**Things to do and documents to submit when applying for the PhD defense procedure**

Please refer to the relevant sections of the regulations for the doctoral training. **Thesis and dissertation templates are available in the document repository on odt.unideb.hu.** Print 1 copy of the list below and mail it to the ODT Secretary! The last step must also be done by the submission deadline!

**Candidate name:**

**Thesis leader's name:**

**Doctoral School: Doctoral School of Molecular Medicine**

**Defense language: Hungarian - English (please underline the appropriate one)**

**I. Form to be sent to the Secretary of MODI (Dr. György Vámosi) to modi@med.unideb.hu about the proposal for the thesis committee:**

[Fokozatszerzési eljárás MODI általi előterjesztése - csak védés](https://modi.unideb.hu/sites/default/files/upload_documents/fokozatszerzesi_eljaras_eloterjesztes_vedes_2017_0.doc#overlay-context=hu/node/206)(for training started after 2016):

or:

[Fokozatszerzési eljárás MODI általi előterjesztése - szigorlat és védés](https://modi.unideb.hu/sites/default/files/upload_documents/fokozatszerzesi_eljaras_eloterjesztes_szigorlat_es_vedes_2017.doc#overlay-context=hu/node/206) (for training started before 2016, if the final exam is taken on the day of the defense)

Committee members must be selected in such a way that the following conditions are met:

The evaluation committee consists of the chairperson, 2 referees and 2 additional members. The chairperson shall be a professor or professor emeritus of the university and all members of the committee shall hold an academic degree. At least one of the referees and one of the other members shall be an external professional not employed by the University (Professor Emeritus and retired lecturer of the University are not considered as external members). The co-author of the publications on which the thesis is based must not be a member of the committee. A majority of the members of the committee must be from outside the candidate's doctoral school (maximum 2 MODI members). The same conditions apply to reserve members.

The proposal will be forwarded by the MODI Secretary to the ODT Secretary after approval by the MODI leaders.

**II. Items to be submitted to the Secretary of the Medical Sciences Doctoral Council (Dr. Eszter Csoma), procedure to be followed:**

1. **Step 1.**

Send by e-mail in pdf format to [csoma.eszter@med.unideb.hu](mailto:csoma.eszter@med.unideb.hu):

□ PhD dissertation containing an official publication list (XY\_ertekezes.pdf): must not include the publications on which the thesis is based

□ Short thesis in Hungarian containing an official publication list (XY\_magyar tezis.pdf) (not required from English speaking students)

□ Short thesis in English containing an official publication list (XY\_angol tezis.pdf)

□ Curriculum vitae (XY\_CV.pdf)

□ Library’s publication list in Hungarian as a separate file

□ the result of the plagiarism search, the pdf file or the library link to it

1. **Step 2: if the Secretary has approved the materials of step 1:**

***Send by internal mail/regular mail to the address below:***

***dr. Csoma Eszter, Orvosi Mikrobiológiai Intézet, IVDI 2. emelet***

***(4032 Debrecen, Nagyerdei krt. 98.)***

□ the short PhD thesis (in Hungarian OR in English, depending on the language of the dissertation) in 3 printed (unbound) copies (stapled per copy)

□ Curriculum vitae in 3 printed copies (stapled per copy)

□ Co-authors' declarations (The declarations must always bear the original signatures of the candidate, the supervisor(s) and co-authors. In the case of foreign co-authors, a scanned version of the original signature will only be accepted if there is no way to provide the original signature (if possible, arrange for mailing!). In this case, however, please write on the document that it is an identical copy of the original and have it signed by the candidate and the supervisor(s)!

□ Declaration by supervisor that the amendments requested in the preliminary defence have been made (free-form, signed document)

□ Documentation of the preliminary defense: minutes + signed reviews + signed list of corrections or replies to the reviews

□ declaration of candidacy for doctoral studies (if doctoral studies started before September 2016) OR declaration for submission of thesis for procedure (if doctoral studies started after September 2016): with original signatures

1. **Step 3: if the Secretary has approved the theses and dissertation sent by e-mail:**

***Send by internal mail/regular mail to the address below:***

***Orvostudományi Doktori Tanács***

***Debreceni Egyetem***

***4032 Debrecen, Egyetem ter 1. Főépület fsz. 15/A***

□ the PhD thesis bound in 6 copies, **the publications supporting the thesis must be bound in the appendix of the thesis.**