis, either in our country or abroad,

- statements, figures and data presented in the thesis that present the work of other authors are only reproduced with the appropriate references.

The text and figures of the publications on which the thesis is based may be used in the thesis without modification. For all other data and figures, their provenance should be clearly indicated, using the established standards of the discipline and the appropriate citation formats. From the academic year 2022/23 onwards, the KODI recommends that, when submitting a PhD thesis, the PhD candidate should submit the thesis to the official plagiarism search procedure of the Klebelsberg Kunó Library of the SZTE (plagium@ek.szte.hu) and attach the report obtained there to the thesis.

If any scientific ethical problems arise in connection with the thesis, the KODI will initiate an ethical investigation and assess the responsibility of both the doctoral candidate and the supervisor in the case in question. During the investigation, the doctoral activity will be suspended. The KODI will inform the TDT of the outcome of the procedure and the latter will impose the sanctions concerning the award procedure.

Since 2021, the KODI has allowed more than one doctoral candidate to use the results of a given communication for their doctoral studies, on an individual basis. The details are described in chapter 9.1.7 Publication requirements.

9.1.10 THESIS AND THESES

To obtain a PhD degree, candidates must submit a dissertation summarising their scientific achievements. This demonstrates a high level of knowledge of the candidate's chosen field of study, the ability to carry out independent research and the ability to produce new scientific results. It is based on scientific publications prepared in collaboration with the doctoral candidate. The texts and figures of these publications may be used in the thesis without alteration and do not constitute self-plagiarism.

From a formal point of view, the essay follows the typical structure of scientific works. It should be a minimum of 40 and a maximum of 50 pages. It should describe the concepts and basic knowledge necessary for understanding the thesis, the candidate's original objectives, the research methods used, recent scientific findings and his/her knowledge of the literature. This work shall be written in English to demonstrate the candidate's ability to familiarise himself/herself with the international literature in his/her chosen field and to communicate his/her results in an articulate manner. The candidate shall also prepare, on the basis of the doctoral thesis, a summary of the main results of the research work carried out by the candidate in English and Hungarian. The current requirements for the length, structure and content of the thesis and dissertation are set out in the KODI training plan.

In addition to the content requirements, the formal requirements of the essays and theses are checked by the examiners during the marking procedure. In order to ensure that this is fully done, the evaluation criteria are sent to them by the PhD Secretariat and the Academic Department together with the PhD thesis when they are formally invited.

9.1.11 PUBLIC DEBATE AND COMPOSITION OF THE COMMITTEE

The doctoral examination is open to the public and the language is usually Hungarian. Deviations from this may be made in special cases. A closed doctoral examination may be held if the doctoral thesis is subject to a patent procedure, which may be ordered by the TDT.

The public debate can be held in the old online or hybrid (limited attendance and online participation) format. In such cases, technical conditions must be provided for the presence of an appropriate number of the judges and other members of the committee online, with images and sound, and for the conduct of the secret ballot. A minimum of at least four members of the committee must be present for the entire duration of the event. In addition, in the case of a public debate, the participation of interested members of the public as an audience shall be ensured.

The composition of the jury for the public debate and the official referees of the thesis are determined and approved by the TDT, which follows a strict criteria system, the details of which are described in the DSZ SZTE (see Chapter VI).

The committee is composed of five members, all of whom must hold a scientific degree, and its exact composition is determined by the TDT at the start of the degree procedure. The Chairperson shall be a member of the teaching staff of the University with a degree in a professionally competent university. The formal referees shall be nationally and internationally recognised experts in the field of the subject of the thesis, at least one of whom shall be an independent external expert not employed by the University. In addition, two other members will participate in the work of the committee, one of whom will also act as secretary and will therefore be an internal member with knowledge of the specificities of the university. The candidate's supervisor, a professional who has co-authored the publications on which the thesis is based, or a person related by marriage or affinity to the candidate, may not participate in the work of the committee.

9.2 INDIVIDUAL DOCTORAL TRAINING

In addition to full-time preparation, KODI also offers the possibility for applicants to obtain their degree on an individual basis, at their own expense. In such cases, the duration of the training is 2 years, and the candidate joins the doctoral process at the dissertation stage, provided that he/she already has the knowledge and academic achievements required to complete this period. This is assessed by the KODI by means of a complex entrance examination.

Applications for the research topics currently announced by KODI, similar to the full-time students, can be submitted until 15 May each year, until 20 August in case of a reserve admission procedure, or until 31 December in the cross semester, according to the current call published on the website of the SZTE Doctoral Institute (<https://u-szeged.hu/dokint/felveteli>).

