

University of Debrecen

Debrecen, Hungary



EDUCATIONAL PLAN

Doctoral School of Neurosciences

10th April 2019

Basic principles relating to the training at Doctoral Schools (DSs) of medical sciences are laid down in the Doctoral Regulations (DRs) of the Doctoral Committee of Medical Sciences (DCMS) of the University of Debrecen (UD). These are available at www.doktori.hu for all Doctoral Schools under the DCMS as well as at the webpage of the Doctoral School concerned.

Presentation of the Doctoral School of Neurosciences (DSNS)

Classification by branch of science: Medical Sciences

Research field: Theoretical and Clinical Neuroscience

Research areas: research on structural and functional aspects of the nervous system, studies of neurological disorders (revealing pathomechanism, diagnosis and development of new therapies)

Type of issued academic degree: doctoral (PhD) title qualified as summa cum laude, cum laude, or rite

Accepted master level programmes: General medicine, biologist, pharmacist, molecular biology, dentistry, chemist or other relevant MSc programmes

Head of the DSNS: Miklós Antal, MD, PhD, DSc, Full Professor (Department of Anatomy, Histology and Embryology, University of Debrecen)

Administration coordinator: Krisztina Holló PhD, Assistant Professor (Department of Anatomy, Histology and Embryology, University of Debrecen)

The Doctoral School was established as Doctoral School of Neuroscience in 2009. The training was launched with two research fields: theoretical and clinical neurosciences. From October 2009, the school is headed by Dr Miklós Antal, Full Professor who was also the chairman of Department of Anatomy, Histology and Embryology of the University of Debrecen at that time. The purpose of the Doctoral School of Neurosciences is to provide high level training for its PhD students by its teaching staff having excellent professional skills, in line with the rules of the University of Debrecen, the Doctoral Committee of Medical Sciences and the faculties of the University, thus producing appropriately skilled experts having a scientific degree for the scientific fields of the school and, last but not least, for the University of Debrecen.

1. Admission to the doctoral education

Admission to the doctoral education is subject to application to PhD topics announced at www.doktori.hu, following a successful hearing by the admission board.

The educational and scientific activities of institutes and accredited researchers participating at the Doctoral Schools of UD DCMS is not homogeneous, and therefore students admitted to the PhD training may have several kinds of higher education degrees (general medical practitioner, dentist, pharmacist, biologist, molecular biologist, public health supervisor, physicist, chemist and degrees obtained at other relevant programmes). Requirements have been determined to ensure the proper educational background and a positive attitude to research work of the admitted PhD students. Most important requirements are a degree of good quality, excellent language proficiency, outstanding achievements at Student's Scientific Associations, other scientific work and a well-conceived research programme. Results achieved by the applicants at these fields shall be assessed according to the DCMS DRs (Appendix 3/a) and a uniform scoring system. As regards language skills, a state-recognised complex (confirming oral and verbal skills, formerly type "C") language exam in English of medium level as a minimum (corresponding to level B2 of the Common European Framework of Reference for Languages of the Council of Europe) is expected since it is required for the participants of the medical doctoral training for obtaining the PhD degree. The application deadline is 15 May or, for a training starting in February, 15 November (for all training forms, including full-time, correspondence and individual training). Application shall be possible by submitting the application form (**Appendix 1**) and other documents indicated on that to the PhD Office.

2. Organisation of the education

The training is organised by the Doctoral Committee of Medical Sciences involving Doctoral Schools and their Councils. The administrators in charge of the DCMS are centrally in charge of the announcement of the courses, the managing of study matters, the closing of the semesters and the payment of the study grants.

The training programme consists of semesters starting on 1 September and 1 February, respectively. PhD students may enrol using the Neptun system at the beginning of each semester during the period as announced in advance, except for the very first semester of the training when they should enrol in person at the PhD Office. Postponement-related provisions are contained in Chapter 10 **“Interruption of the study time”**.

The student shall apply to the required and/or chosen study and research obligations for the semester from among the announced options in the Neptun system in every semester. Performance as tested shall also be confirmed in the Neptun system. Registration to a given semester shall be subject to the completion of the Research course (27 credit points) in the active semester preceding the current semester, as confirmed by the supervisor. In the absence of that, the PhD Office shall perform the registration, where justified, subject to the written consent of the Head of the competent Doctoral School.

3. Announcement of courses

The lecturer of the Doctoral School shall complete the course announcement template and then submit the courses to be announced to the Secretary of the Doctoral School. The Secretary of the Doctoral School or the person responsible with the DCMS shall announce such courses already existing in the Neptun system assigned to the Doctoral School. New courses shall be assigned to the Doctoral School and announced by the responsible administrator of the DCMS in the Neptun system.

4. Conditions of the obtaining of credit points

Study requirements are measured by study points (credit points). Credit points are the measurement units of the study, teaching and research work aiming at the completion of the obligations of PhD students in the doctoral training. PhD students shall obtain 30±3 credit points by semester and 240 credit points altogether during the whole training programme. The mandatory number of credits to be obtained in the first four semesters of the medical doctoral training shall be 12.

