

**EÖTVÖS LORÁND UNIVERSITY**  
**ORGANISATIONAL AND OPERATIONAL REGULATIONS**  
**VOLUME 2**  
**ANNEX 6 TO THE ACADEMIC REGULATIONS FOR STUDENTS**  
  
**DOCTORAL REGULATIONS**



**2016<sup>1</sup>**

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<sup>1</sup> Approved with Senate Resolution CXCIV/2016. (VI. 27.) in a uniform structure with the provisions of Senate Resolutions CCIII/2016. (IX.26.), CCIV/2016. (IX.26.), CCVII/2016. (IX.26.) on the amendments.

## TABLE OF CONTENTS

<b>General Provisions .....</b>	<b>8</b>
<i>The Effect of the University Doctoral Regulations .....</i>	<i>8</i>
<b>Organisational Framework of the Doctoral Programme and the Obtainment of a Doctoral Degree .....</b>	<b>8</b>
<i>Scientific Brances and Academic Disciplines of the Doctoral Programme .....</i>	<i>9</i>
<i>Doctoral Councils.....</i>	<i>9</i>
University Doctoral Council .....	9
Discipline Doctoral Councils .....	12
<i>The Doctoral School .....</i>	<i>14</i>
The Head of the Doctoral School.....	16
Council of the Doctoral School.....	16
The Lecturers of the Doctoral School .....	17
The Doctoral Programme .....	18
<i>Doctoral Student Union .....</i>	<i>19</i>
<i>Quality Assurance.....</i>	<i>19</i>
<b>The Doctoral Programme.....</b>	<b>20</b>
<i>The Goal and Regulation of the Doctoral Programme .....</i>	<i>20</i>
<i>Forms of Doctoral Programmes .....</i>	<i>20</i>
<i>Application and Admission .....</i>	<i>20</i>
<i>General Provisions Pertaining to the Student Status.....</i>	<i>22</i>
Establishment of the Student Status: Enrolment and Transfer .....	22
Registration for the Semester, Course Registration .....	23
Interruption of the Student Status.....	23
Reallocation .....	24
Termination of the Student Status.....	24
The Credit System.....	25
Student Employment.....	25
Doctoral Programme Agreement .....	26
<i>Academic Requirements in the Training and Research Phase.....</i>	<i>27</i>
Regulation of Academic Requirements.....	27
The Doctoral Topic and Training Plan.....	27
Changing the Doctoral Topic and Topic Supervisor.....	27
Attendance .....	28
Academic Assessment.....	28
<i>The Comprehensive Examination .....</i>	<i>29</i>
Conditions of Applying for the Comprehensive Examination .....	29
Application for the Comprehensive Examination .....	31
Announcing Comprehensive Examination Dates.....	31
The Exam Committee .....	32
Evaluation of the Exam. Retaking an Unsuccessful Exam .....	32
<i>The Pre-degree Certificate (Absolutorium) .....</i>	<i>33</i>
The Conditions of Obtaining the Pre-degree Certificate (Absolutorium) .....	33
<i>Appeals .....</i>	<i>33</i>
<b>Obtaining the Doctoral Degree .....</b>	<b>34</b>
<i>Conditions of Obtaining the Doctoral Degree.....</i>	<i>34</i>
<i>Submission of the Doctoral Dissertation .....</i>	<i>35</i>
Content and Formal Requirements of the Doctoral Dissertation .....	35
The Research Centre Disputation.....	35

Submission of the Doctoral Dissertation.....	35
<i>The Critique Procedure</i> .....	36
Initiation of the Critique Procedure.....	36
The Public Disputation.....	37
<i>Decision on the Conferment of the Doctoral Degree</i> .....	39
<i>Revocation of the Doctoral Decree</i> .....	40
<i>Appeals in the Doctoral Procedure</i> .....	41
<i>The Publicity of the Doctoral Abstracts and Dissertations</i> .....	41
<b>Joint Doctoral Programmes with Other Universities</b> .....	<b>43</b>
<i>Joint Doctoral Programme with a Foreign University</i> .....	43
Joint Doctoral Programme .....	43
Joint Doctoral Programme of Individual Students (Co-tutelle).....	43
<i>Partial Studies</i> .....	44
Partial Studies at a Domestic University .....	44
Partial Studies in a Foreign Higher Education Institution .....	44
Recognition of Previous Achievements .....	44
<b>The Doctoral Certificate and the Conferment of the Title of Doctor (PhD)</b> .....	<b>45</b>
<i>Conferment of the Title of 'Doctor with Honours'</i> .....	46
<b>Registers of Doctoral Candidates and Doctors</b> .....	<b>46</b>
<b>Doctoral Student Bursaries and Fees</b> .....	<b>46</b>
<b>National Recognition of Degrees Obtained Abroad</b> .....	<b>47</b>
<b>The Use of the State Subsidies and Incomes of the Doctoral Programme</b> .....	<b>48</b>
<b>The 'Doctor Honoris Causa' and 'Doctor et Professor Honoris Causa' Titles</b> .....	<b>48</b>
<b>Transitional and Closing Provisions</b> .....	<b>49</b>
<b>Annex 4</b> .....	<b>51</b>
<i>Administrative Fees and Honoraria Due to the Participants in the Procedures</i> .....	51
<b>Annex 5</b> .....	<b>52</b>
<i>Application Forms</i> .....	52
<b>Annex 6/1</b> .....	<b>61</b>
<b>Faculty Doctoral Regulations of the Faculty of Law</b> .....	<b>61</b>
<i>Doctoral Council of Law and Political Science</i> .....	<b>61</b>
<i>The Council of the Doctoral School</i> .....	63
<i>Handling of Student Academic Affairs</i> .....	64
<i>Admission to the Doctoral Programme</i> .....	64
<i>Transfer</i> .....	66
<i>Postponement of Enrolment. Suspension of Studies</i> .....	66
<i>Reallocation</i> .....	67
<i>Partial Studies at Other Higher Education Institutions</i> .....	67
<i>Partial Studies at Foreign Higher Education Institutions</i> .....	68
<i>Student Employment By Another Employer</i> .....	69
<i>The Comprehensive Examination</i> .....	70
<i>The Doctoral Pre-Degree Certificate (Absolutorium)</i> .....	72

<i>The Critique Procedure</i> .....	72
<i>The Doctoral Dissertation</i> .....	73
<i>The Research Centre Disputation</i> .....	74
<i>Submission of the Doctoral Dissertation</i> .....	75
<i>The Assessment Committee</i> .....	75
<i>The Public Disputation</i> .....	76
<i>National Recognition of a Doctoral Degree Obtained Abroad</i> .....	79
<i>Cooperation Agreements with Professional Organisations</i> .....	80
<i>Tuition of the Doctoral Programme</i> .....	80
<i>Fees Payable for the Doctoral Procedure</i> .....	81
<b>Annex 6/2</b> .....	<b>82</b>
<b>Faculty Doctoral Regulations of the Faculty of Humanities</b> .....	<b>82</b>
<i>The Effect of the Faculty Doctoral Regulations</i> .....	82
<i>The Doctoral Council of Humanities</i> .....	82
The Composition of the Doctoral Council of Humanities .....	82
Operations of the Doctoral Council of Humanities .....	83
The Doctoral School .....	85
The Head of the Doctoral School .....	86
The Council of the Doctoral School .....	86
Lecturers of the Doctoral School .....	87
Doctoral Education Programme .....	87
<i>Quality Assurance</i> .....	88
<i>Doctoral Training</i> .....	88
Application, Admission .....	91
Choosing and Changing the Research Topic .....	93
Joint Doctoral Programme with a Foreign University (Co-tutelle) .....	94
Partial Studies .....	95
Partial Studies Pursued by a Doctoral Student Arriving From Another University .....	96
Academic Year Calendar .....	96
Enrolment .....	97
Registration, Course Registration .....	97
Interruption of Studies .....	98
The Comprehensive Examination .....	98
Completion of the Doctoral Studies .....	100
<i>The Doctoral Procedure</i> .....	100
Conditions of Obtaining the Doctoral Degree .....	100
Decision on the Initiation of the Doctoral Procedure .....	102
The Public Disputation .....	102
Conferment of the Doctoral Degree .....	104
<i>Doctoral Student Bursaries and Fees</i> .....	104
<i>Administrative Fees and Honoraria Due to the Participants in the Comprehensive Examination and the Critique Procedure</i> .....	106
<i>National Recognition of Degrees Obtained Abroad</i> .....	106
<i>Student Employment</i> .....	106
<b>Appendix 1</b> .....	<b>108</b>
<i>Study Plan and Schedule Table</i> .....	108
<b>Annex 6/3</b> .....	<b>110</b>
<b>Faculty Doctoral Regulations of the Faculty of Informatics</b> .....	<b>110</b>
<i>Functions of the Doctoral Council of Informatics</i> .....	110
<i>The Doctoral School</i> .....	111
<i>The Head of the Doctoral School</i> .....	111
<i>The Doctoral School Council</i> .....	111

<i>Doctoral Programmes</i> .....	113
<i>Doctoral Training at the Doctoral School of Informatics</i> .....	113
Admission to the Organised Doctoral Programme .....	113
Organised Doctoral Training .....	115
Uniquely Tailored Study Arrangement .....	118
<i>Obtaining the Doctoral Degree</i> .....	118
The Research Centre Disputation .....	119
Foreign Language Proficiency .....	120
Independent Academic Publication .....	120
The Doctoral Dissertation .....	121
Formal and Content Requirements of the Abstracts .....	122
Publication Requirements .....	122
The List of Subjects of the Comprehensive Examination .....	122
The Public Disputation – Defence of the Doctoral Dissertation .....	123
<i>National Recognition of Academic Degrees Obtained Abroad</i> .....	124
<i>Fees Payable at the Doctoral School of the Faculty of Informatics at Eötvös Loránd University</i> .....	124
<i>Credit System of the Doctoral Programme</i> .....	125
<i>Appendix 1</i> .....	128
<i>Attachments to the Request for the Initiation of the Doctoral Procedure</i> .....	128
<b>Annex 6/4</b> .....	<b>129</b>
<b>Doctoral Regulations of the Faculty of Pedagogy and Psychology</b> .....	<b>129</b>
<i>The Effect of the Regulations</i> .....	129
Section 1 .....	129
<i>The Doctoral Council of Pedagogy and Psychology</i> .....	129
Section 2 .....	129
Section 3 .....	129
Section 4 .....	130
Section 5 .....	130
<i>Management of the Doctoral School</i> .....	130
Section 6 .....	130
<i>The Council of the Doctoral School</i> .....	131
Section 7 .....	131
Section 8 .....	131
<i>Lecturers of the Doctoral School</i> .....	132
Section 9 .....	132
<i>The Doctoral Programme</i> .....	132
<i>Quality Assurance, Quality Development</i> .....	133
<i>Application and Admission</i> .....	133
<i>The Student Status</i> .....	135
<i>The Formal and Content Requirements of the Doctoral Training Programme and Credit System</i> .....	137
<i>Changing the Doctoral Topic</i> .....	139
<i>Fulfilment of the Requirements</i> .....	140
<i>Partial Studies at a Foreign Institution</i> .....	140
<i>Calculation of Credits</i> .....	141
<i>The Comprehensive Examination</i> .....	142

<i>The Procedure Aimed at the Obtainment of the Doctoral Degree .....</i>	<i>142</i>
<i>The Research Centre Disputation .....</i>	<i>143</i>
<i>Submission of the Doctoral Dissertation .....</i>	<i>143</i>
<i>The Critique Procedure .....</i>	<i>144</i>
<i>The Public Disputation .....</i>	<i>144</i>
<i>Conferment of the Doctoral Degree.....</i>	<i>145</i>
<i>Financial Aspects of the Doctoral Programme .....</i>	<i>145</i>
<i>National Recognition of an Academic Degree Obtained Abroad .....</i>	<i>146</i>
<b>Annex 6/5.....</b>	<b>150</b>
<b>Doctoral Regulations of the Faculty of Social Sciences .....</b>	<b>150</b>
<b>The Organisational Framework of the Doctoral Programme.....</b>	<b>150</b>
<i>The Doctoral Council of the Field of Social Sciences .....</i>	<i>150</i>
<i>The Council of the Doctoral School of Sociology .....</i>	<i>151</i>
<i>Forms of Doctoral Training.....</i>	<i>151</i>
<b>Study Arrangement .....</b>	<b>151</b>
<i>Application and Admission to the Doctoral School of Sociology .....</i>	<i>152</i>
Admission Procedure .....	152
<i>General Matters Pertaining to the Student Status .....</i>	<i>154</i>
<i>Academic Obligations in the Training and Research Phase of the Doctoral Programme .....</i>	<i>158</i>
<i>The Comprehensive Examination .....</i>	<i>159</i>
<i>Completion of the Research and Dissertation Phase of the Programme .....</i>	<i>163</i>
<i>Conditions of Obtaining the Doctoral Degree .....</i>	<i>163</i>
The Research Centre Disputation .....	164
The Doctoral Procedure .....	164
The Critique Procedure .....	165
The Public Disputation .....	165
The Qualification of the Doctoral Degree .....	167
Revocation of the Doctoral Degree .....	167
<b>Other Provisions .....</b>	<b>168</b>
<b>Annex 6/6.....</b>	<b>169</b>
<b>Doctoral Regulations of the Faculty of Sciences.....</b>	<b>169</b>
<i>The Doctoral Council of Sciences (TDT).....</i>	<i>169</i>
Functions of the Doctoral Council of Sciences .....	170
<i>The Doctoral School, the Head of the Doctoral School and the Council of the Doctoral School .....</i>	<i>170</i>
Doctoral Educational Programmes.....	171
Topic Supervisors, Instructors of the Doctoral School .....	172
<i>Admission to the Organised Doctoral Programme.....</i>	<i>172</i>
<i>Organised Doctoral Training .....</i>	<i>173</i>
Obtainment of the Doctoral Degree .....	175
Application for the Comprehensive Examination Without Preliminary Doctoral Training, Habitus	
Investigation.....	175
Foreign Language Proficiency .....	176
Independent Academic Publication.....	176
<i>The Comprehensive Examination .....</i>	<i>176</i>