The electronic application for individual candidates is also made through MODULO by filling in the application form and attaching the indicated annexes (<https://modulo.etr.u-szeged.hu/Modulo2/default/login/index>). The system will open 30 days before the deadline.

The application requirements, the types of degrees accepted, the language requirements and the application requirements for foreign students are the same as for full-time students. In this way, the KODI provides a single and transparent set of criteria for all applicants (described in detail in chapter 9.1 of this document).

In addition to the above, applicants who have not graduated from SZTE or are not employed by the university at the time of application must also provide a certificate of good character.

9.2.1 ADMISSION PROCEDURE - COMPLEX EXAMINATION

As students with individual preparation are involved in the dissertation phase of their training, they take a complex examination to be admitted and can join the doctoral programme on the basis of their results. The preparation of the complex examination, the subjects, the topics, the composition of the examination board and the examination procedure are the same as for full-time students as described in chapter 9.1.4.

In the case of individual candidates, the planned supervisors will present their experience of the joint research work carried out beforehand in a 1-1.5 page supervisor's recommendation. They will state whether, on the basis of the experience gained, they consider the candidate suitable to obtain a degree within 2 years (with a minimum of 240 credits) and to successfully defend the PhD within +1 year at the latest.

Candidates must prepare a 3-page word document or a detailed PowerPoint dissertation report on the results of their research prior to the complex entrance examination and on further work planned after the examination.

A guide and template for the preparation of the thesis proposal and the dissertation report will be sent by the KODI administrator during the preparation of the exam.

9.2.2 ABSOLUTE GIANT

Individual doctoral candidates must obtain 240 credits within 2 years of the complex examination, upon completion of which the candidate will be awarded an absolute diploma. This will be issued on request by the PhD Office, based on the data in the performance record book in the Neptun system.

9.2.3 GRADUATION PROCEDURE

As one of the KODI's main aims is to ensure that degrees obtained within the framework of the KODI are awarded and assessed according to a uniform set of criteria, the steps of the degree awarding procedure for individual students are the same as for full-time students (see chapter 9.1.6 Degree awarding procedure).

9.2.4 PUBLICATION REQUIREMENTS

For the reasons described in chapter 9.2.3 Degree procedure, the publication requirements for individual candidates are the same as for full-time students (see chapter 9.1.7 Publication requirements).

At least one of the publications used to obtain the degree must have an affiliation to the SZTE in the case of the candidate or his/her supervisor. If the work is not affiliated with an SZTE institute, the affiliation of the candidate and/or the supervisor must be University of Szeged, Albert Szent-Györgyi Faculty of Medicine, Doctoral School of Clinical Medicine.

9.2.5 LANGUAGE REQUIREMENTS

For the reasons described in chapter 9.2.3 Degree procedure, the language requirements for individual candidates are the same as for full-time students (see chapter 9.1.9 Ethical requirements).

9.2.6 ETHICAL GUIDELINES

For the reasons described in chapter 9.2.3 Degree procedure, the ethical requirements for individual candidates are the same as for full-time students (see chapter 9.1.9 Ethical requirements).

9.2.7 THESIS AND THESES

For the reasons described in chapter 9.2.3 Degree procedure, the rules for theses and dissertations for individual candidates are the same as for full-time students (see chapter 9.1.10 Theses and dissertations).

9.2.8 PUBLIC DEBATE AND COMPOSITION OF THE COMMITTEE

For the reasons described in chapter 9.2.3 Degree procedure, the rules for the public debate and its committee for individual candidates are the same as for full-time candidates (see chapter 9.1.11 Public debate and committee composition).

9.3 DOCTORAL STUDIES STARTING BEFORE SEPTEMBER 2016

Prior to September 2016, the PhD system was a 3-year full-time system. Students who started their studies under the previous system are subject to rules that differ in some respects from those described in chapters 9.1 and 9.2.

9.3.1 ADMISSION PROCEDURE

New students are no longer admitted to the old system.

9.3.2 ABSOLUTE GIANT

If a full-time doctoral student starting their training before September 2016 does not yet have an absolute diploma, it may be issued on the basis of their previously recorded academic record (e.g. index) and publication record, subject to the submission of an application. This is possible for a total of 180 credits acquired and certified and can be applied for to the Dean of the SZTE SZAOK or FOK (Annex 3).