If the PhD student fails to obtain the required number of credit points due to their fault in a given semester, the Doctoral Committee of the relevant scientific field shall decide on the suspension of the payment of the PhD grant. Should the PhD student fail to make up for their missing credits within a year, the Doctoral Committee of the relevant scientific field may decide on the termination of the student's legal relationship.

- In the case of doctoral schools of DCMS, 240 credit points shall be obtained by the students broken down as follows (for a detailed description of each credit type and the criteria of completion, see the relevant points):
- training credit points – at least 12 credit points to be obtained during the first four semesters of the training;
- research credit points – 27 credit points by semester, and 216 credit points altogether;
- dissertation credit points – 6 credit points altogether, in the research and dissertation stage;
- credit points to be obtained for other performance – 6 credit points as a maximum (teaching activity, conference presentation, supervisory work, or may be obtained as training credit points).

4.1. Study (training) credit points

- Study (training) credit points may be obtained by the PhD students by learning and reporting at the examination.
- The obtaining of the credit points shall be confirmed by the lecturer of the course in the electronic study system based on the examination, test, report etc. required for the course concerned. The person responsible for the course in the Neptun system shall confirm the completion of the course by granting a 5-grade examination mark.
- In the PhD training, no credit points may be obtained by language learning.

- The mandatory number of credits to be obtained in the first four semesters shall be 12.
- Courses to which the student registered shall be supervised by the supervisor. The student may register to courses organised by other Doctoral Schools of the medical sciences in addition to courses announced by the DSNS if those fit the training orientation of the PhD student.
- Courses delivered by the DSNS are listed in **Appendix 2**.

4.2. Research credit points

- The PhD student shall obtain the majority of the 240 credit points as required during the training (180-228 credit points) in the form of research credit points.
- The obtaining of the credit points shall be confirmed by the supervisor based on the written report submitted by the PhD student in every semester. The PhD student shall submit their semester reports as signed by the supervisor to the Secretary of the Doctoral School. Content and formal requirements of the report are laid down in **Appendix 3**. The student shall prepare the written report required for the obtaining of the research credit points supplemented by the supervisor's assessment as detailed in **Appendix 4** and submit it to the secretary of the Doctoral School every year.
- In the first four semesters (training and research stage) of the training, 27 credit points should be obtained by research activities in every semester (courses "Research" I to IV).
- In the second half of the training (research and dissertation stage) of the training, 27 research credit points should be obtained in every semester (courses "Research" V to VIII). If the dissertation is submitted and admitted to the PhD degree obtaining procedure before the completion of the training (end of semester 8), research credit points required for the remaining semesters shall be granted before the preliminary debate, subject to the submission of an application.
- In the research and dissertation stage, the students shall obtain 6 so-called dissertation credit points by registering to the courses "Preparation of the dissertation" I and II, each being worth 3 credit points. The courses "Preparation of the dissertation" I and II may be completed in one and the same semester, too, depending on the progress of the preparation of the dissertation.

- For the whole duration of the training, a maximum of 6 credit points may be obtained by conference presentations or posters. Presentation at an international conference shall be earn 3 credit points while presentations in Hungarian shall be earn 2 credit points (symposiums of Doctoral Schools and local events shall not be taken into consideration). First-author English posters shall be earn 2 credit points while Hungarian posters shall be earn 1 credit point. The value of the conference credit points shall be determined by the Secretary of the Doctoral Committee, based on an application approved by the Head of the competent Doctoral School. Documents of the conference shall be attached to the application. Credit points shall be granted by the PhD administrator or the Secretary of the Doctoral Committee.
- Participation in the supervision of the work of a student preparing their thesis or Student's Scientific Association paper shall be earn a maximum of 4 credit points (supervision alone – 2 credit points/student, supervision in cooperation – 1 credit point/student). Credit points shall be determined by the Secretary of the Doctoral Committee, based on the confirmation of the supervisor of the PhD student and granted by the PhD administrator. The completed thesis and/or confirmation of the Student's Scientific Association paper/presentation shall be attached to the application. (One supervised student may be taken into consideration only once, even if he prepared both a thesis and Student's Scientific Association paper.)

4.3. Teaching credit points

- The PhD student may be granted teaching credit points for their teaching activity.
- 1 credit point shall be granted for a teaching activity of 1 or 2 hours per week for a semester.
- For the whole duration of the training, the students may be granted a maximum of 3 credits for teaching activity (Teaching work).
- Credit points may be granted for such teaching activity only if that fits the training of the PhD student and contributes to the development of their professional, lecturer's and communication skills.
- Credit points for teaching work may be obtained in the third semester of the doctoral training at the earliest.
- A maximum of 1 credit points may be obtained for teaching in a single semester.
- No credit points may be granted for a teaching activity for which the student is remunerated.

- Credit points shall be confirmed by the Secretary of the Doctoral School in the Neptun system based on the written confirmation of the head or study administrator of the organisational unit in charge of the educational module concerned (**Appendix 5**).

