

**UNIVERSITY OF SZEGED**

**REGULATIONS GOVERNING THE DOCTORAL TRAINING PROGRAMMES AND  
THE AWARDING OF THE DOCTORAL DEGREE**

Szeged, 21 December 2015.

The Senate of the University of Szeged in compliance with Act CCIV of 2011 on National Higher Education (NHEA) and Government Decree (GD) 387/2012 (XII.19.) on Doctoral Schools, doctoral procedure, and habilitation, sets forth the following regulations on the doctoral training programmes and the procedure to obtain a doctoral degree. (In these Regulations citations from the National Legislation *appear in italics.*)

*NHEA. Section 16*

- (1) *The PhD course is also a part of the education programme, which prepares candidates for obtaining a PhD during the PhD programme taken after completing the Master programme.  
The education period is 6 semesters. PhD programmes are standardised, consisting of a 36 month-long education period, which may be subdivided into reporting periods.*
- (2) *Higher education institutions in which Master degree programmes are provided in the given discipline may obtain authorisation to offer a PhD programme.*
- (3) *The higher education institution may obtain authorisation for offering PhD programmes and awarding PhDs in disciplines or branches of science and art, the institution is licensed to operate in. Authorisation may be obtained for PhD programmes awarding PhDs in the field of art, as well as DLA programmes awarding the artistic title of “Doctor of Liberal Arts” (hereinafter PhD programmes).*
- (4) *“Doctor of Philosophy” (abbreviated as PhD) is the academic degree certified by a diploma which may be obtained by completing a PhD programme. The Rector and the president of the doctoral council shall sign the diploma.*

In line with the ruling of The Hungarian Accreditation Committee, The University of Szeged (hereinafter: University) shall be entitled to run doctoral training programmes and award doctoral degrees in all academic disciplines and branches of science that are listed in Appendix 1.

## **CHAPTER I THE LEGAL FRAMEWORK**

The legal framework for the Doctoral Regulations at the University of Szeged incorporates the following legal Acts and Government Decrees:

- Act CCIV of 2011 on National Higher Education (hereinafter NHEA)
- Government Decree (hereinafter GD) 387/2012 (XII.19.) on Doctoral Schools, doctoral procedure, and habilitation
- Act C of 2001 on the recognition of foreign certificates and degrees
- Government Decree 423/2012 (XII.29) on higher education admission procedure
- The ruling of the Hungarian Accreditation Committee (hereinafter HAC) on the requirements governing the establishment and operation of Doctoral Schools (decision made on a HAC meeting 7 June 2013 (hereinafter HACDEC).

When devising the Doctoral Regulations, the University also considered the following:

- the bylaws of the University and other regulations that govern the doctoral training programmes and the procedure to obtain a doctoral degree. These regulations are displayed in the Appendixes of the bylaws.

Within the framework of these Regulations, the Disciplinary Doctoral Councils (hereinafter DDC) are entitled – in agreement with the relevant Faculty councils – to issue regulations that supplement these Regulations and govern their particular academic discipline.

The Doctoral Regulations are published by the University on its website.

## **CHAPTER II GENERAL PROVISIONS**

1. The effect of these Regulations shall extend to the following:

- the doctoral training programme,
- the procedure to obtain a doctoral degree (PhD) and the awarding of the doctoral degree (PhD),
- awarding the honorary doctor (*Doctor Honoris Causa*) title,
- the nostrification of foreign academic degrees,
- awarding the doctoral degree with honours (*Promotio sub auspiciis praesidentis Rei Publicae*),
- doctoral students participating in a doctoral training programme (doctorandus: PhD/DLA students) and those participating in a procedure to obtain a doctoral degree (doctoral candidates),
- teaching staff and researchers participating in a doctoral programme,
- committee members participating in awarding the doctoral (PhD) degrees.

2. The terms used in these Regulations shall be defined as follows:

**PhD/DLA student:** students participating in a doctoral training programme with the rights and duties stipulated in the Acts governing higher education;

**PhD/DLA student status:** legal status between PhD/DLA students and an institute of higher education. The status is defined by those rights and duties that are stipulated in the Acts governing higher education. The provisions shall apply to both parties. The University shall recognise the student status with a student card and by validation of the card;

**doctoral thesis:** [NHEA Section 108 (1)] a piece of writing, creation or work whereby the doctoral candidate demonstrates in the procedure of obtaining the doctoral degree that he is apt to perform an independent research assignment appropriate to the degree requirements;

**doctoral degree:** an academic degree awarded by the University Doctoral Council (UDC). The degree shall be obtained following a doctoral degree procedure either in the framework of a university organised training programme or through individual preparation;

**procedure to obtain a doctoral degree:** course of action to obtain a doctoral degree. The particular course of action is rooted in the doctoral training programme, but in a legal and procedural aspect, it is independent from the programme;

**doctoral school:** the organised framework of the doctoral training programme which advances the preparation for the academic degree. The Senate shall decide on the establishment of Doctoral Schools and on the launching of a training programme;

**teaching staff at the doctoral school:** [GD Section 4 (2)] The teaching staff at the Doctoral School shall consist of teaching staff and researchers holding scientific degrees and who – on the recommendation of the Head of the Doctoral School – had been found suitable by the Doctoral Council to pursue lecturing, research and supervisory activities within the Doctoral School;

**doctoral school council:** a panel that meets on a regular basis and assists the work of the Head of the Doctoral School. The members of the panel shall be elected and dismissed in accordance with the institution's doctoral regulations;

**head of the doctoral school:** [GD Section 4 (1)] Upon recommendation by the majority of the Doctoral School's core members, the Head of the Doctoral School shall be elected by the Doctoral Council from the professor core members of the Doctoral School. The Head shall be appointed by the Rector for a five-year term of office at the most. The appointment may be renewed on several occasions;

**doctoral training:** [NHEA Section 53 (1)] The doctoral training programme shall encompass training, research, and assessment related activities conducted either individually or in groups, tailored to the particular needs of the respective academic discipline and the particular doctoral student. Only students holding a Master's degree are eligible to participate in doctoral programmes.

**doctoral training/research programme:** training and research group that operates within a Doctoral School in the branch of science that had been defined in the Doctoral School's founding documents. The group shall meet the specific requirements stipulated in the doctoral regulations and be recognised by the DDC;

**comprehensive examination:** the examination is part of the procedure to obtain a doctoral degree. The comprehensive examination is a thorough and comprehensive form of assessment for the evaluation of the doctoral candidate's knowledge acquired in the relevant branch of science;

**doctoral council:** a panel established by the Senate of a higher education institution to organise doctoral programmes and award doctoral degrees. The Doctoral Council shall have the right to make decisions related to doctoral issues. These issues include particularly the following: authorizing training programmes, admissions procedure to the organised training programmes and awarding and revoking a degree. The Doctoral Council shall make sovereign decisions in scientific issues thus any appeal against its decision shall only be formed on the grounds of breach of the doctoral regulations or breach of procedure. Such cases are resolved by the Rector.

**doctoral topic:** the doctoral topic is an area of research for the PhD/DLA students to work on – with the assistance of a supervisor – and acquire skills that enable the student to apply scientific methods, bring about assessable scientific findings and to render proof of the conclusions in scientific publications, lectures, and in the form of a doctoral thesis. The doctoral topic shall be approved by the Doctoral School Council;

**announcer of the doctoral topics:** the announcer of a doctoral topic shall be any members of the teaching staff or researchers with academic degrees whose announced topics are approved by the Doctoral School Councils;

**supervisor of doctoral topics:** the supervisors of the doctoral topics shall be any members of the teaching staff or researchers with academic degrees whose announced topics are approved by the Doctoral School Councils. The supervisors shall responsibly manage and assist the PhD/DLA students with their studies and research work and the doctoral candidates in their preparations to obtain an academic degree. To have more than three doctoral candidates at any given time, the supervisor shall need the approval of the relevant DDC.

**doctoral abstract:** the abstract booklet of the doctoral thesis is a comprehensive piece of work designed for the academic public. The booklet collects those scientific conclusions that were reached by the doctoral candidate and demonstrate that during the procedure to obtain the degree, the candidate had proven to be apt to be awarded an academic degree. The abstract shall be written in Hungarian and English, or in a foreign language fit for the specific purposes of the given branch of science;

**doctoral candidate:** a person undergoing the procedure to obtain a doctoral degree. If during the doctoral training programme, the PhD/DLA student shall commence the procedure to obtain the degree he shall, in addition to his student status, concurrently become a doctoral candidate;

**doctoral candidate status:** status – for two years at the most – between the doctoral candidate and an institute of higher education. The status is defined by those rights and duties that are stipulated in the Acts governing higher education. Those provisions shall apply to both parties. The doctoral candidate status shall be established with the acceptance of admission into the procedure to obtain a doctoral degree;

**credit:** [NHEA Section 108 (24)] a measurement unit of the students' academic work. The credit represents in relation to the lessons or curricular modules the estimated time necessary for the acquisition of a specific body of knowledge and the fulfilment of requirements. One credit equals to 30 lessons in average. The value of the

credit, provided that the performance of the student had been accepted, is irrespective of the grades received for the student's accomplishments;

**research area:** the research area is a field of study that reflects on the scientific framework of the Doctoral School and derives from one or more branches of science. The research area shall give the scope of the particular research activity that sets the backbone of the doctoral programme;

**students financed by the Hungarian state scholarship:** [NHEA Section 108 (26)] students who shall be financed by the Hungarian state scholarship,

**lessons:** within the doctoral programme, in addition to the tutorial sessions, the time spent on research or creative work, carried out in the higher education institution or in an organisation with which the higher education institution has concluded a cooperation agreement, is also recognised as lesson time. With disciplines where research, creative work and preparation is linked to libraries, archives, museums, on-site work or external data collection, a permission is needed to carry out the particular research and creative work. The permission shall describe in detail the particular activity carried out, and shall be undersigned by the supervisor and the Head of the Doctoral School. The supervisor shall certify that the research and creative work time had been completed;

**core members:**

*GD Section 2 (3) Core members may be the following:*

*a) who hold a scientific degree;*

*b) who pursue continuous and high standard scientific activity in the academic discipline and research field of the doctoral school, which scientific activity – artistic activity excluded – is to be inspected on the basis of the Database of Hungarian Scientific Works (hereinafter MTMT);*

*c) in case of habilitation based on a work of art, whose creations are noted and recognized on both a national and international level, which is supported by the appreciation of competent international art forums;*

*d) his/her aptitude to lead doctoral candidates was justified by the fact that acting as supervisor at least one such candidate has been awarded the doctoral degree, furthermore*

*e) being employed full time on a contractual basis or as public servant at the relevant higher education institution as a lecturer or academic researcher pursuant to Section 26 (3) of Act CCIV of 2011 on national higher education (hereinafter: NHEA) has indicated this higher education institution with regard to state funding.*

*Section 3 The core member shall*

*a) comply with Section 2 pertaining to at least one training cycle and for the duration of the degree award procedure corresponding to such cycle, and*

*b) undertake supervisory work in the doctoral school.*

**branches of science:** defined in the practice of higher education and in line with the training programmes. Branches of science are defined in Appendix 1 in the statement of the Hungarian Academy of Sciences (HAS) as of 27 April 2007. The above-mentioned Appendix 1 is identical to Appendix 1 in these Regulations;

**disciplines of science:** NHEA Section 108 (46) stipulates that there are the following disciplines of science: Humanities, Theology, Agricultural Sciences, Engineering, Medical and Health Sciences, Social Sciences, Natural Sciences and the Arts. These are divided into academic branches of science;

## CHAPTER III

### THE ORGANIZATIONAL FRAMEWORK OF THE DOCTORAL TRAINING PROGRAMME AND THE PROCEDURE TO OBTAIN A DOCTORAL DEGREE

#### DOCTORAL COUNCILS

*NHEA Section 16*

*(5) The doctoral council of the higher education institution has the right to organise PhD programmes and award PhDs (hereinafter doctoral procedure). The doctoral council of the institution may set up academic and art doctoral councils in each discipline, as well as in branches of science and art defined in the doctoral regulation of the higher education institution. With the exception of PhD students, every member of the doctoral council must hold an academic degree.*

*GD Section 9*

*(1) The Senate shall decide on the establishment of the doctoral council pursuant to NHEA Section 16 (5). Upon selection of the members of the doctoral council – purely theological doctoral programmes excluded - one third of them or at least two members shall not be in employment with the higher education institution operating the doctoral school. A Professor Emeritus of the institution shall be deemed as having employment status in the meaning of this subsection. Solely those persons may be selected as members with voting rights for the doctoral council - except for doctoral students - who meet the criteria pertaining to core members. Upon selection of the members of the doctoral council a proportionate representation of academic disciplines shall be taken into consideration, in which disciplines the higher education institution is eligible to award doctoral degrees. It is deemed to be a quorum if the majority of voting members is present.*

- 3.1.** By disciplines of science there are four Doctoral Councils (DDCs) at the University: Humanities, Medical and Pharmaceutical Sciences, Social Sciences, Natural and Engineering Sciences. Also, there is one University Doctoral Council (UDC). Except for the representatives of the PhD/DLA students, members of a Council shall only be professionals with academic degrees.
- 3.2.** Representatives of the PhD/DLA students who sit in the Doctoral Council shall not be present at procedures where decisions are made to award or revoke doctoral degrees or at voting procedures on the proposed revocation of a degree.
- 4.** At the University the UDC shall be the principal ruling body that governs the procedure to obtain a doctoral degree and the doctoral training programme.
- 5.1.** Upon the proposal of the Rector, the Chair of the UDC – a member of the Hungarian Academy of Sciences, a professor and a core member of one of the Doctoral Schools – shall be elected by the Senate for three years. The Rector shall make his proposal with regard to the opinion of the UDC. The mandate of the Chair may be extended for the period of one year.
- 5.2.** The secretarial duties of the UDC are fulfilled by a member of the staff from the Doctoral Institute. The staff member shall have an academic degree.
- 6.1.** Members of the UDC:
  - a) one representative of each of the accredited Doctoral Schools at the University (these schools are listed in Appendix 2).
  - b) with regard to their position: the University's Vice-Dean in charge of Scientific Affairs, the Chair and secretary of the UDC, the Chairs of each Doctoral Councils and the former Chair of the UDC.
  - c) a member of the teaching staff or a researcher with an academic degree who shall be appointed by the PhD/DLA students
  - d) the Head of the PhD/DLA Union (hereinafter DU) or, if the Head is unable to attend, a substitute member from the DU. The substitute member shall be appointed by the Head of the DSU.
  - e) four external members on behalf of humanities, one external member on behalf of engineering sciences, three external members on behalf of medical sciences, two external members on behalf of social sciences, and four external members on behalf of natural sciences.
- 6.2.** The representatives of the Doctoral Schools, referred to in 6.1 a) in these Regulations, and the external members, referred to in 6.1 e) in these Regulations, are elected for three years by the Rector, in agreement with the Senate, on recommendation by the Deans of the relevant Faculties and their scientific councils. Concurrently, using the above- mentioned method, the members referred to in subsection a) and c) shall be joined by a substitute member who shall have the rights of a full member in the UDC if the non- substitute member is unable to attend. All appointments may be extended.