9.3.3 GRADUATION PROCEDURE

If the doctoral student has successfully fulfilled his/her obligations:

- academic: at least 180 credits, broken down according to the current DSZ,
- publication: presentation of independent scientific work in the form of articles and studies,
- linguistic: two foreign languages, including the possibility of accepting non-Hungarian sign language for deaf doctoral candidates, and proof of knowledge of the language required for the field of study, as specified in the doctoral regulations,
- doctoral specialisation: successful examination in front of a board of at least three examiners in 1 main and 2 subsidiary subjects related to the subject of the doctoral studies.

If the above conditions are met, the candidate will be able to start a degree procedure, submit a thesis and defend it in a public debate.

9.3.4 PUBLICATION REQUIREMENTS

Doctoral candidates who have obtained a degree under the old system must follow a system that takes into account the impact factor of the publications on which their thesis is based (section 9.1.7).

9.3.5 LANGUAGE REQUIREMENTS

For PhD students who started their training before September 2016, the PhD degree requires a complex language examination at an intermediate level in one of the languages accepted for the undergraduate degree (e.g. German, French, Italian, Spanish, Russian), or a certificate of at least a complex state language examination at an intermediate level or equivalent. In addition, a document certifying a basic knowledge of another language (e.g. language examination certificate) is required.

9.3.6 ETHICAL REQUIREMENTS

The ethical requirements for students who started their studies before 2016 are also described in chapter 9.1.9.

9.3.7 DOCTORAL STUDIES

As part of the 3-year doctoral programme, doctoral students take a PhD examination as part of the degree award process, to demonstrate the knowledge they have acquired during their training. In preparation for this, the topic leader proposes the members of the examination committee and the examination subjects, which are approved by the TDT.

The main aim in setting up the committee is to form a panel of reviewers who will critically evaluate the doctoral candidate's preparation, keeping in mind the KODI's quality ambitions. The three-member panel will be chaired by a professor or habilitated associate professor employed by the University of Szeged, while the other two members will be recognised experts with an academic degree in the field of the selected examination subjects. In order to ensure a high quality and independent process, the KODI promotes the participation of external, non-STU employed, recognised experts as committee members in the proportion of one third of the committee, in an effort to ensure an open and transparent training system.

A main reserve member must also be nominated when the committee is set up.

The topic leader cannot be a member of the committee.

9.3.8 THESIS AND THESES

The rules for dissertations and theses for doctoral candidates who completed their degree procedure under the old system are the same as for full-time students who will continue their procedure under the new system after 2016 (see chapter 9.1.10 Dissertations and theses). The chairperson is a professor or habilitated associate professor employed by the SZAOK SZUOK, while the other members of the committee are recognised professionals with academic degrees. One third of the committee shall be external, recognised experts not employed by the SZTE, in order to ensure that the thesis process is open, transparent, of high quality and independent. The external founding member of the doctoral school shall not be an external member of the thesis committee. At least one of the examiners (opponents) of the PhD thesis must be a recognised external professional not employed by the SZAOK or FOK.

The chairperson and the two referees must not be employed by the same research unit or department, or be members of the same research group in which the candidate has written his/her thesis.

9.3.9 PUBLIC DEBATE AND COMPOSITION OF THE COMMITTEE

The Public Debate Committee consists of at least 5 members: chairperson, 2 opponents (+1 reserve member), 2 committee members (+1 reserve). One of the latter shall act as secretary for the proceedings.

10. EVALUATION OF THE FUNCTIONING OF THE KODI

The KODI pays particular attention to ensuring that all participants in the doctoral school meet the predefined compliance requirements to a high degree and demonstrate a high level of prior professional and academic performance during their admission (e.g. core members, lecturers, subject leaders). It is also important to ensure an appropriate and proportionate representation of each sub-programme among both core members and topic leaders, and to ensure that the research lines within KODI are as broad and high quality as possible.

In order to encourage continuous high quality activities after admission and to provide the management and the individual actors with a more accurate feedback on the work carried out within the KODI, the KODI Board has ordered the development and implementation of a system of subject leader evaluation and subject leader satisfaction measurement in a stepwise manner from the academic year 2022/23. The aim of this procedure is to monitor the satisfaction of the main actors in the doctoral process, to identify potential problems and to enable the KODI to intervene in areas of inadequate performance in the coming periods and to develop corrective measures. It is the responsibility of the KODI secretariat to draw up the questionnaires and the rules for the measurement system.

In order to ensure that KODI's activities comply with current European standards and requirements systems, the Head of KODI, in accordance with the KODI Council, proposes to introduce **every 2 years an internal audit according to ESG standards**, with the involvement of a quality assurance specialist for the operation of the University Doctoral Schools, in line with the University's Quality Assurance Guidelines.