4.4. Technical credit points

- Based on courses successfully completed at another university or during a study trip abroad, so-called technical credit points may be granted which can be included into the obtaining of the required training credit points.
- A maximum of 4 credits may be obtained from the required 12 training credits in such a form.
- The value of the technical credit points shall be determined by the Secretary of the Doctoral Committee, based on an application approved by the Head of the competent Doctoral School. Documents of the course concerned shall be attached to the application. Credit points shall be granted by the PhD administrator or the Secretary of the Doctoral Committee.
- The DCMS may permit the recognition of a maximum of two semesters or sixty credit points in the doctoral training from the basic training and specialised practice time completed by the participants as residents in the specialised healthcare higher education system. Conditions of the recognition and the procedural mode shall be determined by the DCMS in its own Regulations of Procedure (DRs).

5. Tutorial system for the monitoring of the scientific activity

The Doctoral School of Neurosciences introduced the tutorial system for full-time PhD students on state grant enrolling for the first time as from the academic year 2018/2019. Its purposes and detailed operation are laid down in the quality assurance plan of the Doctoral School. The tutorial system operates as follows:

- The Council of the Doctoral School shall appoint two tutors for each PhD student within one month following the start of the training. At least one tutor shall be a core member or teacher of professional competence of the Doctoral School while the other tutor may be either the member of another Doctoral School under the Doctoral Committee of Medical Sciences of the University of Debrecen or a third party (not employed by the University of Debrecen) who is professionally competent.

- Tutors meet (or may have a video conference with) the student in each semester in the absence of the supervisor before the submission of the mandatory research report. They shall attach the confirmation of the meeting as signed by the tutors and the candidate to the end-of-semester report (**Appendix 6a**). The annual tutorial assessment shall be a more detailed written document (**Appendix 6b**), including the assessment of the mandatory symposium presentation and of the annual research report in some sentences, in addition to the assessment of the personal meeting.

6. Progress checks during the education

Based on the MDS DRs, the Doctoral School shall evaluate the progress of the students at least once a year. For the DSNS, the following system shall be adhered to:

1. During the doctoral training, the PhD student shall be compulsorily qualified. The Doctoral School shall evaluate the progress (training, research work) of the students at least once a year. The result of the evaluation shall be documented in writing, with a proposal to change the person of the supervisor or to re-assign the PhD student on state grant to the self-financed system, where necessary.
2. The annual symposium of the students of Doctoral Schools is the compulsory qualification. The Doctoral School organises annual PhD symposiums which shall be attended by all students delivering a presentation. The student shall prepare an abstract for the symposium (**Appendix 7**). In their presentation, the PhD student shall summarise the results of own research work.
3. For the obtaining of research credit points, the PhD student shall prepare a written report in every semester, sending it to the head of the Doctoral School. Content and formal requirements of the report are laid down in **Appendix 3**.
4. The student shall prepare the written report required for the obtaining of the research credit points supplemented by the supervisor's assessment as detailed in **Appendix 4** and submit it to the secretary of the Doctoral School every year. The Council of the Doctoral School shall assess the reports.

5. During the doctoral training, a complex examination shall be taken closing the training and research stage of the training and as a precondition for starting the research and dissertation stage at the end of the fourth semester, measuring and evaluating the study and research progress.

7. Complex examination

The complex examination is an examination to be taken during the doctoral training, closing the training and research stage of the training and being a precondition for starting the research and dissertation stage at the end of the fourth semester, which measures and evaluates the study and research progress. Since the student passes to the PhD title obtaining procedure following the passing of the complex examination, an application to the complex examination shall be considered an application to the PhD title obtaining procedure as well.

At the beginning of the fourth semester, the PhD student shall register to the Complex examination course which has no credit value. The completion of the course shall be confirmed by the Secretary of the Doctoral Committee following the passing a successful complex examination.

Admission to the complex examination shall be subject to the obtaining of a minimum of 90 credit points in the “training and research stage” (first four semesters) of the PhD training, and of all “training credit points” required in the educational plan of the Doctoral School (except for students preparing individually for obtaining the PhD title). If the student fails to obtain the training credits in accordance with the educational plan of the Doctoral School, the Head of the Doctoral School may refuse to support the application to the complex examination.

The number of training (study) credit points to be compulsorily obtained shall be 12 as a minimum in case of the schools of medical sciences.

The complex examination shall be subject to a written application (DCMS DRs, Appendix 4). A copy of the diploma (if not submitted yet) and the already available documents supporting the language proficiency shall be attached to the application form.

The complex examination shall be taken before a board of 3 members appointed by the Doctoral Committee of the scientific field. When appointing the board, special attention should be paid to avoiding conflicts of interest. Board membership may not be granted to close relatives of the candidate or to persons who may not be expected to impartially assess the examination, e.g., to colleagues or co-authors of the candidate. The student may object the composition of the board with the Doctoral Committee of the scientific field only for partiality or conflict of interest within 8 days.

The supervisor shall assess the performance of the PhD student in writing before the complex examination and confirm whether he suggests the starting of the PhD title obtaining procedure. The supervisor shall be granted an opportunity to assess the candidate at the examination.

The complex examination has two major parts: one assesses the theoretical preparedness of the student (“theoretical part”) and the other the scientific progress (“dissertation part”).

