

**UNIVERSITY OF SZEGED**

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

Szeged, 26 January 2026

The Senate of the University of Szeged in compliance with Act CClV 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 for the awarding of a doctoral degree.

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 2.

## **CHAPTER I**

### **THE LEGAL FRAMEWORK**

The legal framework for the Doctoral Regulations at the University of Szeged:

- 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;
- Act V of 2013 on the Civil Code (hereinafter referred to as the Civil Code);
- Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter referred to as the GDPR);
- Act CXII of 2011 on Informational Self-Determination and Freedom of Information (hereinafter referred to as the Info Act);
- Government Decree 423/2012 (XII.29) on the higher education admission procedure.

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 for the awarding of a doctoral degree. These regulations are displayed in the Appendixes of the bylaws;
- the Quality Assurance Guidelines adopted by the University Doctoral Council at its meeting on 24 February 2022;
- the ruling of the Hungarian Accreditation Committee (hereinafter HAC) on the requirements governing the establishment and operation of Doctoral Schools (decision made at a HAC meeting on 7 June 2013 – hereinafter HACDEC).

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**

#### **SCOPE OF THE REGULATIONS**

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

- the doctoral training programme,
- the procedure for the awarding of 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),
- teaching staff and researchers participating in a doctoral programme,
- committee members participating in awarding the doctoral (PhD) degrees.

#### **TERMS**

**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 a higher education institution. 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 (1a)] a piece of writing, creation or work whereby the PhD/DLA student demonstrates that he/she is capable of performing an independent research project appropriate to the degree requirements;

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

**procedure for the awarding of a doctoral degree:** the period of research work in which the doctoral thesis is written. To be entitled to initiate same, PhD/DLA students shall be required to take a comprehensive examination;

**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:** 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 – have 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:** 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, holding the title of 'Doctor of the Hungarian Academy of Sciences'. The Head shall be appointed by the Rector for a five-year term of office at 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 and shall consist of a training and research phase and a thesis research and writing phase. 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 has 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;

**semester:** [NHEA 108 (5)] "in the case of doctoral training, a period every year from 1 September to 31 January and from 1 February to 31 August organised for the purposes of education";

**comprehensive examination:** [NHEA 53] At the end of the fourth semester, or, for the purposes of paragraph 3a, at the end of the second semester at the earliest but no later than the end of the fourth semester, if the requirements are fulfilled, the PhD/DLA student shall take a final examination to close the training/research phase and to earn the right to initiate the research/thesis-writing phase. It is also a tool to assess and evaluate the 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 the following in particular: authorizing training programmes, admissions procedure to the organised training programmes and awarding and revoking a degree. The Doctoral Council shall make independent decisions on scientific issues; thus, any appeal against its decision shall only be formed on the grounds of a 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 and 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 member 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 member 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 working toward an academic degree;

**doctoral summary:** the summary booklet of the doctoral thesis is a comprehensive piece of work designed for the academic public. The booklet collects those scientific conclusions that have been reached by the PhD/DLA student and demonstrate that during the procedure for the awarding of the degree, the candidate has proven to be fit to be awarded an academic degree. The summary shall be written in the language in which the thesis is written;

**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 30 lessons on average. The value of the credit, provided that the performance of the student has been accepted, is irrespective of the grades received for the student's accomplishments;

**collaborative doctoral training programme** (hereinafter referred to as CDT): a doctoral training programme under which the doctoral candidate, while holding doctoral student status, maintains, in a field related to the doctoral research topic, a work-related legal relationship with a working time of no less than 20 hours per week, either

- a) at a higher education institution in a teaching or research position;
- b) at a health care service provider; or
- c) at another organisation meeting the requirements laid down in Government Decree No. 87/2012. (XII. 19.) on doctoral schools, doctoral procedures, and habilitation.

**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 provide the scope of the particular research activity that constitutes the backbone of the doctoral programme;

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

**academic year:** [NHEA 108 (40)] "in the case of doctoral training, a period of twelve months organised for the purposes of education";

**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 are linked to libraries, archives, museums, on-site work or external data collection, 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 signed by the supervisor and the Head of the Doctoral School. The supervisor shall certify that the research and creative work time has been completed;

**core members:** may be lecturers or academic researchers employed full time on a contractual basis or as public servants at the relevant higher education institution; professors emeriti of the institution; full-time employed researchers at a research institute cooperating with the relevant higher education institution; scientific advisors; research professors (DScs or Fellows of the Hungarian Academy of Sciences). A core member shall hold a scientific degree in the academic discipline, pursue continuous scientific activity on a high standard, shall have already acted as

a supervisor of at least one candidate who has been awarded the doctoral degree, and shall 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 ORGANISATIONAL FRAMEWORK OF THE DOCTORAL TRAINING PROGRAMME AND THE PROCEDURE FOR THE AWARDING OF A DOCTORAL DEGREE

#### DOCTORAL COUNCILS

1. There are four Doctoral Councils at the University for the disciplines of science: Humanities, Medical and Pharmaceutical Sciences, Social Sciences, and Natural and Engineering Sciences. Also, there is one University Doctoral Council. Except for the representatives of the PhD/DLA students, members of a Council shall only be professionals with academic degrees.
2. Representatives of the PhD/DLA students who sit on the Doctoral Council shall not be present at procedures where decisions are made to award or revoke doctoral degrees or in voting procedures on the proposed revocation of a degree.
3. 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). If necessary, UDC and DDC members may also attend meetings by video conferencing.
4. 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 exercise these rights in secret (secret ballot). Only a yes or no vote shall be cast with a secret ballot.

#### THE UNIVERSITY DOCTORAL COUNCIL

5. At the University, the UDC shall be the principal ruling body that governs the doctoral training programme and the procedure for the awarding of a doctoral degree.
6. 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/her proposal with regard to the opinion of the UDC. The mandate of the Chair may be extended for a period of one year.
7. 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.
8. Members of the UDC:
  - a) one representative from each Doctoral School operating at the University (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 Council 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 the humanities, one external member on behalf of the engineering sciences, three external members on behalf of the medical sciences, two external members on behalf of the social sciences, and four external members on behalf of the natural sciences.

9. The representatives of the Doctoral Schools and the external members, referred to in the previous section 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 subsections a), c) and e) 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.

10. The UDC has a quorum if most of its members, including at least two external members, are present. If necessary, external UDC members may also attend meetings by video conferencing.

11. The UDC shall make independent decisions on 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 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 nature of the scientific disciplines into consideration, the UDC shall ensure 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 for doctoral degrees. Such personal issues fall under the purview of the DDC. Appeals against the decisions of the Doctoral Schools, should those decisions breach the Doctoral Regulations, shall be submitted to the competent DDC. Appeals against the decisions of DDCs, 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.

12. Within the scope of the legal remedy competence granted to the UDC under section III (11), an ad hoc remedial committee, consisting of five members, shall act on behalf of the UDC. The committee is chaired ex officio by the Chair of the UDC. The committee also includes three teaching staff members, representing academic fields outside the remedial procedure, who are appointed by the Chair of the UDC on a case-by-case basis. The fifth member is a delegate from the PhD/DLA Union. The Secretary of the ad hoc committee, who holds no voting rights, is the Secretary of the UDC. The ad hoc committee acts in accordance with the provisions of Act CL of 2016 on the Code of General Administrative Procedures, as well as the regulations set out in the University of Szeged regulation governing the Procedures for Submitting and Reviewing Requests for Legal Remedy.

13. The UDC

- shall express an opinion on proposals to establish a new doctoral school;
- shall provide the Senate with a regular assessment of the doctoral training and the process of acquiring the degree at the university;
- shall initiate the dissolution of a doctoral school if warranted;
- may establish 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;
- shall determine the conferment, nostrification and revocation of doctoral awards;

- shall provide the Senate with an opinion on proposals to the Rector to award the titles of Honorary Doctor or Honorary Doctor and Professor and on the dissolution of a doctoral school;
- shall elect the core members of the doctoral school of the higher education institution and appoint or dismiss members of the doctoral school.

**14.** In addition to matters described in the previous section, the UDC shall be vested with authority in the following:

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

**15.** 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.

**16.** The UDC shall make recommendations in the following matters:

- making recommendations to 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 the 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*).