<i>The Doctoral Dissertation .....</i>	<i>177</i>
<i>The Critique Procedure and the Public Disputation .....</i>	<i>178</i>
<i>National Recognition of Academic Degrees Obtained Abroad.....</i>	<i>179</i>
<i>Fees Payable at the Doctoral School of the Faculty of Sciences .....</i>	<i>179</i>
Tuition.....	179
Titles and Sums of Special Processing Fees Payable By Doctoral Students .....	179
Fees Pertaining to the Comprehensive Examination.....	179
Honoraria Payable to the Committee Members Participating in the Doctoral Procedure .....	180
<i>Formal Requirements .....</i>	<i>180</i>
The Doctoral Dissertation .....	180
Formal and Content Requirements of the Abstracts.....	181
<i>Rules of the Obtainment of Credits .....</i>	<i>181</i>
Doctoral Student Employment .....	182

The Senate of Eötvös Loránd University (hereinafter: University) in accordance with

- Act CCIV of 2011 on National Higher Education (hereinafter: Nftv.)
- Government Decree 387/2012 (XII.19.) on doctoral schools, doctoral procedure, and habilitation (hereinafter: R.)
- Act C of 2001 on the national recognition of foreign certificates and degrees (hereinafter: Etv.)
- Government Decree 423/2012 (XII.29) on higher education admission procedure (hereinafter: FelviR.)
- Government Decree 87/2015 (IV.9.) on the implementation of certain clauses of Act CCIV of 2011 on National Higher Education (hereinafter: Nftv. vhr.)
- Government Decree 51/2007 (III.26) on grants and benefits as well as payable fees and contributions of students in higher education
- Government Decree 50/2008 (III. 14.) on the funding higher education institutions based on an education, science and maintainer-dependent formula (hereinafter: Finansz.r.)

and pursuant to the principles and rules pertaining to the European Higher Education Area and the European Research Area, prescribes the rules and regulations on doctoral programmes and the obtainment of a doctoral degree as follows:

## **GENERAL PROVISIONS**

[...]<sup>2</sup>  
[...]<sup>3</sup>  
[...]<sup>4</sup>

### **THE EFFECT OF THE UNIVERSITY DOCTORAL REGULATIONS**

#### **Section 1**

- (1) The University Doctoral Regulations (hereinafter: Regulations) extend to
  - a) doctoral programmes,
  - b) the doctoral procedure for obtaining a doctoral degree (PhD) (hereinafter: doctoral procedure) and the awarding of the doctoral degree (PhD),
  - c) students taking part in a doctoral programme,
  - d) lecturers and researchers contributing to a doctoral programme,
  - e) those assisting in a doctoral programme,
  - f) those assisting in a doctoral procedure
  - g) the national recognition of academic degrees obtained abroad,
  - h) conferment of the title of Doctor with Honours,
  - i) conferment of the title of ‘Honorary Doctor’,
  - j) conferment of the title of ‘Honorary Doctor and Professor’.
- (2) In accordance with these Regulations, matters specified in the doctoral regulations pertaining to each faculty and the operational regulations of doctoral schools are laid out in those regulations contained in the Annexes of the present Regulations.

## **ORGANISATIONAL FRAMEWORK OF THE DOCTORAL PROGRAMME AND THE OBTAINMENT OF A DOCTORAL DEGREE**

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<sup>2</sup> Quotation from Nftv. Section 2 (3) omitted in this space – Translator’s Note.

<sup>3</sup> Quotation from Nftv. Section 3 (1) omitted in this space – TN.

<sup>4</sup> Quotation from Nftv. Section 12 (3) omitted in this space – TN.



[...] <sup>5</sup>

## **SCIENTIFIC BRANCHES AND ACADEMIC DISCIPLINES OF THE DOCTORAL PROGRAMME**

### **Section 2**

The enumeration of the doctoral programmes offered and doctoral degrees that can be obtained at the University is presented in Annex 1 of the present Regulations.

## **DOCTORAL COUNCILS**

[...] <sup>6</sup>

[...] <sup>7</sup>

### **University Doctoral Council**

#### **Section 3**

- (1) The members of the University Doctoral Council shall be:
  - a) the Chair of the University Doctoral Council
  - b) 1 person representing the doctoral schools of the Faculty of Law, 1 person representing the doctoral schools of the Faculty of Humanities, 1 person representing the doctoral school of the Faculty of Informatics, 1 person representing the doctoral schools of the Faculty of Pedagogy and Psychology, 1 person representing the doctoral school of the Faculty of Social Sciences, 1 person representing the doctoral schools of the Faculty of Science,
  - c) 3 persons who are not employed by the University recommended by the Rector representing the Hungarian Academy of Sciences and its institutions. Of the 3 persons, 1 shall represent the humanities, 1 shall represent the social sciences and 1 shall represent the sciences.
  - d) one member representing the Doctoral Students
  - e) the Deputy Rector in charge of academic affairs having right of consultation if such Deputy Rector is not the Chair or a member of the University Doctoral Council.
- (2) The Chair of the University Doctoral Council is selected by the Senate upon the recommendation of the Rector.
- (3) The members of the University Doctoral Council representing the doctoral schools are recommended by the discipline doctoral councils upon the agreement of the relevant faculty councils. The right to delegate Doctoral Students from among those with a student status taking part in a doctoral programme is held by the University Doctoral Student Union (hereinafter: EDÖK). The members – with the exception of those representing Doctoral Students – are selected by the Senate. The letters of appointment of the members are issued by the Rector.
- (4) Upon the recommendation of doctoral school bodies eligible to nominate council members, the Senate shall select voting-eligible substitute members to fill in for those representing the doctoral schools if necessary.

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<sup>5</sup> Quotation from Nftv. Section 16 (1)-(4) omitted in this space – TN.

<sup>6</sup> Quotation from Nftv. Section 16 (5) omitted in this space – TN.

<sup>7</sup> Quotation from R. Section 9 (1) omitted in this space – TN.

- (5) Voting-eligible members or substitute members of the University Doctoral Council – excluding members representing Doctoral Students – can be full members, corresponding members or doctors of the Hungarian Academy of Sciences or university professors who meet the criteria pertaining to core members of doctoral schools.

#### Section 4

- (1) The mandate of the members of the University Doctoral Council – with the exception of those representing Doctoral Students – shall cease on 31 December subsequent to the expiry of the mandate of the Senate which elected them. The mandate of the members representing Doctoral Students shall last for the duration prescribed in the Bylaws of the EDÖK but for no more than three years.
- (2) The mandate of the members of the University Doctoral Council shall cease upon:
- a) the expiry of the mandate of the University Doctoral Council
  - b) resignation
  - c) the recall of a member
  - d) the expiry of the student status in the case of a member representing Doctoral Students
  - e) death of the member
- (3) In the event of the cases specified in points b)-c) and e) of paragraph (2), the Senate shall select a new member upon recommendation of the body/person entitled to nominate members within 60 days. If the Senate does not hold a meeting within the specified time period, a new member shall be selected at the nearest possible meeting.
- (4) Members of the University Doctoral Council entitled to nominate or delegate members shall nominate new members for the Council within 60 days prior to the expiry of the mandate of the University Doctoral Council.

#### Section 5

- (1) The recall of members of the University Doctoral Council may be initiated by the University Doctoral Council or the body/person entitled to nominate members.
- (2) The recall of a member of the University Doctoral Council may be initiated in the event that
- a) the member is permanently unavailable;
  - b) the member regularly fails to attend sessions of the University Doctoral Council;
  - c) a binding criminal sentence or disciplinary decision is brought against the member;
  - d) the member becomes unworthy of membership for any reason whatsoever.
- (3) It shall qualify as permanent unavailability if it can be expected that the member is unable to fulfil his/her duties in the University Doctoral Council for at least one academic year and is unable to attend sessions of the University Doctoral Council.
- (4) A recall of a member over regular failure to attend sessions of the University Doctoral Council may be initiated if the member does not attend at least one session of the Council in one academic year.
- (5) Decisions on recalls are to be made by the Senate or the EDÖK at the session following the initiation of the recall.

[...] <sup>8</sup>

#### Section 6

The University Doctoral Council shall

- a) decide on the conferment, qualification and revocation of the doctoral degree based on the recommendation of the discipline doctoral councils,

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<sup>8</sup> Quotation from R. Section 9 (2) omitted in this space – TN.

- b) give an opinion on the recommendations for the awarding of the title of Doctor with Honours and refer them to the Rector,
- c) decide on the national recognition of academic degrees obtained abroad based on the recommendation of the discipline doctoral councils,
- d) safeguard the preservation of the uniform and high academic and professional standards certified by the doctoral degree,
- e) preside over the lawful functioning of the discipline doctoral councils,
- f) hold preliminary consultations on the establishment of doctoral schools with core members and discipline doctoral councils planning to establish them,
- g) give an opinion on requests submitted by discipline doctoral councils on the establishment of doctoral schools,
- h) submit the training plan of the doctoral programme to the Senate for approval,
- i) approve the operational regulations of doctoral schools,
- j) approve the heads of doctoral schools from among the core university professors of the schools – based on the recommendation of the majority of core members and the opinions of the discipline doctoral councils – and recommend the appointment of the Head of the school to the Rector indicating the term of office,
- k) approve the members of the councils of the doctoral schools,
- l) give an opinion on the faculty doctoral regulations,
- m) decide on the allocation of the University's state-funded places among academic disciplines along the pre-approved principles,
- n) recommend to the Rector the signing of agreements pertaining to joint doctoral programmes with foreign universities,
- o) discuss the reports of the discipline doctoral councils,
- p) submit proposals to the Senate on the guarantee of funds for the operational costs of the doctoral programmes,
- q) submit a report to the Senate on the use of funds for the operation of the doctoral programmes as part of the University report,
- r) establish the principles and methods of the quality assurance of the doctoral programmes and the obtainment of a doctoral degree taking into account the opinions of the discipline doctoral councils,
- s) compile annual reports, pursuant to Section 22, on the quality of the operation of the doctoral schools,
- t) recommend the suspension or dissolution of the doctoral programme or dissolution of the doctoral school if necessary,
- u) give an opinion to the Senate on the Rector's recommendations for recipients of the titles of Honorary Doctor and Honorary Doctor and Professor.

## Section 7

- (1) The University Doctoral Council shall select a Deputy Chair from among its members employed by the University at its first meeting of every academic year. The Deputy Chair shall carry out the duties of the Chair in the case of the latter's unavailability.
- (2) The University Doctoral Council shall meet at least four times in an academic year or as necessary.
- (3) Meetings of the University Doctoral Council are convened by its Chair. Meetings are to be called at least 8 days in advance and the agenda of the meeting shall be sent to the Council's members.
- (4) The members of the University Doctoral Council shall attend the meetings of the Council having voting rights.
- (5) Consultation rights in the meetings of the University Doctoral Council are held by
  - a) the Chair of the discipline doctoral council (if he/she is not a member of the body)
  - b) anybody invited to the meeting of the University Doctoral Council by its Chair.