**6.3.** The UDC has a quorum if most of its members, including at least two external members, are present.

**7.1.** The UDC shall make sovereign decisions in academic issues thus any appeal against the UDC's decision shall only be formed on the grounds of breach of the doctoral regulations or breach of procedure. The UDC shall have the authority in all issues regarding the fundamentals of the doctoral training programme and the awarding of the doctoral degree. The UDC shall judge all issues on a University level. Through these measures, taking the qualities of the scientific disciplines into consideration, the UDC ensures that there is harmony in the demands regarding the standards of the training programme and the awarding of the doctoral degrees. By standard procedure, the UDC shall not manage personal issues as these are outside the scope of the awarding and revoking procedures of doctoral degrees. Such personal issues belong to the DDC. Appeals against the decisions of the Doctoral Schools, should those decisions breach the Doctoral Regulations, shall be submitted to the UDC. Appeals against the UDC's decisions shall be addressed to the Rector of the University

**7.2.** Unless regulations or legislation stipulate otherwise, both the UDC and the DDCs, with a quorum, shall usually make their decisions with a unanimous vote of more than half of the members present (simple majority).

**7.3.** If the UDC and the DDCs practice their rights to decide, approve, express their opinion and make suggestions regarding personnel issues, unless regulations or legislation stipulate otherwise, a majority of all valid votes cast are necessary to make decisions. The UDC and the DDCs practice these rights secretly (secret ballot). At a secret ballot only a yes or no vote shall be cast.

## **8.1.**

*GD Section 9 (2) The doctoral council*

*a) shall express an opinion on the proposals to establish a new doctoral school;*

*b) shall provide the Senate with a regular assessment of the doctoral training and the process of acquiring the degree at the university;*

*c) shall initiate the dissolution of the doctoral school if it is justified;*

*d) may establish subject to NHEA Section 16 (5) as per branches of science – in academic disciplines or fields of art as determined in the doctoral regulations of the higher education institution – disciplinary or arts doctoral councils (hereinafter: disciplinary doctoral council) in compliance with subsection (1) as to its constitution and staff requirements;*

*e) shall decide on the launching of the doctoral procedure, on the recognition of credits, on the subjects of the doctoral comprehension examination, on the conferring of doctoral awards defined under NHEA Section 16 (4), on their nostrification and revocation, which powers – except for the awarding of degrees, their nostrification and revocation – may be assigned to the disciplinary doctoral council; f) shall appoint the members of the Admission Committee, the Committee of Assessors and the official opponents in accordance with the doctoral regulations and on the recommendation of the doctoral schools, shall establish the Comprehensive Examination Board, approve the supervisors and teaching staff of the doctoral school, which powers may be assigned to the disciplinary doctoral council;*

*g) shall specify the acceptable languages which may be selected as first language (first foreign language examination) in respect of the foreign language requirements of the doctoral degree, which power may be assigned to the disciplinary doctoral council;*

*h) shall decide on the request of doctoral candidates of holding a closed defence based on the opinion of the Committee of Assessors, which power may be assigned to the disciplinary doctoral council;*

*i) shall provide the Senate with an opinion on the proposals to the Rector for the award of titles of Honorary Doctor, Honorary Doctor and Professor and on the dissolution of a doctoral school;*

*j) shall elect the executives of the doctoral school of the higher education institution, appoint or dismiss members of the doctoral school.*

**8.2.** In addition to the matters described in 8.1, the UDC shall have the authority in the following:

- the distribution of the number of admission quotas available – within each academic discipline – for doctoral candidates with Hungarian state scholarship
- fundamentals in quality assurance at the Doctoral Schools.

**8.3.** The UDC shall approve

- and appoint, on recommendation of the Head of the relevant Doctoral School, the core members of the Doctoral Schools,

- the initiation of the foundation procedure of a Doctoral School,
  - the rules and regulations of Doctoral Schools.
- 8.4.** The UDC shall make recommendations in the following matters:
- recommending the Senate regarding the distribution and allocation of finances. These financial means are the conditions of operation of the doctoral training programmes. It is especially important to reserve the doctoral training normative funding and that sum of the scientific normative funding that is reserved to improve the quality of the doctoral training programme and the doctoral degree awarding procedure,
  - awarding the honorary doctor (*Doctor Honoris Causa*) title,
  - approval to award a doctoral degree with honours (*Promotio sub auspiciis praesidentis Rei Publicae*).
- 8.5.** The UDC forms an opinion:
- on the professor proposed to become the Chair of the UDC.
- 8.6.** The UDC makes its decisions in light of the opinion of the DDC.
- 9.1.** Taking the relevant Dean's or Deans', if more than one Faculty is involved, recommendation into consideration, the Chairs and members of the DDCs shall be mandated by the Vice-Rector for Research Affairs. The decision of the Vice-Rector for Research Affairs shall also reflect the standpoint of the scientific councils in the Faculties and the relevant Doctoral Schools. The mandate is for three years. In the DDC all accredited branches of science within the academic disciplines shall be represented by at least one member and by two members at the most; including substitute members (there shall be the same number of members for every branch of science). The secretary of the DDC shall be the Vice-Dean for Research and Doctoral Affairs at a relevant Faculty.
- 9.2.** To those members who are either external or elected by the PhD/DLA students provisions 6.1 and 6.2 in these Regulations apply and shall be followed.
- 10.1.** Following the recommendation of the Doctoral School Councils that operate in the academic disciplines, the DDC shall make decisions in the following matters:
- jurisdiction conferred upon by the UDC
    - initiating the procedures to obtain a doctoral degree and establishing doctoral candidate status
    - defining the subjects at the doctoral candidates' comprehensive examination
    - selecting the members of the Comprehensive Examination Board, the Thesis Defence Committee and the persons who shall be the official Assessors
    - selecting the members of the Admissions Board at the Doctoral Schools
    - recognizing credit points
    - deciding on the list of languages that shall be recognised as the first foreign language (first language examination) within the frame of the foreign language requirements relating to the doctoral degree
  - taking the admission quotas – as defined by the UDC – into consideration, the DDC shall decide on the admission into the organised doctoral training programme and on the distribution of Hungarian state scholarship quotas between the Doctoral Schools,
  - taking the Doctoral School councils' recommendation into account, the DDC shall allow for a change – initiated by the PhD/DLA students – in the thesis supervisor's person, and shall decide on the appointment of a new supervisor,
  - taking the Doctoral School councils' recommendation into account, the DDC shall propose to select new core members to the already accredited Doctoral Schools,
  - the DDC may decide to establish training and research programmes in the Doctoral Schools and – in pursuant of Sections 18 and 19 – on the programmes director's person,
  - in pursuant of GD Section 16 (4) and in view of the cases described in Section 55.1 in these Regulations, the DDC shall decide on a closed assessment (defence) procedure and impose restrictions on both the thesis and on how its made public,
- 10.2.** Upon recommendation by the Doctoral School councils, the DDCs shall authorize the following:



- the doctoral topic supervisors
  - the training and research programmes that shall be announced at any given time
  - in line with the directives defined by the UDC, the DDC shall authorize a quality assurance system at the Doctoral Schools within each academic disciplines,
  - the Chairs and members of the Admission Boards
- 10.3.** Taking the Doctoral School councils' opinion into consideration, the DDCs shall make recommendation in the following matters:
- awarding the doctoral degree,
  - in all matters in which these Regulations shall give the right for the UDC to make a decision or make a recommendation,
  - recommendations may be made to the Faculty Councils on how to distribute the doctoral training and research normative funding between the Doctoral Schools,
- 10.4.** If justified, the DDCs may make a decision through electronic voting. It is not legitimate to make a negative/dismissive decision via electronic voting. Furthermore, it is not legitimate ~~to~~ use electronic voting, if one DDC member opposes the use of the electronic system.
- 10.5.** Electronic voting shall not be used to make decisions in the following matters:
- proposals to award doctoral degrees,
  - proposals to award the distinguished title of doctor honoris causa,
  - on the distribution of the state normative funding, received to organise training programmes, between the Doctoral Schools,
  - on admissions to the organised training programme,
  - decisions on closed thesis defence procedures.
- 10.6.** The legal remedy procedure described in Section 7 in these Regulation as relevant to the UDC, shall also apply to the DDCs. The difference shall be that the official appeals relating to the DDCs are decided by the UDC – taking the relevant Dean's opinion into consideration.
- 11.1.** All organisational and administrative tasks related to the procedure to obtain a doctoral degree and the doctoral training programme are carried out by the University's Doctoral Institute. The Doctoral Institute shall be managed by the Vice-Rector for Research Affairs or a director appointed by the Rector.
- 11.2.** Tasks of the Doctoral Institute:
- to carry out every paper-based and electronic administrative duty at the University that is related to the entire procedure to obtain a doctoral degree and the entire doctoral training programme. The administration shall keep a record of the state-funded doctoral vacancies, coordinate the procedure to fill temporarily vacancies and track changes in methods of financing,
  - to maintain and, as necessary, upgrade the administrative recording systems,
  - to set up the doctoral candidate status and register applications after acceptance by the DDC,
  - to grant state scholarships with the co-operation of the University's Directorate of Finance and Engineering,
  - to administer matters related to programme's tuition fees,
  - to provide information to the relevant Ministry, the HAC, the Hungarian Doctoral Council (hereinafter HDC) and the Doctoral Schools,
  - to keep contact with the organisations that protect the interest of the PhD/DLA students,
  - to perform PR activities including the announcement of training and admission opportunities and the offering of courses for PhD/DLA students who may be in separate institutes,
  - to harmonize and update those pages on the University's website that inform about the doctoral training programme
  - to synchronize, in line with the needs and wants, the organised training programmes run by each Doctoral School,
  - to register the organised doctoral training applications,
  - to arrange UDC meetings and coordinate the work of the DDCs,

- to ensure – following a successful defence of the thesis – that the thesis and its abstracts are made public electronically in Hungarian and in the foreign language pre-determined by the Doctoral School. The doctoral candidate shall assist with the procedure,
- to apply the provisions of Section 10.1 of the Doctoral Council decision as the thesis and the abstracts are made public in the above-mentioned way,

**12.1.** The Doctoral School of the relevant Faculty shall organise and run the Doctoral Comprehensive Examinations and the public debate of the doctoral thesis. The Faculties shall regularly inform the Doctoral Institute on Doctoral Comprehensive Examinations and doctoral thesis defences. Three weeks before a defence of a thesis, the Doctoral Schools shall announce the event on the website of the Hungarian Doctoral Council ([www.doktori.hu](http://www.doktori.hu)).

**12.2.** With the coordination of the Doctoral Institute, the administrators at the Dean's Office (Student Secretariat) at the relevant Doctoral School shall manage the study-related tasks of those students who take part in the doctoral training. Such tasks include the following: student enrolment, managing course record books, registering studies-related requests, recording active/non-active student status, etc.

## THE DOCTORAL SCHOOLS

### CONDITIONS OF ESTABLISHMENT OF DOCTORAL SCHOOLS AND THEIR RULES OF PROCEDURE

#### *GD Section 1*

(1) A doctoral programme may solely be pursued under the operation of a doctoral school.

(2) Upon the establishment of a doctoral school within the branch of science, the particular academic discipline or field of art shall be indicated in which the doctoral programme is intended to be pursued. The professional work reflecting the scope of activities of the particular doctoral school shall be identified by the designation of the research field within the respective discipline or as having multidisciplinary nature.

(3) Unless otherwise provided by this Decree, academic discipline shall include field of art, academic degree shall include a degree in art, academic or scientific activity shall include artistic activity as well.

#### *Section 2*

(1) The establishment of a doctoral school may be initiated by at least seven core members. A person may be core member solely in a single doctoral school at a time.

(2) In case of a doctoral school covering at least three disciplines (multidisciplinary) it shall constitute of at least three core members per discipline –, in respect of doctoral schools operating in the field of educational sciences core members may be selected from disciplinary areas relating to teacher training, - mainly consisting of university professors conducting research in the respective academic discipline. In case of a doctoral school covering two disciplines (interdisciplinary) it shall constitute of at least eleven core members, at least four core members per discipline –, in respect of doctoral schools operating in the field of educational sciences core members may be selected from disciplinary areas relating to teacher training, - mainly consisting of university professors conducting research in the respective academic discipline.

(3) Core members may be the following:

a) who hold a scientific degree;

b) who pursue continuous and high standard scientific activity in the academic discipline and research field of the doctoral school, which scientific activity – artistic activity excluded – is to be inspected on the basis of the Database of Hungarian Scientific Works (hereinafter MTMT);

c) in case of habilitation based on a work of art, whose creations are noted and recognized on both a national and international level, which is supported by the appreciation of competent international art forums;

d) his/her aptitude to lead doctoral candidates was justified by the fact that acting as supervisor at least one such candidate has been awarded the doctoral degree, furthermore

e) being employed full time on a contractual basis or as public servant at the relevant higher education institution as a lecturer or academic researcher pursuant to Section 26 (3) of Act CCIV of 2011 on national higher education (hereinafter: NHEA) has indicated this higher education institution with regard to state funding.

(4) If conditions under subsection (3)a)-d) are met, in order to establish a doctoral school core members may be

- with the consent of the doctoral council of the respective higher education institution (hereinafter: doctoral council) - Professor Emeritus, or Professor Emerita (hereinafter collectively: Professor Emeritus) as per NHEA Section 32 (1) in the doctoral school of the higher education institution in which he/she was emeritated. With respect to core members pursuant to Section 2 (1) one Professor Emeritus may be accounted for as a core member, and as for core members pursuant to Section 2 (2) one such member may be accounted for per discipline.