**17.** The UDC forms an opinion on the professor proposed to become the Chair of the UDC.

**18.** The UDC makes its decisions in light of the opinion of the DDC.

**19.** If warranted, the UDC may make a decision by electronic vote. An electronic vote shall not be held if at least a quarter of the voting members of the UDC oppose use of the electronic system.

**20.** Electronic voting and decision-making on personnel issues may only take place if the electronic procedure provides for a secret ballot as set out in point 4.

#### **DISCIPLINARY DOCTORAL COUNCILS**

**21.** Taking the recommendation of the relevant Dean or Deans, if more than one Faculty is involved, 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.

**22.** Sections 8 and 9 in Chapter III in these Regulations shall apply to those members who are either external or elected by the PhD/DLA students and shall be followed.

23. 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
  - defining the subjects at the PhD/DLA students' 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;
  - recognising credit points;
  - determining the list of languages that shall be recognised as the first foreign language (first language examination) as per 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 admission into the organised doctoral training programme and on the distribution of Hungarian state grant 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 person of the thesis supervisor, and shall determine the appointment of a new supervisor;
- charging DDC members with tasks or relieving them of same based on a proposal made by core members;
- taking the recommendations of the Doctoral School councils into account, the DDC shall submit a proposal to the UDC regarding the inclusion of new core members within the existing Doctoral Schools;
- the DDC may decide to establish training and research programmes in the Doctoral Schools and – pursuant to Sections 40 and 41 of Chapter III – on the person of each programme director;
- in view of the cases described in Section 46 of Chapter VI in these Regulations, the DDC shall determine a closed assessment (defence) procedure and impose restrictions on both the thesis and on how it is made public.

24. 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.

25. 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.

26. If warranted, DDCs may make a decision by electronic vote. An electronic vote shall not be held if at least one quarter of the voting members of the DDC oppose use of the electronic system.

27. Electronic voting and decision-making on personnel issues may only take place if the electronic procedure provides for a secret ballot as set out in Chapter III, Section 4.

**28.** The legal remedy procedure described in Section 11 of this chapter 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.

## THE DOCTORAL INSTITUTE

**29.** All organisational and administrative tasks related to the procedure for the awarding of 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.

**30.** 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 for the awarding of 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 administrative recording systems;
- to set up the doctoral candidate status and register applications after acceptance by the DDC;
- to award state grants with the cooperation of the University’s High Directorate of Finance and Engineering;
- to administer matters related to programme tuition fees;
- to provide information for 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 arrange UDC meetings and coordinate the work of the DDCs;
- to coordinate implementation of the Quality Assurance Guidelines for Doctoral Training and the Awarding of the Doctoral Degree and publication of the annual quality assurance reports for doctoral training;
- to ensure electronic publication of summaries and theses in cooperation with the doctoral candidate and the SZTE Klebelsberg Library and Archives; to implement the decision of the Doctoral Council set out in Section 23 of this Chapter in doing same.
- to notify the SZTE Klebelsberg Library and Archives of the awarding of the doctoral degree within 15 days following the closure of the degree-awarding procedure.

**31.** The central administrative tasks of the Doctoral Institute shall be managed by the Administration Management and Service Centre, working in cooperation with the relevant Faculties.

32. The Doctoral School of the relevant Faculty shall organise and run the public debate for the doctoral thesis. Three weeks before a defence of a thesis, the Doctoral Schools shall announce the event on the Hungarian Doctoral Council website ([www.doktori.hu](http://www.doktori.hu)).
33. With the coordination of the Doctoral Institute, the administrators at the Dean's Office (Student Services) 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 and registering active/non-active student status.

## **THE DOCTORAL SCHOOLS**

34. 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.
35. The Doctoral Schools constitute the training and research frameworks of the organised doctoral programme. With the approval of the DDC, the Doctoral Schools may propose that a Doctoral School should run training and research programmes. The launch and termination of such programmes shall be reported to the UDC.

## **THE CONDITIONS FOR ESTABLISHING DOCTORAL SCHOOLS AND THEIR CODE OF PRACTICE**

36. Applications for the establishment of a doctoral school shall be prepared in accordance with the conditions laid down in Government Decree No. 387/2012 (XII. 19.) on doctoral schools, doctoral procedures, and habilitation.
37. The Head of the Doctoral School shall be a professor with the Doctor of the Academy title (Doctor of Sciences) 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 responsibly manage the work of the Doctoral School Council and responsibly execute the Council's decisions;
  - to coordinate the professional work and to take responsibility 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 financial matters at the Doctoral Schools.
38. 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.
39. 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.

## TRAINING/RESEARCH PROGRAMMES

40. The Doctoral Schools may launch training and research programmes within the branch of science that appears in the School's founding document. A prerequisite to launching a programme is that – apart from the programme director – three additional 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.
41. Only a supervisor with core member status at the relevant Doctoral School can be the training and research programmes director. In justified cases, following 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 programme director resigns, his contractual status ceases to exist or if he is discharged as a result of a decision made by the DDC.
42. 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.

## THE COUNCIL OF THE DOCTORAL SCHOOL

43. 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 consultation rights at 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.
44. Tasks of the Doctoral School Council are as follows:
  - to devise the internal regulations and academic requirements of the Doctoral School and the execution of these regulations and requirements in line with the doctoral Regulations;
  - to prepare the quality assurance plan of the doctoral training programme and of the annual reports, including, as part thereof, the clear specification of the requirements relating to the use of artificial intelligence;
  - to supply PhD/DLA students with all the infrastructure and academic/scientific resources that the students may need during their training and research activities;
  - to determine the framework of the organised training programme;
  - 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 the normative research funds available for the Doctoral School in line with the University financial management regulations in force;
- 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;
- to initiate change in the persons acting as training and research programme 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 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 for the awarding of a doctoral degree;
- to make recommendations regarding the setup of the doctoral admissions committee.
- to record the data relating to the doctoral student in the doktori.hu system within 30 days from the date of enrolment;
- to ensure that all doctoral students indicate their institutional affiliation in the Hungarian Scientific Works Database (hereinafter MTMT), in accordance with the Publication Policy of the University of Szeged.

**45.** In line with the its rules of procedure, the Doctoral School Council may transfer 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

1. Forms of organised doctoral training:
  - a) **Traditional doctoral training**, which may be pursued in both full-time and part-time modes of study. In the full-time mode of study, participation may take place either with a state scholarship or on a self-financed basis; in the part-time mode of study, participation is possible exclusively on a self-financed basis.
  - b) **Collaborative doctoral training**, in which participation is possible exclusively in the full-time mode of study and solely within the framework of state-funded (scholarship-based) training.

#### **GENERAL RULES APPLICABLE TO ORGANISED DOCTORAL TRAINING:**

2. The organised training programme enables candidates to acquire the standard of knowledge and to complete the research practice necessary to obtain the doctoral degree. To fulfil the above-mentioned requirements, candidates shall take part in an organised academic training module. At the relevant institute, department, clinic or research institute, with the guidance of supervisors, the participants shall carry out individual research work. One supervisor shall advise no more than six doctoral students at any given time. When justified, this limit may be further restricted by the DDC.
3. Participants in organised doctoral training take part in foreign language training and are entitled to use the University's sports facilities. At the University's Foreign Language Centre, 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.
4. The doctoral training programme consists of eight examination periods. Each period lasts for five months and is in line with the Bachelor's and Master's training programmes at the relevant Faculty. The training programme consists of a four-semester training and research phase and following that a four-semester thesis research and writing phase. A comprehensive examination shall be taken at the end of the training and research phase as a condition of the thesis research and writing phase, as set out in Chapter V.
5. At the beginning of their doctoral studies, students who are admitted to the organised training programme (PhD/DLA students) shall enrol in the Doctoral School at the relevant Faculty. The enrolled student shall be issued a student card. From the available subjects, in the first two weeks of their examination period, students shall enter in their course record book and Electronic Study System those subjects that are required by the Doctoral School Council as core subjects for the semester representative of the student's own choice. Students shall make sure to enter those subjects that are recommended by their supervisors. Unless otherwise decided, the Doctoral School may decide to use a course record book and the entries shall be documented. The competences for certifying the completion of requirements shall be determined by the Doctoral School.
6. After every second examination period, PhD/DLA students shall write a brief report to the Doctoral School Council. In the report, students shall assess their academic performance. Supervisors shall offer their evaluation on the report, and it shall be signed by the programme director and countersigned by the supervisor.
7. Relying on the academic guidance of the DDCs, the doctoral training programme is organised by the Doctoral School Councils. Administrative assistance is provided by the Doctoral Institute and Student Services at the Faculties. It shall be the task of the Doctoral

Institute to coordinate the training programmes of the various Doctoral Schools. Together with Student Services at the Faculties, the Doctoral Institute shall ensure that the programmes are announced, the study-related tasks are managed and the semesters are closed.

