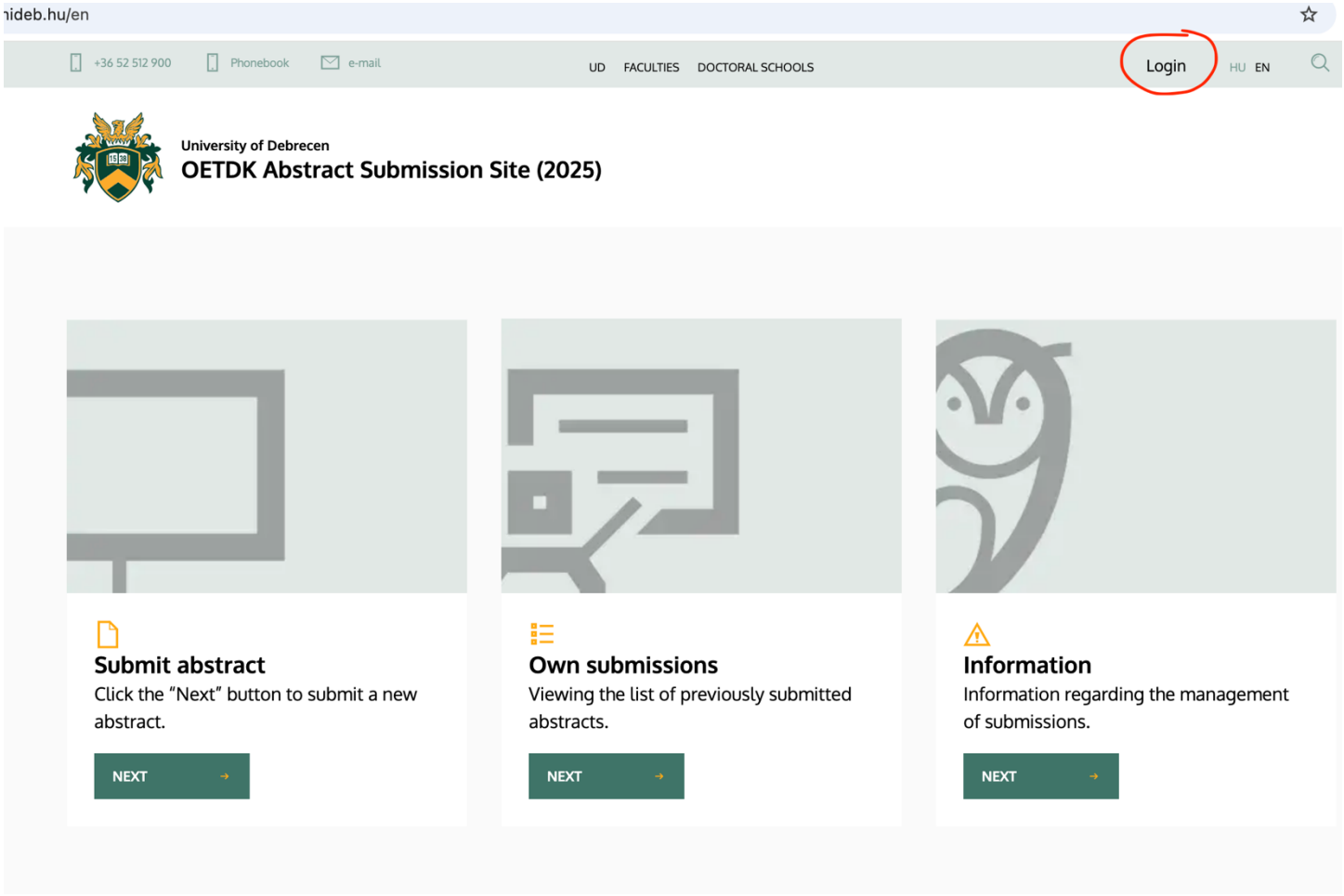
APPLICATION GUIDE (2025.11.06)