(5) Beside fulfilling conditions under subsection (3)a)-d), scientific advisors or research professors - holding the title of 'Doctor of the Hungarian Academy of Sciences' - employed full time on a contractual basis or as public servant at a research institute may qualify as core members in the event that the higher education institution has concluded an agreement with the research institute to this effect. With respect to core members pursuant to Section 2 (1) two such members may be

accounted for as a core member at the most, and as for core members pursuant to Section 2 (2) one such member may be accounted for per discipline.

*Section 3 The core member shall*

- a) comply with Section 2 pertaining to at least one training cycle and for the duration of the degree award procedure corresponding to such cycle, and
- b) undertake supervisory work in the doctoral school.

*Section 4*

- (1) The Head of the doctoral school shall be elected by the doctoral council from among the university professor core members of the doctoral school on the recommendation of the majority of core members, and appointed by the Rector for a five-year term of office at the most. The appointment may be renewed on several occasions.
- (2) The teaching staff of the doctoral school shall consist of lecturers and researchers holding scientific degrees and who - on the recommendation of the Head of the doctoral school - have been found suitable by the doctoral council to pursue lecturing, research and supervisory activities within the doctoral school.

*Section 5*

- (1) The core members shall prepare the documents related to the establishment of the doctoral school which shall contain the following:
  - a) the classification of the doctoral school as per branch of science, and academic discipline;
  - b) the list of Master's degree courses on the basis of which the higher education institution complies with the conditions laid down in NHEA Section 16 (2);
  - c) the designation of the research field of the doctoral school;
  - d) the designation of the doctoral degree awarded as a result of the doctoral procedure;
  - e) the names of those nominated as head of the doctoral school, the names of core members, supervisors recommended for the first three ensuing years, further lecturers, names of guest lecturers invited from Hungary or abroad (in case of a doctoral school in art, the artists), researchers, their respective scientific or artistic biographies, the documentation of the most prominent scientific (in case of a doctoral school in art scientific or artistic) findings or artistic creations of the last five years;
  - f) the training scheme of the doctoral school;
  - g) international contacts of the doctoral school which may be expected to be relevant during operation;
  - h) the quality assurance plan of the doctoral school, and i) the bylaws of the doctoral school.
- (2) The declaration of those concerned shall be attached to the documentation stating that they assume the work and comply with all the conditions pertaining to them prescribed by this Decree.
- (3) The cooperation agreements from the part of the higher education institution and relating to the activities of the doctoral school with special regard to the cooperation agreements pursuant to Section 2 (5) shall form an integral part of the constitutional documents of the doctoral school.
- (4) The prior consent of the doctoral council shall be necessary so that the person recommended as Head of the doctoral school may submit the application for the establishment of the doctoral school - via the Rector - to the Senate for approval.

*Section 6*

- (1) The Rector of the higher education institution - subsequent to the decision of the Senate on the establishment of the doctoral school - shall lodge a request with the Educational Authority (hereinafter: Authority) as to the registration of such doctoral school.
- (2) The following shall be enclosed with the application requesting registration:
  - a) the documents related to the establishment of the doctoral school;
  - b) the opinion of the doctoral council;
  - c) the development strategy of the research field involved in the establishment of the doctoral school of the higher education institution;
  - d) the doctoral regulations of the higher education institution;
  - e) a declaration to the effect that the website of the doctoral school shall provide regular information annually on the doctoral programme, admission requirements shall be published yearly thereon as well as by usual means of the higher education institution, and
  - f) a declaration to the effect that the data of the doctoral school shall be continuously updated so as to provide authentic information on the doctoral school.
- (3) The Hungarian Accreditation Committee (hereinafter: HAC) in order to support its expert opinion pursuant to NHEA Section 67 (4) shall examine in particular the fulfilment of requirements as per Section 2 (3) b), the performance of the agreement as per Section 2 (5) and Section 5 (3), as well as the fulfilment of other professional assessment criteria.

*Section 7 The Authority shall be promptly notified of any changes pertaining to the registered data of the doctoral school.*

*Section 8 The doctoral council or on the initiation of the Rector the Senate shall decide on the dissolution of the doctoral school. In the event the Rector initiates the procedure the Senate shall call upon the opinion of the doctoral council prior to reaching a decision. The Rector subject to the decision of the Senate shall initiate the modification of the registered data of the doctoral school with the Authority. The Authority removes the doctoral school from the register without conducting any evidentiary procedure.*

- 13.** In those academic disciplines and branches of science that are accredited by the HAS, the University offers organised doctoral training programmes. Taking the outcome of the programme, or the outcome of the individual preparation, into consideration, the University awards the highest academic degree: PhD or DLA. The doctoral degree acknowledges high understanding of a specific academic field, the ability to come to new scientific conclusions and the competence to carry out an independent study.
- 14.** The training and research frameworks of the organised doctoral programme are the Doctoral Schools. With the approval of the DDC, the Doctoral Schools may initiate that a Doctoral School should run training and research programmes. The launch and termination of such programmes shall be reported to the UDC.
- 15.** Tenders submitted to establish a Doctoral School shall be devised in pursuant of the Government Decree stipulated in the preamble in the current part (on Doctoral Schools) of these Regulations.
- 16.** The Head of the Doctoral School shall be a professor with a HAS Doctoral title (Doctor of Science) and a core member. The Head of the Doctoral School, on recommendation by the UDC, taking the professional opinion of the HAC into consideration and following the approval of the Senate, shall be appointed by the Rector. The appointment is terminated if the Head of the Doctoral School resigns or his full-time employment ceases to exist. The Head of the Doctoral School shall have the following duties:

  - to take responsibility for the successful coordination of the establishment procedure of the Doctoral School;
  - to manage responsibly the work of the Doctoral School Council and responsibly execute the Council's decisions;
  - to coordinate the professional work and to take responsibly for the quality of the work;
  - to represent the Doctoral School;
  - to run the administrative duties at the Doctoral School and to exchange information with the relevant Doctoral Councils;
  - to supervise the financial matters at the Doctoral Schools.
- 17.** Within the branch of science that appears in the School's founding document, the Doctoral Schools may launch training and research programmes. A necessary pre- requisite to launch a programme is that – apart from the programmes director – at least a supervisor and three additional leading members of the teaching staff shall participate in the programme. The scope of the legal authority and the duties of each training and research programme – programmes run in the Doctoral School – shall be governed by the operational regulations of the Doctoral School. Following the recommendation of the Doctoral School, the DDC shall decide to launch a training and research programme. The Doctoral Schools of the University are listed in Appendix 2.
- 18.** The training and research programmes director shall only be a supervisor with a core member status at the relevant Doctoral School. In justified cases, following an authorization by the UDC, this rule may be disregarded. Following the proposal of the Doctoral School and the approval of the DDC, the training and research programmes director shall be appointed by the Chair of the DDC. The appointment is terminated if the programmes director resigns, his contractual status ceases to exist or if he is discharged as a result of a decision made by the DDC.
- 19.** The training and research programmes director shall have the following duties:

  - to manage the scientific work at the programme
  - to take part in the work of the Doctoral Council responsibly
- 20.** If a core member of a Doctoral School acts as a supervisor or trainer in another Doctoral School, he shall report this fact to the Council of his own school.

**21.1.** At the Doctoral School, the professional work is managed by the Head of the Doctoral School and the body of the Doctoral School Council that shall have at least three members. The Chair of the Doctoral School Council shall be the Head of the Doctoral School while members of the Council shall be elected by the core members of the Doctoral School and appointed by the DDCs. The directors of the training and research programmes, if they are not elected members, shall take part in the meetings as invited participants. One or more PhD/DLA students with consultation rights may be members of the Doctoral School Council. The Doctoral School Council may appoint a secretary who shall have voting and consultations rights at the meetings – in line with the resolutions of the Council. The secretary of the Doctoral School Council shall assist the work of the Head of the Doctoral School in completing the administrative work at the Doctoral School. The duties of the secretary are determined by the Head of the Doctoral School.

**21.2.** The Head of the Doctoral School shall appoint a secretary who shall manage the Doctoral School's administrative tasks and complete the database coordination tasks in the *doktori.hu* database.

**22.** Tasks of the Doctoral School Council are as follows:

- to devise – in line with the doctoral Regulations – the internal regulations and academic requirements of the Doctoral School and the execution of these regulations and requirements;
- to supply the PhD/DLA students with all the infrastructural and academic/scientific necessities that the students may need during their training and research activities;
- to determine the framework of the organised training programme and make recommendations to the announcement of training sessions;
- to set up and regularly update the website – following the HAC requirements – of the Doctoral School;
- to agree to the training programme and research topic of PhD/DLA students, who participate in the organised training programme; to coordinate the training programmes and research topics; to oversee the activities of the thesis supervisors.
- to manage, in line with the valid financial management regulations of the University, the normative research funds available for the Doctoral School;
- to fulfil all administrative and registration related duties at the Doctoral School;
- to make recommendations on the members of the Comprehensive Examination Board and the Assessment Board, and on the comprehensive examination subjects for those candidates who aim to obtain a doctoral degree;
- to initiate change in the person acting as the Head of the Doctoral School and the persons acting as training and research programmes directors and make recommendations to the DDC as regards these matters;
- to initiate change in the teaching staff of the Doctoral School;
- to initiate all necessary changes in the title and content of the Doctoral School's training and research programmes;
- to initiate the launch of new training and research programmes;
- to propose to the DDC that, if justified, students shall be removed from the doctoral programme;
- to inform all relevant bodies about the Council's decisions in matters described in these Doctoral Regulations. If the decision is not challenged by these bodies, the decision shall be considered confirmed by the relevant bodies;
- to name all those foreign languages that are recognised by the Doctoral School during the procedure to obtain a doctoral degree;
- to decide on the elective main and supporting subjects for the comprehensive examination;
- to make recommendations regarding the setup of the doctoral admissions committee.

**23.** The Doctoral School Council may transfer, in line with the Council's rules of procedure, some of its duties to the DDC or to authorities within the School that runs the training and research programmes. The Doctoral School Council's higher board of appeal is the DDC.

## CHAPTER IV

### THE ORGANISED DOCTORAL TRAINING PROGRAMME

NHEA Section 16

*(1) The doctoral training which prepares for the award of the doctoral degree following the Master's degree is part of the programme. At least one hundred and eighty credits shall be required to be obtained in the doctoral programmes. The training period shall take six semesters. The doctoral programme shall be a single programme consisting of thirty-six months divisible into assessment periods.*

*(2) That particular higher education institution may become eligible to offer a doctoral programme which already operates a Master's programme in the related branch of science.*

*(3) The higher education institution shall be authorised to provide doctoral programmes and confer doctoral degrees in the given branch of science, or more specifically in disciplines or fields of art, for which it has been granted the operating license. The higher education institution can earn the right to provide a PhD training preparing students for a scientific degree, or a DLA training leading to a 'Doctor of Liberal Arts' degree in art education (hereinafter 'doctoral programme'), and to confer such degrees.*

*(4) The scientific degree certified by the diploma awarded for the completion of the doctoral programme is 'Doctor of Philosophy' (abbreviation: PhD), or in art education 'Doctor of Liberal Arts' (abbreviation: DLA). The diploma shall be signed by the Rector and the Chair of the doctoral council.*

*(5) The doctoral council of the higher education institution shall have the right to organize doctoral programmes and award a doctoral degree (hereinafter 'doctoral procedure'). The doctoral council of the institution may set up doctoral councils by branches of science as per academic disciplines or branches of art as specified in the doctoral regulations of the higher education institution. All members of the doctoral council – except for PhD / DLA students - shall hold a scientific degree.*

**24.1.** The organized training programme enables the candidates to acquire the standard of knowledge and to complete the research practice necessary to obtain the doctoral degree. To fulfill the above-mentioned requirements, relying on the framework of an optional training programme, the candidates shall take part in an organized academic training module and learn foreign languages. Furthermore, the candidates may use the University's sports facilities. At the relevant department, clinic or research institute, with the guidance of supervisors, the participants shall carry out individual research work. At any given time, one supervisor shall not oversee more than three PhD/DLA students. When justified, an exception from the rule may be granted by the DDC. *One supervisor shall not be assigned more than three PhD/DLA students at any given time. Exception from this rule, in justified cases, shall be given by the DDC.*

**24.2.** At the University's Institute of Foreign Languages, for the duration of three semesters, state funded PhD/DLA students are entitled – free of charge – to four foreign language lessons per week. The students may take advantage of this language course – twelve lessons per week – in a study plan other than the above-mentioned plan. Credits shall not be granted for foreign language lessons.

**24.3.** The thirty-six-month-long organized doctoral training programme has six examination periods. Each period lasts for five months and is in line with the undivided BA and MSc training programmes at the relevant Faculty.

**24.4.** At the beginning of their doctoral studies, students who are admitted to the organised training programme (PhD/DLA students), shall enrol at the Doctoral School at the relevant Faculty. The student shall be issued a student card. From the available subjects, in the first two weeks of their examination period, the students shall enter in their course record book and (*ETR*) Study those subjects that are required by the Doctoral School Council as core subjects for the semester and those subjects that represent the student's own choice. Students shall make sure to enter those subjects that are recommended by their supervisors. The entries shall be signed and confirmed by the Head of the Doctoral School. When the examination requirements are fulfilled, the learning outcomes shall be confirmed both in the course record books and in the *ETR* system. Examinations are graded in the following way: *the academic examinations shall be graded by the examiner, the research work by the supervisor, credits for publications, considering the opinion of the supervisor, shall be granted by the training and research programmes directors while credits for teaching work are verified by the Head of the relevant Faculty.* Following the signed confirmation of the Head of the Doctoral School, the learning outcomes are also confirmed by the Dean of the relevant Faculty.

**24.5.** In a given examination period, state funded PhD/DLA students shall only receive their scholarship funds if the student had fulfilled the accumulative credit point requirements in the preceding examination periods. The relevant accumulative credit point requirements are displayed in Appendix 4. If a student fails to fulfil these obligations, he shall continue his studies as a fee-paying student until he fulfils the credit point obligations. This provision shall come into force at the beginning of the third and fifth examination periods.

**24.6.** After every second examination period, the PhD/DLA students shall write a brief report to the Doctoral School Council. In the report, the students shall assess their academic performance. The supervisors shall give their evaluation on the report and it shall be signed by the programmes director. The students' report and the supervisors' evaluation shall be sent to the Doctoral Institute.