- (6) Quorum in the University Doctoral Council meeting requires the attendance of more than half of the Council's voting-eligible members, the Chair and the Deputy Chair.
- (7) The University Doctoral Council shall adopt resolutions by majority vote. Personnel issues shall be decided by secret ballot.
- (8) Meetings of the University Doctoral Council are not open to the public. The Council shall compile memoranda of each of its meetings containing the resolutions passed at the meeting and a general summary of the session. The memoranda shall be published on the University's website.
- (9) The resolutions of the University Doctoral Council shall be recorded in writing and forwarded to those concerned.
- (10) The secretarial tasks of the University Doctoral Council shall be carried out by the Directory of Educational Affairs of the Chancellery.

## Section 8

- (1) The University Doctoral Council may delegate its tasks and authorities laid out in points e)-f) of Section 6 and its authority to redistribute unfilled state-funded places following the completion of the admissions procedure outlined in point m) to the Chair of the University Doctoral Council.
- (2) Under the delegated authority, the Chair of the University Doctoral Council shall hear the representatives of the Council's discipline doctoral councils concerned.

## Discipline Doctoral Councils

[...] <sup>9</sup>

## Section 9

- (1) The University Doctoral Council for the purpose of exercising its authorities shall establish the following discipline doctoral councils and consolidated discipline doctoral councils (hereinafter: discipline doctoral council) for each branch of science:
  - a) the Doctoral Council of Law and the Doctoral Council of Political Science for the handling of matters of the doctoral schools of law and political science,
  - b) the Doctoral Council of Humanities for the handling of matters of the doctoral schools of literature and culture studies, language studies and philosophy,
  - c) the Doctoral Council of Informatics for the handling of matters of the doctoral school of informatics,
  - d) the Doctoral Council of Pedagogy and Psychology for the handling of matters of the doctoral schools of pedagogy and psychology,
  - e) the Doctoral Council of Social Sciences for the handling of matters of the doctoral schools of social studies and other fields of social sciences taught at the University's Faculty of Social Sciences,
  - f) the Doctoral Council of Science for the handling of matters of the doctoral schools of mathematics, physics, chemistry, earth sciences, biology and environmental sciences.
- (2) The discipline doctoral councils operate according to the faculty doctoral regulations contained in the Annex of the present Regulations designed to take into account the unique characteristics of each doctoral school.

## Section 10

- (1) The number of the members of the disciplinary doctoral councils and the rules for

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<sup>9</sup> Quotation from Nftv. Section 108 point 46 omitted in this space – TN.

nomination shall be determined by the faculty doctoral regulations taking into account the following:

- a) the attendance of the representatives of the doctoral schools and scientific branches falling under the authority and competence of the discipline doctoral council,
- b) the discipline doctoral council shall have at least two external members,
- c) Doctoral Students shall be represented by a Doctoral Student who has a student status with one of the faculty's accredited doctoral schools and shall be delegated in accordance with the Bylaws of the EDÖK,
- d) members of the discipline doctoral councils who are not Doctoral Students shall meet the requirements pertaining to core membership of the doctoral schools.

(2) Members of the discipline doctoral council – with the exception of Doctoral Students – are selected by the Faculty Council by secret ballot based on the recommendation of the doctoral schools. The representative of the Doctoral Students is delegated by the EDÖK in accordance with the Bylaws of the EDÖK. The letters of appointment of the members are issued by the Dean.

## Section 11

(1) The authority and functions of the discipline doctoral council shall include in particular:

- a) making recommendations to the University Doctoral Council on
  - aa) the conferment, qualification and revocation of the doctoral degree,
  - ab) the national recognition of academic degrees obtained abroad,
  - ac) the establishment of a doctoral school,
  - ad) the identity of the head of the doctoral school,
  - ae) the signing of agreements pertaining to doctoral programmes with foreign universities,
  - af) the approval and modification of the training plan of the doctoral programme,
  - ag) the core members of the doctoral school as well as the granting of the title of “Emeritus (Emerita) core member”,
- b) making a decision based on the recommendation of the relevant doctoral school on
  - ba) granting students permission to take the comprehensive examination, the subjects of the comprehensive examination based on the contents of the training plan and the makeup of the exam committee,
  - aa) granting students permission to receive the critique of their dissertation following the submission of the dissertation,
  - bc) the official opponents of the doctoral dissertation and the makeup of the Assessment Committee,
- c) making a recommendation on the text of the faculty doctoral regulations and its modification
- d) approving the identities of the lecturers, topic announcers and supervisors of the doctoral school based on the recommendation of the council of the doctoral school,
- e) making a recommendation to the University Doctoral Council on the training plan of the doctoral programme on the initiative of the doctoral school concerned,
- f) making a recommendation to the University Doctoral Council on the suspension or dissolution of the doctoral programme. The discipline doctoral council shall seek the opinion of the doctoral school on the suspension or termination of the doctoral programme, provided that the suspension or dissolution of the programme has not been initiated by the doctoral school,
- g) deciding on the identity of the head of the doctoral programme based on the recommendation of the council of the doctoral school,
- h) determining the number of students who can be admitted to the doctoral school(s) each academic year,
- i) setting the criteria for taking part in the doctoral programme,
- j) appointing the members of the admission committee(s),

- k) deciding on the admissions to the doctoral programme,
  - l) reviewing the operations of the doctoral programme
  - m) upon individual request,
    - ma) making a recommendation to the Rector on the signing of a co-tutelle agreement with a foreign university in the case of a given student,
    - mb) deciding on the approval of the work programme of foreign part-time courses and the recognition of students' results obtained in part-time courses abroad,
    - mc) deciding on the recognition of studies pursued at other Hungarian higher education institutions,
 based on the recommendation of the doctoral school concerned
  - n) giving an opinion on the operational regulations of the doctoral schools,
  - o) giving an opinion on the use of the appropriation of the doctoral programme,
  - p) selecting the members of the councils of the doctoral schools based on the recommendation of the core members of the doctoral schools and submitting the selections to the University Doctoral Council for approval,
  - q) giving an opinion on the identity of the head of the doctoral school,
  - r) giving an opinion on the principles and methods of the quality assurance of the doctoral programmes and the obtainment of a doctoral degree,
  - s) deciding on transferring students between state-funded and self-funded programmes based on the stipulations laid out in faculty doctoral regulations.
- (2) The discipline doctoral council shall also make decisions in matters falling under its authority in accordance with the faculty doctoral regulations.

## **THE DOCTORAL SCHOOL**

[...] <sup>10</sup>

[...] <sup>11</sup>

### Section 12

- (1) The request to set up a new doctoral school submitted by the core members shall be reviewed by the Chair of the University Doctoral Council with a view to determining whether the request is in line with the stipulations laid out in R. and the evaluation criteria of the Hungarian Accreditation Committee.
- (2) The request to set up a new doctoral school shall be submitted to the discipline doctoral council by the core member designated to head the doctoral school. The discipline doctoral council shall invite the Dean of the Faculty to its session where the establishment of a new doctoral school is to be discussed.
- (3) The request to set up a new doctoral school shall be reviewed by the discipline doctoral council. The council shall decide on the request in a resolution complete with a justification of the decision. The request can be submitted to the University Doctoral Council even if it is rejected by the discipline doctoral council.
- (4) The request to set up a new doctoral school can only be submitted to the Rector proposing that the Rector should recommend to the Senate the establishment of a new doctoral school with the support of the University Doctoral Council. If the University Doctoral Council does not support the proposal to establish a new doctoral school it must provide a detailed justification of its opinion in its resolution. If the University Doctoral Council rejects the request, the decision of whether the request should be submitted to Senate shall lie with the Rector.

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<sup>10</sup> Quotation from Nftv. Section 12 (3) omitted in this space – TN.

<sup>11</sup> Quotation from R. Sections 1-8 omitted in this space – TN.

- (5) <sup>12</sup>The procedure laid out in paragraphs (1)-(4) shall also be followed if the head of the doctoral school initiates the amendment of the document referred to in points a) and d) of paragraph (1) of Section 5 and paragraph (4) of Section 6 of R. from among the documents concerning the establishment of doctoral schools.

### Section 13

- (1) The University Doctoral Council or the Rector may recommend the termination of the operations of the doctoral school if the personnel or material conditions of the doctoral school no longer meet the requirements prescribed by legislation governing the operation of doctoral schools.
- (2) The opinion of the discipline doctoral council shall be sought out in connection with the recommendation referred to in paragraph (1). The opinion of the University Doctoral Council shall be sought out if the termination of the operations of the doctoral school is initiated by the Rector.
- (3) The decision on the dissolution of the doctoral school shall be made by the Senate.
- (4) In the event of the dissolution of the doctoral school, the discipline doctoral council shall make sure that the students of the dissolved doctoral school can continue their doctoral studies.

### Section 14

- (1) The doctoral schools shall compile operational regulations taking into account the regulations laid out in the University Doctoral Regulations and the faculty doctoral regulations contained in the Annex of the Regulations along with Academic Regulations for Students (hereinafter: HKR) contained in Volume 2 of the Organisational and Operational Regulations of Eötvös Loránd University. The organisational regulations of the doctoral schools shall be approved by the University Doctoral Council based on the opinions of the discipline doctoral councils.
- (2) If not covered by the faculty doctoral regulations, the operational regulations of the doctoral schools shall specifically rule on the following:
  - a) the name and headquarters of the doctoral school,
  - b) the administration of the doctoral school,
  - c) matters falling under the authority of the council of the doctoral school,
  - d) matters falling under the authority of the head of the doctoral school,
  - e) rules pertaining to the conditions of application and admission to the doctoral school,
  - f) rules pertaining to the admissions procedure of the doctoral school,
  - g) rules pertaining to the change of research topics and topic supervisors within the doctoral school,
  - h) the method and scheduling of registration for subjects,
  - i) rules pertaining to attendance, the practice and recognition of research (practical) activities amounting to lessons,
  - j) methods of fulfilling the requirements of the doctoral programme and their registration in the Electronic Registration System,
  - k) other student administrative requirements pertaining to the doctoral programme,
  - l) rules pertaining to the recognition of the completion of subjects in other higher education institutions,
  - m) conditions for recognising subjects completed already by students who are re-admitted to the University in a new admissions process following the termination of their student status,

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<sup>12</sup> Amended by Senate Rule CCIII/2016. (IX.26.). Effective: 26 September 2016.

- n) the maximum proportion of the credit value of subjects completed in other higher education institutions and recognised under the credit transfer process necessary for the obtainment of the pre-degree certificate (absolutorium),
- o) the maximum credit value and rules on the recognition of academic and teaching activities performed prior to the commencement of the doctoral studies,
- p) methods for registering for exams and withdrawing the registrations,
- q) the number of times unsuccessful exams may be retaken within a given examination period, the number of times a student may register for a given subject over the course of the programme and the number of times an exam may be taken for a given subject taking into account the number of times the student registers for said subject,
- r) the method and deadline for registering for the comprehensive examination as well as the method of and conditions for repeating the theoretical part of an unsuccessful comprehensive examination and the rules for setting the date of the retake exam,
- s) the conditions and required contents of the contract to be signed with the student outlined in Section 40 of the present Regulations and Section 11 (1) of R.,
- t) rules pertaining to the submission and assessment of formal student requests.

### **The Head of the Doctoral School**

#### Section 15

- (1) The Head of the Doctoral School may be a core member of the Doctoral School who is a professor employed by the University in possession of a doctoral degree of the Hungarian Academy of Sciences.
- (2) The Head of the Doctoral School is elected by the University Doctoral Council based on the recommendation of the core members after seeking out the opinion of the discipline doctoral council. The letter of appointment of the Head of the Doctoral School is issued by the Rector for a term no longer than 5 years as per the recommendation of the University Doctoral Council. The Head of the Doctoral School is relieved by the Rector. The Head of the Doctoral School may be re-elected multiple times in accordance with the procedure described above.
- (3) The Head of the Doctoral School is responsible for the academic quality and educational work of the Doctoral School.
- (4) The duties and authorities of the Head of the Doctoral School shall include in particular:
  - a) giving an opinion on the student requests whose handling falls under the authority of the discipline doctoral council,
  - b) approving the academic and research plans of Doctoral Students,
  - c) making a recommendation to the Dean on the issuance of the pre-degree certificate (absolutorium) in line with the procedure laid out in the faculty doctoral regulations if the student has fulfilled the academic and research requirements set out in the training plan of the doctoral programme,
  - d) making a recommendation on granting the student permission to take the comprehensive examination as well as on the subjects of the exam and the makeup of the examination board,
  - e) making a recommendation on granting the student permission to receive the critique of his/her doctoral dissertation following the submission of the dissertation as well as on the makeup of the Assessment Committee and the identities of the official opponents,
  - f) carrying out all tasks prescribed for him/her in the relevant regulations.

### **Council of the Doctoral School**

[...] <sup>13</sup>

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<sup>13</sup> Quotation from R. Section 10 (1)-(2) omitted in this space – TN.