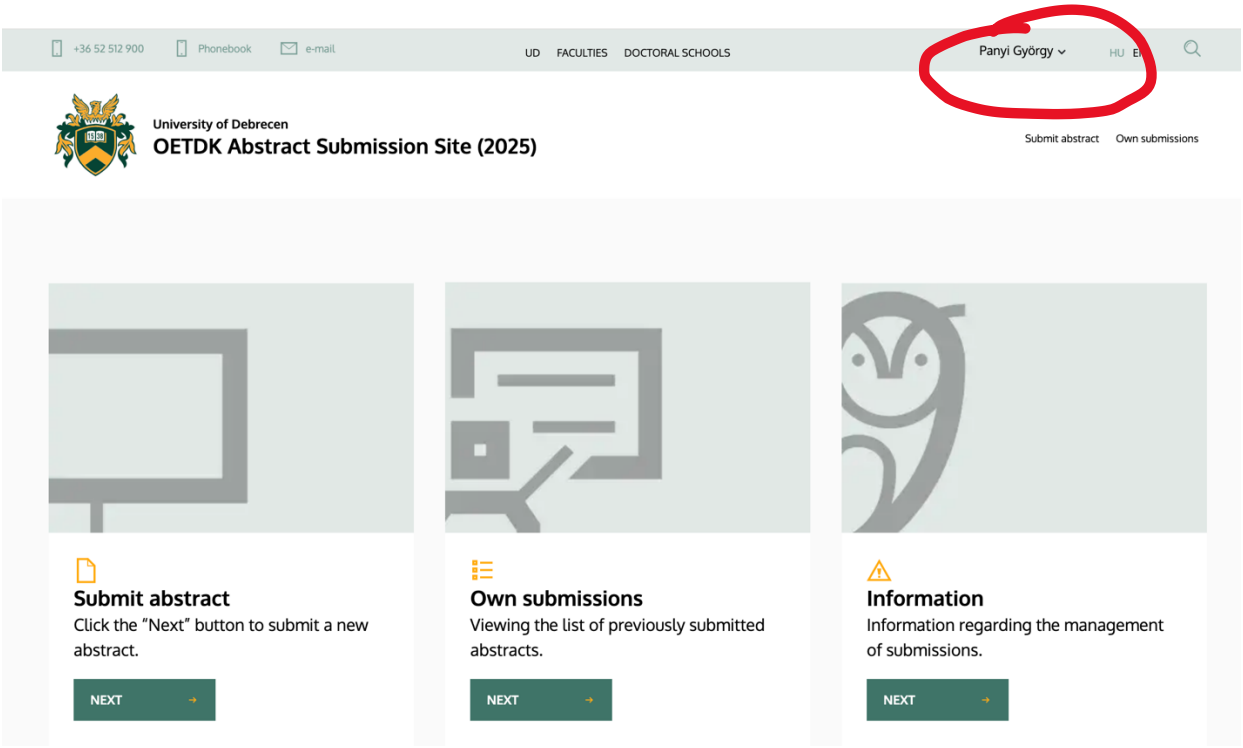
- Please obtain the necessary information before submitting your abstract. You will not be able to proceed to the abstract submission page without filling in the mandatory fields marked with an asterisk.
- Due to the need for supervisor approval, please do not leave the submission of your abstract until the last minute. Supervisor approval must also be obtained by the abstract submission deadline!
- Both the student(s) and the supervisor(s) will need their so-called Educational ID to submit the abstract. Everyone can obtain this from the NEPTUN system (*https://www-o.neptun.unideb.hu/oktato/login.aspx -> My data -> Personal data)* before you start submitting your abstract. This information is required by the National Council of Students' Scientific Societies, and without it, you will unfortunately not be able to proceed with the submission. Obtain your educational ID from your supervisor before you start submitting your abstract!

What you will see when you visit the site:

Click on "Log in" in the upper right corner to enter the system!



After successfully logging in, your name will be displayed in the upper right corner:



Abstract submission

1. **page**: the first author's details will be filled in automatically based on the network ID (NEPTUN data) used to log in. The data on page 1 **refer to the program where the first author is studying, not where the TDK work was carried out.** The system currently fills in the data from NEPTUN for the student's first active program, if there is no active program, then the first passive program, and if there is no passive program, then the first program found. If there is no program or it is not appropriate, the data can be filled in manually. The data can be edited, but only if you find an error in the data downloaded from NEPTUN. The „year of study" is defined according to the progress of the sample curriculum. The „type of study programme" should be „Undivided (single-cycle) programme" if you study Medicine, Dentistry of Pharmacy
    a. If there are two authors of the presentation, the author who did most of the work should submit the abstract. The person the first author of the work and will give the presentation. Please check the box to indicate if there is a co-author ("I will specify a co-author during the application") and specify the percentage of the work done by the first author („Authorship ratio" in %).
    b. If there is a co-author, the first author submitting the abstract must also fill in the data fields for the co-author. ALL data in the first author's data fields must also be provided for the co-author, including the education ID! (For data protection reasons, the first author cannot request the second author's data from NEPTUN; the second author must provide this information to the first author submitting the abstract).
    c. Only indicate an additional institution if you are also studying at another university in parallel with your UD program