**24.7.** Relying on the academic guidance of the DDCs, the doctoral training programme is organised by the Doctoral School Councils. Administrative assistance is given by the Doctoral Institute and the Student Secretariat at the Faculties. It shall be the task of the Doctoral Institute to coordinate the training programmes of the various Doctoral Schools. Together with the Student Secretariat at the Faculties, the Doctoral Institute shall ensure that the programmes are announced, the study-related tasks are managed and the semesters are closed.

**24.8.** At the University, organised doctoral training shall only be possible on a full-time basis and full time period training programme. If a PhD/DLA student chooses to be a part-time student, he shall be an individual training programme student and he shall be assigned a supervisor by the Doctoral School.

**25.1.** In pursuant of the stipulations in Appendix 4, each Doctoral School shall determine the requirements necessary to obtain a completion of studies certificate and fulfil the credit point demands of each examination period. Within the doctoral training period 180 credit points shall be acquired.

**25.2.** The candidate's performance shall be measured by the announced examination type: examinations, report sessions or a specialisation thesis. The grading of the examination shall be on a 3-level or 5-level grading scale.

**25.3.** The candidate shall retake failed subjects only once. If the retake is unsuccessful, the credit points shall be acquired from another subject.

**26.1.** The Doctoral School Council shall decide whether to recognise the subjects and written performances completed by the PhD/DLA student in another university or on a study tour abroad. **26.2.** Taking the outcome of a dialogue between the PhD/DLA students, their supervisors and the programmes director into consideration, the specific topic of the dissertations shall be approved by the Doctoral School Council. The date of this approval shall not occur later than the end of the fourth examination period. **26.3.** After a successful completion of the six examination periods, the PhD/DLA students shall obtain a completion of studies' certificate. This certifies that the student has fulfilled all his doctoral-training-related duties. The certificate shall not substitute the comprehensive examination. Partial exemption possibilities are regulated by Sections 48.2-3 in these Regulations.

## **ADMISSIONS INTO THE DOCTORAL TRAINING PROGRAMME**

**27.1.** By listing each academic disciplines and Doctoral Schools, admission opportunities to take part in an organised doctoral training programme, shall be announced annually by the Doctoral Institute. The announcement shall be made on the University's website and in the doctoral programme admissions periodical. The Doctoral Institute, or the relevant *DDCs*, shall forward the admissions announcement, or parts of it, to partner universities and research institutes; to all institutes recommended by the Doctoral Schools. It shall be the joint duty of the Chairs of the *DDCs*, the Vice-Deans of the relevant Faculties and the Doctoral Institute's director to organise and manage the admission examinations.

*NHEA Section 40 (6) Prospective students that have obtained a degree and qualifications in a Master programme and have at least passed one intermediate level Type "C" state language examination – intermediate (B2 level) general language examination certificate – or any equivalent language examination shall be accepted to doctoral programmes.*

**27.2.** Taking the Doctoral School Councils' recommendations into consideration, the admission requirements shall be determined by the *DDCs*. These requirements may include the following: training background of the candidate, his knowledge of languages and his previous academic achievements.

**27.3.** Applications shall be accepted through the Modulo system or by filling out the specific forms provided by the Doctoral Schools. To be eligible to apply one shall be a university student completing his final year in a Masters programme, a student in the fifth or sixth year studying in an undivided training programme or anyone with a university diploma and a language examination as required by the Law. The application forms – with appendixes – shall be submitted to the Doctoral Institute.

**27.4.** Application procedure fees are found in Appendix 3. The fees shall not be less than the flat rate fee of the BA training application procedure in the same academic discipline.

**27.5.** Applicants who inspire to join a Doctoral School shall take part in an admission test procedure administered by a committee that shall have at least three-members. Upon recommendation by the Doctoral School Council, the committee shall be appointed by the DDC. The aim of the test is to assess the candidate's academic knowledge and intellect, find out about his ideas as regards his future doctoral work, explore what his previous academic work had been and test his knowledge on foreign languages. The committee shall evaluate the applicants' performance and set up an order to decide whether to support an applicant or not. **27.6.** Relying on the approved fundamentals of the UDC, and with the consent of the Doctoral Schools, the evaluation method used at the admission test procedure shall be set by the DDCs. The contents of the admission test shall be determined by the Doctoral School Councils and made available for the candidates at least two weeks prior to the admission test procedure. The evaluation method used at the admission test shall also be made public by the DDCs on the Doctoral School's website.

**27.7.** Based on the scores given, the Doctoral School's admissions committee and the Doctoral School Council shall put the applicants in order. In line with the quotas set by the relevant Ministry and the UDC, decisions on admission shall be made by the DDC. The outcome of the decision shall be submitted to the UDC for approval. Admission results shall be valid for a particular Doctoral School only. There shall be no appeal against the decision and only a breach of Law case shall give grounds to complaints. Such complaints shall be addressed to the Rector of the University.

**28.1.** Foreign citizens shall also take part in the organized doctoral training programme. Any Doctoral School at the University may announce and run a doctoral programme in a foreign language. Citizens of the EU shall have the same rights in this field as Hungarian citizens.

**28.2.** PhD/DLA students with no state scholarships may be admitted to the organised training programme by the University, but at the training programme's admission procedure the same standards shall apply to all applicants.

**28.3.** At the University, decisions on admissions and the name of those persons who are admitted to the doctoral training programmes shall be made open to all enquiries.

## **STUDENT STATUS**

**29.1.** PhD/DLA students may receive state scholarships or funds from other sources: research institute grants, tenders or corporate grants.

**29.2.** In line with its relevant general rules of procedure, the University shall make certain that all PhD/DLA students receive the social benefits they are entitled to by the Government Decree.

**29.3.** Taking the opinion of PhD/DLA students' representative into consideration, the criteria for the allocation of the amount of government subsidy on textbooks and lecture notes – amount granted by the Government Decree and the annual budget – are determined by the UDC. The allocation of the funds may be different according to academic disciplines. It shall be the responsibility of the Doctoral Institute and the Student Services to transfer the subsidy funds to the PhD/DLA students and oversee the allocation of these funds.

**29.4.** Following the recommendation of the Doctoral School Councils, tuition fees, which may be different in each Doctoral School, are set by the DDCs. The period for paying the tuition fee is 12 months throughout the year. Information on the amount of the tuition fee, how it is allocated and the deadline for payment in each semester are found in Appendix 3.

*NHEA Section 44 (1) The student may work under a student employment contract:*

*a) within the programme, during professional practice (internship) or practical training at the institution organized as part of the training, at the business organization formed by the institution or at an off-site place for practice,*



*b) at the higher education institution but not directly corresponding to the training, or at a business organisation formed by the higher education institution.*

*(2) The employment of students working under a student employment contract shall be subject to the provisions of the Labour Code as appropriate. The Government in the course of defining rules pertaining to student employment contracts may establish more favourable terms for students than those laid down in the Labour Code.*

*(3) The student a) shall be entitled to payment in case of subsection (1)a), and in case of at least a six-week long continuous practice, which shall amount to at least fifteen percent of the minimum wage per week, such payment shall be provided by the place of professional practice in default of any agreement to the contrary,*

*(5) With regard to lecturing and research activities of doctoral students the provisions under subsection (3)a) shall be applicable with alterations as follows: a) the institution may oblige the doctoral student to undertake work relating to its lecturing or research activities as falling within the student's academic obligations for a period amounting to twenty percent of full time employment as per week, b) the working hours of the doctoral student - including the work pursuant to paragraph a) – may not exceed fifty percent of full time employment as per week per semester, c) the work schedule of the doctoral student shall be defined in such a way so as to enable such student to prepare for and take examinations as required, d) the amount of the monthly salary, in case of employment complying with fifty percent of full time employment, shall not be less than the lowest statutory wage (minimum wage), in case of employment for a shorter duration such amount shall be considered pro rata temporis.*

**29.5.** With the consent of the Head of the relevant Doctoral School, Faculties may assign teaching, research or other Faculty-related tasks to the PhD/DLA students participating in the organised training programme. The assigned duties shall be written down. The written agreement shall be validated by the director of the relevant training programme. The formal requirements of the agreement shall be stipulated in the regulations of the University's Directorate of Finance and Engineering.

**29.6.** In pursuant of NHEA Section 44 (5) (a), the PhD/DLA students may be obliged to complete 35 hours of work per month. This equals to approximately 8 hours per week.

**29.7.** The above-mentioned workload equals to completing an average of 2-4 practical sessions per week. With seminars and lectures that require preparation at a higher level, the number of sessions may be adequately lower. Regulations governing the Doctoral Training Programmes and the Awarding of the Doctoral Degree – University of Szeged 21

**29.8.** The remuneration of the PhD/DLA students shall always be determined in line with the relevant Government Decree in effect that regulates the guaranteed minimum wage. When calculating the minimum wage paid for a session, the following shall be taken into consideration: the full minimum wage shall only be payable if the PhD/DLA student has 26 sessions per month; 6 sessions per week in average.

**29.9.** No remuneration shall be paid for the obligatory work stipulated in NHEA Section 44 (5) (a).

**29.10.** The aim of the doctoral programme is provide further academic training and to prepare the students for obtaining the doctoral degree. Doctoral state scholarships represent fulltime employment status. Because of this, and to perform all research activities on time and on the highest possible professional level, it shall not be authorized for the students, covering the duration of their scholarship/grant status, to establish or uphold employment status or work-contract relationships outside the University or in partner institutes participating in the doctoral training. With the consent of the supervisor, an exception to the above-mentioned rule shall be granted only by the DDC. An exception to the rule shall enable the PhD/DLA student to complete extra duties in the area of research and teaching, and establish employment status necessary to perform these duties. Such duties shall not obstruct the professional progress of the student.

**29.11.** If a PhD/DLA student is granted an exception to the rule, his professional progress and fulfilment of all his study-related duties, shall be certified by the supervisor and evaluated in every semester by the DDC. Concurrently, the DDC shall decide on the extension of the exception permission.

**29.12.** If a student establishes employment status or a work-contract relationship without the DDC's written permission, or if a student establishes such status or relationship for reasons other than what he has permission for, the DDC may file a disciplinary procedure against him.

**30.** PhD/DLA students fulfill their duties usually at the University, in partner institutes participating in the doctoral training or at foreign universities that cooperate with the Doctoral School, with the University or with the research institutes. In some cases the DDC may grant exception from the above-mentioned rule, but the majority of the PhD/DLA students – admitted to a particular Doctoral School – shall complete their research work at a department, institute or clinic at the University.

**31.** If a PhD/DLA student fulfils his research-related duties in an institute participating in the doctoral training, the University, upon consent from the Doctoral School Council, may compensate the institute in full or in part for the material costs of the training.

**32.** Following each examination period, PhD/DLA students shall be entitled to a resting period for at least three weeks. Following every second examination period, PhD/DLA students shall be entitled to a resting period for a further two weeks.

*NHEA Section 45 (1) The student's status shall be interrupted if the student declares that they do not intend to fulfill student obligations during the next semester, or fails to register for the next semester. The total combined duration of the period over which the student may interrupt their studies may not exceed two semesters. Students may suspend their status several times, in accordance with specifications stipulated in the course and examination regulation. (2) Pursuant to the request of the student, the institution may equally authorize the suspension of student enrolment a) for a combined period exceeding the duration set out under Paragraph (1), or b) if relevant provisions have not been defined in this regard in the institution's regulation on condition that the student is unable to fulfill obligations ensuing from their student status for reasons beyond their control, because of child-birth, an accident or illness, or other unforeseen reason. (3) The student's status shall be suspended if the student has been barred from continuing their studies after a disciplinary penalty was imposed against the student.*

**33.1.** The University shall allow the interruption of studies for three times at the most and for three years at the most (non-active academic years). For the first time, the request to interrupt the studies shall be granted. For the period of student status interruption state scholarship shall not be granted.

**33.2.** PhD/DLA students who return to continue their studies after postponing or leaving out an academic year – or interrupting their studies in any other ways – shall be entitled to funds that are stipulated in the Act in effect. These students shall pay a tuition fee as stipulated in these Regulations. Exceptions to the rule may apply as these Regulations indicate it.

**33.3.** 72 months after admission to the programme, the PhD/DLA student status is terminated by deleting the relevant name from the student list.

**33.4.** To leave out an academic year, the student shall need an authorization from the relevant Vice-Deans along with the consent of the Head of the Doctoral School. The Doctoral School shall be informed about the matter.

*NHEA Section 59 (1) The student status shall be terminated*

*a) if the student has been transferred to another higher education institution, on the day of such transfer,*

*b) if the student announces the termination of his/her student status, on the day such announcement is made,*

*c) if the student may not continue his/her studies is training supported by (partial) state scholarship, and does not wish to transfer to self-financed training,*

*d) on the last day of the first final examination period following the given study cycle, or in the case of postgraduate specialist programmes and higher education vocational training, on the last day of the first final examination period following the last term, or on the last day of the term of the doctorate programme,*

*e) as regards higher-education vocational training, in the event the student becomes medically unfit to continue his/her studies, and the higher education institution cannot offer any other suitable higher education vocational training programme, or the student does not wish to continue his/her studies, or the conditions necessary for the pursuance of further studies cannot be met, on the day the decision on termination becomes final,*

*f) in the event the rector terminates his/her student status – after giving warning to no avail and after reviewing the social condition of the student – because the student is in arrears with payment, on the day the decision on termination becomes final,*

*g) on the day, the disciplinary decision on expulsion becomes final,*

*h) a condition stipulated in this Act required to establish a student status is no longer met, on the day the corresponding decision on termination becomes final.*

*(2) The student status of students participating in Bachelor programmes shall not be terminated under point d) of paragraph (1), if they are admitted to a Master programme for the semester following the semester they completed their Bachelor studies.*

*(3) By means of a unilateral declaration, the higher education institution may terminate the student status of the student, who*

*a) does not fulfill his/her academic obligations stipulated in the academic and examination regulations or the curriculum,*

*b) has not registered for the subsequent semester on the third consecutive occasion,*

*c) does not commence his/her studies after the temporary termination of student status, provided, in each case specified above, that the student has been reminded in writing to fulfil his/her obligations within the specified deadline, and has been informed of the consequences of default.*

*(4) By means of a unilateral declaration, the higher education institution may terminate the student status of the student, of whom the number of unsuccessful retake examinations and repeated retake examinations for the same unit reaches five.*

**34.1.** The PhD/DLA student status shall terminate

- a) if the 36 months training period stipulated in the above-mentioned Act is exceeded,
- b) if the student is expelled as a result of a disciplinary action in accordance with the Disciplinary and Compensatory Damages Regulations,
- c) if the PhD/DLA student is released from the programme,
- d) if the PhD/DLA student announces that he leaves the programme,
- e) if the PhD/DLA student is deleted from the list of students.

