

Doctoral School of Pharmaceutical Sciences

RULES OF OPERATION

By modifying the previous, valid Rules of Operation, this regulation complements and applies the commissions of Act CCIV of 2011 on National Higher Education (NHEA), the Government Decree (GD) 387/2012 (XII.19.) on Doctoral Schools, doctoral procedure, and habilitation and the Regulations Governing the Doctoral Training Programmes and the Awarding of the Doctoral Degree of the University of Szeged (SZ-8/2017/2018.).

The Doctoral School of Pharmaceutical Sciences (hereinafter referred to as “the Doctoral School”) operates at the Faculty of Pharmacy at the University of Szeged with the approval of the Hungarian Accreditation Committee. The Doctoral School is part of the Doctoral Programme of Medical and Pharmaceutical Sciences at the University of Szeged, therefore constitutes an integral part of the doctoral training of the university.

Contact information

Place of operation: Address: University of Szeged, Faculty of Pharmacy, 6720 Szeged, Eötvös street. 6. University of Szeged, Doctoral School of Pharmaceutical Sciences

Website: <https://www.pharm.u-szeged.hu/english>

I. The structure and management of the Doctoral School of Pharmaceutical Sciences

1. The operation of the Doctoral School is regulated and supervised by the Doctoral Council.
2. The head of the Doctoral School shall be appointed according to the Regulations Governing the Doctoral Training Programmes of the university.
3. Members of the Doctoral Council are elected by the core members. Members of the Doctoral Council are the following:
 - a) head of the Doctoral School
 - b) deputy head of the Doctoral School, elected by the members of the Doctoral Council
 - c) programme directors (leaders of the main training programmes)

- d) the external member of the Doctoral School
- e) the doctoral students' elected representative in a consultative capacity
- f) administrator of the Doctoral School, without voting rights

4. Current composition of the Doctoral School:

g) head of the Doctoral School: Dr. Judit Hohmann, professor and head of department, member of the Hungarian Academy of Sciences

h) programme directors (leaders of the main training programmes): Dr. Ildikó Csóka, professor and head of department

Dr. Dezső Csupor, associate professor and head of department

Dr. Attila Hunyadi, associate professor and head of department

Dr. István Ilisz, associate professor and head of department Dr. István Szatmári, professor and head of department

Dr. Tamás Martinek, professor and head of department

Professor Dr. Zsolt Szakonyi, deputy head

Dr. István Zupkó, associate professor and head of department Dr. Pál Perjési, (University of Pécs, Faculty of Pharmacy, external member)

1 person, the doctoral students' elected representative in a consultative capacity

5. The Doctoral Council meets at least twice per semester but it can also be convened in exceptional cases. The Council is led by the head of the Doctoral School, who in certain meetings may be substituted by a member whom she delegated. The quorum shall be constituted by the presence of the head of the Doctoral School (or her delegated substitute) and two-thirds of the permanent members (with voting rights). There is a memorandum for every meeting.

6. Responsibilities of the Doctoral School:

- a) recruiting new supervisors, lecturers and guest researchers for the new programmes of the Doctoral School
- b) announcement and professional control of doctoral courses
- c) assigning the major and minor subjects of the comprehensive examination, validating the syllabus of these subjects
- d) assessing the doctoral students' annual work

- e) proposing the selection board, ranking the applicants based on the report of the board
- f) determining the topics of the entrance examination
- g) examining those who wish to obtain a doctoral degree: inspecting that the publication criteria are met, assessing previous studies
- h) proposing to start the procedure of obtaining the doctoral degree
- i) proposing members for the comprehensive examination board and the defence board
- j) professional evaluation of the doctoral students' requests regarding their studies and the procedure of obtaining their degree.

7. Making economic decisions concerning the Doctoral School is also the responsibility of the Doctoral School:

- a) preparing the financial decisions of the Doctoral School, planning the economic management in agreement with the dean of the Faculty of Pharmacy
- b) proposing the amount of fees
- c) determining the utilisation of the received fees
- d) financial control of school-level applications concerning the doctoral training

8. The Doctoral Council actively participates in organising comprehensive examinations and public debates.

9. The Doctoral Council defines the quality assurance system of the Doctoral School and continuously inspects that its requirements are met.