11. DOCUMENTATION OF THE ACTIVITIES OF THE KODI

All activities within the scope of the KODI are documented and kept in electronic form by the KODI secretariat for 10 years.

The SZTE SZAOK PhD Office/Study Department takes care of the students and the record keeping related to their training and doctoral activities by using an electronic study record system. This includes:

- personal data of doctoral students,
- information on enrolments and deferrals for a given semester,
- details of study commitments and research work carried out,
- data on the complex examination,
- activities related to the degree awarding process (data related to the submission and assessment of the diploma, PhD thesis and defence).

12. EFFORTS TO MAINTAIN HIGH QUALITY TRAINING

Efforts to maintain a high level of continuous training

The KODI provides and encourages the publication of scientifically and/or socially up-to-date topics, for which it ensures that the necessary staffing conditions are continuously met.

Support and promote the participation of doctoral students in national and international scientific conferences. Provides regular opportunities to present their planned work and professional progress within the KODI:

- the research plans of first-year students in the preadmission procedure, before the admission committee,
- students in year II in the complex examination in front of the members of the designated complex examination board
- 3rd and 4th year students in front of a panel of lecturers, supervisors and students at the annual PhD Day.

To this end, the KODI Council will organise the annual "KODI Day" from 1 September 2022 onwards, on a staggered basis.

Members of our doctoral school have good links with prominent national and international universities and research institutions. Our renowned experts are involved in the training in a variety of ways. Representatives of specific disciplines may be recruited as KODI lecturers and subject leaders, and thus regularly participate in the training of students by giving lectures in specific subjects and as committee members or assessors in the evaluation of students.

The KODI supports the participation of students in scientific events (e.g. special conferences, symposia, workshops) organised by the University or other organisations (e.g. the Academic Committee of Szeged, other scientific bodies). If the themes of these events are related to the training themes of the sub-programmes, participation in these events is encouraged through the possible acquisition of credits, as these events and the guest speakers they feature raise the quality of the training and provide access to the latest scientific results.

To offer the first 1-2 years of residency training the opportunity to apply for a full-time PhD.

The KODI supports the **awarding of scholarships to exceptionally talented students** within the framework of each sub-programme, subject to the availability of independent financial resources. Applications are evaluated by the KODI Council, taking into account the recommendations of the sub-programme leaders.

We also involve internationally recognised experts, independent of the University, in the conduct of the complex examinations and the assessment of doctoral theses to ensure that the procedures are impartial in all respects.

Administrative efforts

It strives for transparency and proper documentation throughout the training process. To this end, it constantly reviews and follows the expectations and characteristics of society and the scientific community. It adapts to changes in the wider national and international environment by continuously reviewing its professional, quality and documentation systems and by modifying its quality requirements.

KODI's priority is to ensure that its activities as a whole are designed and continuously reviewed according to the elements of the PDCA (plan, do, check, act) cycle, which is a cycle of planning, implementation, monitoring and action.

On the website of the PhD training and on the website of the National Doctoral Council (doktori.hu), the KODI makes available the operating regulations, quality assurance manual, self-evaluation, information related to training, so that all stakeholders of the KODI can access and familiarise themselves with them and request support.

We monitor the various procedures throughout the doctoral school's activities. An internal self-evaluation is carried out at regular intervals (at least once a year). This involves reviewing the issues arising during the academic year and assessing whether the procedures in place are adequate to deal with the problems encountered during that period. If not, changes are proposed on the basis of experience to ensure continuous improvement. We will also propose external reviews at regular intervals to establish and maintain proper functioning.

13. THE KODI QUALITY MANAGEMENT SYSTEM

KODI's Quality Assurance Plan is based on the documents defined in Chapter 1. Although it had a Quality Assurance Plan before, it has undergone a major revision and review in 2022. The result is the document version 1.0.0, adopted on 2022, which takes into account the recommendations of the National Doctoral Council (http://www.doktori.hu/cikk_file/minosegbiztositas_2013.doc) and focuses on the implementation of the following quality assurance principles:

- professional control,
- publicity,
- feedback,
- individual responsibility,
- documentation.

The KODI Secretariat is responsible for the preparation of the KODI Quality Assurance Plan, the monitoring of changes and regulations and its integration. Documents concerning quality management activities affecting the functioning of the KODI are prepared by the KODI Secretariat, approved by the KODI Council and approved by the TDT.