8. During organised doctoral training, the credit requirements for obtaining the final certificate and for the completion of the individual examination periods shall be determined by the Doctoral Schools, taking into account the provisions set out in Appendix 4. A total of 240 credits shall be earned during the training. The minimum number of contact hours in the first two years of doctoral training shall be at least 40 hours.
9. The candidate's performance shall be measured by the announced examination type: examinations, report sessions or a specialization thesis. The grading of the examination shall be on a three-point or five-point grading scale.
10. The candidate shall retake failed subjects only once. If the retake is unsuccessful, the credit points shall be acquired from another subject.
11. The Doctoral School Council shall decide whether to recognise the subjects and written performance completed by the PhD/DLA student at another university or on a study tour abroad.
12. Taking the outcome of a dialogue between the PhD/DLA students, their supervisors and the programme director into consideration, the specific topic of the theses shall be approved by the Doctoral School Council. The date of this approval shall occur no later than the end of the fourth examination period.
13. After earning the necessary credits and fulfilling the requirements prescribed by the Doctoral School, including, in particular, the verification of foreign language proficiency, doctoral students shall obtain a completion of studies certificate. This certifies that the student has fulfilled all his/her doctoral training-related duties.

## **ADMISSION TO THE DOCTORAL TRAINING PROGRAMME**

14. Admission opportunities for organised doctoral training shall be announced on the relevant Faculty and/or Doctoral Institute websites. The Doctoral Institute or the relevant DDCs shall forward the admissions announcement, or parts thereof, to partner universities and research institutes (to all institutes recommended by the Doctoral Schools). It shall be the joint duty of the Chairs and Secretaries of the DDCs and the Vice-Deans of the relevant Faculties to organise and manage the admissions examinations.
15. Applications for research projects shall be accepted by supervisors except if the applicant wishes to enrol in an individual doctoral training programme. A candidate with an individual research topic may apply if his/her topic has been accepted in advance by an announcer of a topic who is affiliated with the Doctoral School and it is approved by the Doctoral School council during the admissions procedure.  
Research topics approved by the Council of the Doctoral School shall be announced by the Doctoral School in the database of the National Doctoral Council at least one month prior to the deadline for the submission of applications for admission.
16. Taking the Doctoral School Councils' recommendations into consideration or 5–6 undivided training years, the admissions requirements shall be determined by the DDCs. These requirements may include the following: training background of the candidate, his/her knowledge of languages and his/her previous academic achievements.
17. To be eligible to apply to a doctoral training programme, applicants must hold a degree obtained in a master's programme and have the professional qualification and foreign language proficiency required for the field of study, as specified in the regulations of the

Doctoral School. Furthermore, students enrolled in a master's programme, or in the final two academic years of an undivided programme, as defined in Sections 40(6a) and 40(6b) of the NHEA, may also apply. The required application documents must be submitted to the competent faculty.

18. Application procedure fees are listed in Appendix 3. The amount of the fees shall be no less than the flat rate fee for the BA application procedure in the same academic discipline.
19. Applicants who aspire to enrol for a Doctoral School shall take part in an admissions examination 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 procedure is to assess the candidate's academic knowledge and intellect, ascertain his/her ideas as regards his/her future doctoral work, explore his/her previous academic work and test his/her knowledge of foreign languages. The committee shall evaluate the applicants' performance and establish criteria to decide whether to support an applicant or not. Assessing foreign students, if warranted, may take place by video conferencing.
20. Relying on the approved fundamentals of the UDC and with the consent of the Doctoral Schools, the evaluation method used for the admissions examination procedure shall be set by the DDCs. The contents of the admissions examination shall be determined by the Doctoral School Councils and made available for the candidates at least two weeks prior to the admissions examination procedure. The evaluation method used for the admissions examination shall also be made public by the DDCs on the Doctoral School's website.
21. 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.
22. Foreign citizens shall also take part in the organised doctoral training programme. Any Doctoral School at the University may announce and run a doctoral programme in a foreign language. EU citizens, as well as Hungarian nationals living beyond the borders of Hungary who fall within the scope of the Status Act (Act LXII of 2001 on Hungarians Living in Neighbouring Countries), shall be entitled to the same rights as Hungarian citizens, including in cases of participation in Hungarian-language training.
23. Decisions on admission to the different forms of organised doctoral training shall be made by the University on the basis of uniform principles.

## STUDENT STATUS

24. PhD/DLA students may receive state grants or funds from other sources: research institute grants, scholarships or corporate grants.
25. In accordance with its relevant general rules of procedure, the University shall ensure that all doctoral students receive the social benefits to which they are entitled under applicable legislation and that are provided by the University.
26. The principles governing the use of the amounts of support and benefits granted to doctoral students, as defined by law, shall be determined by the UDC, taking into account the opinion of the representative of the doctoral students. The allocation of the funds may differ by academic discipline. It shall be the responsibility of the Doctoral Institute and Student Services to transfer the subsidy funds to the PhD/DLA students and monitor the allocation of these funds.

27. With the consent of the Head of the relevant Doctoral School, Faculties may assign teaching, research or other Faculty- or Institute-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 High Directorate of Finance and Engineering.
28. The workload applicable to doctoral students is equal to completing a four-hour practical session per week. With seminars and lectures that require preparation at a higher level, the number of sessions may be proportionately lower.
29. 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, six sessions per week on average.
30. The student may declare that he/she will suspend their doctoral studies for a particular semester (passive semester). The Head of the Doctoral School can permit a passive semester beyond the declaration/course registration period. Doctoral student status is suspended during a passive semester. Within the framework of the doctoral qualification procedure, the suspension of student status may not exceed two semesters, in accordance with Section 53(4) of the NHEA, except when the doctoral candidate gives birth, in which case – subject to the provisions set out in the doctoral regulations – the maximum period of suspension may be extended to six semesters.
31. No state scholarship may be awarded during the suspension of student status.
32. Following the suspension of student status, a doctoral student applying for the continuation of studies shall be entitled to the forms of support defined in the applicable legislation and, if participating in self-financed training, shall be obliged to pay the tuition fee determined under these Regulations, unless these Regulations provide otherwise.
33. Upon the termination of student status, the doctoral student shall be dismissed from the organized doctoral training programme and the doctoral training shall be declared terminated, at the request of the Doctoral School Council, if:
  - I. the doctoral student failed to demonstrate satisfactory performance in a compulsory, non-substitutable course upon retaking the examination;
  - II. the self-financed doctoral student repeatedly (on two occasions) failed, through his or her own fault, to fulfil the requirements set out in Appendix 4;
  - III. a doctoral student who, pursuant to Section IV/48, has been reclassified from a state-funded form of training to a self-financed form of training due to their own failure to meet the requirements set out in Appendix 4, again fails, through their own fault, to meet the requirements set out in Appendix 4;
  - IV. the proposed research plan has not been implemented within the required period of time due to a failure in the student's work.
34. Taking the recommendation of the Doctoral School council into consideration, dismissal cases stipulated in 34.2 (b) are judged by the DDC.
35. If the PhD/DLA student submits a leniency application, the UDC may decide to waive the right to impose the provisions stipulated in Section 33. This shall only occur once during the students' studies.
36. If a state-funded doctoral student participating in doctoral training obtains his or her degree within a period shorter than four years from the establishment of student status,

the student shall, upon obtaining the degree, be entitled to receive the unpaid portion of the scholarship calculated for the four-year training period.

**37.** 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.

## **RULES APPLICABLE TO TRADITIONAL DOCTORAL TRAINING**

**38.** In the case of part-time training, the admission procedure, the duration of training, and the degree-awarding requirements shall be the same as those applicable to students participating in full-time training. However, the organization of education and research shall differ between part-time and full-time training.

**39.** The Council of the Doctoral School shall decide on the launching of part-time training under conditions determined within its own competence.