**34.2.** With the termination of his student status, the PhD/DLA student shall be dismissed from the organized doctoral training programme and his doctoral training shall be declared closed: a) if the PhD/DLA student requests his dismissal, b) if the PhD/DLA student requests that he shall be dismissed for the following reasons: I. the PhD/DLA student's performance was not satisfactory at a retake of a core non-substitutable subject II. the proposed research topic – the workload agreed to be completed within a deadline – is not completed because of the PhD/DLA student's failure.

**34.3.** Taking the recommendation of the Head of the Doctoral School into consideration, dismissal cases stipulated in 34.2 (b) are judged by the DDC.

**34.5.** If the PhD/DLA student submits a leniency application, the UDC may decide to waive the right to impose the provisions stipulated in Section 34.2 (b). This shall only occur once during the studies of the student.

**35.** The Association of Hungarian PhD and DLA Students and the University's PhD/DLA Students Union shall protect the interests of the PhD/DLA students

NHEA Section 81 (1)

Services available to students participating in (partial) Hungarian state scholarship supported studies shall be as follows:

- a) registration on two occasions for lectures, seminars, consultations, practical courses, and field practice courses, recitals and examinations, the retake on one occasion of failed recitals and examinations, and the taking of the final examination that are requisite to the fulfilment of academic requirements specified in the educational programme and to the conferral of the certificate or diploma and the doctoral pre-degree certificate, as well as the degree award procedure during student status in accordance with the provisions of Section 53 (2),
- b) study circle courses,
- c) use of the facilities, including library and basic library services, laboratories, computer, sporting and recreational facilities, and the equipment of the higher education institution in connection with free-of-charge services,
- d) in the case of higher-education vocational training, work and protective equipment (protective clothing) and sanitary accessories supplied for practical training, and in the case of other types of studies, protective equipment (protective clothing) and sanitary accessories,
- e) student consulting,
- f) the first issuance of all documents relating to studies and to the conferral of the doctoral degree.

(2) Unless otherwise provided for by the relevant laws, no higher education institution may charge any administrative service fees (e.g. enrolment fee) to students on (partial) Hungarian state scholarship supported studies.

(3) If a student participating in a (partial) Hungarian state scholarship supported studies also participates in studies in another EEA State, where his or her studies may be recognized by the Hungarian higher education institution, the student, for the period of the studies abroad and according to Subsection (4), may receive a scholarship from the higher education institution he or she is a student of.

(4) The student shall be entitled to the scholarship mentioned in Subsection (3), if he or she commenced the studies abroad with the consent of the higher education institution.

(5) The grant specified in subsection (3) may be provided on the account of the training aid. The grants shall be decided on and awarded subject to public applications.

## **CHAPTER V**

### **THE PROCEDURE TO OBTAIN A DOCTORAL DEGREE**

*NHEA Section 53 (1) The doctoral programme shall consist of course modules, research and reports adjusted to the unique character of the scientific discipline and needs of the candidate tutored individually or in a group. Students that have obtained a Master degree are eligible to enrol in doctoral programmes.*

- (2) *The doctoral degree may be obtained within the framework of a special doctoral procedure following the PhD programme. Individuals that do not take part in doctoral training and prepared for the degree on their own may also be PhD candidates providing that they have obtained a Master degree and fulfilled the requirements*

- of the doctoral programme. If the PhD candidate commences the above procedure during the period of instruction, they shall concurrently be a PhD candidate alongside having a student status.*
- (3) *The PhD candidate status shall be established as of application to the doctoral degree procedure and the acceptance of this application. The higher education institution shall not reject the applications of individuals that have successfully completed the doctoral programme in the given higher education institution. Requirements stipulated in Paragraph (5) shall be fulfilled within the framework of the PhD candidate status.*
  - (4) *The PhD candidate status shall terminate at the end of the degree procedure, as well as if the PhD candidate failed to submit their doctoral dissertation within a period of 2 years following the date of commencement of the status. If otherwise not regulated within the scope of relevant legislation, provisions governing the rights and obligations of PhD candidates shall be identical to the rights and obligations of the student.*
  - (5) *Requisites for obtaining a doctoral degree:*
    - a) *Fulfilment of obligations prescribed in the doctoral regulation, as well as passing the special doctoral exam evaluated by a committee comprised of at least three members;*
    - b) *Two foreign languages – with the opportunity to accept the non-Hungarian sign language in the case of deaf PhD candidates and the language required to cultivate the scientific field – certified in accordance with the specifications stipulated in the doctoral regulation;*
    - c) *Presentation of independent scientific work with articles, studies or through other means; the products of independent art work as a precondition for obtaining doctoral degrees in art (DLA);*
    - d) *Independent implementation of the scientific or art activity measured against the requirements of the degree; presentation of a dissertation or work of art; defending achievements in a public debate.*
  - (6) *Doctoral degrees awarded shall be registered in a central database, to which Internet access shall be ensured. The doctoral regulation of the higher education institution shall define the detailed set of rules to be applied to the doctoral programme and the awarding of the title.*
  - (7) *Individuals holding PhD degrees shall be entitled to write “PhD” or the abbreviation “Dr” in front of their name, whilst holders of DLA degree shall be entitled to write “DLA” or the abbreviation “Dr” in front of their name.*

- NHEA Section 53/A (1) The doctoral degree and its abstracts shall be accessible to all. Public disclosure may be deferred up until the date of announcement of the patent or protection application. The higher education institution having awarded the degree shall provide for the full disclosure and record of the doctoral thesis and its abstracts both in printed and electronic format by lodging a printed and an electronic copy of each with the central library of the relevant higher education institution catalogued.*
- (2) *The doctoral thesis and its abstracts shall be made accessible to all in an electronic format in the MTMT database by bearing an identifier (DOI) duly complying with and common to international practice.*
  - (3) *The public disclosure of a doctoral thesis involved in a patent or protection application may be deferred upon the request of the doctoral candidate up to the date of registration of such patent or protection the latest, on the grounds of the supportive opinion of the Committee of Assessors and by the approval of the doctoral council. A doctoral thesis and its abstracts containing qualified data pertaining to national security shall be disclosed publicly ensuing the lapse of the period relating to the qualification due to national security.*

- GD 387/2012 Section 12 (1) The doctoral procedure shall be initiated subject to an application and the acceptance thereof.*
- (2) *The doctoral comprehensive examination constitutes a part of the doctoral procedure, which is a thorough and comprehensive form of assessment for the evaluation of the doctoral candidate’s knowledge acquired in the relevant discipline.*
  - (3) *The doctoral comprehensive examination shall be taken publicly before the Comprehensive Examination Board. The Comprehensive Examination Board shall have three members. In selecting the members of the Comprehensive Examination Board, rules pursuant to Section 9 (1) shall be duly applicable with the restriction that if the number of the members of the Board does not exceed four, it shall be ensured that at least one of its members is not in employment with the higher education institution operating the doctoral school. The Chair of the Comprehensive Examination Board may solely be a university professor, a Professor Emeritus, or a habilitated associate professor, or habilitated college professor. The results of the comprehensive examination shall be promulgated immediately following the examination. Minutes shall be drawn up on the doctoral comprehensive examination.*
  - (4) *The defence of the thesis may take place following a successful doctoral comprehensive examination.*

**36.** In addition to the above-mentioned criteria, the candidate shall have a Master degree or equivalent.

**37.1.** The doctoral degree acknowledges that the candidate has a high understanding of a specific academic discipline, is capable of carrying out an independent research study and has the ability to come to new scientific conclusions.

- 37.2.** Upon a request submitted to the University's professionally relevant Doctoral Council, the doctoral degree may be obtained within the framework of a doctoral procedure.
- 38.1.** To apply for the procedure to obtain a doctoral degree, the applicant shall choose an academic branch of science listed in Appendix 1 and find a relevant Doctoral School listed in Appendix 2. Following that, the candidate has to submit an application form – set by the DDC – to the Dean's Office in the Faculty where the DDC with the relevant branch of science is located.
- 38.2.** To initiate the procedure, in addition to the DDC's requirements, the candidate shall attach the following documents:
- Declaration that states that the candidate has not initiated and does not follow a procedure to obtain a doctoral degree within the same branch of science and that his initiation to obtain a doctoral degree was not rejected within the previous past two years.
  - Declaration that states that the candidate is not involved in a procedure that aims to withdraw his doctoral degree and that a doctoral degree had not been withdrawn from him in the previous five years.
  - Declaration that states that the dissertation is the independent work of the candidate and the bibliography is full and straightforward, meeting the citation requirements at the given branch of study.
- 38.3.** Thanks to the bilateral agreements between universities (see the Regulations' Appendix section) it is possible, working together with a foreign university, to obtain a joint doctoral degree.
- 39.** With a completed dissertation and documents that give proof of previous academic work, it is possible, in all accredited branches of science at the University, to apply to initiate the procedure to obtain a doctoral degree without taking part in a doctoral training. Such applications are valid only if the candidate had fulfilled all publication and language examination requirements of the chosen Doctoral School. Acceptance of the application may be on the condition that the candidate shall have an academic relationship with the University. Rules regarding this matter are found in the regulations governing each academic discipline. Acceptance of such application by the DDC is valid only with the approval of the UDC.
- 40.1.** Upon acceptance of the application, the DDC, in line with the recommendation by the relevant Doctoral School, shall decide on the scope of subjects of the comprehensive doctoral examinations and appoint the members of the Comprehensive Examination Board.
- 40.2.** Upon acceptance of the application by the DDC, the relevant Faculty shall establish a legal doctoral candidate status with the candidate. The term of this status is two years at the most.
- 40.3.** Upon submission of the dissertation, the DDC, in line with the recommendation of the relevant Doctoral School, shall appoint the members of the Committee of Assessors naming the two official opponents, an additional opponent and other members. During the appointment of the Committee, the general legal provisions for conflict of interest shall be taken into consideration. In addition to that, nobody who had cooperated with the candidate on a publication shall take part in the work of the Committee.
- 40.4.** If, by the deadline defined in NHEA Section 53 (4), the candidate does not hand in a dissertation that is fit for assessment, and concurrently does not comply with the language examination and publication demands of the relevant Doctoral School, the procedure to obtain a doctoral degree shall be terminated by the relevant DDC on the grounds of insufficient completion of demands.
- 40.5.** Unconditioned acceptance of a candidate into a legal doctoral status, as defined by NHEA Section 53 (3), shall only be possible at the first application to the procedure to obtain a doctoral degree.
- 40.6.** If the first legal doctoral status is rejected because of a retake of a comprehensive doctoral examination, a failed thesis defence or because there were two opponents who declined the dissertation, a renewal of the legal doctoral status is only possible after two years and only once more within the same branch of science.
- 40.7.** If the legal doctoral status or the procedure to obtain a doctoral degree shall be terminated in accordance with Section 40.4, an application for a new procedure to obtain a doctoral degree is only acceptable if the

candidate, at the time of his application, submits his dissertation – fulfils all other criteria – or meets the language examination and publication demands of the relevant Doctoral School.

- 40.8. A third attempt to initiate the procedure to obtain a doctoral degree shall only be acceptable in an especially justifiable case. Such requests shall only be accepted if the candidate has a fully completed dissertation and meets the language examination and publication demands of the relevant Doctoral School. If the third attempt ends in failure, a new application shall only be possible in another branch of science and in at least two years following the failed attempt.
- 40.9. If the doctoral candidate cannot meet the deadline requirements of the procedure to obtain a doctoral degree because of childbirth, thus the procedure is terminated in accordance with Section 40.4, it is not necessary to apply Section 40.7, but rather the second attempt shall be recognised as the first attempt.
- 41.1. Expenses of the procedure to obtain a doctoral degree and remuneration of those involved shall be found in Appendix 3.
- 41.2. In line with NHEA Section 81, if a doctoral candidate with Hungarian state scholarship submits a fully supplemented application to obtain a doctoral degree, i.e. to establish legal doctoral status, before the subsidizing period ends, all expenses incurred during the procedure to obtain a doctoral degree: commencement and certificate costs shall be covered by the relevant Doctoral School.
- 41.3. With doctoral candidates who had previously obtained a completion of studies certificate in a state funded doctoral programme at the relevant Doctoral School, the Doctoral Schools may assume the fees incurred during the procedure to obtain a doctoral degree.
42. Minutes shall be taken at all stages of the doctoral procedure.

## **COMPREHENSIVE DOCTORAL EXAMINATION**

- 43.1. The doctoral comprehensive examination is a comprehensive form of assessment to evaluate the doctoral candidate's knowledge in the relevant branch of science and his broader insight in the given field of study.
- 43.2. The doctoral comprehensive examination is an oral examination that comprises of one core subject and two supporting subjects. The core subject and one of the supporting subjects of the doctoral comprehensive examination shall be chosen from the University's accredited branches of science. When justified, the comprehensive examination may have a written part.
44. The Chair of the Comprehensive Examination Board shall be a professionally appropriate university professor or professor emeritus who shall be members in a Doctoral School. Members of the Comprehensive Examination Board are selected by the DDC from persons holding a doctoral degree. At least one member of the Comprehensive Examination Board shall be an external professional who does not hold a public employee status at the University and not employed by the University in any other ways.
45. The syllabus of the comprehensive examination subjects shall be set by the Doctoral School Council and approved by the DDCs.
46. The comprehensive examination shall be graded by marking each subject. The final grade of the comprehensive examination is determined by the weighted grade point average of the three subjects – the core subject and the two supporting subject – in the following way: the mark of the core subject shall weight double at the averaging of the marks. On a 0-5 level marking system, the members of the Board grade the outcome of the comprehensive examination. The grade of each subject is generated from the average of the given marks. The comprehensive examination is successful if the candidate obtained at least 2 marks from each subject and his total average is at least 3.00. After the comprehensive examination, the results shall be announced.
47. After six months, the candidate may retake an unsuccessful comprehensive examination. A new Board shall be appointed for the new comprehensive examination. Should the student fail at the retake of a comprehensive examination, the procedure shall be terminated.