OETDK application

You have a pending abstract submission. If you do not wish to continue filling out a new form, please load a pending one. **View pending submissions**

1 Students' details — 2 TDK presentation details — 3 Supervisor's details — 4 Abstract PDF check — 5 Comment — 6 Complete

First author's data

Personal data

Surname *

First name *

Neptun code *

Contact details

E-mail address *

Phone number *

+36 20 123 4567

Details of higher education status

Author's education ID *

7_____

☐ I will specify a co-author during the application

Own authorship ratio

Institution attended during preparation of the TDK work *

University of Debrecen

Faculty attended during TDK work *

Study programme attended while preparing the TDK paper *

Year of study *

- Select -

Number of active semesters *

Type of study programme *

Year of enrollment *

Mode of study *

Add additional institution

No additional enrolments have been provided at this time. Please add the relevant items below if applicable.

ADD

Second author

Second author's personal details

Surname *

First name *

Neptun code *

Second author's contact details

E-mail address *

Phone number

Second author's affiliation details

Second author's education ID *

7_____

Second author's contribution ratio

0%

Institution attended during preparation of the TDK work *

University of Debrecen

Faculty attended during TDK work *

- Select -

Study programme attended while preparing the TDK paper *

- Select -

Year of study *

- Select -

Number of active semesters *

Type of study programme *

- Select -

Year of enrollment

Year

Mode of study *

- Select -

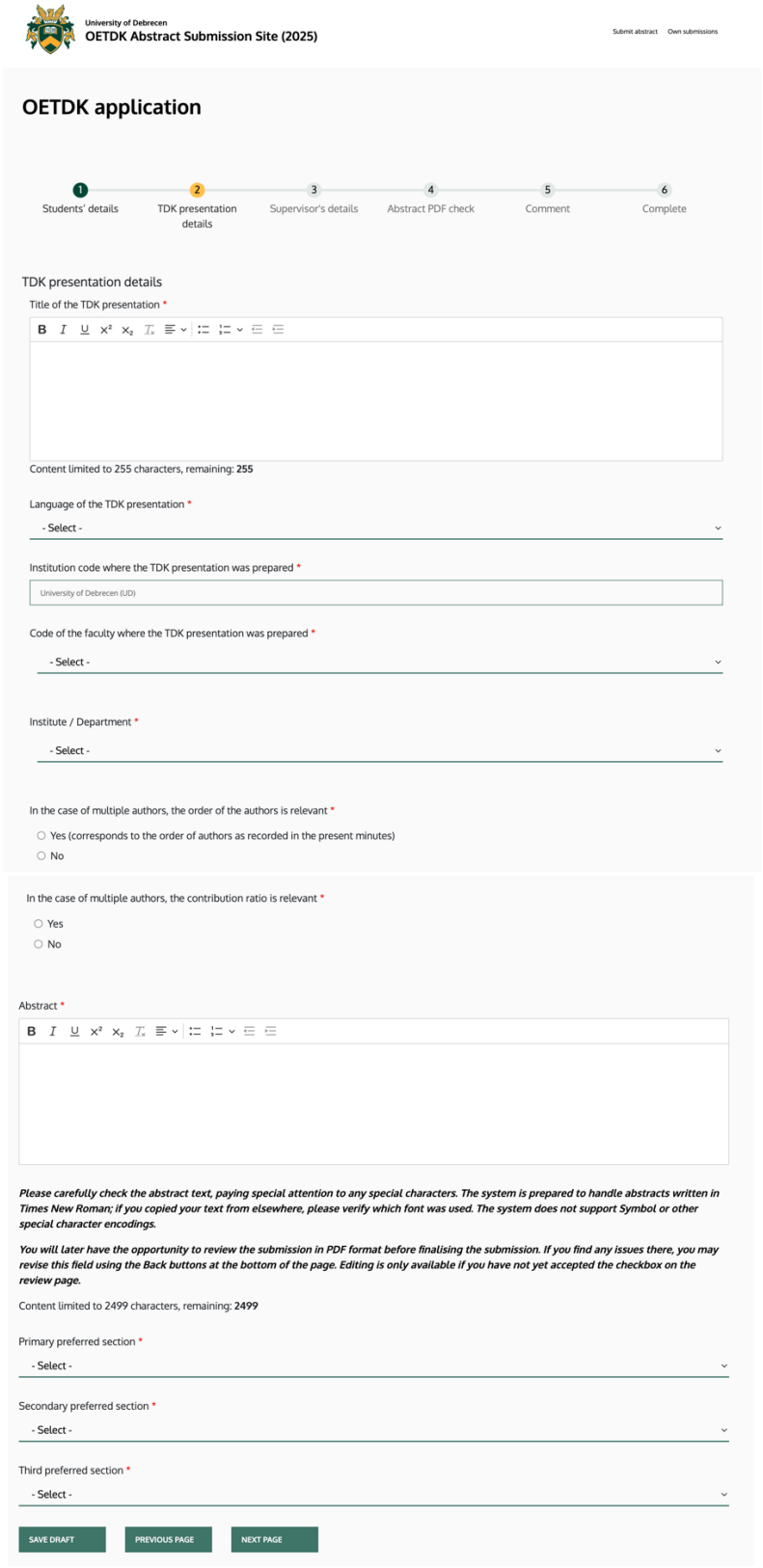
Add additional institution

No additional enrolments have been provided at this time. Please add the relevant items below if applicable.