- The theoretical part of the complex examination is an oral examination where questions relating to a primary and a secondary subject shall be replied to. In order to ensure a uniform quality, primary subjects required for the participants of the DSNS as approved by the DCMS and secondary subjects are listed in **Appendix 8**. Primary subjects suggested by the competent Doctoral School for the complex examination shall be indicated on the application form. Subjects of the complex examination shall be determined by the DCMS.
- During the dissertation part of the complex examination, the candidate shall deliver a short presentation (of a maximum of 15 minutes) to account for their proficiency in the literature, to detail their research achievements, and to present his or her research plan for the second stage of the PhD training together with their schedule for the preparation of the dissertation and the publication of the results. Following the presentation, board members shall ask questions about the presentation.
- The presentation shall be accompanied by PowerPoint slides (or ones prepared by another similar programme).
 - *Main content elements of the presentation:*

- Short survey of the literature
 - Major issues of the research work
 - Methodical bases
 - Results achieved so far and to be expected
 - Further plans and scheduling
- The examination board shall assess the theoretical and the dissertation part of the examination separately. Minutes including a verbal assessment shall be drawn up about the complex examination (DCMS DRs, Appendix 5/1). The result of the examination shall be announced on the day of the oral examination. The complex examination shall be deemed as passed if the majority of the board members assesses both examination parts as successful. The PhD student may repeatedly take a failed complex examination once within the same examination period.
 - In the case of doctoral schools, the Doctoral Committee of Medical Sciences shall expect the student to take the examination before one and the same board when repeatedly taking the dissertation part of the complex examination. In the case of a complex examination repeating the dissertation part, a new composition of the board is allowed only in an especially justified case, subject to the approval of the Doctoral Committee of Medical Sciences. If the complex examination is repeatedly taken only due to the failing of the theoretical part, the student may take the repeated examination before a board in a new composition as well. Board members shall be approved by the Doctoral Committee of Medical Sciences.
 - The PhD student may enrol to the fifth semester of the PhD training subject to the passing of the complex examination.

8. Correspondence and individual training

Staff members of the University or persons in a situation which can be considered as the same may apply and be admitted to correspondence organised PhD training, keeping their employment relationship. The application procedure and the assessment shall be the same as in the case of applicants to the full-time training. An applicant may apply to full-time or correspondence organised training at the same time. Requirements binding the participants of the correspondence training are the same as those affecting full-time PhD students for every

aspect. Correspondence training participants may not receive a grant and no state budgetary contribution shall be paid to the Doctoral Schools with regard to them. Correspondence students shall pay HUF 60,000 per semester as cost reimbursement. The DCMS may grant an exemption from this for reasons of equity. Correspondence students employed by the University of Debrecen and those employed in a supported research team of the Hungarian Academy of Sciences shall not pay cost reimbursement.

The purpose of the individual preparation is to allow the obtaining of the doctoral title for experts who have a diploma confirming their degree and qualification obtained in a master level training at a Hungarian or foreign university, major teaching and/or research experiences and documented scientific achievements. Obtaining of the PhD title based on individual preparation as an exceptional procedure may be applied in especially justified cases only. Students preparing individually may be exempted from the study obligations of the first two year of the PhD training only but they have to comply with every requirement of the doctoral (PhD) title obtaining. Participants of the individual preparation shall pay cost reimbursement (HUF 60,000 per semester)

The future supervisor shall be named as early as in the application to be submitted to the DCMS in the case of doctoral schools of medical sciences. The person of the supervisor shall be consented by the management of the Doctoral School.

If the Doctoral Committee of Medical Sciences accepts the application, it shall appoint the complex examination board and determine the examination subjects. The individual applicant shall take the complex examination before the start of the semester following the accepting of their application.

9. Partial training in Hungary and abroad

The Doctoral School encourages and, in some cases, supports partial training and experience gaining of PhD students in Hungary and abroad, and their attendance at conferences in Hungary and abroad.

The student may participate in the partial training according to a work programme as approved by the supervisor which ensures the validity of the given study period in the PhD training programme of the university. The duration of the partial training abroad shall be

included into the duration of the doctoral training, the student relationship shall not be suspended and the state grant shall be kept on paid. The partial training shall be subject to the consent of the Doctoral Committee of the scientific field based on the suggestion of the supervisor and the letter of acceptance of the foreign institution.

10. Interruption of the doctoral studies

- If the student states (**Appendix 9**) that he does not wish to comply with his or her student obligations in the following training period or if the student does not enrol to the following training period, their student's legal relationship shall be suspended.
- The student's legal relationship may not be suspended for a time longer than two semesters.
- During the doctoral training, the student's legal relationship may be not suspended for a time longer than six semesters on the whole.
- Upon the request of the student (**Appendix 9**), the Doctoral Committee may approve the suspension of the student's legal relationship for a single duration exceeding the one as determined in the previous paragraph if the student may not comply with his or her obligations arising from his or her student's legal relationship for reasons of birth-giving, accident, illness or another unexpected reason which cannot be attributed to him. The student's legal relationship may be suspended for a whole semester only.
- No state grant may be paid during the suspension of the student's legal relationship.

The student's legal relationship shall be terminated at the end of the fourth semester of the doctoral training if the PhD student fails to pass the complex examination or

- by obtaining the pre-degree certificate stating that all course-units have been completed;
- at the end of the 14th semester counted from the admission;
- at the end of the eighth semester of the PhD training to which the student enrolled.