- 48.1.** PhD/DLA students who take part in an organised doctoral training, and fulfil all their study requirements, shall have the right to apply to take part in the procedure to obtain a doctoral degree and may take the comprehensive examination before they finish their training.
- 48.2.** The relevant Doctoral School shall have the right to decide whether candidates who had successfully completed all their theoretical core and elective subjects during their organised doctoral training should be exempt from their supporting subject examinations at the comprehensive examination. This advantage shall not be made use of unless the comprehensive examination is taken within three years after obtaining the completion of studies certificate.
- 48.3.** If the doctoral candidate benefits from pregnancy, prenatal and childcare allowance after obtaining the completion of studies certificate, the above-mentioned (48.2) timeframe is extended with the time period that the candidate had benefited from the allowance, but with two years at the most. With the consent of the DDC, an additional one year extension may be added at the most by the relevant Doctoral School.
- 48.4.** If, in line with Section 48.2, the doctoral candidate is exempt from the supporting subject examinations at the comprehensive examination, the final grade of the comprehensive examination shall be determined by the average of the core subject mark and six further subject marks that had been completed during the doctoral training programme (rounding procedure shall follow the general rules). The six subjects shall be chosen by the Doctoral School Council.

### **INDEPENDENT SCIENTIFIC WORK**

- 49.1.** The doctoral candidate shall prove his independent scientific work by the following means: published articles in professionally approved journals and books (not more than half of these articles shall be labelled as to-be-published) and with patents that had been submitted and approved. Academic standards regarding the journals, the length and number of the articles, shall be determined by the Doctoral School Council and approved by the DDCs. The detailed requirements of each Doctoral School shall be found in the disciplinary regulations. These requirements may include demands from the area of scientometrics.
- 49.2.** If the publications mentioned in Section 49.1 have co-authors, the co-authors shall declare in writing which specific scientific conclusions had been achieved through the candidate's own efforts. Formal requirements regarding the declaration shall be found in Section 52 in these Regulations. The relevant Doctoral School Council may decide that the above-mentioned co-author declaration is to be issued by the lead author of the article.
- 49.3.** If the co-author of any of the publications described in Section 49.1 is a PhD/DLA student or a doctoral candidate, the supervisor shall declare whether the scientific conclusions published in the article demonstrate the contribution of the candidate.

### **FOREIGN LANGUAGE REQUIREMENTS**

- 50.1.** The number of active languages that shall be available for choice, and used for academic purposes, is regulated by the Law and shall be determined by the relevant DDC and the relevant Doctoral School Council. Without a specific ruling, only those languages shall be accepted in which scientific publications are written on a regular basis in the given branch of science. Out of these languages the competence in one may be compulsory. If, for the practice of a certain scientific branch of science, it becomes necessary to use an extinct language e.g. Latin, Ancient Greek, etc. then the use of these languages shall be regulated in detail in the relevant disciplinary regulations. Further special requirements shall also be available in the disciplinary regulations.
- 50.2.** Intermediate language competence in at least one foreign language shall be certified by a complex type (oral and written) 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 University's Institute of Communication in Foreign Languages. The expert opinion of the Institute shall be decisive.
- 50.3.** The second language requirement shall be fulfilled in accordance with the disciplinary regulations of the relevant Doctoral School.

- 50.4.** Foreign national candidates whose native language is not Hungarian shall fulfil the same language requirements as candidates whose native language is Hungarian, but for foreign nationals Hungarian is administered as a foreign language.

## **THE DOCTORAL THESIS**

- 51.1.** The thesis is a comprehensive piece of work that demonstrates the candidate's goals, his new academic achievements, his insights into the scientific literature and his research methodology. Generally, the thesis shall be written in Hungarian, but following the decision of the relevant Doctoral School Council and being granted their exclusive permission, the thesis may be written in a language other than Hungarian, should this be scientifically reasonable. Foreign national candidates whose native language is not Hungarian may write their thesis in a language that is predetermined by the Doctoral School Council.
- 51.2.** The inner title-page of the thesis shall display the following: author, thesis title, supervisor's/adviser's name (if there is a supervisor/adviser), place where the thesis was written (including the name of the Doctoral School, if the candidate took part in a doctoral training) and the date. The thesis includes a contents page, a summary in English (or in a foreign language required by the programme) and a bibliography. The thesis may be accompanied by an Appendix: photographs, collections of documents, etc. The length of the Appendix may be regulated by the DDCs.
- 51.3.** The Doctoral School Council may decide to have an early disputation on a thesis before it gets its final shape. The circumstances of the disputation shall be set by the Doctoral School Council. The circumstances shall be recorded in a memo and the memo shall be attached to the minutes made during the disputation.
- 51.4.** The thesis shall be submitted in four bound copies at the Faculty within the relevant branch of science.
- 51.5.** Immediately following the submission of the bound copies, the doctoral candidate shall ensure that the thesis and the abstracts are uploaded into the University Library's Repository of Dissertations. The assessment procedure shall begin only after the upload has completed. When the defence of the thesis is announced, the relevant Faculty or Doctoral School uploads the names of the thesis defence board members into the Repository. The names of the thesis defence board members shall be displayed on the invitation for public disputation.
- 51.6.** Following a successful thesis defence procedure – a fact to be recorded in the Repository – a printed copy of the thesis, which has the names of the thesis defence board members (a list to be added later), is catalogued in the University Library. All other copies are returned to the candidate. Concurrently, the candidate shall upload the thesis and the abstracts into the MTMT database.  
If the defence is unsuccessful, the thesis, the abstracts and the names of the thesis defence board members shall be deleted from the Repository unless the candidate requests it in writing that the material shall be stored. Bound copies of the thesis are returned to the candidate except for one copy which remains in the Doctoral Institute.
- 51.7.** If, in line with Section 10.1 in the Regulations, the thesis shall be made public at a later date, the operator of the Repository shall assure that until the date defined by the DDC, both the printed and the electronic versions of the thesis shall remain inaccessible.
- 51.8.** The thesis shall be accompanied by the printed and electronic abstracts in Hungarian and English (or in a foreign language fit for the specific purposes of the given branch of science). It falls into the jurisdiction of the relevant Doctoral School to decide on a foreign language other than English. The number of copies of non-Hungarian abstracts and the format of the abstracts shall be determined by the Doctoral School Council. The number of Hungarian abstracts cannot be less than fifteen.
- 51.9.**  
*GD Section 14 (1) The abstracts booklet of the doctoral thesis shall provide an outline of the findings of an independent scientific work, or an independent creation of a work of art. The findings shall be presented in a uniform system understandable in itself, the new statements being predicated item by item on the professional publications, or the works of art of the candidate, respectively.*  
*(2) The doctoral thesis shall be submitted concurrently with the application or within two years of the application having been accepted.*



- (3) *It is a further prerequisite for the submission of the doctoral thesis that the doctoral candidate is not involved in a pending doctoral procedure launched in the same discipline, or his/her application has not been rejected within two years, or he/she did not have any unsuccessful doctoral defence. The doctoral candidate shall make a written statement as to meeting the aforementioned criteria upon the submission of the doctoral thesis and application to the doctoral degree award procedure.*

**52.** If the publications in the reference list have co-authors then three of the abstracts shall have a section where, regarding the specific research topic and the publications, the co-authors (or the lead author, if that is not the doctoral candidate) shall declare in writing which specific scientific conclusions are the ones – from the co-authored scientific achievements – that were accomplished through the candidate’s absolutely vital work and later published in the thesis and in the abstracts. Co-authors shall also declare that the above-mentioned conclusions had not been used by them to obtain an academic degree and that they shall not make any attempt to obtain a degree relying on these conclusions in the future. The declaration shall be signed by the co-authors (or the lead author). 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 above-mentioned declarations shall also include the declarations described in Section 49.3 in these Regulations.

## **THE ASSESSMENT PROCEDURE**

### **53.1.**

*GD Section 15 (1) The doctoral council shall call upon two official opponents to prepare an assessment of the doctoral thesis. One such opponent may not be in employment with the higher education institution operating the doctoral school.*

- (2) *The two official opponents shall draw up an assessment report on the doctoral thesis within two months of the submission thereof – presented in term-time as specified in the doctoral regulations of the relevant higher education institution -, and shall make a statement whether the thesis is recommended for public defence. If one of the opponents does not recommend the thesis for defence, the doctoral council shall call upon a further third opponent as well.*

*GD Section 16 (1) The doctoral thesis shall be defended before a committee of assessors in a public disputation.*

- (2) *The doctoral council shall set up the Committee of Assessors to conduct the public disputation, to deliver a decision on the acceptance of the thesis, and to evaluate the public defence. It shall constitute of at least three members. In selecting the members the provisions pursuant to GD Section 12 (3) shall be duly applied.*
- (3) *The thesis shall be defended publicly in term-time within two months of receiving the two supportive recommendations. The doctoral candidate shall be handed the assessment reports preliminarily, and shall respond in writing preceding the disputation, and orally during the public defence of the thesis.*
- (4) *The doctoral candidate shall present his/her abstracts at the public disputation, and then respond to the comments and queries of those present. Upon the request of the candidate and subject to the supportive opinion of the Committee of Assessors with the approval of the doctoral council a closed defence may be held in the event that the doctoral thesis contains qualified data under pending patent procedure or pertaining to national security.*
- (5) *Subsequent to the close of the disputation, the Committee shall make a decision by secret vote on the acceptance of the thesis in a conclave. The Chair shall promulgate the decision following the meeting.*
- (6) *Minutes are required to be kept with regard to the defence and the Committee’s decision. The higher education institution shall issue a certification on the results of the comprehensive examination and the defence upon the request of the doctoral candidate, denoting that the certification does not qualify as to the award of the doctoral degree.*
- (7) *In case of two negative assessments or an unsuccessful defence a new procedure may be initiated once more at the most in the same research topic no sooner than two years.*
- (8) *The higher education institution shall issue a certificate on the doctoral degree awarded by the doctoral school subject to a resolution recorded in the official register of doctors denoting the branch of science, as well as the respective discipline or field of art and in addition notify the Educational Authority to this effect.*
- (9) *The degree award procedure shall be completed within one year of the submission of the thesis.*
- (10) *The doctoral degree may be revoked on the basis of the resolution passed by the doctoral council, provided it is established that the prerequisites of the award of the doctoral degree have not been fulfilled.*

**53.2.** The assessment procedure shall not begin until the candidate had met all the requirements: completed his Comprehensive Examination and fulfilled all publications and language examination requirements. When the candidate meets all other requirements, his submission of his thesis to the Official Committee of Assessors shall not be rejected.

**53.3.** The Committee of Assessors that assesses the doctoral thesis consist of the following members: a Chair, two official assessors (one of them shall be an external professional) and two to four further members; five to seven members all together. Only persons with an academic degree are eligible to become members of

the Committee. One Committee member shall be responsible for secretarial duties. One of the Assessors shall be an external professional. Sections 44 in these Regulations shall apply to the Chair of the Committee.

- 53.4.** In line with the proposal by the relevant Doctoral School Council, the Committee is assembled by the DDC. The decision of the DDC shall be in line with the Acts governing situations with conflicts of interest. The Chair and the two Assessors shall not be members of the same Faculty, research institute or members of the local research unit where the doctoral candidate had completed his dissertation. The candidate shall not have a joint publication with any members of the Committee.
- 53.5.** If the DDC is in disagreement with the Doctoral School's proposal, the DDC shall ask the Doctoral School to reconsider, and makes its decision in light of the new and reviewed proposal. Within one week, the Doctoral School sends its new proposal on the members of the Committee to the DDC.
- 53.6.** If one of the Assessors shall have a negative opinion, the DDC requests the opinion of a third Assessor. If the opinion of the third Assessor is positive, the DDC submits the thesis to public disputation. If the third Assessor rejects the thesis, the Doctoral Council terminates the procedure to obtain a doctoral degree. The same rules apply, when the two Assessors, appointed at the beginning of the disputation, reject the thesis. A new procedure is only possible after two years and only once more within the same research topic.
- 53.7.** With two supportive assessments (or with one supportive and two negative ones, but accepting the written request of the candidate that request shall arrive within 30 days following the reception of the opinion), the DDC submits the thesis to public disputation within two academic months. Two weeks prior to the event, the place and time of the disputation shall be made public to allow enough time – minimum three weeks – for the members of the Committee to thoroughly study the thesis.
- 54.1.** The list of those guests who shall receive a mandatory invitation to the disputation is regulated by the Doctoral School Councils. Along with the invitation, these guests shall also receive the abstracts.
- 54.2.** The place and time of the disputation shall be announced at the relevant Faculty, department, research institutes involved in the programme and on the website of the Doctoral Institute and the University Library. Concurrently, one copy of the thesis and the abstract shall be submitted to the Library. Any additional invitations may be restricted by the academic disciplines. Doctoral candidates may send any number of invitations.
- 54.3.** The disputation shall only be held in the presence of the Chair, at least one of the Assessors and at least four members of the Board. The disputation is not to be held if there is a negative opinion and the Assessor who gave the negative assessment is not present at the disputation. In such cases the DDC assigns a new date for the disputation.
- 54.4.** The disputation is presided over by the Chair of the Board. The disputation begins with the administrator describing the candidate's scientific resume.
- 54.5.** At the public disputation, the doctoral candidate presents (in an unrestricted way and in 30 minutes at the most) the abstract of his thesis and his work. The candidate presents the outcome of the assessments and reacts on the written questions of the Assessors and the questions and comments coming from the Committee members, the Assessors and those who are present at the disputation.
- 54.6.** Following the closure of the disputation, the Committee – on a closed session and by secret voting – shall decide on a 0-5 level points grading scale whether the defence was successful or not. To be successful, the candidate shall reach at least 60% of all available marks. Following the session, the Chair shall publicly announce and justify the outcome.
- 54.7.** The awarding of the doctoral degree shall depend on the report compiled by the Board of the Comprehensive Examination and The Committee of Assessors and on the opinion of the Doctoral School Council that evaluates the marks given. The DDC shall form its opinion based on the final outcomes and the UDC shall make its decision taking all the above-mentioned assessments into consideration.
- 54.8.** Upon request by the doctoral candidate, the University may issue a certificate on the outcomes of the Comprehensive Examination and the Assessment.
- 55.1.** If the thesis demonstrates issues of applied research and development, the owner of the relevant patents – the financial sponsor of the applied research – may request, in line with the relevant Data Protection Laws, that a closed assessment procedure and thesis defence shall be held. Upon recommendation by the relevant

Doctoral School, the DDC shall decide on such non-public disputations. Appeal against such decisions shall be submitted to the UDC.

