

**Formal Requirements for submitting a PhD thesis
at the Faculty of Science and Informatics, University of Szeged**

2022. July

In accordance with the specifications of the certain scientific research fields, the formal requirements for the PhD thesis of the individual Doctoral Schools may vary.

- Formal requirements of the PhD thesis:
The thesis has to be submitted in A4 sized 4 black hard-bound copies with the title in golden letters (PhD thesis, author, University of Szeged, name of the Doctoral School) to the Dean's Office. The length of the thesis should be between 40 and 120 pages excluding appendices and whole page-sized figures.
An approx. 3-5-page long summary in English should be included at the end of the thesis.
The language of the thesis has to be in English in case of foreign students.

- Recommended structure of the thesis
 - ✓ inner title page: title of the thesis, PhD thesis, author, supervisor, name of the Doctoral School, department/institute, University of Szeged, Faculty of Science and Informatics, year, Szeged
 - ✓ table of contents
 - ✓ list of abbreviations (if necessary)
 - ✓ introduction
 - ✓ aims
 - ✓ resources and methods
 - ✓ results
 - ✓ evaluation (discussion)
 - ✓ acknowledgement
 - ✓ reference list
 - ✓ an approx. 3-5-page summary/abstract in English
 - ✓ (Appendices)

- Before submitting the dissertation, it has to be sent in word or pdf format to the Doctoral School concerned which will start the plagiarism control on the basis of the regulation of the Doctoral Institute of the University of Szeged (p. 22, 24.) according to which one of the prerequisites of submitting the dissertation for the public defence is to prove that the dissertation has passed the plagiarism control before uploading it to the Doctoral Repository of the University of Szeged. The fee is paid by the University of Szeged. **The dissertation can only be submitted if the Doctoral School confirms that the dissertation has passed the plagiarism control and it can be submitted.**

- Formal requirements of the **thesis booklet**:

An A5-sized 10-15-page summary of the thesis in English (7 copies) has to be submitted together with thesis, **the copies of the master degree and the language exam certificates** and **a declaration issued by the Doctoral School that the dissertation has passed the plagiarism control and it can be submitted.**

The language of the thesis booklet and the dissertation has to be the same, in case of foreign students both only in English.

- The thesis should include
 - ✓ if the language of the thesis is non-Hungarian, a Hungarian summary consisting of maximum 2000 characters has to be prepared
 - ✓ a short summary of the antecedents
 - ✓ applied methods
 - ✓ a short introduction of the achieved results with reference to their current or future publishment
- In 7 copies of the thesis booklets a Co-author waiver form has to be attached to the end and be signed by the co-authors.

According to the Regulation Governing the Doctoral Training Programmes and the Awarding of the Doctoral Degree „Providing the fact that the referenced publications have co-authors, the 7 copies of the thesis must include a section where the co-authors (and the primary author if different from the candidate) declare, referring to a particular part of the thesis and the publications, which of the jointly published results in the theses (and in the discussion) are greatly contributed by the candidate and was not or will not be used in the past or in the future, respectively, for the purpose of acquiring an academic degree or title.”

The Board of the Doctoral School can also declare that this Co-author waiver form is signed by the primary author.

The same copies of the thesis also have to contain the declaration that is if other PhD students and PhD candidates participated as co-authors, the supervisor has to declare that the candidate's contribution to the results used in the discussion of the thesis is approved.

Co-authors shall also declare that thesis points and publications have not been used by them to obtain an academic degree and that they shall not make any attempts to obtain a degree relying on these conclusions in the future. The declaration has to be signed by the co-authors. The procedure to be followed in the case of foreign or deceased co-authors shall be stipulated in the regulations of the Doctoral School Councils.

- The paper-bound cover of the thesis booklet has to include the theses of the PhD thesis, the title, author, the name and title of the supervisor, the name of the Doctoral School, University of Szeged, Department/Institute, year
- **The list of publications and all publications** serving as the basis of the thesis have to be submitted electronically to the PhD assistant at the Dean's Office concerned. The submitted materials have to contain the data (e.g: impact factor) needed for calculating the minimum publication requirement prescribed by the doctoral school. This data should be indicated per article and summarized as well. **The list of publications and all publications can be submitted in paper-bound form as well, but it is not compulsory.** The printed version must contain the list of publications first where all the publications have to be indicated. The order of the list is the following: 1). publications used in the dissertation, 2.) other publications, 3.) conferences, abstracts etc.
- The **MTMT identification number** has to be indicated on the list of publications.
- **Please indicate the impact factor of a publication where it is required by the Board of the Doctoral School.**
- **Before submitting the dissertation to the Dean's Office, every candidate has to upload the entire thesis together with the English thesis booklet on SZTE Doktori Repozitórium (Doctoral Repository of SZTE):**
<http://doktori.bibl.u-szeged.hu/information.html>
 The uploaded material will become visible within 2-3 days in the repository, not immediately. You can enquire about the repository on the following link:
<http://www.ek.szte.hu/?lang=en>
- In the repository at the candidate's data the MTMT author identification number must be indicated.
- The Rules and Regulations for the PhD Degree Program of the University of Szeged can be accessed at <https://u-szeged.hu/download.php?docID=64257>