**40.** The amounts of the tuition fees, which may vary by Doctoral School, shall be determined by the DDCs on the basis of proposals submitted by the Councils of the Doctoral Schools. Tuition fees shall be payable for a period of twelve months per year. The amounts of the tuition fees, the rules governing their use, and the semester-based deadlines for payment are laid down in Appendix 3.

**41.** The purpose of doctoral training is to expand scientific knowledge and to prepare students for the attainment of a doctoral degree. A state-funded doctoral scholarship entails full-time engagement. Accordingly, in order to ensure the timely and high-quality performance of research tasks, during the period of the scholarship, the establishment or maintenance of any other work-related legal relationship within the framework of traditional doctoral training – apart from activities carried out at the University or at research institutes cooperating in doctoral training – shall be permitted only with the approval of the competent Disciplinary Doctoral Council and the consent of the Supervisor. Such approval may be granted solely for the performance of additional research- or teaching-related tasks that do not hinder the doctoral student's professional progress, and only for the establishment of the work-related legal relationship necessary for the performance of those tasks.

**42.** The Supervisor shall certify the professional progress of the doctoral student holding such permission and confirm full compliance with the prescribed requirements. The DDC shall review this certification on a semester-by-semester basis and, at the same time, decide on any possible extension of the permission.

**43.** If a student establishes or maintains an employment relationship or any other work-related legal relationship without the prior written approval of the DDC, or for purposes other than those specified in the approval, the DDC may initiate disciplinary proceedings against the student.

**44.** A doctoral student participating in traditional doctoral training shall generally perform their academic and research activities at the University or at partner institutions participating in doctoral training, including foreign universities and research institutes cooperating with the Doctoral School or the University. The DDC may grant an exemption from this requirement in individual cases; however, the majority of doctoral students admitted to each Doctoral School shall carry out their scientific work at a department, institute, or clinic of the University.

**45.** If a doctoral student participating in traditional doctoral training carries out their scientific work at an institution cooperating with the University in doctoral training, the University

may, with the consent of the Doctoral School Council, provide financial support to that institution by covering, in whole or in part, the material costs of the training.

46. Following each examination period, doctoral students shall be entitled to a rest period of at least three weeks; following every second examination period, they shall be entitled to an additional rest period of two weeks.
47. Within the framework of traditional doctoral training, a doctoral student participating in a state-funded form of training shall be entitled to receive the scholarship for a given examination period only if the conditions set out in Appendix 4 have been fulfilled. If these conditions are not met, the doctoral student shall be transferred to a self-financed form of training for the following academic year. The state-funded doctoral student place thereby becoming vacant may, subject to Section 48(3a) of the NHEA and upon submission of an appropriate request, be allocated to a self-financed doctoral student enrolled in the same Doctoral School. Decisions on such transfers shall be made by the DDCs on the basis of the academic performance of the self-financed doctoral students applying for transfer to state-funded training.

## **SPECIAL RULES APPLICABLE TO COLLABORATIVE DOCTORAL TRAINING:**

48. The rules applicable to traditional doctoral training shall apply to collaborative doctoral training, with the following specific differences.
49. At the time of applying for doctoral training, the applicant shall declare their choice between traditional doctoral training and Collaborative Doctoral Training. Upon commencement of the training, the form of training may not be changed.
50. A student admitted during the summer admission period shall submit, to the competent Doctoral School, by 15 August of the relevant calendar year, an employer's certificate attesting to the existence of a work-related legal relationship between the student and the employer; a student admitted during the winter admission period shall submit such a certificate by 15 January of the relevant calendar year. Upon enrolment, the student shall enter into a Collaborative Doctoral Student Agreement with the University.
51. The University shall enter into a Collaboration Agreement with the professional partner specified in the Collaborative Doctoral Training (CDT) Agreement.
52. The list of professional partners shall be determined by the competent ministry in accordance with the provisions set out in Section 108(22a)(a) and (b) of the NHEA.
53. Students participating in Collaborative Doctoral Training shall be entitled, following each examination period, to a rest period of at least three weeks, and following every second examination period, to an additional rest period of two weeks, provided that such rest period shall apply exclusively to the university-related obligations arising from doctoral training. The work-related legal relationship maintained with the professional partner shall be governed by the conditions determined by the professional partner.
54. A CDT student shall notify the University without delay, and in any event no later than eight (8) days, if any condition of the CDT status ceases to exist, in particular upon termination of the student's work-related legal relationship.
55. In the event that the work-related legal relationship is terminated, the CDT student may, within the time limit set out in the CDT Agreement, submit proof of the establishment of a new work-related legal relationship meeting the conditions of the CDT. In such case, the CDT student shall be entitled to continue their doctoral studies without legal consequences.

- 56.** A CDT student shall, in each semester, be required to submit written proof, in the form of an employer's certificate, attesting to the continued existence of their work-related legal relationship, by 15 February and 15 September, respectively.
- 57.** Pursuant to Section 48/T of the NHEA, a CDT student shall be subject to a repayment obligation as follows. If the student fails to obtain the degree within six years from the establishment of the legal relationship, the student shall be obliged to repay to the Hungarian State one tenth of the scholarship disbursed in connection with the relevant training, increased annually by the rate of the average annual consumer price increase as determined by the Hungarian Central Statistical Office.
- 58.** If the student fails to comply with the provisions of the CDT contract, the student shall be required to reimburse the University for any normative funding repayment obligation imposed on the University, provided that such failure results from circumstances within the student's sphere of interest, in particular the termination of the work-related legal relationship and the failure to establish a new work-related legal relationship.
- 59.** In duly justified cases, and in accordance with the rules on force majeure laid down in the Civil Code, a CDT student may, upon application and on the basis of a proposal by the competent DDC, be granted an exemption from the obligation to reimburse institutional normative funding. The application shall be decided by the Vice-Rector responsible for doctoral training, and no separate legal remedy shall be available against the decision.
- 60.** In the context of Collaborative Doctoral Training, a doctoral student admitted to state-funded training shall be entitled to receive the scholarship for the relevant examination period only upon fulfilment of the conditions laid down in the Collaborative Doctoral Student Agreement and Appendix 4 to these Regulations. If these conditions are not fulfilled, the doctoral student status shall be terminated, and transfer to a self-financed form of training shall not be permitted.
- 61.** Following the termination of CDT status, the student may apply again for doctoral training in accordance with the applicable statutory provisions; however, application for state-funded CDT places shall not be permitted. In the event of re-admission, the student may, in accordance with the general rules, apply for the recognition of credits earned during the CDT scholarship period, and the competent DDC shall decide on such recognition.

## **CHAPTER V**

### **COMPREHENSIVE EXAMINATION**

1. As the close of the training and research phase of the programme and a prerequisite for commencing the thesis research and writing phase, a comprehensive examination shall be taken, which measures and assesses the candidate's study and research progress.
2. Requirements to be eligible to take the comprehensive examination include earning at least 90 credits within the training and research phase of the doctoral programme (first four semesters) and earning all the 'training credits' prescribed by the training scheme of the doctoral school (except for candidates who are working toward the doctoral degree on their own, whose student status is established by passing the comprehensive examination).
3. Upon accepting an application for the comprehensive examination, the DDC approves the composition of the comprehensive examination committee, as well as the examination subjects, based on the recommendation of the relevant doctoral council.
4. The comprehensive examination shall be taken publicly before an examination board. The examination board shall consist of a minimum of three members. It shall be ensured that at least one-third of the board members are not employed at the higher education institution operating the doctoral school. Only a competent university professor, habilitated associate professor (docens) or habilitated college professor (főiskolai tanár) or researcher with the title of Professor Emeritus or Doctor of the Hungarian Academy of Sciences may act as the chair of the examination board. All members of the board shall hold a scientific degree. The candidate's supervisor shall not be a board member.
5. The comprehensive examination consists of two main parts: in the first part, the theoretical competence of the candidate is assessed ('theoretical part'); in the second part, candidates shall demonstrate their scientific/artistic progress ('thesis-related part'). In the theoretical part of the comprehensive examination, candidates shall take exams in at least two subjects/areas, with the list of subjects/areas included in the training scheme of the doctoral school. The theoretical examination may also involve a written part. In the second part of the comprehensive examination, candidates shall demonstrate their insight into the scholarly literature in a presentation, provide an account of their research results, and present their research plan for the second phase of the doctoral training and for the scheduling of the preparation of the doctoral thesis and of the publication of the results.
6. The supervisor provides a written assessment of the examinee beforehand and/or assesses the examinee's performance at the exam. When the examinee prepares for the exam independently, the board of the given doctoral school may call upon the assigned supervisor or one of the school's teachers to prepare a preliminary assessment.
7. Members of the supervisory board assess the theoretical and thesis-related parts of the examination separately on a scale of 0–5. The comprehensive examination is successful if the majority of the board members conclude that both parts are successful, they give at least 3 marks to each and the average of the marks is at least 3. The grade of the comprehensive examination is either pass or fail.
8. A record of the comprehensive examination, including a written evaluation, shall be prepared. The result of the examination shall be announced orally immediately after the examination, irrespective of whether the comprehensive examination was conducted in person or online. If the doctoral candidate fails the comprehensive examination, they may re-sit the examination on one occasion in the same examination period.
9. In the event of a new admission to the doctoral training, the relevant DDC may require that the comprehensive examination be passed again.