10. The Doctoral Council takes its decisions according to the rules of majority voting. In the event of a tie, the vote of the chairperson is decisive. Voting is usually by open ballot, except for the votes relating to persons. Where appropriate, any member may ask for voting by secret ballot and it may also be ordered by the chairperson. The chairperson of the Doctoral Council may propose electronic voting if warranted. Electronic voting shall not be valid if one Doctoral Council member with the right to vote opposes the use of the electronic system.

11. All lecturers, supervisors and PhD students participating in the doctoral training are members of the Doctoral School. Members of the Doctoral School meet once a year and if it

is necessary. During this meeting, the Doctoral Council and the head of the Doctoral School provide information on the annual operation of the Doctoral School and members of the Doctoral School discuss their experience of the operation.

II. Admission procedure

1. Students can apply for the topics announced on the website of the Doctoral School after discussing it with the supervisor.

2. Supervisors are suggested by the Doctoral Council and approved by the Doctoral Council of Medical and Pharmaceutical Sciences. Supervisors are lecturers with a PhD degree, who possess scientific excellence regarding the announced topic beyond achievements necessary for obtaining a doctoral degree, and can provide the infrastructural and financial conditions of research.

3. The heads of the concerned departments and a board of at least three members delegated by the Doctoral Council interview the applicants of the programmes to gain insight into their scientific knowledge, concept of doctoral work and previous scientific activities. The board assesses the applicants' performance, ranks them accordingly and recommends or recommends conditionally or does not recommend their admission. The letter of invitation needs to contain the following:

- type, subject, location and date of the examination;
- the list and date of presentation of further certificates necessary; - tools necessary for the examination;
- information on the publicity of the procedure.

4. At least 60 points is required for admission. During the PhD admission procedure, the board gives points in the following four categories:

- Communication skills, presentation of professional career

max. 25 points

- Prior skills and previous studies related to the topic you are planning to apply for

max. 25 points

- Research topic plan, elaboration of the topic plan

max. 25 points

- Professional skills demonstrated during the PhD admission interview

max. 25 points

5. Self-financing training is available for applicants meeting the minimum requirement (50 points) during the admission procedure.

III. Doctoral studies

1. Students pursue their studies according to the credit system developed and regularly revised by the Doctoral Council. Rules of credit accumulation are in Appendix 4.

2. The students' supervisors are responsible for inspecting the students' scientific work and studies.

3. Within the Doctoral School, the programme directors shall allow for a change in the person of the thesis supervisor with the consent of the supervisors. Within the Medical and Pharmaceutical Disciplines, the Doctoral Council of Medical and Pharmaceutical Sciences shall allow for a change in the person of the thesis supervisor with the consent of the heads of the doctoral schools.

4. As the end of the training and research part of the doctoral training, students have to pass their comprehensive examination, which is also a condition of starting the dissertation phase of their training. Comprehensive examinations assess and evaluate academic and research achievements.

5. In order to take their comprehensive examination, students have to collect at least 90 credits and all the training credits for compulsory courses required by the training plan of the Doctoral School. The academic part of the comprehensive examination consists of subjects and topics published on the website and in the Training Plan of the Doctoral School. The examinee selects one subject/topic from each subject group (there are two subject groups). During the second part of the comprehensive examination, the examinee gives a presentation of his/her knowledge of literature, gives an account of his/her research accomplishments, presents his/her research plan for the second part of the doctoral training and the scheduling of preparing his/her dissertation and publishing research results.

6. The comprehensive examination board and the examination subjects are approved by the Doctoral Council of Medical and Pharmaceutical Sciences based on the proposal of the Doctoral Council.