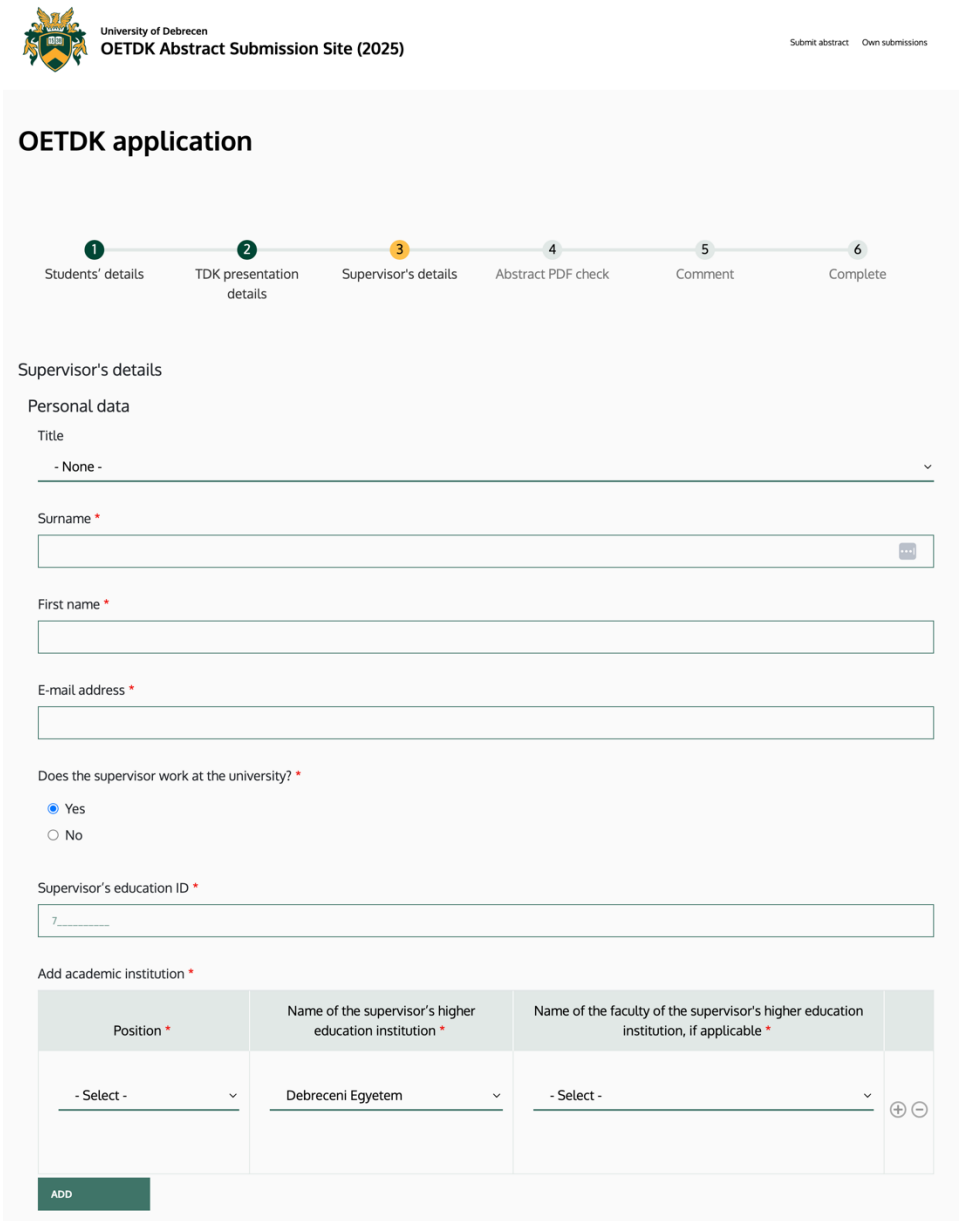
ADD

SAVE DRAFT NEXT PAGE

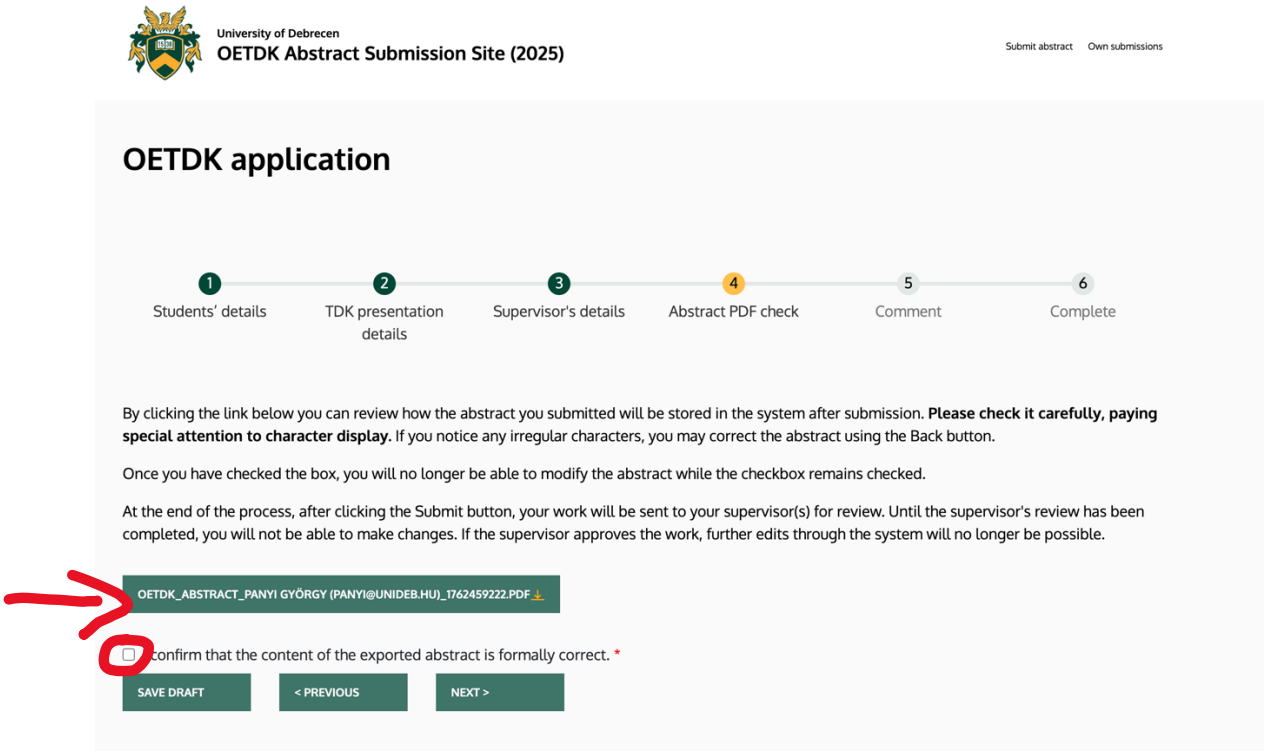
2. **Page**: providing data related to the scientific work. Here you must specify the faculty/institute/department (if any) where the TDK work was done. (The default institution (which cannot be changed) is the University of Debrecen. If you did your TDK work elsewhere (e.g., Semmelweis), you can freely define it in the "Other..." field of the institution drop-down menu. Select your first, second, and third preferences from the sections. **SELECT THREE DIFFERENT SECTIONS in order of preference!**