The KODI Board meets before each school year to set quality objectives, and evaluates their achievement at the end of the school year, taking into account the results of the various assessment systems.

14. KODI'S OBJECTIVES FOR 2022

Objective 1: To review the quality of the activities of the KODI. If necessary, to revise the individual processes, taking into account the elements of the PDCA cycle.

Objective 2: To review the operation of the KODI from a quality management point of view and to develop a quality management manual adopted by the KODI Council and the TDT.

Objective 3: To develop a system for evaluating the activities of the different actors of the KODI and to implement it after approval by the KODI Council and the TDT.

ANNEXES 15.

- Application for a new subject leader (15.1)
- Request for change / amendment of subject leader (15.2)
- Application for change of doctoral school (15.3)
- Cretaceous adjustment (15.4)
- Annual work report (15.5)
- For the complex examination (full-time) subject assessment (15.6)
- Dissertation report for complex examination (full-time) (15.7)

-
- Proposal for complex examination board and subjects (15.8)
 - Complex examination protocol (15.9)

ANNEX 1 (Application for a new subject leader)

University of Szeged
Doctoral School of Clinical Medicine
Head of department: to Dr. Lajos Kemény, Professor

topic leader

Subject: application for a new

Dated: Szeged, (date)

Dear Professor!

I, Dr. XY (academic degree, position, place of work), would like to apply to you for a position as a topic leader in the ".....*" subprogram of the University of Szeged's Doctoral School of Clinical Medicine on the following topic:

"....."
"....." **
(title to be published in Hungarian and English**)

Date of PhD:, MTMT ID:

Number of publications (min. 2) in English, Q1 or Q2, first/last author (full scientific publication) published since the date of my degree :..... (please indicate separately in the attached publication list).

I am also currently a lecturer/thesis supervisor at the (ZZ) Doctoral School. (optional)

Please enclose your CV, an abstract of your scientific work/publications and a recommendation from your Head of Department or the Head of the sub-programme.

Sincerely,

Name
schedule
Workplaces
e-mail:
telephone:

I support the topic leader application as the subprogramme leader of the Doctoral School of Clinical Medicine of the University of Szeged:

Head of Department / SZTE KODI "....." subprogramme leader
SZTE SZAOK Clinic

Szeged, (date)

To be completed by the head of the DI:

As the head of the Doctoral School of Clinical Medicine at the University of Szeged:

support/ no support

Prof. Dr. Lajos Kemény
Professor, Head of Department, Head of KODI

Szeged, (date)

*** Subprogrammes of the Doctoral School of Clinical Medicine of the University of Szeged:**

1. Immunology
2. Dermatology
3. Reproductive health
4. Experimental and clinical neuroscience
5. Clinical and experimental investigation of heart disease
6. Clinical and experimental research in reconstructive and organ-sparing surgery
7. Investigating the pathomechanisms and therapeutic options for childhood diseases
8. Dental research
9. Translational medicine
10. Inflammatory bowel diseases

** in English, please provide the title of the subject only if you undertake to supervise the work of foreign students, if required, or, in the case of full-time students, to organise 3 courses of 2-2 hours per week over 4 semesters within the sub-programme (

ANNEX 2 (Request for change / amendment of SUBJECT LEADER)

Dr. Lajos Kemény

university professor

Head of the Doctoral School of Clinical Medicine at the University of Szeged

SZTE Department of Dermatology and Allergology

6720 Szeged, Korányi fasor 6.

Subject: request for a change of PhD subject leader

Szeged, (date)

Dear Professor!

I, the undersigned, **(name)** (position, place of work), subject supervisor of the Doctoral School of Clinical Medicine of the University of Szeged, would like to ask you to allow **me to join the subject supervision of the** (name) (position, place of work) PhD **student** (name), who is currently a **predoctoral / individual PhD student, as a co-subject supervisor until the student obtains his/her degree.**

Rationale: I have been the direct supervisor of ZZ's PhD studies since the beginning of his training (date) in the research and publication activities underlying the planned doctoral thesis. I will provide him with substantial assistance in the preparation of both professional presentations and publications related to the study.

Both the current subject supervisor and the PhD student/predoctoral researcher agree with the request, as evidenced by their countersignature on this letter. In view of these considerations, I request the Professor to support my request to the Doctoral Council for a change of subject leader.