The Doctoral Committee of the scientific field shall notify the person concerned about the termination of the student's legal relationship.

11. Obtaining of the pre-degree certificate stating that all course-units have been completed

Following the successful completion of the eight semesters, the PhD student shall obtain a pre-degree certificate stating that all course-units have been completed. The pre-degree certificate stating that all course-units have been completed documents that the PhD student fully complied with the study obligations of the PhD training. The Doctoral Committee of the scientific field may issue a pre-degree certificate stating that all course-units have been completed only subject to the written approval of the Head of the competent Doctoral School (**Appendix 10**). No pre-degree certificate stating that all course-units have been completed may be issued to PhD students who failed to obtain the required 240 credit points. The detailed order of the issue of the pre-degree certificate stating that all course-units have been completed shall be the following:

- the Doctoral School shall submit the list of the subjects the issue of the pre-degree certificate stating that all course-units have been completed is subject to to the PhD administrator;
- if the student obtained the 240 credits but failed to comply with their obligations in accordance with the requirements of the school, the PhD administrator shall inform the Head of the Doctoral School who may refuse to issue the pre-degree certificate stating that all course-units have been completed.

12. PhD degree obtaining procedure

Relevant rules and procedures are laid down in the Doctoral Rules of the University of Debrecen, the DCMS DRs, and the quality assurance plan of the Doctoral School. The PhD student shall submit the final version (following the preliminary debate) of the doctoral dissertation within three years following the complex examination. This deadline may be prolonged by a maximum of one year upon request, subject to the decision of the Doctoral Committee of the scientific field if the student may not comply with their study obligations due to birth-giving, accident, illness or another unexpected reason which cannot be attributed to him. The dissertation shall be submitted to a preliminary debate before the finalisation of the work in a way as determined by the Quality Assurance Plan of the Doctoral School. The preliminary debate shall be organised by the council of the Doctoral School, drawing up written record about the debate. The quality assurance document of the Doctoral School also contains a detailed description.

Appendix 1

We kindly request that the form of application valid in the respective admission period be used. The form can be obtained from the PhD rapporteur or the secretary of the relevant doctoral school.

UNIVERSITY OF DEBRECEN (FI 17198)

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Form of application for regular doctoral (PhD) education

Doctoral Committee of Medical Sciences

I. Personal data

Name: Sex: male/female

Name given at birth:

.....

EHA/Neptun-code (for students of UD only):.....

Place of birth: Date of birth:

Mother's name:..... Citizenship:

Number of ID card: (*in case of non-Hungarian citizens the type and number of the residence document*)

.....

Permanent address:.....

Postal address:.....

E-mail address:.....

Telephone number: mobile phone number:.....

Place of work:.....

II. Qualifications, professional experience

University degree programme (major) (to be provided even if the number of the diploma is not yet available):

qualification of the degree:.....

issuing institution:.....

number/year:.....

Average of the grades in the completed semesters (up to 10, in case of MSc studies up to 4):.....

Language knowledge (language, certificate level, document number, date of issue):

.....

Has the candidate taken part in doctoral education and/or degree conferment procedure at the University of Debrecen or any other university:

a) no

b) yes, namely:

Data pertaining to previous academic activities – please attach the documents supporting the listed activities (see Supporting documents, section 1)

The summary/abstract of presentations and posters shall not be considered publications, even if it was published in a journal.

	Number
<p><u>First authored refereed academic publication</u></p> <p>in a foreign language</p> <p>in Hungarian</p>	
<p><u>Co-authored refereed academic publication</u></p> <p>in a foreign language</p> <p>in Hungarian</p>	
<p><u>First authored prize-winning paper in the National Student Competition, 1st to 3rd place</u></p>	
<p><u>First authored, non-prize-winning paper in the National Student Competition</u></p>	
<p><u>First authored paper in the Student Competition</u></p>	
<p><u>First authored project work in the Student Competition</u></p>	
<p><u>First authored paper in non-local conference and non-TDK (Student Competition)</u></p> <p>in a foreign language</p> <p>in Hungarian</p>	
<p>First authored poster in non-local conference and non-TDK (Student Competition)</p>	
<p>Non-first authored presentation or poster other than in Student Competition</p>	

First authored presentation or poster in local (university organised) event announced in a public forum	
Other refereed first authored, not university published in extenso publication (at least reviewed)	

III. The doctoral education applied for

Name of the doctoral school:

Name of the doctoral programme:

The title of the topic intended to be elaborated on:

.....

Name and e-mail address of the dissertation supervisor:

The place of work of the dissertation supervisor (institute, clinic):

.....

Place of research (if other than the place of work of the dissertation supervisor):

.....

The research resources of the dissertation supervisor:

.....