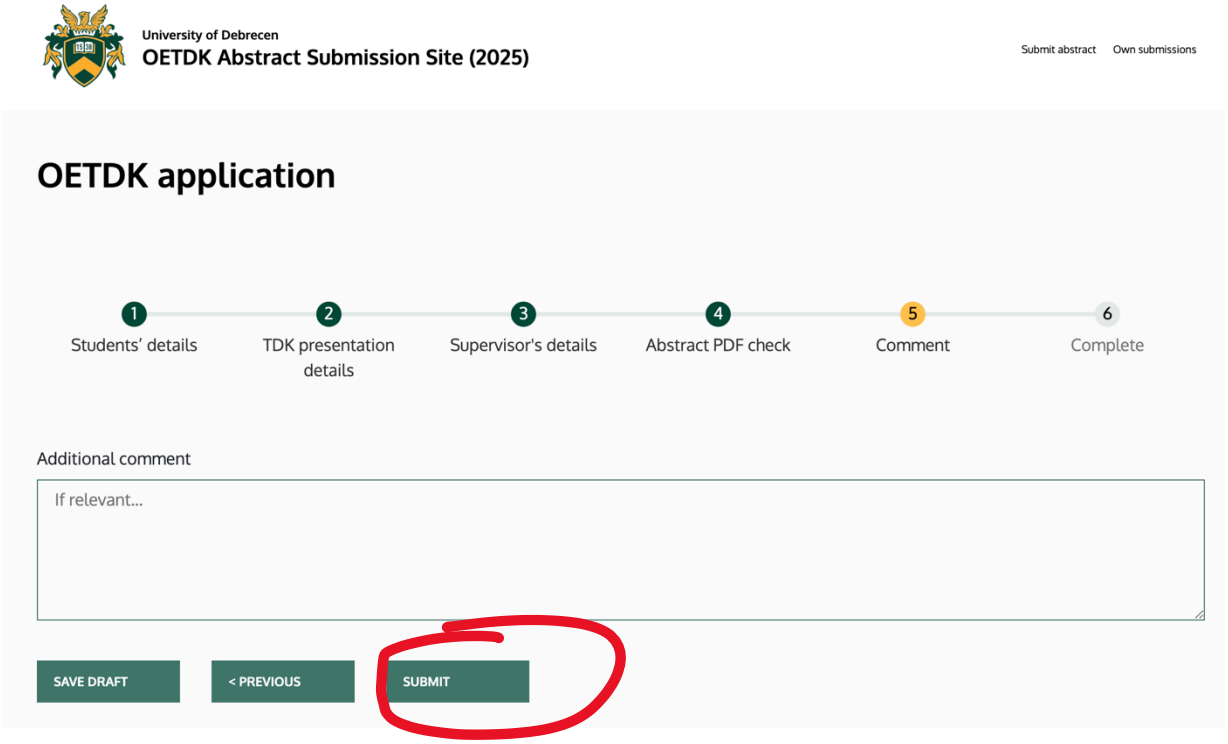
3. **Page:** Entering data about the supervisor(s). In the email address field, enter the email address actually used by the supervisor! If the instructor is a university employee, you will also need their Educational ID, as well as their position, the name of the university and faculty where they teach.
   The default institution for the instructor's "Name of higher education institution of supervisor" is the University of Debrecen. If the supervisor works elsewhere (e.g., KOKI or SE), you can freely define this in the "Other..." field of the drop-down menu. In the case of faculties, the default is the four faculties of the University of Debrecen, from which most of the TDK lectures come. If the supervisor works at another faculty or at another university, this can be specified in the "Other..." section.
   At the bottom of the page, you can enter a second supervisor by checking the box. The same information must be provided for the second supervisor as for the first supervisor. The first author requests the information from the instructor(s) and enters it into the system (for data protection reasons, data cannot be requested automatically).



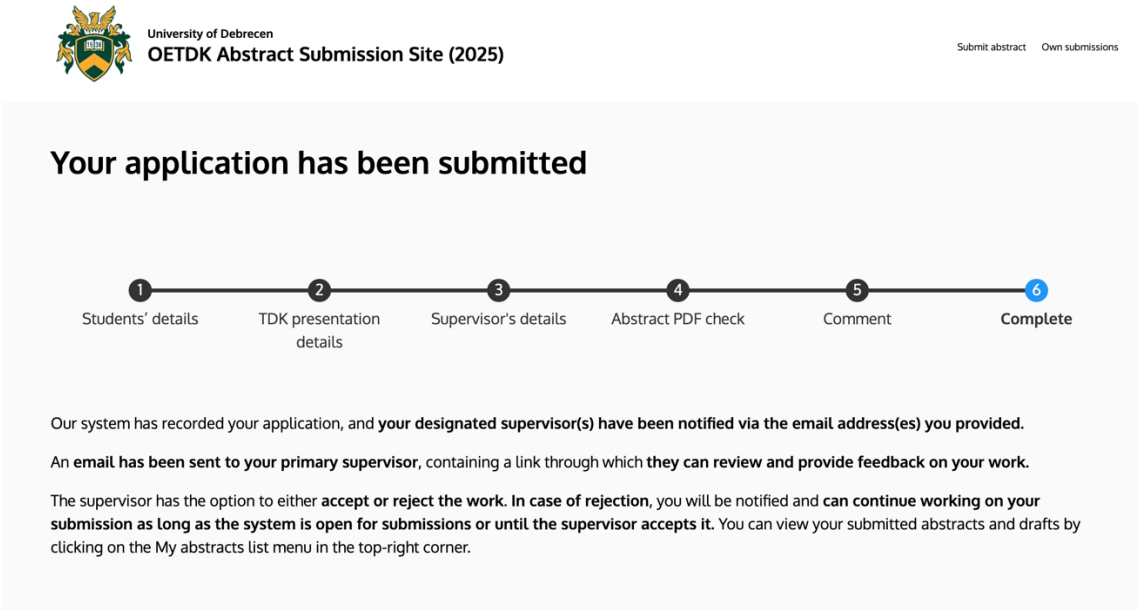
4. **Page** - Download the abstract and check it according to the instructions. If you find an error, go back to page 2 and correct it until the PDF is correct (this will appear in the abstract volume). IMPORTANT! When you have finished, check the box to indicate that the abstract is in the correct format!