## Section 16

- (1) The makeup of the council of the doctoral school shall be determined by the faculty regulations.
- (2) The members of the council of the doctoral school shall be appointed and relieved by the discipline doctoral council with the approval of the University Doctoral Council. The letters of appointment of the members are issued by the Chair of the discipline doctoral council.
- (3) The Chair of the council of the doctoral school shall be the head of the doctoral school.
- (4) Beyond the authorities laid out in R., the duties and authorities of the council of the doctoral school shall include in particular:
  - a) preparing the training plans of the doctoral programme(s) and submitting them to the discipline doctoral council,
  - b) deciding on the publication of the approved educational programmes,
  - c) making a recommendation on the identity of the head of the doctoral programme(s) and the term of his/her mandate,
  - d) deciding on the changing of the research topic and/or the topic supervisor.

[...] <sup>14</sup>

## **The Lecturers of the Doctoral School**

## Section 17

- (1) The council of the doctoral school shall approve the publications of the research topics in line with the conditions and method prescribed in the faculty doctoral regulations and shall submit to the discipline doctoral council for approval the identities of the topic announcers, supervisors and lecturers.
- (2) Staff members and topic supervisors of other universities, research institutions and professionals in possession of academic degrees who meet the educational criteria of the University may also serve as topic announcers, supervisors or lecturers in the doctoral school.
- (3) The head of the doctoral school may propose to the discipline doctoral council the suspension of the topic announcer or supervisor status of a lecturer or researcher employed by the University – or the revocation of the external supervisor status described in paragraph (2) of an external professional – who fails to fulfil his/her duties as supervisor, thus hindering the Doctoral Student in the completion of his/her academic and research plan, and thereby his/her preparation for the comprehensive examination, the successful completion of the exam and his/her completion of the doctoral dissertation for the deadline stipulated by legislation. In the event of a suspension or revocation of a topic announcer status, the council of the doctoral school shall assign (a) new topic announcer(s) to the students, as prescribed in Section 43 (4) of the present Regulations.
- (4) A professor emeritus (professor emerita) recognised as a core member of the doctoral school under Section 2 (4) of R. shall contribute to the work of the doctoral school as a topic announcer, supervisor and lecturer pursuant to the rules pertaining to core members. The rights and obligations of a professor emeritus (professor emerita) shall be the same as those of the other core members and they must be in line with the requirements laid out in points a)-d) of paragraph (3) of Section 2 of R. From the point of view of the foundational and operational conditions of the doctoral school, this topic announcer, or supervisor may be included among staff numbers prescribed in Section (1)-(2) of R. as a professor emeritus (professor emerita) recognised as a core member.
- (5) At the recommendation of the council of the doctoral school and after seeking out the opinion of the discipline doctoral council, the University Doctoral Council may grant the

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<sup>14</sup> Quotation from R. Section 13 (4)-(5) omitted in this space – TN.

title of “emeritus (emerita) core member” to a retired core member who was a founding member of the doctoral school or served as a core member for at least 5 years and whose academic works and tenure in the doctoral school make him/her worthy of the title.

- (6) An emeritus (emerita) core member shall not be expected to take part in the doctoral programme as a topic announcer or supervisor and is not subject to the requirements pertaining to doctoral school core members prescribed in points a)-d) of paragraph (3) of Section 2 of R. The emeritus (emerita) core member shall not be granted the authorities of core members in connection with the heading or organisation of the doctoral school. The emeritus (emerita) core member may be asked to perform lectures at the doctoral school, serve as a member of the examination board in the comprehensive examination or to carry out the tasks of a member of the Assessment Committee in the doctoral procedure.
- (7) The University Doctoral Council may withdraw the core membership of the emeritus (emerita) core member at the core member's request submitted to the head of the doctoral school and at the recommendation of the head of the doctoral school.
- (8) The discipline doctoral council shall keep a record of the names of the core members, topic announcers, topic supervisors, lecturers and emeritus (emerita) core members of each doctoral school.

## **The Doctoral Programme**

### Section 18

- (1) Training at the doctoral school is conducted on the basis of a training plan. Doctoral programmes – each with their own training plans – may be established in accordance with the various academic disciplines within the framework of the various doctoral schools accredited according to scientific branches.
- (2) The council of the doctoral school shall submit to the discipline doctoral council its proposals on the establishment of new doctoral programmes no later than 30 April of the relevant academic year. The doctoral programmes proposed in this manner may be advertised at the earliest in the Guide for Admission to Higher Education to be published in the ensuing academic year, if the new doctoral programme is approved by the Senate.
- (3) The training plan of the doctoral school and the doctoral programme shall include
  - a) indication of the Masters' degrees or other university degrees that are prerequisites for admission to the doctoral programme as well as other special criteria for admission,
  - b) compulsory courses,
  - c) courses that may be selected by the topic supervisors,
  - d) compulsory elective courses,
  - e) the full range of elective courses,
  - f) requirements of the research programme
  - g) indication of the name of academic discipline as will be indicated in the doctoral certificate in Hungarian, English and Latin, or in the case of programmes taught in a language other than English, in the language of instruction.
- (4) The curriculum of the doctoral school as well as the establishment and curriculum of the doctoral programme shall be determined by the Senate based on the recommendation of the University Doctoral Council. The head of the doctoral programme is appointed and relieved by the discipline doctoral council based on the recommendation of the council of the doctoral school.
- (5) The amendment proposals to the doctoral school and the curriculum of the doctoral programme shall be submitted to the University Doctoral Council no later than 30 April of the given academic year. The amended training plan may be implemented in the ensuing academic year at the earliest and shall be introduced in a phasing-out system.

## Section 19

- (1) The University Doctoral Council may recommend the suspension of the operations of the doctoral programme for no more than a period of one academic year if the personnel or material conditions of education change substantially and lead to a deterioration in the quality of the programme but the conditions can still be fulfilled during the suspension of the programme.
- (2) New students may not be admitted to the doctoral programme during its suspension and doctoral procedures shall not be initiated at the programme.
- (3) The University Doctoral Council may recommend the dissolution of the doctoral programme if the personnel or material conditions of the doctoral programme can no longer be sustained or if the dissolution of the programme is initiated by the doctoral school.
- (4) The decision on the suspension or dissolution of the doctoral programme shall be made by the Senate based on the recommendation of the University Doctoral Council.
- (5) In the event of the suspension or dissolution of the doctoral programme, students may continue to pursue their doctoral degrees in another doctoral programme of the doctoral school.

## DOCTORAL STUDENT UNION

[...] <sup>15</sup>  
[...] <sup>16</sup>

## Section 20

The University Doctoral Student Union and the faculty student unions shall exercise their authorities pertaining to the doctoral programme in accordance with the relevant legislation and the Bylaws of the University Doctoral Student Union.

## QUALITY ASSURANCE

### Section 21

- (1) The University Doctoral Council shall set the principles and methods of the quality assurance of the doctoral programme and obtainment of the doctoral degree – taking into account the opinions of the discipline doctoral councils – within the framework of its regulation of the quality assurance of the University.
- (2) The University Doctoral Council – with the assistance of the discipline doctoral schools – shall continuously monitor the functioning of the doctoral schools and doctoral programmes. As part of this task, the Council shall take into account the opinions of Doctoral Students and those having obtained doctoral degrees at the doctoral school within five years. The Council may employ the assistance of external experts if necessary.

### Section 22

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<sup>15</sup> Quotation from Nftv. Section 63 (1) omitted in this space – TN.

<sup>16</sup> Quotation from Nftv. Section 61 (1)-(5) omitted in this space – TN.

- (1) Based on the quality assurance regulations, the University Doctoral Council shall prepare an evaluation of the quality of the functioning of the doctoral schools as part of its annual report.

## **THE DOCTORAL PROGRAMME**

### **THE GOAL AND REGULATION OF THE DOCTORAL PROGRAMME**

[...] <sup>17</sup>

[...] <sup>18</sup>

#### **Section 23**

- (1) The goal of the doctoral programme is to prepare Doctoral Students for the obtainment of a doctoral degree. The doctoral programme consists of the training and research and the research and dissertation phases.
- (2) The legal status, rights and obligations of Doctoral Students taking part in the doctoral programme shall be regulated by the provisions of the HKR, taking into account the divergences in regulations laid out in legislation, the present Regulations, the faculty doctoral regulations and the operational regulations of the doctoral schools.

## **FORMS OF DOCTORAL PROGRAMMES**

[...] <sup>19</sup>

#### **Section 24**

- (1) Doctoral programmes at Eötvös Loránd University may be
- a) full-time organised programmes
  - b) part-time correspondence-based organised programmes
  - c) part-time correspondence-based individual programmes
- (2) The duration of organised programmes is 8 semesters.
- (3) The duration of individual programmes is determined on the basis of the student's completion of the training, research and reporting requirements laid out in the training plan of the relevant doctoral school.
- (4) Doctoral programmes may not be organised exclusively in the form of distance education.

## **APPLICATION AND ADMISSION**

[...] <sup>20</sup>

[...] <sup>21</sup>

[...] <sup>22</sup>

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<sup>17</sup> Quotation from Nftv. Section 16 (1) omitted in this space – TN.

<sup>18</sup> Quotation from Nftv. Section 53 (1)-(2) omitted in this space – TN.

<sup>19</sup> Quotation from Nftv. Section 17 (1)-(3) omitted in this space – TN.

<sup>20</sup> Quotation from Nftv. Section 39 (1)-(2), Section 6, Section 40 (6)-(7) omitted in this space – TN.

<sup>21</sup> Quotation from FelviR. Section 38-40, Section 42 (5) omitted in this space – TN.

<sup>22</sup> Quotation from Etv. Section 4 (2), Section 5 (2), Section 7-8 omitted in this space – TN.

## Section 25

The contents of the doctoral programme admissions guide are prepared by the heads of the discipline doctoral schools and the offices handling the educational affairs of the various faculties (hereinafter: faculty offices) with the coordination of the Directory of Educational Affairs of the Chancellery.

## Section 26

- (1) Prospective students may apply for the doctoral programme by filling out and submitting to the relevant faculty office the application form found in Annex 5 of the present Regulations.
- (2) Application rules pertaining to the chosen academic discipline, the application procedure and the admissions procedure shall be defined by the faculty doctoral regulations and the operational regulations of the doctoral schools.
- (3) In the cases of students who pursued studies at foreign universities, proof of completion of academic prerequisites prescribed in Section 40 (6) of Nftv. shall be supplied by presenting
  - a) the original copy and – unless the conditions referred to in Section 7/C (1) of FelviR. apply – an official translation of the degree certificate
  - b) an official copy of a document issued by the foreign higher education institution (e.g. transcript, gradebook) and its official Hungarian translation pursuant to point a) which shall provide authentic verification of the duration of the studies and the successful completion of the academic requirements (courses, exams, theses, final exams) necessary for the obtainment of the absolutorium or the degree certificate.
- (4) The highest sum listed under administrative fees in FelviR. shall be payable for the admission procedure.

## Section 27

- (1) The admission procedure shall be handled by the admission committee appointed by the discipline doctoral council. In the event of a large number of applicants, multiple admission committees may be set up. Doctoral Student representatives of the admission committee(s) shall be delegated by the representation of the EDÖK at the relevant faculty.
- (2) Entrance exams shall be scheduled by the discipline doctoral councils in a way that ensures that applicants taking their final exams in the Master's programmes are also able to take the entrance exams for the doctoral programmes.
- (3) Applicants shall be notified of the date of the entrance exam in writing by the faculty office.
- (4) Admission criteria shall be defined by the discipline doctoral council. Criteria for the ranking protocol in the admissions procedure shall be determined, in particular, by
  - a) previous university achievements (e.g. exams, comprehensive exams, qualification of the diploma certificate, receipt of the scholarship of the Republic of Hungary, Erasmus scholarship),
  - b) previous research achievements (e.g. participation, award in a Conference of Scientific Students' Associations, awards in the National Conference of Scientific Students' Associations, tutoring, receipt of honorator status, participation in a college for advanced studies, academic publications),
  - c) feasibility, professional quality of the applicant's research plan.
- (5) The criteria defined in paragraph (4) shall be published on the website of the doctoral school simultaneously to the start of the application process if it is not contained in the faculty doctoral regulations or the operation regulations of the doctoral school.

<sup>23</sup> Quotation from FelviR. Section 7/C (1)-(2) omitted in this space – TN.