## **CHAPTER VI**

### **THE PROCEDURE FOR THE AWARDING OF A DOCTORAL DEGREE**

1. After passing the comprehensive examination, the PhD/DLA student shall take part in and fulfil the requirements of the second phase of the doctoral programme i.e. the thesis research and writing phase, which is part of the procedure for the awarding of a doctoral degree.
2. Individuals who are preparing for the degree independently may also enrol in doctoral programmes, provided that they have fulfilled the requirements for admission and for the doctoral programme. In this case, student status shall be established upon passing the comprehensive examination. The decision to accept such a registration is made by the DDC based on the recommendation of the Doctoral School Council.
3. The PhD/DLA student must submit their doctoral thesis within three academic years after passing the comprehensive examination, in accordance with the rules set out in the Doctoral Regulations. In cases warranting special consideration (such as childbirth, accident, illness, or other unforeseen circumstances), this period may be extended by the competent DDC by up to one academic year, in accordance with NHEA Section 53(4).
4. The completion of studies certificate is a prerequisite for the submission of the doctoral thesis. Upon submission of the thesis, 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.
5. If, by the deadline defined in NHEA Section 53 (4), the PhD/DLA student does not submit a thesis that is fit for assessment and concurrently does not comply with the language examination and publication requirements of the relevant Doctoral School, the procedure for the awarding of a doctoral degree shall be terminated by the relevant DDC on the grounds of insufficient completion of requirements.
6. If the first procedure for the awarding of a doctoral degree is rejected because of a failed thesis defence or because there were two opponents who rejected the thesis, a renewal of the procedure for the awarding of a doctoral degree is only possible after two years and only once more within the same branch of science.
7. If the procedure for the awarding of a doctoral degree shall be terminated in accordance with Section 6 of the present chapter, an application for a new procedure for the awarding of a doctoral degree is only acceptable if the candidate, at the time of his/her application, submits his/her thesis – fulfils all other criteria – or meets the language examination and publication requirements of the relevant Doctoral School.
8. If the PhD/DLA student cannot meet the deadline requirements of the procedure for the awarding of a doctoral degree because of childbirth, the second attempt shall be recognised as the first attempt.
9. Expenses for the procedure for the awarding of a doctoral degree and remuneration of those involved shall be found in Appendix 3.
10. In line with NHEA Section 81, if a doctoral candidate with a Hungarian state grant submits a complete request to set up a preliminary defence of the thesis – or, if this is not compulsory, then a public defence – then commencement and certificate costs shall be covered by the relevant Doctoral School.
11. With PhD/DLA students who have 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 for the awarding of a doctoral degree.

12. Minutes shall be taken at all stages of the doctoral procedure.

## INDEPENDENT SCIENTIFIC WORK

13. The PhD/DLA student shall prove his/her independent scientific work through published articles in journals and books approved by the particular academic field and/or through patents that have 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 also involve scientometrics.
14. If the publications mentioned in the previous Section have co-authors, the co-authors shall declare in writing which specific scientific conclusions have been reached through the candidate's own efforts. Formal requirements regarding the declaration shall be found in Section 30 of the present chapter of 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.
15. If the co-author of any of the publications described in Section 14 of the present chapter is a PhD/DLA student, the supervisor shall declare whether the scientific conclusions published in the article demonstrate the contribution of the candidate.

## FOREIGN LANGUAGE REQUIREMENTS

16. 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 particular branch of science. Out of these languages, 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. The relevant DDC regulations shall apply to deaf students whose native language is a (Hungarian or other) sign language.
17. The PhD student shall certify at least one complex type (oral and written) intermediate state language exam or an equivalent certification. The 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 Foreign Language Centre. The expert opinion of the Centre shall be final.
18. In case the doctoral school prescribes the knowledge of a second language, it shall be fulfilled in accordance with the disciplinary regulations of the relevant Doctoral School.
19. For foreign national PhD/DLA students whose native language is not Hungarian, their mother tongue shall be accepted as a fulfilment of one of the language requirements, provided that it satisfies the language requirements of the particular Doctoral School. For foreign nationals, Hungarian is administered as a foreign language.

## THE DOCTORAL THESIS

20. The thesis is a comprehensive piece of work that demonstrates the candidate's goals, his/her new academic achievements, his/her insights into the scientific literature and his/her research methodology. Generally, the thesis shall be written in Hungarian or in English, 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 pre-determined by the Doctoral School Council.
21. 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 will include a table of contents, summary bibliography and list of the candidate's own related publications. The thesis may be accompanied by an Appendix: photographs, collections of documents etc. The length of the Appendix may be regulated by the DDCs.
22. The Doctoral School Council may decide to have a preliminary defence on a thesis before it assumes its final shape. The circumstances of the defence 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 taken during the defence. The Doctoral School Council may also require a plagiarism check for a thesis submitted for the in-house defence, the costs of which will be covered by the University.
23. The thesis may be approved for the public defence on condition that it undergoes a plagiarism check before it is uploaded to the Doctoral Repository, the costs of which will be covered by the University.
24. At least one bound copy of the thesis shall be submitted to the Faculty within the relevant branch of science.
25. A detailed summary shall be appended to the thesis in the language of the thesis in printed and electronic format. In the case of a summary not written in Hungarian, the thesis and the summary booklet shall contain a Hungarian-language abstract of no more than 2000 characters; in the case of a summary written in Hungarian, the thesis and the summary booklet shall contain an abstract of the same length in English.
26. Immediately following the submission of the bound copies, the PhD/DLA student shall ensure that the thesis and summary are uploaded to the SZTE Klebelsberg Library and Archives' Repository of Theses. The assessment procedure shall only begin after the upload has been completed. When the defence of the thesis is announced, the relevant Faculty or Doctoral School shall upload the names of the thesis defence board members to the Repository. The names of the thesis defence board members shall be displayed on the invitation for the public defence.
27. Following a successful thesis defence procedure – a fact to be recorded in the Repository – a printed copy of the thesis and the summary booklet as well as of the Hungarian-language abstract in the case of a summary booklet in a foreign language, which has the names of the thesis defence board members (a list to be added later), is catalogued in the SZTE Klebelsberg Library and Archives. Concurrently, the candidate shall upload the thesis and summary to the MTMT database.
28. If the defence is unsuccessful, the thesis, the summary and the names of the thesis defence board members shall be deleted from the Repository unless the candidate requests 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 SZTE Klebelsberg Library and Archives.

**29.** If, in line with Chapter III, Section 23 of the Regulations, the thesis shall be made public at a later date, the operator of the Repository shall ensure that both the printed and the electronic versions of the thesis shall remain inaccessible until the date defined by the DDC. If a doctoral thesis is subject to industrial property protection, copyright protection relating to software, or the protection of a trade secret, the public disclosure of the doctoral thesis and the doctoral summary may, at the request of the author, on the basis of a favourable opinion of the Committee of Assessors and with the approval of the Doctoral Council, be deferred until the registration of the industrial property protection at the latest. Doctoral theses and doctoral summaries containing information classified for reasons of national security shall be made public after the expiration of the classification period.