The number of PhD students who have received a doctoral degree under the supervision of the dissertation supervisor (the list of the students who have received a doctoral degree shall be enclosed as a separate document, see Supporting documents, section 1).

individual supervision:

co-supervision:

The number of doctoral students (year I to III) of the dissertation supervisor in the second semester of the academic year 2016/17 (active and passive as well, taking into consideration all the doctoral programmes the dissertation supervisor is involved in; the list of the students shall be enclosed as a separate document, see Supporting documents, section 1).

individual supervision:

co-supervision:

The number of publications the dissertation supervisor has published *in the past 3 years in an academic journal with an impact factor* (on the basis of the Thomson-Reuters list):

(the list of the publications shall be enclosed as a separate document, see Supporting documents, section 1).

The form of education applied for (please underline as appropriate):

Full-time (state scholarship) – Full-time (other scholarship) – Correspondence

In case of “other scholarship”, please provide the source of the scholarship:

Has the candidate been taking part in resident training (please underline as appropriate):

Yes– No

(In case the answer is “yes”, please enclose the authorisation of the head of the professional panel, see Supporting documents, section 7).

Date:

.....

signature of supervisor

.....

signature of applicant

.....

Signature of head of doctoral school

The application has been registered by the concerned doctoral school, the research topic has been announced in the doctoral database (www.doktori.hu).

.....
Signature of the secretary of the
doctoral school

If the candidate's application is accepted, the necessary infrastructure shall be ensured by the institute/clinic.

.....
Head of the institute/clinic
(the dissertation supervisor's
workplace manager)

.....
Head of the institute/clinic
(the head of the place of research,
if other than the workplace of the
dissertation supervisor)

In case of students applying for correspondence education:

I consent to the candidate's application for PhD education.

.....
Signature of the student's workplace manager

Supporting documents:

Please note that the form of application, the documents listed in section 1 and the research plan (see section 5) shall also be sent in an electronic form to the following e-mail address: phd@med.unideb.hu The documents - or in case of publications, their title page - shall be combined into a single pdf file having the following name format: surname_first name_20XX.pdf (e.g. Doe_Jane_20XX.pdf) The full text of published/accepted publications shall also be sent in separate pdf file(s).

1. The academic CV and list of publications of the candidate (the list of publications should be compiled in harmony with the grouping presented on the next page, and should contain all the information referred thereto); published/accepted publications (in case of accepted publications - unless the publication is available on Pubmed - the acceptance letter should also be enclosed); abstracts of papers and posters (based on Programme Book or Book of Abstracts. You are kindly requested to also enclose a copy of the title page of the Programme Booklet and/or the link to the conference website, if available), certification on your TDK (Student Competition) papers and project work, the list of publications of your dissertation supervisor that have an impact factor and were published in the past three years, the name of the doctoral students who obtained PhD degree under the supervisions of the dissertation supervisor, a list of the doctoral students supervised by the dissertation supervisor in the second semester of the academic year 2016/17. **(also in an electronic form)**

2. Photocopy of the academic record book

3. Photocopy of the university diploma or a declaration on its expected date of issue

4. Photocopy of the document certifying language knowledge

5. Planned research topic and research plan (bearing the signature of the dissertation supervisor and the head of the doctoral school) **(also in an electronic form)**

6. A certificate of good conduct unless the students graduated from the University of Debrecen.

7. In case of residents, the authorisation of the head of the professional panel regarding the student's application for doctoral education.

List of publications

1. Publications in a foreign language (authors, title, place of publication, number of pages (if already available), date of publication)

2. Publications in Hungarian (authors, title, place of publication, number of pages (if already available), date of publication)
3. List of conference papers (authors, title of the paper, name, venue and date of the conference, link to the conference website - if available)
4. List of conference posters (authors, title of the paper, name, venue and date of the conference, link to the conference website - if available)

Appendix 2

List of courses coordinated by the Doctoral School of Neurosciences

Neptun code	Title of the course	Coordinator	Credit
OT-IDI-Kutatás I.	Research I-IV.	supervisor	27
OT-IDI-Kutatás II.	Research V-VIII. (2016.09.01-től induló képzés)	supervisor	27
OT-IDI-OM	Teaching activity	dr. Holló Krisztina	1
OT-IDI-T1	Diagnostics and treatment of epilepsy	dr. Fekete István	1
OT-IDI-T10	Pathophysiology and modern therapy of sepsis	Dr. Fülesdi Béla	1
OT-IDI-T11	Special topics in neurointensive care	dr. Fülesdiné dr. Molnár Csilla	1
OT-IDI-T14	Neurology of the internal ear	dr. Sziklai István	1
OT-IDI-T15	Actual topics in clinical neuroimmunology	dr. Csépany Tünde Cecilia	1
OT-IDI-T16	Spinal nociceptiv information processing in health and disease	dr. Antal Miklós	1
OT-IDI-T17	Selected topics in neuronal regulation. Modelling of neurons and neuronal networks	dr. Wolf Ervin	1
OT-IDI-T18	Blood supply of the brain. Advanced methods for the investigation of cerebral blood flow	dr. Oláh László	1
OT-IDI-T19	From cognitive neuroscience to cognitive therapy	Dr. Égerházi Anikó	1
OT-IDI-T2	Molecular and traditional neuro-oncology	dr. Molnár Péter	2
OT-IDI-T20	Evidence based medicine. Statistical methods used in clinical neurosciences. Sleep disorders.	dr. Magyar Mária Tünde	1
OT-IDI-T22	Methods for the investigation of the effects of neuroprotektív drugs and other compounds used for the prevention of cerebrovascular diseases	Dr. Csiba László	1
OT-IDI-T23	Epidemiology and principals of treatment strategies of cerebral metastatic tumors	Dr. Szabó Sándor	1
OT-IDI-T24	Evidence based treatment strategies of sleep disorders.	dr. Magyar Mária Tünde	1
OT-IDI-T26	Clinical anatomy of the brainstem I.	dr. Matesz Klára	1
OT-IDI-T27	Structure of the nervous system	dr. Matesz Klára	2
OT-IDI-T28	Applications of neurosonological methods in clinical studies	Dr. Csiba László	1
OT-IDI-T29	Molecular neuro-oncopathology	dr. Molnár Péter	2
OT-IDI-T3	Clinical anatomy of the brainstem II.	dr. Matesz Klára	1
OT-IDI-T30	Child neurosurgery	Dr. Novák László	1
OT-IDI-T31	Nociceptive information processing in the spinal dorsal horn	dr. Antal Miklós	2
OT-IDI-T32	Connections between brain functions and mental processes	Dr. Égerházi Anikó	1
OT-IDI-T33	Effect of atherosclerotic risk factors onto the neurovascular coupling	dr. Oláh László	1