Thank you in advance for your help, respectfully:

(name), planned new co-topic leader

(schedule)

(jobs)

e-mail:

I support the accession of the co-topic leader:

Current topic leader: _____

(name)

(schedule)

(jobs)

e-mail:

PhD student / predoctoral researcher: _____

(name)

(schedule)

(workplace)

e-mail:

.....
To be completed by the head of the DI:

*The topic leader is the head of the Doctoral School of Clinical Medicine at the University of Szeged:
support/ no support*

Prof. Dr. Lajos Kemény,
Professor, Head of Department, Head of KODI,

Szeged, (date)

ANNEX 3 (Application for change of doctoral school)

Dr. Lajos Kemény

university professor, corresponding member of the Hungarian Academy of Sciences
Head of the Doctoral School of Clinical Medicine, SZTE
SZTE Department of Dermatology and Allergology
6720 Szeged, Korányi fasor 6.

Subject: full-time/individual PhD student doctoral school and subject supervisor modification request

Szeged, (date)

Dear Professor!

I, the undersigned, _____ (PhD student, _____ (workplace), have applied for a full-time/individual training course (research topic: _____) with Dr. _____, supervisor of the _____ subprogramme of the _____ Doctoral School _____. I successfully passed the entrance examination and started my studies in the first (autumn/spring) semester of the academic year 20-20.

Please kindly allow **my transfer from the** academic semester (autumn/spring) of the academic year 20-20. from the _____ Doctoral School (current supervisor: Dr. _____) **to the** _____ **subprogram of the SZTE Doctoral School of Clinical Medicine (KODI), Dr.** _____ (SZTE _____ Klinika, new research topic: _____).

Rationale: Instead of my PhD studies in the _____ subprogram of the _____ Doctoral School, I would like to pursue a research topic that is more closely related to my professional interests and is also feasible in the _____ subprogram of the KODI of the University of Szeged.

The current and the proposed new supervisor, the head of the current and the new doctoral school and the PhD student agree with the request and confirm their agreement by countersigning this letter. On the basis of the above considerations, I request the Professor to support my request before the Doctoral Council for a change of the doctoral school within the Faculty.

Sincerely,

.....
name:
full-time PhD student
email address:
phone number:

(Name) I support your request to change doctoral school and subject leader:

Current topic leader:

.....
name:
schedule:
jobs:
email address:
phone number:

Planned topic leader:

.....

name:
schedule:
jobs:
email address:
phone number:

Current head of the doctoral school:

name:
schedule:
doctoral school:
email address:
phone number:

Head of the planned doctoral school:

name:
schedule:
doctoral school:
email address:
phone number:

ANNEX 4 (Credit confirmation)

CREDIT CONFIRMATION

end-of-semester detailed data on credit-earning activities in full-time education
(academic year academic year spring semester)

Name of the Doctoral School:	Doctoral School of Clinical Medicine
Subprogram name*:	
Name of PhD student:	
PhD student email address:	
Name(s) of supervisor(s):	
Research topic title:	
Start of training (year, month)	(date)
Training type, Neptun code	full-time, Neptun code:

Study unit	Activity	Hours	Credit
	<i>The exact name of courses, publications, etc. (The number of categories can be increased as needed by inserting a new line!)</i>		
I. Training credits (completed courses)			
II. Research activities	Research (every semester)		
	Annual Activity Report (<i>end of every second semester</i>)		

III. Educational			
IV. Publication activities*	(type: e.g. English IF article, name of journal, date of publication, title of article)		
	(type: presentation at international conference, name of congress, date, title of presentation)		
	(type: participation/presentation/poster at a national or international conference: name of congress, date)		
Total number of credits completed during the semester: ____ credit			

* Based on written confirmation.

The DI returns the supporting documents (invitation, programme booklet, publication, etc.) to the student for safekeeping.

Textual addendum by the subject leader (e.g. justification for deviation from the individual curriculum adopted by the DIT)

Szeged, (date)

.....
(name(s) of topic leader(s))
(jobs)
email address:

.....
Name of PhD student
(sub-programme)

.....
Prof. Dr. Lajos Kemény
Head of the Doctoral School of
Clinical Medicine

ANNEX 5 (Annual work report)

ANNUAL WORK REPORT

Duration: (academic year) academic year/I-II semester

Name of the Doctoral School:	Doctoral School of Clinical Medicine
Subprogram name:	
Name of PhD student:	
PhD student's email address:	
Name(s) of supervisor(s):	
Research topic title:	
Start of training (year, month)	(date)
Type of training (individual preparation / full-time), Neptun code	

Description of the research activity (hypothesis, methods, main results, collaboration with other working groups, institutes, ethical approval if necessary, etc.):

Date of presentation/report to the working group, title of the presentation:

Presentation of papers, posters*: (name of congress, date, title of paper/poster, names of authors)

Publications*: *(journal name, publication date, publication title, authors, journal impact factor)*

Mark given by the supervisor: (1-5) _____

Date:

Name and signature of PhD student/docandidate

Name(s) and signature(s) of supervisor(s)

Date:

Prof. Dr. Lajos Kemény
Head of the Doctoral School of Clinical
Medicine

**Proofs of presentations, posters, publications are sufficient to be attached to the credit certificate.*

ANNEX 6 (SUPERVISOR assessment for complex examination)

University of Szeged

Doctoral School of Clinical Medicine

Head of Department: Dr. Lajos Kemény, Professor, Corresponding Member of the HAS

For

Subject: **peer review**

Dated: Szeged, (date)

Dear Professor!

I, the undersigned, Dr (name(s), position(s), place(s) of work of the supervisor(s)) have been working as a supervisor with PhD student since (date of the full-time PhD student's start of PhD studies) on the following research topic:, within the framework of the subprogramme of the Doctoral School of Clinical Medicine of the University of Szeged.

Brief description of the research topic, methods, results, etc:

The PhD student has an excellent academic and research record, is active, reliable, responsible and predictable in his/her work.

In addition to university work, he is involved in activities and has a sense of initiative.

His dedication to the profession is demonstrated by the fact that, in parallel with his studies, he also participated in the following training courses and congresses:

I consider and recommend the PhD student to be suitable to take a complex examination on the basis of his/her previous activities.

Date,

Sincerely,

(name)
(schedule)
(name of workplace)
(workplace address)
e-mail:

ANNEX 7 (Dissertation report for complex examination)

Dissertation report for the complex examination (full-time) (content proposal. Format: ppt slide or 3-page word document.)

**UNIVERSITY OF SZEGED
DOCTORAL SCHOOL OF CLINICAL MEDICINE**

ALPROGRAM	
NAME OF PHD STUDENT	
NEPTUNE CODE	
TOPIC LEADER(S)	
DATE OF COMPLEX EXAMINATION	
Start of training	

DISSERTATION REPORT

In the last two years, as a participant of the Clinical Medicine Doctoral School subprogram of the SZTE ÁOK, the SZTE ÁOK I have been doing research work at the University of Szeged, UASOK.

During the four semesters, I also completed the required core courses and courses related to my doctoral programme (See: *List of courses completed during doctoral training, broken down by semester.*)

Below, I describe my scientific activities and the main lines of my research, including future planned studies. I will then briefly describe other projects (related to my research topic) in which I am involved.

Research related to my scientific dissertation

Participation in other scientific projects

References:

List of presentations: *title of presentation, name of congress, date, venue.*

Planned presentations: *title of presentation, name of congress, date, venue.*

List of courses taken during doctoral studies, broken down by semester (foundation and sub-programme courses):

Course name	Hours	Credit
(academic year) - Semester I		
Literature, communication methodology and ethics	14	3
Computer-based research methodology tools	28	6
(academic year) - Semester II		
Biomedical ethics	14	3
Biostatistics theory	28	6
Biostatistics exercise	20	2
(academic year) - Semester I		
(academic year) - Semester II		

Date:

Name of PhD student
signature

ANNEX 8 (Proposal for complex examination board and subjects)

Proposal for complex examinations and subjects (full-time at the end of the 4th semester)

Preparation of complex examination for full-time students ADATLAP

Doctoral school name:	Doctoral School of Clinical Medicine	
Subprogram name*:		
Planned research topic:		
Doctoral student details		
Name, Neptun code:		
Workplace:		
Phone, email		
Details of the supervisor(s)		
Name, title:		
Workplace:		
Phone, e-mail:		
Examination subjects		
Subject 1, 2:		
Complex Examination Board:		
President (name, grade):		
Workplace (name, address)		
Phone, e-mail:		
Reserve chairman (name, grade):		
Workplace (name, address)		
Phone, e-mail:		
Internal member (name, grade):		
Workplace (name, address)		
Phone, e-mail:		
External member (name, grade)		
Workplace (name, address)		
Phone, e-mail:		
Reserve internal member (name, grade)		

Workplace (name, address)					
Phone, e-mail:					
Reserve external member (name, grade)					
Workplace (name, address)					
Phone, e-mail:					
	<table border="1"> <tr> <td><i>Date of TDT:</i></td> <td></td> </tr> <tr> <td><i>TDT decision:</i></td> <td></td> </tr> </table>	<i>Date of TDT:</i>		<i>TDT decision:</i>	
<i>Date of TDT:</i>					
<i>TDT decision:</i>					