**30.** If the publications on the reference list have co-authors, then the thesis shall have a section where, as regards the specific research topic and the publications, the co-authors (or the lead author, if that is not the PhD/DLA student) shall declare in writing which specific scientific conclusions are the ones – from the co-authored scientific achievements – that were reached through the candidate's absolutely vital work and later published in the thesis and summary. Co-authors shall also declare that the above-mentioned conclusions have not been used by them for the awarding of 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 thesis shall also contain another declaration required by the regulations.

## **THE ASSESSMENT PROCEDURE**

**31.** The assessment procedure shall not begin until the candidate has met all the requirements, that is, fulfilled all publication and language examination requirements and the plagiarism check. When the candidate meets all the requirements, submission of his/her thesis to the Official Committee of Assessors shall not be rejected.

**32.** The Committee of Assessors that assesses the doctoral thesis shall 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 in total. 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. Chapter V, Section 4 of these Regulations shall apply to the Chair of the Committee.

**33.** Based on the proposal of the competent Doctoral School Council, the Committee is appointed by the DDC. The decision of the DDC must comply with the applicable laws and regulations governing conflicts of interest, in particular Section 17 of Government Decree 387/2012. (XII. 19.). No individual may participate in the doctoral procedure as an official Assessor or member of the Committee if they are a close relative of the candidate, or if they cannot be reasonably expected to provide an objective evaluation. Furthermore, the candidate must not have any co-authored publications with members of the Committee, and the candidate's supervisor may not serve as a member of the Committee. All members of the Committee are required to submit a written declaration regarding conflict of interest to the competent doctoral school, in accordance with the provisions set out in this section.

**34.** 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. The Doctoral School Council shall put forward its new proposal on the members of the Committee for the next meeting of the DDC.

35. If one of the Assessors shall have a negative opinion, the DDC shall request the opinion of a third Assessor. If the opinion of the third Assessor is positive, the DDC shall submit the thesis for the public defence. If the third Assessor rejects the thesis, the Doctoral Council shall terminate the procedure for the awarding of a doctoral degree. The same rules apply when the two Assessors, appointed at the beginning of the defence, reject the thesis.
36. A new procedure is only possible after two years and only once more within the same research topic.
37. With two supportive assessments, the DDC shall approve the thesis for the public defence within two academic months. Two weeks prior to the event, the place and time of the defence shall be made public to allow enough time – no fewer than three weeks – for the members of the Committee to thoroughly study the thesis.
38. The list of guests who shall receive a mandatory invitation to the defence is regulated by the Doctoral School Councils. Along with the invitation, these guests shall also receive the summary.
39. The place and time of the defence shall be announced at the relevant Faculty, department, and 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 summary shall be submitted to the Library. Any additional invitations may be restricted by the academic disciplines. PhD/DLA students may send any number of invitations.
40. The defence shall only be held in the presence of the Chair, at least one of the Assessors and at least four members of the Board. If necessary, external members of the Committee may participate in the procedure by video conferencing. In cases which deserve special attention, the PhD candidate might request the competent doctoral school to organise the whole defence procedure by video conferencing. The defence is not to be held if there is a negative opinion and the Assessor who gave the negative assessment is not present at the defence. In such cases the DDC assigns a new date for the defence, in which case the defence may be held without the Assessor with the negative opinion.
41. The defence is presided over by the Chair of the Board. The defence begins with the administrator describing the candidate's scientific resume.
42. At the public defence, the PhD/DLA student shall present (in an unrestricted way and in 30 minutes at the most) a summary of his/her thesis and work. The candidate presents the outcome of the assessments and reacts to written questions from the Assessors and questions and comments from the Committee members, the Assessors and those who are present at the defence.
43. Following the completion of the defence, the Committee – in a closed session and by secret ballot – shall decide on a 0–5-point 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.
44. The awarding of the doctoral degree shall depend on the report compiled by 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.
45. Upon request by the PhD/DLA student, the University may issue a certificate on the outcome of the Assessment and the awarding of the doctoral degree.
46. If a doctoral thesis is based on applied research and development, the holder of the relevant patents, acting as the financial sponsor of the applied research, may, in

accordance with the provisions of the applicable legislation, request that the assessment procedure and the defence of the thesis be conducted in closed session. A closed defence may be requested if the doctoral thesis is subject to industrial property protection, copyright protection relating to software, involves a trade secret, or contains information classified for reasons of national security. Upon a recommendation by the relevant Doctoral School, the DDC shall decide on such non-public defences. Any appeal against such decisions shall be submitted to the UDC.

**47.** 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**

**48.** The doctoral diploma shall display the following: the name and seal of the University of Szeged, the holder's identifiable name, the holder'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.

**49.** Qualification of the doctoral degree shall be based on the defence of the thesis. Qualification of the degree shall be as follows: 3.0–3.6 is rite, 3.61–4.30 is cum laude, and over 4.30 is summa cum laude.

**50.** 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.

**51.** In line with the traditions of the University, those who were awarded a doctoral degree shall be conferred doctors at a public ceremonial University Senate Meeting.

**52.** At the conferment ceremony, the candidates shall take an oath.

## **INDIVIDUAL PREPARATION TOWARD A DOCTORAL DEGREE**

**53.** Those who wish to obtain a doctoral degree within an individual preparation programme shall register for a comprehensive examination at a chosen Doctoral School. Taking the recommendation of the Doctoral School Council into consideration, acceptance of the applicant shall be 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 particular Doctoral School and that the applicant shall demonstrate adequate previous academic/scientific work.

**54.** If the comprehensive examination is passed, the higher education institution shall recognise the minimum credits required for taking the comprehensive examination. Based on previously acquired skills and competences, additional credits may also be recognised upon request up to the upper limit specified by law.

**55.** 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/her scientific research work at the University, the Doctoral School assigns a supervisor/adviser to the candidate.

**56.** Taking the recommendation of the Doctoral School Council into consideration, the amount of the fee – which depends on whether the PhD/DLA students who participate in the individual preparation programme shall need the assistance of a supervisor and

wish to make use of the University's infrastructure to carry out their scientific research – shall be determined by the DDC.

**57.** A doctoral student pursuing doctoral studies individually shall submit their doctoral dissertation for the purpose of initiating the defence procedure within five academic years following the establishment of student status.

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

**58.** Thanks to bilateral agreements between universities, it is possible to obtain a joint doctoral degree working in conjunction with a foreign university. In each of these cases, the parties shall specify the conditions – consistent with the present Doctoral Regulations – in a written agreement. An inter-university agreement on a joint doctoral degree shall be entered into in the first year of the candidate's training.

**59.** In all the cases specified in the previous Section, the following shall 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 two semesters at each university during the total training time. An exemption can be permitted by the relevant DDC if the foreign partner university is on another continent, in which case the training period required at the partner university is one semester;
- credits are recognised by the relevant Doctoral Schools;
- In selecting the members of the Comprehensive Examination Board and the Committee of Assessors, the lecturers and researchers at both universities enjoy the same rights to be elected as chairs and members. The composition of the committees shall comply with applicable rules and guidelines at the institution where the defence takes place;
- the committees shall include a member from both universities who can join the defence 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 at the comprehensive examination, at the thesis defence, in the doctoral thesis and in the summary, Sections 20 and 27 of the present chapter shall apply;
- the comprehensive examination and the thesis defence can be organised at either of the cooperating universities;
- the publication requirements at both universities shall be fulfilled for the awarding of the doctoral degree;
- the doctoral diploma shall state that the degree is the result of joint supervision (co-tutelle).

## CHAPTER VII

### REVOKING THE DOCTORAL DEGREE

1. Throughout the doctoral procedure, the University shall follow and apply 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 and, 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.”
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/her own, used false or perhaps forged data in his thesis, used forged documents to launch and continue the doctoral procedure and 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.
3. The deeds described in the previous section shall not have a statute of limitations. Only the bearer of the award shall be made responsible.
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/her conduct. Such cases are the following in particular:
  - serious misdeed in the person’s scientific work
  - criminal activity committed within the framework of a professional scientific work
  - deliberate violation of the doctoral oath
5. The deeds described in this section shall not have a statute of limitations. Anyone who can prove with documents or assumes that the deeds described in Sections 2 or 4 of this chapter have been committed may initiate the doctoral degree revocation procedure with the Chair of the UDC that issued the degree.
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 2 of this chapter 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. If the revocation procedure is initiated by the original author and the violation of intellectual property rights has 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 of the revocation of the degree.
7. In the event of an appeal against the judgement to revoke the degree, the UDC shall appoint an ad hoc committee with core members from the Doctoral School. At least 50% of these members shall not have 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.