[...]<sup>24</sup>

## Section 28

- (1) The admission decision shall be made by the discipline doctoral council. The resolution on the admission decision shall be issued by the Dean of the faculty. The admission decision shall be scheduled in a way that allows the discipline doctoral council to take into account the final exam results of applicants who take their final exams in the Master's programme in same examination period.
- (2) Admissions to the doctoral school – and if applicable – the doctoral programme shall apply to programmes taught in Hungarian or a foreign language in accordance with the training plan. The admission decision may apply to
  - a) admission to a state-funded full-time doctoral programme
  - b) admission to a self-financed full-time doctoral programme
  - c) admission to a self-financed part-time correspondence-based doctoral programme,
  - d) admission to a self-financed correspondence-based doctoral programme on an individual course schedule,
  - e) rejection of the application
- (3) The decision rejecting the application – if it violates a law or an institutional regulation – may be appealed within 15 days of receipt of the rejection. The prospective student shall address and submit the appeal to the Rector by mail. The appeal shall be assessed along the rules governing the remedies of student affairs, which are to be applied as appropriate. The decision on the appeal against the admission decision shall be made by the Student Appeals Board.
- (4) If the discipline doctoral council fails to fill the state-funded places provisionally distributed among the scientific fields and specifically the academic disciplines as prescribed in point m) of Section 6 of the present Regulations, the head of the discipline doctoral council shall promptly notify the Chair of the University Doctoral Council about the state-funded places that remain unfilled following the admission decisions. The Chair of the University Doctoral Council shall subsequently promptly convene a session of the University Doctoral Council to consult with the heads of the discipline doctoral councils of the scientific fields concerned and recommend an allocation of the remaining state-funded places or shall make a decision about the allocations if such competence was transferred to the Chair by the University Doctoral Council in accordance with Section 8 (1) of the present Regulations.

## **GENERAL PROVISIONS PERTAINING TO THE STUDENT STATUS**

### **Establishment of the Student Status: Enrolment and Transfer**

[...]<sup>25</sup>

## Section 29

- (1) Students taking part in the doctoral programme shall be granted student status by the University.
- (2) If a body or person referred to in the present Regulations takes a decision in connection with the student status (including the establishment, termination or cancellation of the student status), the formal requirements and mandatory elements of the decision shall follow the provisions laid out in the HKR.

## Section 30

<sup>24</sup> Quotation from Nftv. Section 48 (1) omitted in this space – TN.

<sup>25</sup> Quotations from Nftv. Sections 39 (3), (7), 42 (1), (4)-(5), 47 (2), (5)-(6) omitted in this space – TN.

The student may not apply for the postponement of enrolment. The faculty doctoral regulations may rule on whether they shall allow the student to postpone the commencement of the doctoral programme by no more than two semesters following the student's enrolment.

### Section 31

Conditions relating to the transfer of Doctoral Students from other higher education institutions and rules pertaining to the recognition of results achieved in other higher education institutions shall be determined by the faculty doctoral regulations. The decision on the transfer shall be made by the discipline doctoral council. The resolution on the transfer shall be issued by the Dean.

## Registration for the Semester, Course Registration

### Section 32

- (1) At the beginning of each semester, the Student has to confirm whether he/she wishes to pursue or suspend his/her studies in the given semester. The Student can register for the semester up until the end of the registration period.
- (2) During the registration period, the Student must indicate any changes in his/her personal information. In case of changes that need to be verified by an official document, the Student must present said document in person to the faculty office.
- (3) The registration period in the doctoral programme shall be scheduled in a way that ensures that scholarships due in September can be paid out in the reference month.
- (4) Students registered for an active semester have until the end of the course registration period to register for the required courses in the Electronic Registration System as well as for other academic and research obligations through which credits can be obtained.
- (5) The head of the doctoral school shall be responsible, under the supervision of the chair of the discipline doctoral council, for publishing the list of subjects, courses and other academic and research obligations at the latest by the end of the course registration period. The doctoral school shall publish on its website all relevant details of the published courses, such as the time and place, course requirements, assessment, required reading, by the start of the course registration period. The faculty office may assist the doctoral school in publishing the course listing and details.
- (6) First-instance decisions on complaints submitted in connection with the course registration in the doctoral programme shall be made by the faculty office.

## Interruption of the Student Status

[...] <sup>26</sup>

[...] <sup>27</sup>

### Section 33

- (1) Students who commence their studies may announce their intention to suspend their student status until the end of the registration period.
- (2) Regulations on the conditions of granting students permission to suspend their student status for a period of more than two semesters shall be laid out in the individual faculty doctoral regulations.

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<sup>26</sup>Quotation from Nftv. Section 45 (1)-(4) omitted in this space – TN.

<sup>27</sup>Quotation from Nftv. Section 53 (4) omitted in this space – TN.

## **Reallocation**

[...] <sup>28</sup>

[...] <sup>29</sup>

### **Section 34**

- (1) The doctoral school or the curriculum of the doctoral programme may define the minimum number of credits that the Student in state-funded doctoral programmes must obtain when their student status is not suspended. If the Student fails to obtain the minimum number of credits specified within two consecutive semesters, the discipline doctoral council may reallocate the Student to a self-financed programme effective the ensuing semester.
- (2) At the request of the Student enrolled in a state-funded programme, the faculty office may reallocate the Student – exercising the authority transferred to it from the discipline doctoral council – to a self-financed programme as of the first day of the month following the submission of the request. The resolution on the reallocation shall indicate the pro-rata amount of the tuition fee payable.
- (3) The Student shall be reallocated to a self-financed programme if he/she is found to be in breach of the regulations prescribed in Section 39 of the present Regulations. The Student shall be told in writing before the decision made by the discipline doctoral council to terminate his/her status with any other employer within a specified deadline. If the Student fails to provide proof of the termination of his/her status with the other employer within the specified deadline, the discipline doctoral council shall decide on the Student's reallocation at its ensuing session.
- (4) If a state-funded place at the doctoral school is to become vacant due to the reasons specified in paragraphs (1)-(3) or if the student status of the Student pursuing doctoral studies in a state-funded programme is terminated before the completion of his/her studies, a call for applications for students taking part in self-financed programmes shall be published on the website of the doctoral school for the state-funded place. The assessment criteria of the applications shall be published on the website of the doctoral school simultaneously to the publication of the call for applications, provided that the assessment criteria are not laid out in the faculty doctoral regulations. The assessment of the applications and the granting of the state scholarship shall be carried out by the discipline doctoral council.

## **Termination of the Student Status**

[...] <sup>30</sup>

### **Section 35**

- (1) The faculty office may declare the termination of the student status if the Student
  - a) declares in writing the termination of his/her student status,
  - b) does not wish to continue his/her studies in a self-financed programme and notifies the doctoral school of this in writing,
  - c) is barred from continuing his/her studies after a disciplinary penalty was imposed against the Student,
  - d) fails to pass the comprehensive examination.
- (2) The Dean shall decide on the termination of the student status at the initiative of the faculty office if the Student

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<sup>28</sup> Quotation from Nftv. Section 48 (2A)-(3) omitted in this space – TN.

<sup>29</sup> Quotation from Nftv. vhr. Section 61 (1) omitted in this space – TN.

<sup>30</sup> Quotation from Nftv. Section 59 (1), (3)-(5) omitted in this space – TN.



- a) fails to commence his/her studies after the expiry of a suspension of the student status for a time period granted at the Student's request,
  - b) fails to fulfil his/her payment obligations. In this case, the faculty office shall issue a notice of overdue payment to the Student and seek out the opinion of the head of the doctoral school before initiating the termination of the student status.
- (3) The faculty office shall notify the Student and the doctoral school in all cases of the termination of the student status.

## Section 36

- (1) The Student shall be dismissed,
- a) if he/she fails to complete a compulsory course at the second attempt in the training and research phase of the programme,
  - b) if he/she fails to qualify for the comprehensive examination due to his/her failure to obtain by the end of his/her fourth active semester the required credits in the training and research phase of the programme specified in the programme curriculum.
- (2) The discipline doctoral council shall decide on the dismissal of the Student based on the recommendation of the head of the doctoral school.

## The Credit System

[...] <sup>31</sup>

[...] <sup>32</sup>

## Section 37

- (1) Academic and research achievements in the doctoral programme at the University shall be evaluated in accordance with the rules of the credit system. The details of the regulations shall be laid out in legislation, the faculty doctoral regulations and the operation regulations of the doctoral schools.
- (2) In the doctoral programme, credits can be obtained,
- a) by completing the course requirements,
  - b) acquiring the course material
  - c) research activities,
  - d) teaching activities,
  - e) teaching observation, assisting in teaching activities.
- The curriculum of the doctoral school (doctoral programme) may award credits for the completion of the comprehensive examination or certain subjects of the comprehensive examination.
- (3) The number of credits obtained by the completion of the requirements listed in points d)-e) of paragraph (2) shall not exceed one third of the total number of obtainable credits.
- (4) The minimum credit requirement for one semester shall be determined by the doctoral school or the curriculum of the doctoral programme.
- (5) The rules and criteria of credit allocation and credit accumulation shall be laid out in the faculty doctoral regulations or the operational regulations of the doctoral schools.

[...] <sup>33</sup>

[...] <sup>34</sup>

## Student Employment

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<sup>31</sup> Quotation from Nftv. Section 49 (1)-(7) omitted in this space – TN.

<sup>32</sup> Quotation from Nftv. vhr. Section 54 (1)-(4) omitted in this space – TN.

<sup>33</sup> Quotation from Nftv. Section 49 (8) omitted in this space – TN.

<sup>34</sup> Quotation from Nftv. vhr. Section 62 (11) omitted in this space – TN.

[...] <sup>35</sup>

## Section 38

Rules pertaining to the employment and financial remuneration of Doctoral Students by the University in connection with lecturing or research activities shall be regulated by Rector's Order.

## Section 39

- (1) The Student taking part in a state-funded doctoral programme may not establish employment status with any other employer during the active training programme, with the exception of an internship included in the training plan or work done in the form of a research or other professional cooperation and established in a separate contract with the doctoral school or the faculty (institution, research centre) managing the doctoral programme.
- (2) On the basis of the joint recommendation of the Student's topic supervisor and head of the Student's research centre and the approval of the council of the doctoral school, the Dean may grant the Student taking part in a state-funded programme permission – in line with the conditions and procedure prescribed by the faculty doctoral regulations – to take up part-time employment (no more than half the working hours of the official full-time working hours) with another employer.

## Doctoral Programme Agreement

[...] <sup>36</sup>

## Section 40

- (1) In accordance with the provisions laid out in the operational regulations of the doctoral school, the head of the doctoral school or the head of the faculty (institution, research centre) handling the doctoral programme, the Doctoral Student and his/her topic supervisor may enter into an agreement on the rights and obligations concerning the completion of the Student's training plan and/or the obtainment of the doctoral degree.
- (2) The entities listed in paragraph (1) may also enter into an agreement with a former Doctoral Student who obtained a pre-degree certificate in the given doctoral school but failed to turn in his/her doctoral dissertation within the deadline specified in Section 53 (4) of Nftv., but wishes to continue his/her research and doctoral dissertation in his/her chosen topic.
- (3) The agreement shall cover/include, in particular,
  - a) a precise indication of the doctoral topic
  - b) the scheduling of the research plan broken down into semesters, the venue of the research activity – if necessary – and the Student's weekly timetable,
  - c) methods of and guarantees for granting the former Student access to the infrastructure necessary for the research,
  - d) integration of the former Student into the work of the research centre and research group,
  - e) rules pertaining to communication between the former Student and the topic supervisor, methods and frequency of the assessment of the research activity,
  - f) the former Student's participation in the educational tasks of the department/institution and/or academic meetings or conferences organised by or on the basis of the cooperative relationships of the research centre, faculty and the University,

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<sup>35</sup>Quotation from Nftv. Section 44 (1)-(5) omitted in this space – TN.

<sup>36</sup>Quotation from R. Section 11 (1) omitted in this space – TN.

- g) regulations pertaining to the use and classification of information acquired during the research project along with the legal sanctions that may be imposed in the event of misuse/breach of secrecy of said information,
- h) the agreement pertaining to potential employment or internship taken up by the Student with another employer or research institution,
- i) rules pertaining to the responsibility of the former Student if he/she attempts to use his/her doctoral dissertation to obtain a PhD degree at a different higher education institution.

## **ACADEMIC REQUIREMENTS IN THE TRAINING AND RESEARCH PHASE**

### **Regulation of Academic Requirements**

#### Section 41

The academic and research requirements that shall be fulfilled in the training and research phase of the doctoral programme shall be defined by the curriculum of the doctoral programme, declaring that all academic requirements shall be met in this phase. The number of credits obtained in this phase shall be no less than 108 credits and may not exceed 132 credits, including the credits allocated to the comprehensive examination (exam subjects) in the curriculum, if applicable.