- 55.2. If the above-mentioned case occurs, the regulations in the University's Data Protection Regulations shall apply to safely store and provide access to the thesis.

## **QUALIFICATION OF THE DOCTORAL DIPLOMA AND CONFERMENT**

- 56.1. The doctoral diploma shall display the following: the name and seal of the University of Szeged, the owner's identifiable name, the owner's place and date of birth, the qualification of the doctoral degree, the scientific branch of science, the place of issue and the day, month and year of obtaining the degree. The diploma is signed by the Rector, the Dean of the Doctoral School at the relevant Faculty and the Chair of the UDC.
- 56.2. Qualification of the doctoral degree shall be measured by calculating the arithmetic average of the average of the grades given at the Comprehensive Examination and the defence of the thesis. Qualification of the degree shall be as follows: level 3.0-3.6 rite, level 3.61-4.30 cum laude, above level 4.30 summa cum laude.
- 56.3. The University shall issue the doctoral diploma in Hungarian and English. At the conferment ceremony, the candidate shall also receive an ornate copy of the diploma in Latin.
- 57.1. In line with the traditions of the University, those who were awarded a doctoral degree shall be conferred doctors at a public ceremonial University Council Meeting.
- 57.2. At the conferment ceremony, the candidates shall take an oath.

## **INDIVIDUAL PREPARATION TO OBTAIN A DOCTORAL DEGREE**

- 58.1. Those who wish to obtain a doctoral degree within an individual preparation programme shall apply at a chosen Doctoral School. Taking the recommendation of the Doctoral School Council into consideration, acceptance of the applicant is decided by the DDC. A prerequisite for the statement of acceptance is the fact that the academic/scientific work of the applicant shall fit into the profile of the given Doctoral School and that the applicant shall demonstrate adequate previous academic/scientific work. If in the procedure to obtain a doctoral degree, the individually preparing candidate wishes to rely on the contribution of the University, the Doctoral School shall examine the relevant academic knowledge of the candidate before giving its consent.
- 58.2. The timeframe of the individual preparation programme period shall be five years at the most. Those who take part in individual preparation programme shall have no student status.
- 58.3. Upon the request of the candidates in the individual preparation programme, the Head of the relevant Doctoral School may permit the candidate to attend certain theoretical courses.
- 58.4. Candidates in the individual preparation programme are usually not assigned a supervisor, and the candidate's research work is not carried out at the University. If a candidate in the individual preparation programme carries out his scientific research work at the University, the Doctoral School assigns a supervisor/adviser to the candidate.
- 58.5. On candidates who participate in the individual preparation programme and shall need the assistance of a supervisor and/or wish to make use of the University's infrastructure to carry out their scientific research, the Doctoral School may levy a fee. Taking the recommendation of the Doctoral School Council into consideration, the amount of the fee – based on the fees levied on candidates in the organised training programme – shall be determined by the DDC. In the above-mentioned case, two years following admission into the programme, the Doctoral School shall assess the progress of the candidate in the individual preparation programme to decide whether to still make the supervisor available for the candidate or delete his name from the list of registered candidates.

## **JOINT DOCTORAL DEGREE (CO-TUTELLE)**

- 59.1** Thanks to bilateral agreements between universities it is possible – working together with a foreign university – to obtain a joint doctoral degree. In each of these cases the parties shall specify the conditions – consistent with the present Doctoral Regulations – in a written agreement before the start of joint work.
- 59.2.** In all the cases specified in the previous Section, the following should be taken into consideration:
- the PhD/DLA student shall have one supervisor at each university;
  - training time shall be divided between the two universities, and it cannot be less than 2 semesters in each university during the total training time;
  - the recognition of credits is carried out by the relevant Doctoral Schools;
  - In selecting the members of the Comprehensive Examination Board and the Committee of Assessors the lecturers and researchers of both universities have the same rights to be elected as chairs and members. The composition of the committees shall be in accordance with applicable rules and guidelines at the institution where the disputation takes place;
  - the committees shall include member from both universities who can join the disputation via video conferencing if necessary;
  - if the universities have different methods of assessment regarding the comprehensive examination and/or the thesis defence, the result shall be determined using both methods of calculation,
  - with respect to the language used in the comprehensive examination, the thesis defence, the doctoral thesis and its abstracts Sections 51.1 and 51.8 shall be applicable;
  - the comprehensive examination and the thesis defence can be organized in any of the cooperating universities;
  - the publication demands of both universities shall be fulfilled for obtaining the doctoral degree
  - the doctoral diploma shall state that the degree is the result of joint supervision (co-tutelle).

## CHAPTER VI

### THE REVOCATION OF THE DOCTORAL DEGREE

**59.1.** Throughout the doctoral procedure, the University follows and applies the principles and recommendations stipulated in the Code of Academic Ethics of the HAC and the position represented by the Committee on Science Ethics. It shall be acknowledged that the General Rules of State Administrative Procedures shall not apply, therefore, no decisions shall be disputed in a court or with any administrative bodies. Article X (2) of the Fundamental Law of Hungary states the following: “The State shall have no right to decide on questions of scientific truth; only scientists shall have the right to evaluate scientific research.”

**59.2.** The doctoral degree may be revoked if the bearer of the degree obtained it by presenting the intellectual property of others – partly or fully – as his own, used false or perhaps forged data in his thesis, used forged documents to launch and continue the doctoral procedure thus deceived and continuously deceived the body or person responsible for the management of doctoral matters. The procedure to revoke the doctoral degree shall only be possible, if the bearer of the award is still alive at the launch of the revocation procedure.

**59.3.** The deeds described in 59.2 shall not have a statute of limitation. Only the bearer of the award shall be made responsible.

**59.4.** The doctoral degree may also be revoked in those proven cases when the bearer of the award shall turn out to be unbecoming of the doctoral title because of his conduct. Such cases are the following in particular:

- serious misdeed in the person’s scientific work
- criminal activity committed in the framework of a professional scientific work
- deliberate violation of the doctoral oath

**59.5.** Anyone who can prove with documents or assumes that the deeds described in Sections 59.2 or 59.4 had been committed may initiate the doctoral degree revocation procedure at the Chair of the UDC that issued the degree.

**59.6.** The UDC shall decide on the revocation of a doctoral degree. The revocation procedure is put forward by the Chair of the UDC who shall call for a judgment from the Doctoral School Council within the relevant branch of

science to decide whether the terms stipulated in Section 59.2 factually apply to the bearer of the award. During the doctoral degree revocation procedure, experts may be commissioned and the person who is the subject of the procedure shall also be heard. If the person who is the subject of the procedure shall not appear at the hearing – having been sent several legitimate prior notices – or requests not to have to take part in the hearing, the UDC shall have the right to make a legitimate decision without a hearing procedure. If the revocation procedure was initiated by the original author and the violation of intellectual property rights had been confirmed in a legally binding judgement prior to the launch of the revocation procedure, the UDC shall not launch an investigation, but refer to the legally binding judgement as sufficient proof for the revocation of the degree.

**59.7.** In case of an appeal against the judgement to revoke the degree, the UDC appoints an *ad hoc* committee with core members from the Doctoral School. At least 50% of these members shall not have an employment status with the higher institution that revokes the degree. Taking the standpoint of the *ad hoc* committee into consideration, the appeal shall be judged by the Senate.

**59.8.** The doctoral degree that was revoked by the UDC shall not be obtained in another doctoral procedure.

**59.9.** The legally binding revocation decision shall be made public by the University.

## CHAPTER VII

### THE CONFERMENT OF DOCTOR WITH HONOURS

*NHEA Section 52*

*(8) The Rector of the higher education institution – subject to the prior consent of the President of the Republic – shall confer the doctoral degree with ‘Promotio sub auspiciis praesidentis Rei Publicae’ honours upon the student whose educational performance was always highly acknowledged during his/her studies in secondary school, higher education and at the doctoral level, provided that he/she also demonstrated outstanding performance in the procedure leading to the award of a doctoral degree. The detailed conditions of receiving a doctoral degree with honours shall be defined by the Government.*

**60.** Suitable candidates shall initiate the conferment of the title of Doctor with Honours in a written proposal submitted to the Doctoral Institute. The Doctoral Institute shall forward the proposal to the relevant DDC for opinion, which opinion shall be forwarded by the Doctoral Institute to the UDC. Taking the opinion of the UDC into consideration, the Senate shall decide whether to be in favour of the proposal. Through the relevant Ministry, the Rector shall submit the proposal to the President of Hungary.

### THE DISTINGUISHED TITLE OF DOCTOR HONORIS CAUSA

*GD Section 20 The Senate of the higher education institution may award the honorary doctor (Doctor Honoris Causa) and the honorary doctor and professor (Doctor et Professor Honoris Causa) titles on the recommendation of the Rector after having consulted with the doctoral council to the person who earned merit of such title subject to the doctoral regulations in a discipline in which the higher education institution is eligible to confer doctoral degrees.*

**61.1.** The University may recognise the outstanding academic merits of Hungarian and foreign persons by awarding the ‘honorary doctor’ (*Doctor Honoris Causa*) title. The title shall not be awarded to the professors and emeritus professors of the University of Szeged.

**61.2.** The University shall confer the above-mentioned title to maximum **5** persons a year.

**61.3.** Conditions of awarding the *Doctor Honoris Causa* title:

- internationally highly-acclaimed academic/scientific work
- long-term continuous relationship with the University that had lead to internationally recognised shared academic/scientific conclusions
- by awarding the title the University strengthens its good reputation and respect

**61.4.** In exceptional and highly justifiable cases e.g. with highly renowned globally acclaimed persons: Nobel laureates or Honorary Doctorates at famous universities, when it serves the interests of the University, the academic requirements stipulated in Section 61.3 may not be followed. In such cases, the awarding of the title shall contribute significantly to the good reputation of the University. Only the Rector of the University shall propose these exceptional cases. Considering the opinion of the UDC, the awarding of the title shall be decided – with qualified majority – by the Senate. Such proposals shall not fall under the scope of Section 61.2 and more than one proposal shall not be accepted annually.

**61.5.** Councils of the Faculties with doctoral training programmes and the DDCs shall make recommendations to the UDC on the awarding of the *Doctor Honoris Causa* title.

**61.6.** The Senate of the University shall decide on the awarding of the *Doctor Honoris Causa* title. The decision shall be made in light of the opinion of the academic council of the Faculty that submits the proposal for the award, and the decision of the UDC.

**61.7.** The diploma of the distinguished title shall be written in Latin or in English. The awarded person shall receive the professors' gown that is decorated with the colour of the Faculty that proposed him for the award.

**61.8.** The *Doctor Honoris Causa* diploma is signed by the Rector of the University, the Chair of the UDC and the Dean of the relevant Faculty.

**61.9.** The honorary doctoral awarding ceremony usually takes place during the public ceremonial University Council Meeting, which is held usually as part of the ceremonies on the University of Szeged Day.

**61.10.** Expenses related to the awarding procedure shall be divided fifty-fifty by the Faculty that proposed the person for the award and the Rector's Office.

#### **THE DISTINGUISHED TITLE OF EMERITUS CORE MEMBER**

**62.1** On recommendation by the relevant Doctoral School, the DDC may award the distinguished title of Emeritus Core Member to the person:

- who was a founding member or a core member for at least five years of the Doctoral School and
- takes upon himself to stay in contact with the Doctoral School in the future

**62.2.** Emeritus Core Members have no supervisory duties and they shall not have to meet the HAC requirements.

**62.3.** The HAC's evaluation procedure does not apply to the Emeritus Core Members and such Members shall not be added when fulfilling the minimal core member criteria. On the other hand, the academic/scientific achievements of the Emeritus Core Members shall still be registered in the statistics of the Doctoral School.

**62.4.** Upon suggestion by the Doctoral School, the Emeritus Core Member title may be revoked by the DDC, if the active relationship between the Doctoral School and the Emeritus Core Member ends or if the bearer of the title asks for the revocation. Following the revocation, the person shall no longer appear in the public database, but his academic/scientific achievements shall still be registered and added to the academic performance of the Doctoral School.

## **CHAPTER VIII**

### **MISCELLANEOUS PROVISIONS**

#### **RECOGNITION OF THE CANDIDATE OF SCIENCES TITLE**

*NHEA Section 104*

*(7) (bb) with regard to the fulfilment of the employment and qualification requirements prescribed in this Act, in addition to the provisions of Section 105 (5), the higher education institution may declare in its statutes that doctoral degrees, Candidate of Sciences and Doctore of Science degrees acquired in a member state of the European Economic Area or the Organisation for Economic Co-operation and Development (OECD) are equivalent to scientific degrees.*

*NHEA Section 105*

*(5) Where a law stipulates a scientific degree as a precondition of employment or qualification, this shall be construed as a doctoral degree, Candidate of Sciences, Doctore of Science, or nostrified and recognised scientific degrees awarded abroad.*

*(6) Holders of the Candidate of Sciences degree shall be entitled to use the designation 'doktori fokozat' [doctoral degree].*

**63.** On what is stipulated in the above-mentioned Act i.e. the legitimate use of a doctoral degree title, the University shall issue – upon request – a certificate. The certificate shall also be available in English.

#### **NOSTRIFICATION OF ACADEMIC DEGREES OBTAINED ABROAD**

**64.** The UDC may recognise an academic degree issued by foreign institution as a doctoral degree, if the requirements of obtaining the foreign academic degree already fulfil – or fulfil by meeting additional preset conditions – the requirements of obtaining a doctoral degree at the University. As regards the issues of fulfilment, the setting of applicable additional preset conditions and the nostrification of the degree, the DDT shall make recommendation – in light of the opinion of the relevant Doctoral School Council – to the UDC. Fees that may apply for the nostrification procedure shall be displayed in Appendix 3. The nostrified degree shall have no qualification. During the nostrification procedure the provisions of Act C of 2001 shall apply.

## **DOCTORAL REGULATIONS AND DOCTORAL REGISTRATION**

**65.1.** The Doctoral Regulations of the University – apart from those provisions that detail the particular requirements of each discipline and branch of science – shall be approved by the Senate. The particular requirements of each academic discipline regarding the organised doctoral training programme and the procedure to obtain a doctoral degree shall be found in the disciplinary regulations. Relevant sections that appear in the disciplinary regulations shall be found in the Appendixes of these Regulations. A copy of the Regulations shall be sent to the Ministry of Education and Culture and, for approval, to the Hungarian Accreditation Committee.