5. **Page -** Please only write in the comments section if you consider it absolutely necessary (e.g., you cannot find your institute in the drop-down menu, etc.). Please do not burden the conference organizers with unnecessary information! At the bottom of this page, click on the "SUBMIT" button to submit your abstract.

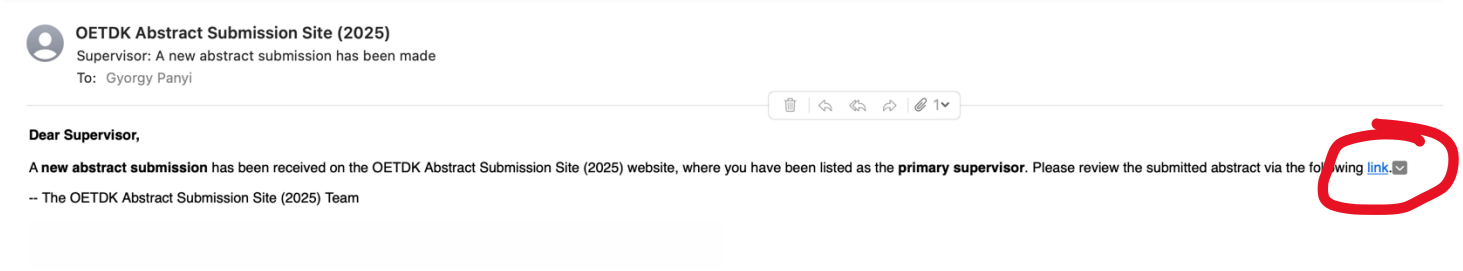


6. **Page:** confirmation.