### **The Doctoral Topic and Training Plan**

[...] <sup>37</sup>

#### Section 42

- (1) The Doctoral Student's training plan shall define within the framework of the curriculum of the doctoral programme the academic work to be carried out by the Student in the training and research phase of the doctoral programme.
- (2) The training plan of the Doctoral Student taking part in an individual doctoral programme shall include academic requirements fulfilled through previous academic achievements. The training plan shall indicate the Student's previously fulfilled academic requirements and shall include the duration of the training and research phase complete with the schedule of the training, research and reporting requirements.
- (3) The Doctoral Student's training plan shall be approved by the head of the doctoral school based on the recommendation of the topic supervisor. In the case of the operation of a doctoral programme, the head of the doctoral school may delegate this authority to the head of the doctoral programme.

### **Changing the Doctoral Topic and Topic Supervisor**

#### Section 43

- (1) Unless defined otherwise by the faculty doctoral regulations or the operational regulations of the doctoral school, within three semesters of the commencement of the doctoral programme, the Doctoral Student may request permission to continue pursuing the doctoral degree in a different doctoral programme with a different doctoral topic and different topic supervisor.
- (2) Within the timeframe specified in paragraph (1) the topic supervisor may also resign from his/her duties as supervisor and/or may propose the appointment of a co-supervisor.

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<sup>37</sup> Quotation from R. Section 13 (1), (4)-(6) omitted in this space – TN.

The topic supervisor shall submit his/her resignation to the head of the doctoral school in writing, complete with a justification.

- (3) The decision on changing the Student's topic and/or supervisor shall be taken by the council of the doctoral school. The council may delegate this authority to the head of the doctoral school.
- (4) The council of the doctoral school – based on the recommendation of the head of the doctoral school and after seeking out the opinion of the Student – shall appoint a new topic supervisor in the event of the death of the topic supervisor, if the supervisor's role as topic announcer is suspended or revoked by the discipline doctoral council pursuant to Section 17 (3) or if the supervisor's role as topic announcer at the doctoral school is terminated for any other reason.
- (5) A decision on the recognition of the requirements previously fulfilled by the Student shall be made simultaneously to the decision on granting the Student permission to transfer to another doctoral programme or change his/her doctoral topic.

## **Attendance**

### **Section 44**

(1) The conditions of attending and consequences of missing lectures, seminars or practical lessons shall be regulated by the operational regulations of the doctoral school. Students shall be informed of these provisions at the first lesson of the given course.

(2) Time devoted to research activities in the higher education institution or in a research or practice institution it entered into a cooperation agreement with or field research along with time devoted to other lecturing or research activities that award credits shall qualify as lessons as recognised in Section 17 of Nftv. The provisions established in the Employment Regulations of the Organisational and Operational Regulations of the University shall be applicable in determining the number of teaching hours completed by the topic supervisor.

(3) The regulations pertaining to uniquely tailored study arrangements laid out in the HKR shall not be applicable to the doctoral programme. The discipline doctoral council may grant the Student permission to pursue his/her doctoral degree in a uniquely tailored study arrangement in the cases laid out in the faculty doctoral regulations.

### **Section 45**

- (1) A Student pursuing their studies in uniquely tailored study arrangements must meet his/her obligations of enrolment, registration pay the tuition fee and submit required information to the Universities in accordance with the training plan.
- (2) The primary form of academic preparation in a uniquely tailored study arrangement is consultation.
- (3) Details of the rules pertaining to academic preparation in a uniquely tailored study arrangement are laid out in the faculty doctoral regulations or the operational regulations of the doctoral schools. The rules shall cover, in particular, the conditions of the guarantee or revocation of the uniquely tailored study arrangement, the rules pertaining to the calculation of credits – if necessary – the unique forms of the completion of the training, research and reporting requirements and the forms of their verification along with the special conditions of the phases and completion of the programme and the modes of their verification.

## **Academic Assessment**

### **Section 46**

- (1) Assessment of the completion of courses can be carried out according to a five-grade scale [excellent (5), good (4), satisfactory (3), pass (2), fail (1)], a three-grade scale [excellent, satisfactory, fail] or a two-grade scale [pass, fail].
- (2) Assessment of other academic requirements can be carried out according to a three-grade scale [excellent, satisfactory, fail] or a two-grade scale [pass, fail].

#### Section 47

- (1) Dates of examinations shall be scheduled in a way that allows the Doctoral Student sufficient time to take each exam.
- (2) In the event of an unsuccessful exam, the Doctoral Student may make a second attempt to pass the exam in the given exam period.
- (3) The announcer of the course, or in the case of research activities, the topic supervisor, based on the training plan, may set other forms of assessment or other criteria for the completion of the activities. In this case the assessment criteria shall be specified in the curriculum in the case of courses and in the Student's training plan in the case of research activities.
- (4) First-instance decisions on complaints submitted in connection with the grade recorded in the Electronic Registration System shall be made by the faculty office.

### THE COMPREHENSIVE EXAMINATION

[...] <sup>38</sup>

[...] <sup>39</sup>

#### Section 48

- (1) The comprehensive examination is a comprehensive evaluation of the Student's knowledge acquired in the training and research phase of the doctoral programme and the Student's preparedness for the programme's research and dissertation phase.
- (2) The comprehensive examination is comprised of two main parts. The theoretical part assesses the examinee's theoretical knowledge while in the dissertation part the examinee shall demonstrate his/her level of academic progress.
- (3) In the theoretical part of the comprehensive examination, the examinee shall be tested in at least two subjects. The material and list of subjects that can be tested is contained in the curriculum of the doctoral school. The theoretical part of the comprehensive examination may also contain a written part.
- (4) In the dissertation part of the comprehensive examination the examinee shall give account of his/her lexical knowledge in the form of a lecture, give account of his/her research results, presents his/her research plan pertaining to the research and dissertation phase of the doctoral programme and the planned schedule of the preparation and publication of the doctoral dissertation. The faculty doctoral regulations and the curriculum may prescribe that the Student give account of his/her research activities (component study, research report, research plan, hereinafter jointly referred to as: research documentation). The assessment criteria of the oral and – if compulsory – written research documentation and the deadline for its submission are regulated by the faculty doctoral regulations and the curriculum.

### Conditions of Applying for the Comprehensive Examination

#### Section 49

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<sup>38</sup> Quotation from Nftv. Section 53 (1), (3) omitted in this space – TN.

<sup>39</sup> Quotation from R. Section 12/A (1), (3)-(5) omitted in this space – TN.

- (1) Doctoral Students taking part in doctoral programmes who have obtained the required academic and research credits in the academic and research phase of the programme laid out in the curriculum of the doctoral programme, not including the credits awarded for the comprehensive examination under the curriculum, shall be eligible to apply for the comprehensive examination.
- (2) The topic supervisor of the Student applying for the comprehensive examination shall assess the Student's performance in the academic and research phase of the doctoral programme and give his/her opinion on whether the Student can be granted permission to take the comprehensive examination.

[...] <sup>40</sup>

## Section 50

- (1) Application for the comprehensive examination and the obtainment of the doctoral degree without preliminary doctoral training shall also be open to individuals who received their degrees no less than five years prior to their application, meet the admission criteria of the doctoral school and for whom it can be determined based on their professional and academic achievements that their academic works meet at least the assessment criteria of the academic and research phase of the doctoral programme.
- (2) For the purpose of assessing whether the candidate meets the admission criteria, the faculty doctoral regulations may prescribe that the applicant take an entrance exam.
- (3) On the basis of the request – and if prescribed by the faculty doctoral regulations, the successful entrance exam – the council of the doctoral school shall carry out a habitus investigation on the applicant's admission or the granting of permission for the applicant to take the comprehensive examination based on the detailed opinion of the head of the relevant doctoral programme or the head of the department. Over the course of the habitus investigation, the council shall assess the applicant's curriculum vitae, academic performance prior to his/her submission of the request, academic publications, other academic works, lecture activities, etc.
- (4) The result of the habitus investigation shall be expressed in form of credits allocated in the curriculum for research and lecture tasks. A minutes shall be prepared of the result of the investigation complete with a justification. If the applicant acquires the number of credits necessary to be granted permission to take the comprehensive examination, the council of the doctoral school, based on the result of the habitus investigation, shall recommend to the discipline doctoral council that the applicant be granted permission to take the exam. When calculating the credits, the proportion of academic and research credits pertaining to students taking part in organised trainings shall not have to be taken into account.
- (5) The applicant shall pay the sum stipulated in Annex 4 of the present Regulations for the habitus investigation and the comprehensive examination, unless the applicant is employed by the University.
- (6) The decision the applicant's admission or granting the applicant permission to take the comprehensive examination shall be taken by the discipline doctoral council based on the recommendation of the council of the doctoral school.
- (7) The provisions laid out in paragraphs (3)-(6) shall also apply to comprehensive examination applicants
  - a) who after obtaining the pre-degree certificate submit their doctoral dissertation and request the initiation of the critique procedure following the expiry of the deadline specified in Section 54 (4) of Nftv. and the deadline prolonged by a grant of equity referred to in Section 59 of the present Regulations,

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<sup>40</sup>Quotation from R. Section 12 omitted in this space – TN.

- b) whose critique procedure was terminated by the discipline doctoral council for the reason specified in Section 71 (3) of the present Regulations or on whom the University Doctoral Council did not confer the title of PhD,
- c) who obtained their pre-degree certificates in the same academic discipline but in a different doctoral school.

### **Application for the Comprehensive Examination**

#### Section 51

- (1) Applications for the comprehensive examination held in the spring examination period shall be turned in by 31 March of the given year and applications for the comprehensive examination held in the winter examination period shall be turned in by 31 October of the given year. Applications shall be handed in to the faculty office in writing by filling out the application form contained in Annex 5 of the present Regulations.
- (2) Doctoral Students taking part in organised training programmes shall attach the report on their research activity to the application form, if prescribed by the faculty doctoral regulations.
- (3) Apart from the documents specified in paragraphs (1)-(2) applicants applying for the comprehensive examination without preliminary doctoral training shall also attach to their applications
  - a) a curriculum vitae
  - b) documents prescribed by law, the present Regulations and the faculty doctoral regulations which are necessary for admission
  - c) a written summary as well as documents providing authentic verification of the applicant's professional and academic history and works as a lecturer. The applicant must provide verification of his/her academic history by providing copies of entries registered in the bibliographic database of the Hungarian Academy of Sciences<sup>41</sup> (hereinafter: HAS bibliographic database) defined in Act XL of 1994 on the Hungarian Academy of Sciences.
  - d) a research plan for the research and dissertation phase of the doctoral programme
  - e) a proof of payment of the fees payable for the habitus investigation and the comprehensive examination.

### **Announcing Comprehensive Examination Dates**

#### Section 52

- (1) Comprehensive examinations shall be held in the examination periods specified in the Rector's Order on the academic year calendar. The comprehensive examinations shall be scheduled so that a retake exam can be held by no later than 15 February pertaining to the winter examination period and by no later than 15 September of the ensuing academic year pertaining to the spring examination period. In consideration of the number of students who are granted permission to take the comprehensive examination, the announced exam subjects and the organisation of the exam committees, the discipline doctoral council may choose to extend the spring examination period till 15 July if deemed necessary.
- (2) Decisions on the scheduling of the comprehensive examinations, the theoretical subjects to be aligned with the research topics and tested in given exams and the makeup of the exam committees shall be taken by the discipline doctoral council based on the recommendation of the head of the doctoral school or – on the basis of authorisation given in the organisational and operational regulations of the doctoral school – the head of the doctoral programme. The comprehensive examinations shall be scheduled in a way

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<sup>41</sup> Act XL of 1994 on the Hungarian Academy of Sciences Section 3 (1) point o)

that examinees are guaranteed at least 21 days of preparation for the exams. Taking into account the provisions in paragraph (1), retake exams shall be scheduled for the same examination period simultaneously to the scheduling of the comprehensive examinations. The schedule shall provide at least 15 days between the comprehensive examination and the retake exam.

- (3) The faculty office shall notify applicants for the comprehensive examination in writing on the decision on their application, the schedule of the exam, the exam subject(s) determined by the discipline doctoral council and the makeup of the exam committee taking into account the deadline specified in paragraph (1).
- (4) In consideration of cases in merit of special equity, the Student may request the postponement of the comprehensive examination within the given examination period. In this case, that Student's comprehensive examination date may be set for the retake exam period.