IV. Rules of obtaining a PhD degree in the Doctoral School of Pharmaceutical Sciences

1. In order to submit a thesis, the doctoral candidate is required to have at least the following publications categorised based on the Scientific Journal Rankings (SCImago, <https://www.scimagojr.com/journalrank.php>):

- Two Q1 original publication, and the candidate has to be the first author of at least one of them
- One Q1 publication and one publication in English with impact factor, and the candidate has to be the first author of one of them, as well as one scientific paper

Qualification of the publication shall happen according to the ranking valid at the time of acceptance of the paper. In case of student co-authorship within the Programme of the Doctoral School, the programme director declares how the students should share the joint publication. In highly justified cases, particularly high quality publications may be exceptions regarding the publication requirements, if the supervisor supports it. The Doctoral Council is also decisive in this case. The candidate is required to be the first author of at least one publication. If the candidate is not first author of a publication, the corresponding author shall declare whether the candidate could use the publication in the PhD thesis. Patents may also be considered as publications if the student's share is more than 10%. The requirements of the previous regulations (minimum 3 publications, at least 1 of which has to be as a first author, and the sum of the impact factors has to be 3.0) are still valid until 31 December 2023. Students may decide whether they want to start the procedure of obtaining their degree according to the old ranking system or the current one. Publications are certified by the competent person of the Klebelsberg Library.

2. Publications shall be recorded in the official Hungarian scientific database called MTMT. At the secretariat of the Doctoral School, the candidate certifies the existence of the publications and their impact factors via a printed list from the MTMT, verified by the Klebelsberg Kuno Library of the University of Szeged.

3. Doctoral thesis

a. Formal requirements of the Doctoral thesis:

The thesis shall be in English. The length of the thesis, including figures, tables, graphs and bibliography, cannot exceed 50 pages. The thesis shall be submitted in printed form (size 12 Times font, 1.5 spacing, 16 x 23 cm type page or a format equivalent to that). The cover shall display the thesis title, name of the author, "Doctoral Ph.D. Thesis" inscription and the date. In addition, the inner title page shall also display the name of the department where the thesis was written. The next page shall contain a list of publications in the subject of the thesis, marked with Roman numerals. The thesis shall meet the technical and formal requirements of scientific papers. Parts of the thesis (Introduction, Materials and methods, Results, Discussion, Summary, References) shall be proportionate, adequate for the nature of the research topic. Listing citations shall follow the citation practice of the research field. A summary of thesis written both in English and in Hungarian is also required. All published papers and articles accepted for publication related to the thesis subject shall be attached as an appendix and bound with the thesis. Sample of the inner title page of the thesis and the summary of thesis are included in the appendix of this regulation (Appendix 1. and 2.)

b., Submitting the doctoral thesis

3 copies of the thesis shall be submitted to the PhD Secretariat at the Faculty of Pharmacy.

The summary of thesis shall be 10-15 pages long, 3 copies of English summary of thesis shall be submitted. The thesis and the summary of thesis shall also be uploaded into the Repository of Dissertations of University Library. A declaration stating the originality of the results needs to be attached to the submitted thesis (Appendix 3.) The candidate shall also attach the programme director's statement that the thesis meets all the technical and formal requirements.

4. Foreign language knowledge

a. , To obtain a degree, intermediate language competence in one foreign language (English, German, Russian, French, Spanish or Italian) shall be certified by a complex type language examination or equivalent certification. Equivalence between language examinations is regulated by a Government Decree. Cases that are not regulated by the Government Decree fall under the authority of the Foreign Language Centre of the University. The expert opinion of the Centre shall be decisive.

b. , From September 1, 2023, the second basic level language exam is only mandatory if the student obtained the intermediate level language exam in a language other than English. In that case, the second basic foreign language must definitely be English.

c., In the case of foreign students, intermediate level knowledge of the English language can be recognized if the student continued his high school or university studies in English in one of the world languages (English, German, Russian, French, Spanish, Italian) and proves this with an official document issued by the high school or university. If the previous language knowledge is not English, passing the basic level "B1" English language exam is mandatory here as well.

d., Those doctoral students who started their PhD studies before September 1, 2023, can choose the old or new regulations regarding the second foreign language, and use that is more favourable to them.

e., The regulation before September 1, 2023 regulated that at least basic "B1" level language knowledge is required, which can be verified with a language exam certificate or a certificate obtained at the Foreign Language Center. Any language can be chosen as a second foreign language except the mother tongue. In the case of foreign citizens whose mother language is not Hungarian, their mother language is also acceptable as a second foreign language. To document knowledge of the mother tongue, a public document is required (issued by the University's Foreign Language Center, consulate, etc.). For them, Hungarian is considered a foreign language.