**65.2.** The following persons shall be recorded and administered: persons admitted to a Doctoral School, persons participating in the training programme, persons applied to obtain the award and persons who were awarded the doctoral degree.

**65.3.** The Doctoral Institute shall have the administrative duties and the tasks of forwarding information.

**65.4.** The Head of the Doctoral Institute and the Chair of the UDC shall regularly inform the Hungarian Accreditation Committee and the National Higher Education Information Centre (OFIK) – in line with the information needs of these institutions – on persons who obtained or were rejected a doctoral degree.

**65.5.** The Doctoral Institute, in pursuant of the higher-ranking rules of Law, shall register the first employment of PhD/DLA students who obtained a completion of studies certificate and, with their consent, the first employment of persons who obtained a doctoral degree.

## **CHAPTER IX**

### **EXPLANATORY PROVISIONS AND DECISIONS CONCERNING PROCEDURE**

**66.** If during the procedure to obtain a doctoral degree the deadlines are set in months, July and August shall be disregarded.

## **CHAPTER X**

### **IMPLEMENTATION PROVISIONS**

**67.** These Regulations shall come into effect on the day they shall be published in the University Report (*Egyetemi Értesítő*). Concurrently, the 'Regulations governing the Procedure to Obtain a Doctoral Degree and the Doctoral Training Programme' adopted by the University Senate with decision number 14/2010 on 8 February 2010 shall no longer be in effect.

**68.** These current Regulations were adopted by the University Senate with decision number 167/2013 on 24 July

**CORRESPONDANCE BETWEEN *BRANCHES OF SCIENCE* AND *TRAINING BRANCHES* FOR THE ESTABLISHMENT OF DOCTORAL SCHOOLS**

<b><i>BRANCHES OF SCIENCE</i></b> (HAC ruling)	<b><i>TRAINING BRANCH</i></b> (Masters Degree Programmes) (Government Decree 289/2005. XII. 22.)
Agricultural Technology Sciences	Agricultural Technology
Forestry and Gamekeeping Sciences	Forest Engineering
	Environmental Management and Conservation Engineering
Food Sciences	Food and Horticultural Engineering
Crop Production and Horticulture Sciences	Agriculture
Animal Husbandry Sciences	
Veterinary Surgeon Sciences	Veterinary Surgeon
Regional Sciences	Agribusiness, Rural Development and Agricultural Computing
Literary Sciences	Hungarian; Modern; Ancient and Oriental Philology
	Drama Culture
Linguistic Sciences	Hungarian; Modern; Ancient and Oriental Philology
Psychology Sciences	Psychology
Pedagogy Sciences	Pedagogy
Philosophical Sciences	Liberal Arts
Art and Cultural History Sciences	
Religious Sciences	
Media and Communication Sciences	
History Sciences	History
Ethnography and Cultural Anthropology	
Political Sciences	Political Science
Sociology Sciences	Social Training; Social Studies
Law Sciences	Law and Administration; Law
Economic Sciences	Economic Studies
Business Economics and Management Sciences	Business Economics; Management
Military Technology Sciences	Defence; Military
	Military and Safety Technology Engineering
Military Sciences	Defence; Military
	Military and Safety Technology Engineering
Informatics Sciences	Informatics
Material Sciences and Technologies	Material, Wood Processing and Light Industry Engineering
Chemical Engineering Sciences	Bio-, Environmental and Chemical Engineering
Civil Engineering Sciences	Civil and Geological Engineering
Architectural Engineering Sciences	Architectural Engineering, Architecture
Mechanical Engineering Sciences	Mechanical, Transportation and Mechatronical Engineering Industrial Design Engineering
Transportation Sciences	
Electrical Engineering Sciences	Electrical and Energetics Engineering
Health Sciences	Health Science, Body Culture
Theoretical Medicine Sciences	Medicine; Dentistry
Clinical Medicine Sciences	
Pharmaceutical Sciences	Pharmacist
Sport Sciences	Sport; Body Culture
Biology Sciences	Life Sciences
Physics Sciences	Physical Sciences
Chemistry Sciences	



Geosciences	Geology and Geography Sciences
Environmental Sciences	Environmental Sciences, Nature Sciences
Mathematics and Computer Sciences	Mathematical Sciences
Arts (Architectural, Applied, Fine, Theatre, Film and Video, Applied Arts Musical, Dance, Multimedia)	Architectural Art, Architecture
	Arts and crafts
	Fine Arts
	Theatre Arts
	Film and Video Art
	Musical Art
	Dance
	Multimedia
Religious Sciences	Religious Life Trainings

## Appendix 2

### ACCREDITED DOCTORAL SCHOOLS BY SCIENTIFIC DISCIPLINES AND BRANCHES OF SCIENCE AT THE UNIVERSITY OF SZEGED

<b>Arts Sciences</b> <b>Branch of Science</b>	<b>Doctoral School</b>
Literary Sciences	<b>DOCTORAL SCHOOL OF LITERATURE</b> Chair: Prof. Katalin Szőke DSc
Linguistic Sciences	<b>DOCTORAL SCHOOL OF LINGUISTICS</b> Chair: Prof. István Kenesei DSc
Pedagogy Sciences	<b>DOCTORAL SCHOOL OF EDUCATIONAL SCIENCES</b> Chair: Prof. Benő Csapó DSc
Philosophical Sciences	<b>DOCTORAL SCHOOL OF PHILOSOPHY</b> Chair: Prof. Dezső Csejtei DSc
History Sciences	<b>DOCTORAL SCHOOL OF HISTORY</b> Chair: Prof. László J. Nagy DSc

<b>Medicine Sciences</b> <b>Branch of Science</b>	<b>Doctoral School</b>
Theoretical Medicine Sciences	<b>DOCTORAL SCHOOL OF THEORETICAL MEDICINE</b> Chair: Prof. Gábor Jancsó DSc
Clinical Medicine Sciences	<b>DOCTORAL SCHOOL OF CLINICAL MEDICINE</b> Chair: Prof. Lajos Kemény DSc
Theoretical Medicine Sciences and Clinical Medicine Sciences	<b>DOCTORAL SCHOOL OF MULTIDISCIPLINARY MEDICINE</b> Chair: Prof. László Dux DSc
Theoretical Medicine Sciences and Biology Sciences	<b>DOCTORAL SCHOOL INTERDISCIPLINARY MEDICINE SCIENCES</b> Chair: Prof. Yvette Mándi DSc
Pharmaceutical Sciences	<b>DOCTORAL SCHOOL OF PHARMACEUTICAL SCIENCES</b> Chair: Prof. Ferenc Fülöp DSc

<b>Social Sciences</b> <b>Branch of Science</b>	<b>Doctoral School</b>
Law and Political Sciences	<b>DOCTORAL SCHOOL OF LAW AND POLITICAL SCIENCES</b> Chair: Prof. Éva Jakab DSc
Business Economics Sciences	<b>DOCTORAL SCHOOL OF ECONOMICS</b> Chair: Prof. Imre Lengyel DSc

<b>Natural Sciences</b> <b>Branch of Science</b>	<b>Doctoral School</b>
Biology Sciences	<b>DOCTORAL SCHOOL OF BIOLOGY</b> Chair: Prof. Csaba Vágvolgyi DSc
Physics Sciences	<b>DOCTORAL SCHOOL OF PHYSICS</b> Chair: Prof. Gábor Szabó DSc
Chemistry Sciences	<b>DOCTORAL SCHOOL OF CHEMISTRY</b> Chair: Prof. Tamás Kiss DSc
Geosciences	<b>DOCTORAL SCHOOL OF GEOSCIENCES</b> Chair: Prof. Gábor Mezősi DSc
Environment Sciences	<b>DOCTORAL SCHOOL OF ENVIRONMENT</b> Chair: Prof. Zoltán Kónya DSc
Mathematics and Computer Sciences	<b>DOCTORAL SCHOOL OF MATHEMATICS AND COMPUTER SCIENCE</b> Chair: Prof. Gábor Czédli DSc

<b>Technical Sciences</b> <b>Branch of Science</b>	<b>Doctoral School</b>
Computer Sciences	<b>DOCTORAL SCHOOL OF COMPUTER SCIENCE</b> Chair: Prof. Tibor Csendes DSc

### Appendix 3

#### **FEES AND CHARGES LEVIED DURING THE DOCTORAL TRAINING PROGRAMME AND THE PROCEDURE TO OBTAIN A DOCTORAL DEGREE AND THE ALLOCATION OF THESE MONIES**

**1.** Tuition fees levied on PhD/DLA students who are either Hungarian nationals or nationals who – in pursuant of the Law – shall fall under the same provisions as Hungarian nationals: EU citizens or Hungarian nationals living outside Hungary, shall be HUF 500 000 per semester at the most. Fees for all other PhD/DLA students who are non- Hungarian citizens shall be EUR 4000 per semester at the most. The exact sum to be paid shall be specified by the relevant Doctoral School Council and approved by the DDC. All fees shall be proportionate with the actual costs of the training.

**2.** Upon failure to fulfil or late fulfilling of their duties stipulated in these Regulations, PhD/DLA students shall pay extra fees. The amount of the extra fee shall be maximum 1% of the PhD/DLA student annual normative funding as stipulated in the annual Act on the National Budget. With repeated violations and in any further cases a higher extra fee shall apply.

3. The admission fee shall equal the costs of admission to the relevant undergraduate/ undivided training major programmes.

4. Fees applicable during the procedure to obtain a doctoral degree:

a) The fee shall be HUF 110 000 for the following doctoral candidates: Hungarian nationals and nationals who – in pursuant of the Law – shall fall under the same provisions as Hungarian nationals and who had participated in an organised doctoral training at the University, candidates employed by the University of Szeged, the Biological Research Centre (SZBK) and the Cereal Research Institute. For doctoral candidates not mentioned above the fee shall be HUF 150 000.

b) For foreign nationals, who take part in a paid doctoral training for at least one academic year (two semesters) at our University, the fee shall be EUR 500. In all other cases EUR 1000.

c) The fee for the recognition of PhD degrees issued by foreign institutions shall be HUF 50 000.

5. With the procedure to obtain a doctoral degree only the official Assessors shall be reimbursed for their work. (The reimbursement may include the costs of the relevant second class train ticket.) Those members of the Committee of Assessors, who are not from Szeged, may only be reimbursed for the costs of the relevant second class train ticket. Fees shall be allocated as follows:

o from the fee of HUF 110 000, the Doctoral Institute shall be entitled to HUF 8000, from HUF 150 000 to HUF 10 000

o from the fee of HUF 150 000, the relevant Doctoral School shall be entitled to HUF 10 000.

The remaining sums of money shall cover the costs of administration at the Faculty. The fees of a possible third official assessor shall be reimbursed by the Faculty. If more than three external members shall take part in the procedure, their travel costs shall be reimbursed by the relevant Doctoral School.

6. Allocation of fees – paid by PhD/DLA – students in cases not outlined above:

	Doctoral Schools	Relevant Faculties	Doctoral Institute
nostrification fees	90%	10%	0
admission fees	10%	80%	10%
extra fees	0	90%	10%

All fees shall be allocated in pursuant of the annual budget of the University. (At this time, this fully belongs to the Doctoral Schools.)

## Appendix 4

### MANAGING CREDIT POINTS IN THE DOCTORAL TRAINING PROGRAMME

1. During the doctoral training all learning outcomes shall be measured in credits (study credit points). Credits shall be granted for only those study activities that are graded on a 3-level or 5-level grading scale system.

2. During the 36-month-long training period – divided into 6 examination periods – a total of 180 credit points shall be achieved to be eligible for a completion of studies certificate.

3. Each examination period shall be recognised as a valid examination period, if in the previous and current examination periods the PhD/DLA student has collected at least  
20, 45, 75, 110, 150

credit points respectively.

4. If a student participates in a partial study at a foreign or other Hungarian university, the relevant Doctoral School Council may grant exemption from the above-mentioned requirements. The credit point value of the courses that had been completed at a foreign or other Hungarian university shall be judged by the relevant Doctoral School Council.

- 5.** With research work such as bibliography, library and archives research, follow-up on journal articles, conference participation – where the student presents a poster or holds a lecture – and publishing articles in journals a total of at least 100 credit points shall be achieved.
- 6.** The credit point value of the theoretical course with two lessons per week (14 weeks/semester) shall be 3-5 points. The credit point value shall change in proportion with the change in the total number of lessons i.e. taking an intensive course with an external lecturer.
- 7.** For the pre-degree certificate that states that all courses have been covered at least 25 credits points shall be achieved from the theoretical courses.
- 8.** The credit point value of the weekly one lesson per week (for 14 weeks) practical session (seminar) shall be 1-2 credit points. With teaching activities 40 credit points shall be achieved at the most; 8 credit points per semester at the most. No credit points shall be granted for lessons that the PhD/DLA student is paid for.
- 9.** Should the school set it as a requirement that, at certain intervals, during departmental or research group seminars, the PhD/DLA student shall give an account of his research activities then one such report may worth 3-5 credit points. It is recommended to require at least one such report in the sixth examination period, for example. Credit points shall be granted for two reports at the most.
- 10.** PhD/DLA students may be granted credit points for publishing journal articles and for active conference participation with lectures and posters. These credit points shall appear in the students' conference publications. The credit value of the above- mentioned activities shall depend on the students' level of contribution to the achieved outcomes. With the consent of the relevant Disciplinary Doctoral Council and Doctoral Council of the relevant Branch of Science, such credits shall be determined by the relevant Doctoral School Council.

*GD Section 11 (2)*

*For medical residents and medical in-house practitioners—who are participating in a particular training programme to ensure the succession of academic tutors at medical higher education institutions—out of their completed core training modules and professional practice period, the relevant Credit Transfer Committee—in pursuant of the doctoral regulations—shall only permit the recognition of two semesters or sixty credit points.*

- 11.** With the consent of the relevant DDC, recognition of credit points – in pursuant of the Government Decree – shall be decided by the Doctoral School Council. Such recognition shall only be possible with PhD/DLA students in the organised training programme.
- 12.** The achievement of credit points shall be certified by the lecturer of the theoretical courses, research credit points by the supervisor whereas credit points granted for academic/scientific reports and publications shall be certified by the training and research programmes director. The Head of the Doctoral School shall certify the recognised credit points stipulated in the paragraph above.
- 13.** Countersigned by the Chair of the DDC, the completion of each study period shall be certified by the Dean for Research Affairs at the Faculty in the relevant branch of science.