### **The Exam Committee**

[...] <sup>42</sup>

#### **Section 53**

- (1) The comprehensive examination shall be taken in public, in front of an exam committee.
- (2) The committee shall consist of at least three members, at least one of whom is not employed by the University, not including an employment status established specifically for membership on the exam committee. The committee chair shall be a professor, professor emeritus, research professor or associate professor at the University. Only persons with academic degrees may be on the exam committee. The committee shall also include substitute members.
- (3) The examinee's
  - a) topic supervisor,
  - b) relative (Section 8:1 (1) of the Civil Code of Hungary),
  - c) direct employer (or research centre leader) or subordinate,
  - d) co-author in an academic publication
  - e) any person who cannot be expected to give an objective evaluationare prohibited from serving on the exam committee.
- (4) Decision on the expulsion of a member from the committee shall be taken promptly by the chair of the discipline doctoral council based on a complaint by the examinee or an announcement by the member concerned or after gaining knowledge of any other grounds for the exclusion of the member, if the discipline doctoral council originally appointed a substitute member to the committee.
- (5) In accordance with the provisions of the faculty doctoral regulations, the topic supervisor of the Doctoral Student may be present at the comprehensive examination but may not act as an examiner and may not take part in the Student's evaluation. The faculty office shall notify the Student's supervisor of the date of the exam simultaneously to the notification of the Student.

[...] <sup>43</sup>

### **Evaluation of the Exam. Retaking an Unsuccessful Exam**

#### **Section 54 <sup>44</sup>**

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<sup>42</sup>Quotations from R. Section 12/A (2), Section 17 omitted in this space – TN.

<sup>43</sup>Quotation from Act V of 2013 on the Civil Code of Hungary Section 8.1 (1) omitted in this space – TN.

<sup>44</sup>Amended by Senate Resolution CCIII/2016. (IX.26.). Effective 26 September, 2016.



- (1) A minutes shall be prepared on the comprehensive examination.
- (2) The curriculum of the doctoral programme may award credits for certain subjects making up the comprehensive examination.
- (3) In the event that the Student fails to pass one or all of the theoretical subjects of the comprehensive examination, he/she may take a retake exam in this (these) subject(s) within the same examination period on the day set aside for retake exams. The retake exam fee shall be determined in Annex 4 of the present Regulations.
- (4) The Student shall not be entitled to a second attempt in the form of a retake exam at a dissertation part of the comprehensive examination that is considered a fail.
- (5) Any other rules pertaining to the successful passing, postponement of the comprehensive examination or the retake of an unsuccessful exam shall be laid out in the faculty doctoral regulations.

## Section 55

- (1) If the Student fails to pass the comprehensive examination by the last day of the examination period following the completion of his/her fourth semester – including the retake examination period – the Student's student status shall expire on day of the unsuccessful exam (retake exam) or on the last day of the examination period if he/she failed to fulfil his/her obligation to attempt the exam without having requested a postponement.
- (2) The faculty office shall notify the Student in writing of the expiry of his/her student status.
- (3) Former students who have had their student status expire due to the reasons specified in paragraph (1) may apply for the comprehensive examination along the rules pertaining to potential applicants who have not participated in preliminary doctoral training. If the Student applies to take the comprehensive examination within 5 years of the expiry of his/her student status,
  - a) the five-year rule specified in Section 50 (1) and the rules laid out in Section 50 (2) shall not apply to that Student,
  - b) that Student's earlier academic and research activities completed at the doctoral school shall be included in the evaluations made over the course of the habitus investigation.

## **THE PRE-DEGREE CERTIFICATE (ABSOLUTORIUM)**

[...]<sup>45</sup>

## Section 56

### **The Conditions of Obtaining the Pre-degree Certificate (Absolutorium)**

- (1) The completion of the doctoral programme, the fulfilment of the academic requirements shall be verified by the pre-degree certificate (absolutorium) issued by the Dean or the Vice-Dean based on the recommendation of the topic supervisor, on the basis of the verification of the head of the doctoral school pursuant to the method prescribed in the faculty doctoral regulations.
- (2) The pre-degree certificate shall be issued if the Student obtains the required 240 credits.

## **APPEALS**

## Section 57

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<sup>45</sup> Quotation from Nftv. Section 53 (4A) omitted in this space – TN.

- (1) Decision made pertaining to student affairs may be subject to appeal in the case of a violation of the law, the present Regulations, the faculty doctoral regulations or the operational regulations or the doctoral schools.
- (2) The appeal shall be reviewed by the Student Appeals Board.
- (3) The Student Appeals Board shall apply as appropriate the provisions specified in Chapter IX of the HKR in its reviews of appeals.

## **OBTAINING THE DOCTORAL DEGREE**

### **CONDITIONS OF OBTAINING THE DOCTORAL DEGREE**

[...] <sup>46</sup>

#### Section 58

- (1) The conditions of obtaining the doctoral degree shall be
  - a) the obtainment of the pre-degree certificate verifying the completion of the doctoral programme,
  - b) preparation of the doctoral dissertation,
  - c) preparation of the abstracts preparing the subject, methods and results of the dissertation,
  - d) proof of proficiency in foreign languages required for academic research or – if the topic does not require proficiency in a specific language – proof of proficiency in either English, German, French, Russian, Spanish or Italian in the form of a complex [type “C”] intermediate level (B2) state-certified language exam or an equivalent certificate, including a school leaving certificate or university diploma providing proof of secondary or higher education qualifications in the given language,
  - e) proficiency in another language at the level specified in the faculty doctoral regulations.
  - f) verification of academic publications specified in the faculty doctoral regulations or verification of at least two academic publications related to the topic of the doctoral dissertation,
  - g) uploading the details of the academic publications into the HAS bibliographic database pursuant to the Rector’s order on the register of the publications of the University,
  - h) defence of the doctoral dissertation in a public disputation.
- (2) The decision on the approval of the proof of proficiency of the specific language necessary for the research to be carried out for the doctoral dissertation referred to in point d) of paragraph (1) shall be taken by the discipline doctoral council in its resolution initiating the critique procedure, in the event that the language in question is not English, German, French, Russian, Spanish or Italian.
- (3) The language to be approved as the other language referred to in point e) of paragraph (1) must be a language that has a vocabulary and terminology necessary for the Student’s academic research.
- (4) In the case of students whose native language is not Hungarian, the foreign languages referred to in points d)-e) of paragraph (1) may include Hungarian as well.
- (5) In the case of international cooperation in the form of co-tutelle programmes with foreign higher education institutions, agreements signed by the University in accordance with Sections 77-78 of the present Regulations may set obligations that diverge from the ones specified in points d)-g) of paragraph (1) and may prescribe different rules pertaining to the verification of language proficiency.

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<sup>46</sup> Quotation from R. Section 13 (2)-(3), Section 14 (1)-(3) omitted in this space – TN.

## Section 59

- (1) The decision on the extension of the deadline for submitting the doctoral dissertation prescribed by Section 53 (4) of Nftv. under the application of special equity shall be taken by the discipline doctoral council at the request of the Student or former Student (hereinafter jointly referred to as Doctoral Candidate).
- (2) The request must be submitted before the expiry of the deadline for submitting the doctoral dissertation. Documents specifying the special personal reasons for the request (as listed in Section 45 (2) of Nftv.) and a statement of approval from the topic supervisor must be attached to the request.

## **SUBMISSION OF THE DOCTORAL DISSERTATION**

[...] <sup>47</sup>

### **Content and Formal Requirements of the Doctoral Dissertation**

## Section 60

- (1) The doctoral dissertation cannot be written in co-authorship.
- (2) The content and formal requirements of the doctoral dissertation are determined by the faculty doctoral regulations. A dissertation that has already been submitted may not be supplemented or modified during the critique procedure.

## **The Research Centre Disputation**

## Section 61

Prior to the submission of the doctoral dissertation, the department (institute) in charge of the relevant academic field shall organise an academic meeting (hereinafter: research centre disputation) to evaluate the dissertation. The department shall invite to the disputation the lecturers contributing to the doctoral programme, core members and topic supervisors researching the given topic at other universities and notable academic experts in the given field. A minutes shall be prepared of the research centre disputation. The detailed regulations of the research centre disputation shall be laid out in the faculty doctoral regulations specifying that the faculty doctoral regulations may prescribe other forms of evaluation pertaining to the doctoral dissertation prior to its submission, in place of the research centre disputation.

## **Submission of the Doctoral Dissertation**

## Section 62

- (1) The rules of the submission of the doctoral dissertation and its abstracts (number of copies to be submitted, the submission of a printed or electronic version) shall be determined by the faculty doctoral regulations, however, the submission of a printed version and an electronic version is compulsory. The electronic version shall be submitted in PDF/A format. The printed and electronic versions of the dissertation must be identical.
- (2) Prior to the submission of the printed and electronic versions of the doctoral dissertation and its abstracts, the author of the dissertation shall apply for a DOI identifier from the faculty office by filling out and submitting the “Declaration Form” found in Annex 5 of

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<sup>47</sup>Quotation from Nftv. Section 108 1a. omitted in this space – TN.

the present regulations. The applicant must fill out and submit the “Declaration Form” to the faculty office electronically, without signing the document. The faculty office shall request a DOI identifier for the doctoral dissertation and its abstracts on relevant electronic interface within five days of the receipt of the applicant’s “Declaration Form”. The faculty office shall fill out the field marked “DOI identifier” and send it back to the applicant electronically.

- (3) The doctoral dissertation and its abstracts shall be submitted together with a signed copy of the applicant’s “Declaration Form”. One copy of the “Declaration Form” shall be included in the bound printed copy of the dissertation and shall also be attached to the electronic version of the dissertation. The other printed copy of the “Declaration Form” shall be kept by the faculty office together with the documentations of the doctoral procedure. If more than one copy of the printed version of the doctoral dissertation is submitted, the Student must attach a copy of the “Declaration Form” to each of the other copies of the dissertation.

## **THE CRITIQUE PROCEDURE**

[...] <sup>48</sup>

### Section 63

- (1) The Chairs of the discipline doctoral councils shall be responsible for establishing the conditions that ensure that the critique procedure is conducted in an objective manner.
- (2) Persons for whom the grounds for exclusion listed in points a)-f) of Section 53 (3) apply shall be excluded from the critique procedure and may not participate in the handling of any substantial aspects of the procedure or the decision-making process.
- (3) The faculty regulations may specify other grounds for exclusion pertaining to the participation of the members of the Assessment Committee or official opponents.
- (4) Decision on the expulsion of a member from the Assessment Committee shall be taken promptly by the Chair of the discipline doctoral council based on a complaint by the critique procedure applicant or an announcement by the member concerned or after gaining knowledge of any other grounds for the exclusion of the member, if the discipline doctoral council originally appointed substitute members to the committee or for the opponents. If the doctoral procedure cannot be continued, the Chair of the discipline doctoral council shall promptly convene the discipline doctoral council to appoint (a) new member(s) to the committee.

### Section 64

Critique procedures can be held between 1 September and 30 June at the University. Based on a special justification as laid out in the faculty doctoral regulations, public disputations may be held in July or between 21 and 31 August if the discipline doctoral council initiated the doctoral procedure prior to 30 June.

## **Initiation of the Critique Procedure**

### Section 65

- (1) The request for the initiation of the critique procedure shall be submitted by filling out the relevant application form found in Annex 5 of the present regulations. The request shall be submitted to the discipline doctoral council through the faculty office.
- (2) Attachments to the request shall include:
  - a) the pre-degree certificate verifying the completion of the doctoral programme,

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<sup>48</sup>Quotation from R. Section 17 omitted in this space – TN.

- b) the doctoral dissertation and doctoral abstracts pursuant to Section 62,
  - c) the minutes of the research centre disputation, in addition to a joint recommendation by the head of the research centre/doctoral programme and the topic supervisor for the initiation of the critique procedure. The recommendation may also cover nominations for members of the Assessment Committee and the official opponents,
  - d) proof of language proficiency,
  - e) a copy of the applicant's curriculum vitae and bibliography of his/her academic publications. In the case of the latter, only publications that can be found in the HAS bibliographic database pursuant to the Rector's Order on the register of the publications of the University<sup>49</sup> can be taken into account,
  - f) a certificate of a clean criminal record not older than 3 months, or in the case of foreign nationals, an equivalent document issued by a competent authority, except if the applicant's line of work is related to the issuance of criminal record certificates, as verified by his/her employer,
  - g) a declaration from the applicant that he/she has no pending critique procedure in the same academic discipline.
- (3) Should the application be incomplete, the faculty office shall ask the applicant to submit the missing documents within 30 days.
  - (4) In the event that the applicant fails to submit the missing documents, the Chair of the discipline doctoral council shall terminate the critique procedure.

## Section 66

- (1) The decision on request for the initiation of the critique procedure shall be taken by the discipline doctoral council. This authority may not be transferred to the Chair of the council or the head of the doctoral school.
- (2) The discipline doctoral council shall only handle applications that meet the formal requirements.
- (3) The discipline doctoral council shall decide on the members of the Assessment Committee and the official opponents based on the recommendation of the head of the doctoral school, simultaneously to the approval of the request. In the case of a form of international cooperation as specified in Sections 77-78 of the present Regulations, decisions on the appointments of bodies contributing to the doctoral procedure shall be applied in harmony with the provisions of the international agreements.
- (4) The discipline doctoral council shall reject the initiation of the critique procedure if any of the conditions necessary for the initiation of the procedure pursuant to Section 65 are not met. The council shall include a justification of its decision in its resolution on the rejection of the initiation of the procedure.
- (5) The Chair of the discipline doctoral council shall inform the Chair of the University Doctoral Council every six months on the procedures initiated.