V. Starting the procedure of obtaining a doctoral degree

1. The procedure of obtaining a doctoral degree starts with the decree of the Doctoral Council of Medical and Pharmaceutical Sciences. The procedure of obtaining a degree may start even if the abovementioned requirements (foreign language knowledge, publication requirements) have not been met yet. However, the PhD thesis shall only be sent to the assessors if the candidate had met all the requirements.

VI. Individual preparation

1. Those who wish to obtain a doctoral degree within an individual preparation programme shall register for a comprehensive examination after the entrance examination. Taking the recommendation of the Doctoral Council into consideration, acceptance of the applicant is decided by the Doctoral Council of Medical and Pharmaceutical Sciences. Prerequisites for the statement of acceptance are for the applicant's academic/scientific work to fit into the profile of the Doctoral School and that the applicant shall demonstrate adequate previous academic/scientific work.

2. On admission, the Doctoral School shall recognise the minimum credits (90 credits) required for taking the comprehensive examination. Based on previously acquired skills and competencies, additional credits may also be recognised upon request, which is decided by the Doctoral Council. Those who wish to obtain a doctoral degree within an individual preparation programme shall acquire one-third (80 credits) of the credits in the institution.

VII. Programmes of the Doctoral School of Pharmaceutical Sciences

Pharmacognosy, director: Dr. Judit Hohmann, member of HAS

Pharmaceutical Analysis, director: Dr. István Ilisz, Doctor of Science

Pharmacology, Biopharmacy, and Clinical Pharmacy, director: Dr. István Zupkó, Doctor of Science

Pharmaceutical Chemistry and Pharmaceutical Research, director: Dr. István Szatmári, Doctor of Science

Pharmaceutical Technology, director: Dr. Ildikó Csóka, Ph.d.

Research topics announced in the programmes are published on the website of the Hungarian Doctoral Council (<https://doktori.hu/index.php?menuid=116&lang=EN>).

Appendix 1. Inner title page of the thesis

University of Szeged

Faculty of Pharmacy

department where the thesis was written

THESIS TITLE

Ph.D. Thesis

candidate's name

Supervisor: supervisor's name

date (of year)

Appendix 2. Cover of the thesis

University of Szeged
Doctoral School of Pharmaceutical Sciences
..... Ph.D. programme
Programme director:
Department
Supervisor:.....

Doctoral candidate's name

Thesis title

Comprehensive Exam Board:

Chair:

Members:

Assessment Board:

Chair:

Opponents:.....

Members:

Appendix 3. Declaration of Originality

DECLARATION OF ORIGINALITY

Name:

Doctoral Thesis Title:

I,.....(candidate's name) hereby declare that my doctoral (Ph.D) thesis written at the Doctoral School of Pharmaceutical Sciences of the University of Szeged is based on the results of my own research. During my research, the publication of my results and writing my thesis I followed the principles and guidelines of the Ethical Codex of the Hungarian Academy of Sciences.

Szeged,.....

Appendix 4.

Credit requirements of the Doctoral School of Pharmaceutical Sciences

In addition to the Regulations Governing the Doctoral Training Programmes at the University of Szeged, the followings are also required.

During the training, 240 credits shall be earned according to the following rules:

- During the first 2 years of training, half of the credit points shall be obtained.
- During the first 2 years of training, at least 20 credits per semester shall be obtained.
- For compulsory courses, a total of 40 credit points shall be obtained during the first 2 years of training.
- For courses related to research (experimental work, publications), at least 130 credit points shall be achieved.
- For educational activities, students can obtain 48 credit points at most.