8. A doctoral degree revoked by the UDC shall not be obtained in another doctoral procedure.
9. The legally binding revocation decision shall be made public by the University.

## **CHAPTER VIII**

### **HONOURS AND AWARDS**

#### **THE CONFERMENT OF DOCTOR WITH HONOURS**

- 1.** 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 approve the proposal. Through the relevant Ministry, the Rector shall submit the proposal to the President of Hungary.

#### **PRO LAUDANDA PROMOTIONE AWARD**

- 2.** The award may be granted to persons who have obtained a PhD degree at the University of Szeged after organised training and who have completed all the requirements at the highest standard of quality. Another condition is that the defence shall take place within five years after studies have commenced, and the date on which the degree is conferred shall be in the year in which the award is granted or within the preceding four calendar years.
- 3.** Up to six awards may be granted annually.
- 4.** The recipient of the award shall receive a certificate and a medal. The award involves a one-time cash benefit determined by the Senate, which amounts to three times the amount of the current minimum wage.
- 5.** The award shall be signed by the Rector of the University and the Chair of the University Doctoral Council.
- 6.** The conferring of the award shall be decided by the University Doctoral Council on the basis of the recommendation of the Disciplinary Doctoral Council.
- 7.** The expenses related to the preparation of the award and the medal shall be covered by the Doctoral Institute, and the cash benefit shall be provided by the University Excellence allocation.
- 8.** The award ceremony shall be held once a year on University of Szeged Day.

#### **THE DISTINGUISHED TITLE OF DOCTOR HONORIS CAUSA**

- 9.** 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 professors and emeritus professors of the University of Szeged.
- 10.** The University shall confer the above-mentioned title to no more than five persons a year.
- 11.** Conditions of awarding the Doctor Honoris Causa title:
  - internationally highly-acclaimed academic/scientific work
  - long-term continuous relationship with the University that has led to internationally recognised shared academic/scientific conclusions
  - in awarding the title, the University strengthens its good reputation and standing

- 12.** In exceptional and strongly 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 the previous Section need 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 a qualified majority – by the Senate. Such proposals shall not fall under the scope of Section 10 of this chapter, and more than one proposal shall not be accepted annually.
- 13.** 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.
- 14.** The University Senate shall decide on the awarding of the Doctor Honoris Causa title. The decision shall be made with the knowledge of the UDC decision.
- 15.** The diploma of the distinguished title shall be written in Latin or in English. The awarded person shall receive the professors' gown, which is decorated with the colour of the relevant Faculty.
- 16.** 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.
- 17.** The honorary doctoral awarding ceremony usually takes place during the public ceremonial University Council Meeting, which is usually held as part of the ceremonies on the University of Szeged Day.
- 18.** Expenses related to the awarding procedure shall be divided fifty-fifty by the respective Faculty and the Rector's Office.

#### THE DISTINGUISHED TITLE OF EMERITUS CORE MEMBER

- 19.** On recommendation by the relevant Doctoral School, the DDC may award the distinguished title of Emeritus Core Member to a person:
  - who was a founding member or a core member for at least five years of the Doctoral School and
  - takes upon himself/herself to remain in contact with the Doctoral School in the future.
- 20.** Emeritus Core Members have no supervisory duties and they need not meet the HAC requirements.
- 21.** 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.
- 22.** Upon recommendation 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 IX**

### **MISCELLANEOUS PROVISIONS**

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

1. At the request of the individual concerned, the University shall issue a certificate, including in English, attesting to the authorised use of the doctoral degree title.

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

2. By formal decision, the UDC may recognise an academic degree obtained abroad as a doctoral degree, provided that the degree was awarded by a foreign higher education institution authorised under the law of the relevant foreign state to confer academic degrees, and that the requirements for obtaining the degree correspond to the requirements for obtaining a doctoral degree as set out in these Regulations, or may be made to correspond thereto through the prescription of supplementary requirements. As regards the issues of fulfilment, the setting of applicable additional pre-set conditions and the nostrification of the degree, the DDC shall make recommendation – in light of the opinion of the relevant Doctoral School Council – and forward the complete docket to the UDC. Fees that may apply to the nostrification procedure shall be displayed in Appendix 3. The nostrified degree shall not involve a qualification, and no certificate shall be issued as a result of the nostrification. During the nostrification procedure the provisions of Act C of 2001 and Act CL of 2016 on general administrative procedure shall apply.
3. The applicant of the nostrification procedure shall submit the attachments as indicated by the competent doctoral school, but at least the followings:
  - the official copy of the university (undergraduate) and doctoral (PhD) degrees;
  - a copy of the thesis defended abroad;
  - the transcript of the completed graduate courses;
  - the transcript of the completed exams as the part of the defence procedure;
  - the requirements of the awarding of a doctoral degree at the foreign university that awarded the degree to the applicant;
  - documents evidencing the foreign language knowledge;
  - the list of published papers and papers accepted for publication;
  - the proof of payment of the fees of the nostrification procedure.
4. No recognition procedure is required, and the foreign academic degree shall be deemed equivalent to a Hungarian doctoral degree, if it complies with the provisions set out in Section 14/A(4) of Act C of 2001 on the Recognition of Foreign Certificates and Degrees, and if it was awarded by a foreign higher education institution authorised under the law of the relevant foreign state to confer academic degrees, or if the foreign higher education institution awarding the academic degree has been accredited by an organisation registered in the European Quality Assurance Register for Higher Education (EQAR).

## **DOCTORAL REGULATIONS AND DOCTORAL REGISTRATION**

5. 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 for the awarding of a doctoral degree shall be found in the disciplinary regulations.
6. A register shall be maintained of persons admitted to the Doctoral Schools, participating in doctoral training, applying for the conferral of a degree, or having obtained a doctoral degree, in accordance with the applicable data protection legislation and the University's internal regulations. In the processing of personal data recorded in the register, the applicable data protection principles and requirements shall be observed, in particular the principles of purpose limitation, accuracy, storage limitation, and data minimisation.
7. The Doctoral Institute shall have the administrative duties and the tasks of forwarding information.
8. The Doctoral Institute shall maintain, in accordance with the provisions of the legislation referred to in these Regulations, an appropriate register of the first employment of doctoral students who have obtained a certificate of completion of studies and, with their consent, of persons who have been awarded a doctoral degree.

## **CHAPTER X**

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

1. If during the procedure for the awarding of a doctoral degree the deadlines are set in months, July and August shall be disregarded.

## **CHAPTER XI**

### **IMPLEMENTATION PROVISIONS**

1. These Regulations were adopted by the Senate of the University of Szeged on the 26<sup>th</sup> day of the month of January in the year 2026, by Decision No. \_\_\_. The Regulations shall enter into force on the 1st day of February in the year 2026. The Regulations are continuously accessible at the following link:  
<http://www.u-szeged.hu/szabalyzatok>.
2. The provisions of the Regulations which entered into force on 1 January 2016 shall apply to PhD students and doctoral candidates who commenced their doctoral training or doctoral degree procedure before 1 September 2016.