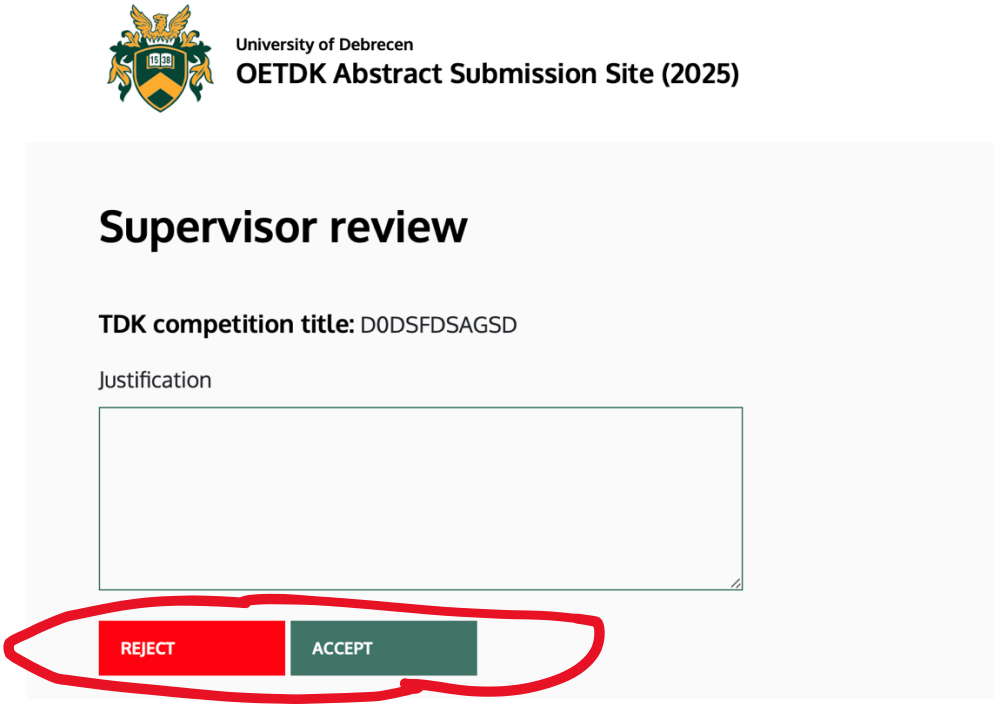


7. **Point**: **Supervisor's tasks:** Both the first author and the co-author will receive an email notification about the submitted application. You can view your submitted abstracts and outlines by clicking on the "My abstract list" link AFTER REGISTRATION!
   Both the primary supervisor and the secondary supervisor will receive an email notification about the application. Both supervisors will also receive the submitted abstract as an attachment. By clicking on the "link" link, the supervisor can ACCEPT OR REJECT the abstract on the abstract submission page. In case of ACCEPTANCE, NO JUSTIFICATION IS REQUIRED! In case of REJECTION, the supervisor must justify the reason for rejection here, which will be sent to the student. The secondary supervisor does not have the option to accept or reject.

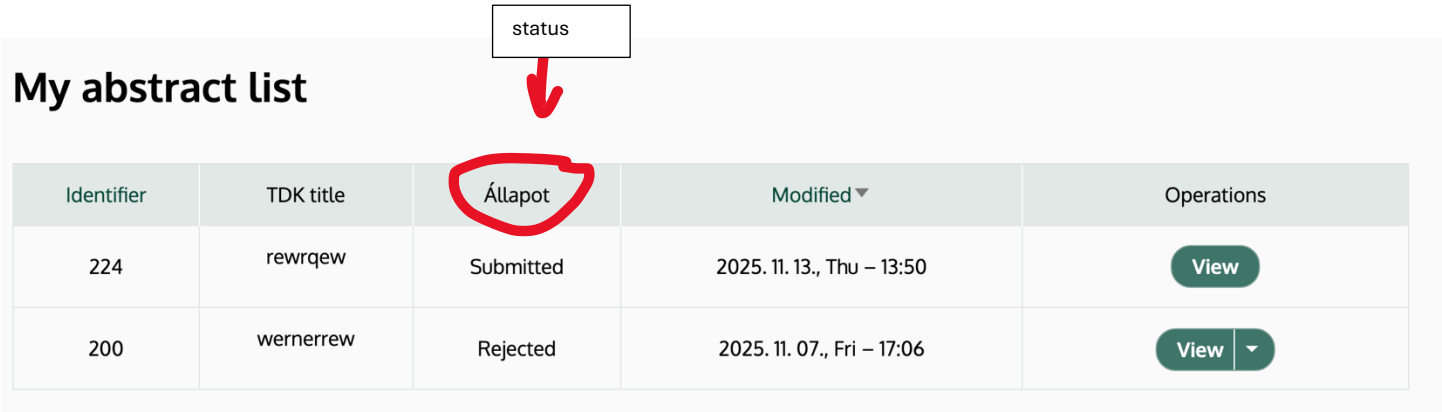
   Therefore:
   a) ACCEPTANCE: Once the abstract has been accepted, the submission becomes final and the abstract can no longer be edited. The first author will receive an email notification.
   b) REJECTION: The first author will receive an email notification about the rejected abstract. At this point, they must log back into the abstract submission interface, select the abstract they wish to revise, and make the necessary changes based on the supervisor's justification. This can be done as described on "Page 2" and "Page 4" of the guide, after which the abstract must be resubmitted to the supervisor for review.
   c) From there, according to "Point 7" of the guide, the supervisor will be notified and will perform the steps described in points 7a or 7b until approval is granted (point 7a).



Information displayed to the supervisor when clicking on the "reference" link



When the student logs in again to revise the rejected abstract, this screen will be displayed:



When you click on "View," the first field shows the reason for rejection. After returning, you can edit the abstract by clicking on "Edit."

Point 8: Deleting a draft

The system allows you to delete abstracts that are in draft status. Deletion is only possible until the abstract has been submitted. After submission, the abstract cannot be deleted, even if it has been rejected.

We wish you good luck and successful abstract submission!

OE TDT

If you encounter problems with the submission please email to tdkkonferencia@med.unideb.hu