OT-IDI-T34	Pathology and treatment of cerebrovascular diseases	dr. Fekete István	1
OT-IDI-T35	Hydrocephalus	Dr. Novák László	1
OT-IDI-T36	Experimental and clinical methods for the investigation of cerebral ischemia I.	Dr. Csiba László	1
OT-IDI-T37	Pathological schemes of thinking	Dr. Égerházi Anikó	1
OT-IDI-T38	Functional anatomy of the visual system	dr. Kisvárday Zoltán	1
OT-IDI-T39	Experimental and clinical methods for the investigation of cerebral ischemia II	dr. Oláh László	1
OT-IDI-T40	Analytical methods and models in neurophysiology	dr. Pál Balázs	2
OT-IDI-T41	Surgical treatment of brain tumors in childhood	Dr. Novák László	1
OT-IDI-T42	Neurodegeneration – molecular pathology and genetics	Dr. Hortobágyi Tibor	1
OT-IDI-T46	Recent results of neuropathological studies in Alzheimer diseases - clinical consequences	Dr. Égerházi Anikó	1
OT-IDI-T47	Clinical neurophysiology	dr. Fekete István	1
OT-IDI-T49	Neuropathologic foundation of clinical neuroscience	Dr. Hortobágyi Tibor	2
OT-IDI-T5	Clinical nutrition	Dr. Hallay Judit	1
OT-IDI-T50	Journal club. Recent studies on the cerebral cortex. From neurons to perception	dr. Kisvárday Zoltán	1
OT-IDI-T57	Morphological characteristics and molecular pathology of brain tumors	Dr. Hortobágyi Tibor	2
OT-IDI-T58	Technical credit	Dr. Csoma Eszter	6
OT-IDI-T6	Complex therapy of intracranial tumors	dr. Bognár László	1
OT-IDI-T60	Advanced methods for the investigation of structure-function relationships of neurons and neuronal networks	dr. Kisvárday Zoltán	1
OT-IDI-T61	Bain mapping with voltage sensitive dyes. New perspectives for the investigation cortico-cortical connections.	dr. Kisvárday Zoltán	1
OT-IDI-T62	Patch-clamp recording in combination with optogenetic stimulation on the intact spinal cord. A practical course	dr. Szücs Péter	1
OT-IDI-T7	Neuro-onkology	dr. Klekner Álmos Péter	1
OT-IDI-T8	Physiology of the respiratory system and arteficial ventillation	Dr. Fülesdi Béla	1
OT-IDI-T9	How to plan a clinical study. How to write a scientific paper. How to prepare a scientific presentation	Dr. Fülesdi Béla	1

Appendix 3

End-semester research report

Name:

Name and contact details of the dissertation supervisor (email address, telephone number):

Title of the research topic:

Reported period:

I. Short presentation of the work accomplished in the previous semester (up to 500 words):

II. Published or accepted publications:

- authors:
- title:
- journal, page number, year:
- impact factor of the publication:

III. Papers submitted for publication:

- authors:
- title:
- submitted to:

IV. Participation in specialised conferences:

- Name, date and venue of the conference (website of the conference, if available)
- nature of participation: poster paper
- authors of the paper/poster, title of the paper/poster:

V. Title and date (month/year) of reports done in the institute (project report, report on an article, etc):

VI. Study programs:

- Name and address of the host institution:
- Date and duration of the study program:
- Financed by:

Debrecen,

.....
PhD student

.....
dissertation supervisor

Appendix 4

Annual report supplemented by the supervisor's assessment

Name:

Name and contact details of the dissertation supervisor (email address, telephone number):

Title of the research topic:

Reported period:

I. Short presentation of the work accomplished in the previous semester (up to 500 words):

II. Published or accepted publications:

- authors:
- title:
- journal, page number, year:
- impact factor of the publication:

III. Papers submitted for publication:

- authors:
- title:
- submitted to:

IV. Participation in specialised conferences:

- Name, date and venue of the conference (website of the conference, if available)
- nature of participation: poster paper
- authors of the paper/poster, title of the paper/poster:

V. Title and date (month/year) of reports done in the institute (project report, report on an article, etc):

VI. Study programs:

- Name and address of the host institution:
- Date and duration of the study program:
- Financed by:

VII. Supervisor's assessment:

- Status of the research work for dissertation:
- Plans for the future:
- Scientific presentations:
- Scientific publications:

Debrecen,

.....