.....
(name(s) of topic leader(s))

.....
(name of sub-programme leader)

.....
Prof. Dr. Lajos Kemény
Head of the Doctoral School of
Clinical Medicine

Instructions for filling in the excel spreadsheet:

- The theoretical part of the complex examination consists of 2 subjects (2 of the courses taken during the first 4 semesters of the sub-programme).
- The examining board min. The examination committee must consist of at least 3 members, at least 1/3 of whom must not be SZTE employees.
- The chairperson of the examination board is a competent university professor or professor emeritus or doctor of the Hungarian Academy of Sciences, researcher or habilitated associate professor.
- All members of the examination board have an academic degree (min. PhD). The candidate's supervisor cannot be a member of the examination board, but may be present during the examination. None of the examiners may have a full scientific publication in common with the candidate, nor may they work in the same working group as the candidate.

ANNEX 9 (COMPLEX EXAMINATION RECORD BOOK)

Complex examination transcript

- Details of the higher education institution:

name: University of Szeged
Institution identification number: FI 62198

- Details of the candidate

Name: **Dr.** _____
Name at birth: _____
Place and date of birth: _____
Electronic student ID: (Neptun ID): _____

- Details of previous education:

Level of education: _____
Qualifications: _____

- Details of the subject leader:

Name: _____, (post) _____ academic degree: _____
Teacher ID number: _____ (individual higher education identification number (FIR number))
Workplace: SZTE _____

- Details of the degree to be obtained:

Field of the degree: medicine and health sciences
Field of the degree: clinical medicine

- Details of the exam:

Location: _____
Date of the exam: _____

Doctoral School:

SZTE Doctoral School of Clinical Medicine
Name of PhD programme (specialisation, sub-programme): _____
Research topic: _____
Type of training: full-time

Members of the complex examination board

(at least 3 members, at least 1/3 from other institutions)

	Name	academic degree	instructor identification number	schedule	Workplaces
President					
Tag (external)					
Tag (internal)					

Subject/topic title (*at least 2*): _____, _____

1. Subject/Topic: _____

Questions in the complex exam:

Text evaluation:

2. Subject/Topic: _____

Questions in the complex exam:

Text evaluation:

THE COMMISSION'S EVALUATION OF THE THEORETICAL PART:

(Scoring method: members vote secretly on a scale of 0-5. Passed if average ≥ 3 and majority of members give at least 3 points)

Average score: ..

Number of votes with at least 3 points:

Result: pass/fail

Textual assessment of literary knowledge:

Textual evaluation of research results:

Text evaluation of research and dissertation plans:

COMMITTEE EVALUATION OF THE DISSERTATION PART:

(Scoring method: members vote secretly on a scale of 0-5. Passed if average ≥ 3 and majority of members give at least 3 points)

Average score: .

Number of votes with at least 3 points:

Result: pass/fail

(Passed if both parts of the test were passed. Only the theoretical part can be retested.)

passed / failed

.....
(name)
Chairman of the examination

.....
(name)
boardMember of the examination board

.....
(name)
Member of the examination board

Szeged, (date)

The **examination board shall** consist of at least three members, at least one third of whom shall not be employed by the institution operating the doctoral school. The chairperson of the examination board shall be a competent university professor or professor emeritus or a lecturer, researcher or habilitated associate professor of the university with the title of Doctor of the Academy of Sciences.

- All members of the examination board hold an academic degree. The candidate's supervisor cannot be a member of the examination board. The members of the examination board shall be competent and knowledgeable in the subjects of the examination.
- **In the theoretical part of the complex examination**, candidates will be tested in at least two subjects/subject areas
- The members of the examining board will mark the theoretical and dissertation parts of the exam separately on a scale of 0-5. A complex examination is successful if a majority of the members of the board consider both parts of the examination to be successful, award at least 3 marks for each part and give an average score of at least 3.
- The result of the exam must be announced on the day of the oral exam. In the case of a failed theoretical part of the examination, the candidate may retake the examination in the subject(s) not passed on one further occasion during the examination period. In the case of failure of the dissertation part of the examination, the candidate may not repeat the examination in the examination period concerned.
- Annexes to the minutes:
 - dissertation report (to be prepared by the candidate and sent to the DI administrator before the exam)
 - a recommendation/evaluation by the topic leader, including the research topic.
 - contact details of the subject leader, candidate, examiner, exam board members: name, email address, telephone number, work name and address.