Szeged, 26 January 2026

**Prof. Dr. László Rovó**  
Rector

**APPENDIX 1**  
**CORRESPONDENCE BETWEEN *BRANCHES OF SCIENCE* AND *TRAINING BRANCHES* FOR THE ESTABLISHMENT OF DOCTORAL SCHOOLS**

<b>BRANCHES OF SCIENCE</b> (HAC ruling)	<b>TRAINING BRANCH</b> (Master's 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
Religious Sciences	Multimedia
	Religious Life Trainings

**APPENDIX 2**  
**DOCTORAL SCHOOLS OPERATING AT THE UNIVERSITY OF SZEGED**  
**LISTED BY SCIENTIFIC DISCIPLINES AND BRANCHES OF SCIENCE**

**Art Sciences**

<b>Branch of Science</b>	<b>Doctoral School</b>
Literary Sciences	<b>DOCTORAL SCHOOL OF LITERATURE</b> Chair: Prof. Ágnes Hansági DSc
Linguistic Sciences	<b>DOCTORAL SCHOOL OF LINGUISTICS</b> Chair: Prof. Enikő Németh T. DSc
Pedagogy Sciences	<b>DOCTORAL SCHOOL OF EDUCATIONAL SCIENCES</b> Chair: Prof. Gyöngyvér Molnár Fellow of the Academy
Philosophical Sciences	<b>DOCTORAL SCHOOL OF PHILOSOPHY</b> Chair: Prof. Zoltán Gyenge DSc
History Sciences	<b>DOCTORAL SCHOOL OF HISTORY</b> Chair: Prof. Ágnes Deák DSc

**Medicine Sciences**

<b>Branch of Science</b>	<b>Doctoral School</b>
Clinical Medicine Sciences	<b>DOCTORAL SCHOOL OF CLINICAL MEDICINE</b> Chair: Prof. Lajos Kemény, Fellow of the Academy
Theoretical Medicine Sciences	<b>DOCTORAL SCHOOL OF MULTIDISCIPLINARY MEDICINE</b> Chair: Prof. Norbert Jost DSc
Theoretical Medicine Sciences	<b>DOCTORAL SCHOOL OF EXPERIMENTAL AND PREVENTIVE MEDICINE</b> Chair: Prof. Márta Széll DSc
Pharmaceutical Sciences	<b>DOCTORAL SCHOOL OF PHARMACEUTICAL SCIENCES</b> Chair: Prof. Judit Hohmann DSc

**Social Sciences**

<b>Branch of Science</b>	<b>Doctoral School</b>
Law and Political Sciences	<b>DOCTORAL SCHOOL OF LAW AND POLITICAL SCIENCES</b> Chair: Prof. László Blutman DSc
Business Economics Sciences	<b>DOCTORAL SCHOOL OF ECONOMICS</b> Chair: Prof. Beáta Farkas DSc

**Natural Sciences**

<b>Branch of Science</b>	<b>Doctoral School</b>
Biology Sciences	<b>DOCTORAL SCHOOL OF BIOLOGY</b> Chair: Prof. Csaba Vágólgyi DSc
Physics Sciences	<b>DOCTORAL SCHOOL OF PHYSICS</b> Chair: Prof. Béla Hopp DSc

Chemistry Sciences	<b>DOCTORAL SCHOOL OF CHEMISTRY</b> Chair: Prof. Ágota Tóth DSc
Geosciences	<b>DOCTORAL SCHOOL OF GEOSCIENCES</b> Chair: Prof. Tivadar M. Tóth DSc
Environment Sciences	<b>DOCTORAL SCHOOL OF ENVIRONMENT</b> Chair: Prof. Zoltán Kónya DSc
Mathematics and Computer Sciences	<b>DOCTORAL SCHOOL OF MATHEMATICS</b> Chair: Prof. Gábor Péter Nagy DSc

### **Technical Sciences**

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

**APPENDIX 3**  
**FEES AND CHARGES LEVIED DURING THE DOCTORAL TRAINING  
PROGRAMME AND THE PROCEDURE FOR THE AWARDING OF A DOCTORAL  
DEGREE AND THE ALLOCATION OF THESE MONIES**

1. The amount of the tuition fees levied on PhD/DLA students who are either Hungarian nationals or nationals who – pursuant to the Law – shall fall under the same provisions as Hungarian nationals (EU citizens or Hungarian nationals living outside Hungary) and the amount of the fees for all other PhD/DLA students who are not Hungarian citizens shall be determined by the relevant Doctoral School Council and approved by the DDC. All fees shall be proportionate to the actual costs of the training.
2. Upon failure to fulfil or late fulfilment of their duties stipulated in these Regulations, PhD/DLA students shall pay extra fees. The amount of the extra fee shall be no more than 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 be determined by the relevant Faculties, and it shall be made public before the admission procedure. The relevant Faculties may accept late applications no later than five working days after the application deadline on payment of a surcharge announced before the admission procedure.
4. Fees applicable during the evaluation procedure for the awarding of a doctoral degree:
  - a) The fee shall be HUF 110 000 for the following doctoral candidates: Hungarian nationals and nationals who – pursuant to the Law – shall fall under the same provisions as Hungarian nationals and who have participated in an organised doctoral training at the University and PhD/DLA students employed by the University of Szeged, the Biological Research Centre (SZBK) and the Cereal Research Institute. For PhD/DLA students 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, the fee is EUR 1000.
  - c) The fee for recognition of PhD degrees issued by foreign institutions shall be HUF 50 000.
- These charges do not include the cost of the investiture and the diploma other than those referred to in (b). If a higher level of procedural regulation provides for an exemption to payment of procedural and diploma fees for the PhD/DLA student, the remaining costs shall be borne by the relevant doctoral school.
5. Fees shall be allocated as follows:
  - for a fee of HUF 110 000, the Doctoral Institute shall be entitled to HUF 8000, and HUF 10 000 for HUF 150 000;
  - for a 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 arising from the doctoral procedure.
6. Allocation of fees – paid by PhD/DLA – students in cases not outlined above:

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

The full amount of the fee paid by the doctoral student shall accrue to the Doctoral Schools, subject to the Faculty Council's right to set a faculty overhead charge. The deadline for payment of the fee shall be the same as that laid down in the University of Szeged's regulations in force on the fees and charges payable by students and on certain forms of support that may be granted to them, in particular the provisions set out in Appendix 7 thereof.

## 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).
2. During the training period – divided into 8 examination periods – a total of 240 credit points shall be earned to be eligible for a completion of studies certificate.
3. No fewer than 20 and no more than 45 credit points shall be collected during each examination period.
4. If a student participates in partial studies at a foreign or other Hungarian university, the relevant Doctoral School Council may grant an exemption from the above-mentioned requirements. The credit point value of the courses 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 130 credit points shall be earned.
6. The credit point value of the theoretical course with two lessons per week (14 weeks/semester) shall be 3–6 points. The credit point value shall change in proportion to 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 15 credits points shall be earned 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. No more than 48 credit points shall be achieved and no more than 8 credit points per semester with teaching activities. 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 that at least one such report be required (in the sixth examination period, for example). The Doctoral School Council shall determine the number of reports to be recognised with credit points.
10. PhD/DLA students may be granted credit points for journal articles and active conference participation with lectures and posters if they are published in the conference publications. The credit point 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.

**From January 1, 2022:** Student status may also be established in the doctoral training upon passing the comprehensive examination if the student has worked toward their degree in general medicine, veterinary medicine, dentistry or pharmacy independently

and credits earned in a Master's programme have been accepted in respect of the comprehensive examination as per the doctoral regulations of the higher education institution.

**From May 31, 2022:** A student may also gain admission to a doctoral training programme if he/she participates in preparation that constitutes part of the doctoral training parallel to their studies in the last year of their studies in a Master's programme provided that the student fulfils the admissions requirements after receiving the Master's degree. Credits earned in the Master's programme are accepted as per the doctoral regulations of the higher education institution simultaneously with the admissions decision.

- 11.** On the proposal of the Doctoral Council, the recognition of credit points permitted by applicable legislation shall be decided by the DDC. Such recognition shall only be possible with PhD/DLA students in the organised training programme.
- 12.** The competences related to certifying credits shall be determined by the Doctoral School Council.

**APPENDIX 5**

**DECLARATION REGARDING CONFLICT OF INTEREST**

I, the undersigned ....., hereby declare, under penalty of criminal liability, that I undertake to participate as an assessor/committee member [please underline option that applies] in the official assessment process for the doctoral thesis titled ....., submitted by doctoral candidate ....., and I confirm that there is no conflict of interest or bias on my part in relation to the doctoral candidate in any form.

*In accordance with section 17 of Government Decree 387/2012 (XII.19.) on doctoral schools, doctoral procedures, and habilitation, no individual may participate in the doctoral procedure as an official assessor or member of the Committee*

- a) if they are a close relative of the doctoral candidate, or*
- b) if they cannot be reasonably expected to provide an objective evaluation.*

*An objective evaluation cannot be expected from an individual who is the direct supervisor or subordinate of the candidate, a colleague within the same organizational unit, or someone who has co-authored a publication with the doctoral candidate.*

Should any changes affecting my impartiality arise during the procedure, I will promptly notify the Council of the ..... Doctoral School.

..... [place], ..... [day] ..... [month] ..... [year]

.....

Signature