1. Completing courses

To be eligible for a completion of studies certificate (“absolutorium”), students shall obtain 40 credit points during the first 2 years of training by completing compulsory courses.

Students can take elective courses from the courses of the Doctoral School of Pharmaceutical Sciences and other doctoral schools of the university. However, taking these courses shall happen in agreement with the programme director at the beginning of every semester. If the programme director allows a course of another doctoral school, the programme director shall consult with the person in charge of the course about announcing the course at the faculty and including it in the faculty curriculum. The programme director can make certain courses compulsory after informing the students about it at the beginning of the semester.

Credits shall be granted for only those courses that are graded on a 3-level or 5-level grading scale system. The credit point value of 1 lesson per week (14 lessons per semester) is 3 credit points, the credit point value of 2 lessons per week (28 lessons per semester) is 5 credit points. Completion of the courses is certified by the lecturers.

2. Research

For courses related to research, at least 130 credit points shall be achieved to be eligible for a completion of studies certificate (“absolutorium”). Credits for research shall be granted according to the followings:

- Experimental work: maximum 20 credit points per semester

150 hours: 5 credits (lecturer workload 1 lesson per week)

300 hours: 10 credits (lecturer workload 2 lessons per week)

450 hours: 15 credits (lecturer workload 3 lessons per week)

600 hours: 20 credits (lecturer workload 4 lessons per week)

During the training, every 'Experimental work' course can be taken 3 times at most.

- Oral presentation/poster presentation:

- poster at a national event: 1 credit

- poster at an international event: 2 credits

- oral presentation at a national event: 3 credits

- oral presentation at an international event: 5 credits

- Publication: maximum 60 credit points can be obtained during the complete training period

- scientific publication without impact factor 5 credits (For Hungarian students, publications in Hungarian are recommended.)

- English scientific publication with impact factor: 10 credits

- Q1 publication: 15 credits

- D1 publication: 20 credits

- Summer school: Doctoral students can attend a summer university/summer school related to their thesis subject, with the prior approval of the programme director. The programme director decides on the accreditation of the summer school. (3 credits)

- Short-term study tour abroad: Doctoral students can go on short-term (from 2 weeks to 1 month at most) study tours related to their thesis subject, with the prior approval of the programme director. Certification of the study tour is the supervisor's task; accreditation is decided by the programme director. (3 credits)

- Long-term study tour abroad: Doctoral students can go on long-term (1-2 months) study tours related to their thesis subject, with the prior approval of the programme director.

Certification of the study tour is the supervisor's task; accreditation is decided by the programme director. (5 credits)

Regarding the ethical aspects of scientific research and publication at the Doctoral School, the principles and guidelines of the Ethical Codex of the Hungarian Academy of Sciences are applicable.

3. Educational activities

Students are granted by credit points for participating in education (maximum 8 credits per semester). With educational activities during the training, 48 credit points shall be achieved at most.

Students can complete the following educational courses registered in Neptun system. Completion of the courses is certified by the head of the department.

- Teaching / 1 lesson per week: 2 credit points
- Teaching / 2 lessons per week: 4 credit points
- Teaching / 3 lessons per week: 6 credit points
- Teaching / 4 lessons per week: 8 credit points

For involvement in Hungarian education, credit points shall be granted. For involvement in English language education, students shall receive either hourly fees or credit points.

Foreign language lessons

For the duration of three semesters, doctoral students are entitled to four foreign language lessons per week. Credits shall not be granted for foreign language courses. Taking a foreign language course shall happen in agreement with the supervisor.

Annual report

Doctoral students are required to give a maximum 2 pages long account of their annual research activities at the end of every academic year. No credit points are assigned to these reports. The report shall contain:

- taken and completed courses with results and credit points,
- educational activities with number of hours and credit points, • most important research results,
- given scientific lectures,

- published, accepted and submitted papers.

The content of the report shall be certified by the supervisor. One copy of the report shall be handed to the supervisor, one copy shall be handed to the programme director and one copy shall be handed into the PhD Secretariat until 15 September.