PhD student

.....

dissertation supervisor

.....

Head of the doctoral school

Appendix 5

Certification of teaching activity

I certify the teaching activity of PhD student in ... academic year....semester.

Debrecen,

.....
head of the department/institute or academic advisor

Appendix 6a

Confirmation of the end-semester tutor's meeting

We (Tutor 1) and (Tutor 2) confirm that we completed the tutor's meeting with the PhD student, the student accounted for his/her professional achievements, presented his/her annual research report and delivered his/her compulsory symposium presentation.

We have encountered / have not encountered problems with regard to the PhD student or his/her work*.

Debrecen,

Tutor 1

Tutor 2

- Please underline as appropriate. If problems were encountered, these should be recorded separately in writing by the tutors, submitting it directly to the Secretary of the Doctoral School.

Appendix 6b

Confirmation of the annual tutor's meeting

We (Tutor 1) and (Tutor 2) confirm that we completed the tutor's meeting with the PhD student, the student accounted for his/her professional achievements, presented his/her annual research report and delivered his/her compulsory symposium presentation.

We assessed the progress, work and symposium presentation of the PhD student according to the following:

We have encountered / have not encountered problems with regard to the PhD student or his/her work*.

Done in Debrecen,

Tutor 1

Tutor 2

- Please underline as appropriate. If problems were encountered, these should be recorded separately in writing by the tutors, submitting it directly to the Secretary of the Doctoral School.

Appendix 7

Abstract for the symposium

Name:

Institute/Department:

Abstract (250 words): introduction, aims, results, conclusion(s)

Publications related to PhD dissertation:

Appendix 8

List of the primary subjects of the complex examination

Primary subjects:

Molecular and cellular neurobiology

Developmental biology and plasticity of the nervous system.

Degeneration and regeneration in the nervous system. Neurodegenerative diseases

The structural organization of the sensory systems, and their functions in health and disease

The structural organization of the motor systems, and their functions in health and disease

The structural organization of the autonomic and neuroendocrine regulatory systems, and their functions in health and disease

The neurobiological foundations and pathophysiology of cognition, learning and memory

The neurobiology of behavior, emotion and motivation. Mood disorders.

The neurobiological foundations and pathophysiology of epilepsy

The cerebrovascular system and its diseases

Neuro-oncology

The neurobiological background of addictive diseases

Appendix 9

Application for the suspension the student's legal relationship

Name of the student:

Neptun code:

Doctoral school:

Name of the supervisor:

Training year/training form: full-time/ correspondence

Admission semester:

Last valid/active semester:

Contact data of the student:

Phone.:

e-mail:

Address of
correspondence:.....
.....

**Please authorise the suspension of my student's legal relationship for semester
of the academic year**

Please tick only one from among the following. If you request the suspension of your student relationship for a period longer than 2 semesters, justification shall be compulsory. The suspension of the student relationship for a period longer than 2 semesters may be authorised in an especially justified case by the Doctoral Committee.

I do not wish to comply with my student obligations in the following training period
for a period not longer than a single semester.

I do not wish to comply with my student obligations in the following training period
for a period not longer than two semesters.

I do not wish to comply with my student obligations in the following training period
for a consecutive period longer than two semesters **since I cannot comply with my**
obligations arising from my student relationship for reasons not attributable to me so I
request the authorisation of the suspension of my student relationship.

My reasons:

Debrecen,

Signature of the student

Signature of the supervisor

Appendix 10

Application for the issue of a pre-degree certificate stating that all course-units have been completed (=absolutorium)

Please complete the application form following the granting of the last mark but, in any case, before the end of the examination period.
Please have it confirmed and submit it to the DCMS Phd office (Room 15a, Main Building).

Name:

Place and date of birth:

Neptun code:

E-mail address:

Study form: Full-time Correspondence Individual

Funding: : On state grant Self-financed

Doctoral school:

Doctoral programme:

I hereby state that I

- | | yes | no |
|---|--------------------------|--------------------------|
| - have completed the study, teaching and research credits required by the doctoral training (DS). | <input type="checkbox"/> | <input type="checkbox"/> |
| - I have completed the general research skills course: | <input type="checkbox"/> | <input type="checkbox"/> |
| - I have completed the mandatory courses required by the Doctoral School | <input type="checkbox"/> | <input type="checkbox"/> |

Done in Debrecen,

Signature of the PhD student

To be completed by the Doctoral School!

yes no

The PhD student has completed the requirements of the **doctoral training**:

Done in Debrecen,

Signature of the Head of the DS

To be completed by the Doctoral Committee!

Pre-degree certificate stating that all course-units have been completed set in Neptun:

yes no

Done in Debrecen,

Signature of the PhD administrator