## The Public Disputation

[...] <sup>50</sup>

[...] <sup>51</sup>

## Section 67

- (1) The Doctoral Candidate shall defend the doctoral dissertation in a public disputation before an Assessment Committee. In the case of doctoral dissertations containing information classified for national security reasons, the discipline doctoral council may

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<sup>49</sup> Rector's Order 6/2012. (II.23.).

<sup>50</sup> Quotation from R. Section 15 (1)-(2), Section 16 (1)-(8) omitted in this space – TN.

<sup>51</sup> Quotation from Nftv. vhr. Section 42 (5)-(6) omitted in this space – TN.

order a closed disputation at the request of the Doctoral Candidate and the recommendation of the topic supervisor, based on the approval of the members of the Assessment Committee.

- (2) The Chair of the Assessment Committee shall be a professor, professor emeritus or associate professor at the university.
- (3) The Chair and members of the Assessment Committee, along with the substitute Chair and substitute members are appointed by the discipline doctoral council based on the recommendation of the head of the doctoral school.

#### Section 68

- (1) The official opponents are appointed by the Chair of the discipline doctoral council based on the decision of the discipline doctoral council. The official opponents shall include at least one person who is not employed by the University, not including an employment status established specifically for this purpose. Only persons in the possession of academic degrees shall be eligible to serve as official opponents.
- (2) At the request of the discipline doctoral council, the two official opponents shall prepare written critiques of the doctoral dissertation within two months of their appointments. The opponents shall declare whether the conditions of the obtainment of the doctoral degree have been met and whether they recommend that dissertation be subject to a public disputation.
- (3) Upon the expiry of the two-month deadline provided for the preparation of a critique of the dissertation, the discipline doctoral council shall ask the appointed official opponent to indicate whether the critique would be completed within the ensuing month.
- (4) In the event that the appointed official opponent fails to submit the critique before the expiry of the two-month deadline, and indicates that the critique is not expected to be completed within the ensuing month, the discipline doctoral council shall withdraw the appointment of the opponent and turns the dissertation over to a new opponent.
- (5) In the event that a new opponent has to be appointed, the discipline doctoral council may choose to set a deadline shorter than the original for the preparation of the critique.
- (6) In the event that one of the two opponents does not recommend that the dissertation be subject to a public disputation, the discipline doctoral council shall appoint a third opponent.
- (7) In the event that two opponents do not recommend that the dissertation be subject to a public disputation, the discipline doctoral council shall terminate the doctoral procedure.

#### Section 69

- (1) The Chair of the discipline doctoral council shall refer the doctoral dissertation to a public disputation within no less than 15 but no more than 60 days of its receipt of two supporting critiques. The period specified in this paragraph shall exclude the months of July and August, with the exception of the provisions in Section 64.
- (2) Notable experts and representatives of the given topic shall be invited to the disputation with the abstracts of the dissertation attached to the invitations. The list of invitees shall be determined by the discipline doctoral council or the head of the doctoral school in accordance with the faculty doctoral regulations. After setting the date of the public disputation, the faculty office shall ensure that the dissertation is accessible to the public – in line with the methods prescribed by the faculty doctoral regulations – except in the case of closed disputations.
- (3) The Doctoral Candidate, the Chair and members of the Assessment Committee and the official opponents must be present at the disputation in person. In the event that no substitute members are named or if they are named but unavailable, the Chair of the Assessment Committee can make a decision to hold the disputation in exceptionally justified cases if one of the opponents or one of the members of the Assessment

Committee are not present. If one of the members of the Assessment Committee is not present, he/she shall be obliged to give a written statement on the evaluation of the dissertation as well as the Doctoral Candidate's written response to the critiques within 10 days of the day of the disputation and give an opinion on whether the Doctoral Candidate can receive the doctoral degree. If the public disputation cannot be held due to an absence, the Chair of the discipline doctoral council shall schedule the next public disputation for no less than 15 days later.

- (4) The Doctoral Candidate shall receive the critiques at least 15 days prior to the public disputation. The Doctoral Candidate shall prepare a written response to the critiques before the disputation and shall provide a verbal response in the public disputation during the defence of the dissertation.
- (5) The Doctoral Candidate may present his/her abstracts within the framework of the public disputation or may maintain what is set forth in the abstracts and proceed to respond to the questions and comments of the opponents, members of the Assessment Committee and others present at the disputation. The disputation must also verify that the results of the dissertation are credible and the Student's own.
- (6) Following the close of the disputation, the Assessment Committee shall decide on the qualification of the dissertation by secret ballot in a closed session. Following the vote the Chair of the Assessment Committee shall announce the result of the defence. The Assessment Committee may opt to hear the topic supervisor prior to its closed session.
- (7) The performance of the Doctoral Candidate shall be evaluated by each member of the Assessment Committee on a five-grade scale. The defence is deemed successful if the candidate acquires 60% of the total number of points. The qualification ("summa cum laude", "cum laude", "rite") of the successful defence is defined by the faculty doctoral regulations.
- (8) A minutes shall be prepared of the defence. The minutes prepared of the defence – containing the most important statements made during the defence – are accessible to the public. A copy of the minutes may only be viewed by a third party apart from the Doctoral Candidate by the submission of a written request and by paying a copy fee specified in the faculty regulations.
- (9) At the request of the Doctoral Candidate, the Chair of the discipline doctoral council shall issue a verification of the qualification of the defence.
- (10) The critique procedure shall be concluded within one year of the submission of the doctoral dissertation.

## Section 70

- (1) Pursuant to the provisions of the faculty doctoral regulations, the doctoral dissertation may also be submitted in a foreign language in the critique procedure, or the entire critique procedure can be conducted in a foreign language. The decisions on the submission of the doctoral dissertation in a foreign language and conducting the critique procedure in a foreign language shall be taken by the discipline doctoral council based on the request submitted by the Doctoral Candidate with the approval of the topic supervisor.
- (2) In the case of a critique procedure conducted in a foreign language, every member of the Assessment Committee and the official opponents shall be required to have the foreign language competence necessary for assessing the Doctoral Candidate and evaluating the points made in the public disputation.
- (3) In the case of a form of international cooperation as specified in Sections 77-78 of the present Regulations, the provisions laid out in Sections 67-70 (1)-(2) shall be applied in harmony with the contents and provisions of the international agreements.

## **DECISION ON THE CONFERMENT OF THE DOCTORAL DEGREE**

## Section 71

- (1) Following the public defence, the discipline doctoral council shall examine the critique procedure of the Doctoral Candidate. In the event that the council uncovers irregularities in the procedure, it shall act on the remedial of said irregularities.
- (2) The council, on the basis of a critique procedure conducted in accordance with the regulations, shall recommend the conferment and qualification of the doctoral degree, provided that the qualifications of the doctoral dissertation and the performance of the Doctoral Candidate in the public disputation are not “insufficenter”. Pursuant to the regulations on the evaluation and scoring of the degree, the qualification of the degree can be “summa cum laude”, “cum laude” or “rite”. The faculty doctoral regulations may prescribe that the result of the comprehensive examination be included in the qualification of the degree. In this case, the weight of the result of the comprehensive examination may not exceed 30% of the maximum score that can be given as part of the evaluation.
- (3) In the event that the qualification of the doctoral dissertation or the performance of the Doctoral Candidate in the public disputation is deemed “insufficenter”, the discipline doctoral council can opt to terminate the doctoral procedure.

## Section 72

- (1) The decision on the conferment of the doctoral degree shall be taken by the University Doctoral Council at the initiative of the discipline doctoral council.
- (2) Should the University Doctoral Council uncover a serious violation of the rules during the procedure which prevents a decision on the conferment of the doctoral degree, it shall return the recommendation of the conferment to the discipline doctoral council for action, obligating it to,
  - a) remedy the deficiency in the procedure,
  - b) adequately repeat the part of the procedure that was conducted improperly.
- (3) The University Doctoral Council shall rule on the conferment of the doctoral degree in its first session following the submission of the discipline doctoral council’s recommendation and the full documentation of the critique procedure, but no later than within four months of the submission of the recommendation for conferment.
- (4) The University Doctoral Council must provide justification should it rule to reject the conferment of the doctoral degree.
- (5) The decision of the University Doctoral Council cannot be appealed unless it is found to be in violation of legislation or the university or faculty doctoral regulations.

## REVOCATION OF THE DOCTORAL DEGREE

[...] <sup>52</sup>

## Section 73

- (1) The University Doctoral Council, based on the recommendation of the discipline doctoral council, shall revoke the doctoral degree and the doctoral degree certificate within five years of its issuance if the certificate was obtained illicitly.
- (2) The University Doctoral Council, based on the recommendation of the discipline doctoral council, may revoke the doctoral degree and the doctoral degree certificate at any given time if the person who obtained the doctoral degree,
  - a) is found to have provided false or forged verification of any of the conditions for the initiation of the doctoral procedure,

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<sup>52</sup>Quotation from Nftv. Section 52/A (1)-(6) omitted in this space – TN.



- b) is found to have committed plagiarism in his/her doctoral dissertation or any of his/her academic publications assessed over the course of the doctoral procedure,
  - c) is found to have committed any of the actions specified in Section 95 of present regulations.
- (3) The principles and recommendations pertaining to the Code of Academic Ethics of the Hungarian Academy of Sciences shall be applicable when assessing the case laid out in point b) of paragraph (2).

#### Section 74

- (1) In the event of a revocation of a doctoral degree, the University Doctoral Council shall notify the University Library of the revocation.
- (2) The University Library shall erase from its database the qualifications of the doctoral dissertation and the abstracts serving as the basis of the revoked doctoral degree and shall arrange for the erasing of said qualifications from the database of the Hungarian Academy of Sciences.
- (3) If the person whose doctoral degree was revoked requests the returning of the doctoral degree and the abstracts as well as the complete erasing of the library data on the works, the dissertation shall be returned to the applicant, the relevant library data shall be erased and the text of the dissertation and the abstracts shall be rendered inaccessible in the EDIT.

### APPEALS IN THE DOCTORAL PROCEDURE

#### Section 75

- (1) The Doctoral Candidate may lodge an appeal to the University Doctoral Council against a ruling of the discipline doctoral council which,
  - a) rejects the initiation of the critique procedure,
  - b) was made pertaining to the motions for exclusion,
  - c) terminates the doctoral procedure,
  - d) rejects a request for submission of the doctoral dissertation in a foreign language or conducting the doctoral procedure in a foreign language,
  - e) rejects a request for the postponement of the publication of the dissertation or for conducting a closed disputation.

The appeal must be filed within 15 days of the issuance of the decision. The appeal shall be reviewed by the University Doctoral Council in its ensuing session. The decision of the University Doctoral Council on the appeal shall be binding.
- (2) The Doctoral Candidate or person in possession of a doctoral degree may appeal a decision that
  - a) rejects the conferment of the doctoral degree
  - b) revokes the doctoral degree

to the Rector or the University Doctoral Council within 15 days of its issuance citing a violation of legislation or the University or faculty regulations. The appeal shall be assessed by the Rector. The Rector's decision shall be non-appealable.
- (3) Further provisions to be applied in the assessment of appeals shall be the ones laid out in Chapter IX of the HKR.

### THE PUBLICITY OF THE DOCTORAL ABSTRACTS AND DISSERTATIONS

[...] <sup>53</sup>

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<sup>53</sup>Quotation from Nftv. Section 53/A (1)-(3) omitted in this space – TN.

## Section 76

- (1) The University Library shall store the printed versions of the doctoral dissertation and abstracts and shall ensure their accessibility. The doctoral dissertation may not be borrowed.
- (2) The Doctoral Candidate has until the conferment of the doctoral degree to request in writing that the doctoral dissertation not be published in the University Library until the publication of the Candidate's patent or copyright protection application indicated in the request. The decision on the request shall be taken by the discipline doctoral council.
- (3) If the discipline doctoral council approves the request referred to in paragraph (2), or if the doctoral dissertation contains information classified for national security reasons, the University Library shall indicate in its catalogue that date on which the dissertation shall be made accessible. The University Library shall be obligated to take the necessary measures for the proper safekeeping of the doctoral dissertation and abstracts containing information classified for national security reasons until they are made accessible to the public.
- (4) The faculty office shall send the copy of the doctoral dissertation and abstracts referred to in paragraph (1) to the University Library within 15 following the conferment of the doctoral degree. In the event that the discipline doctoral council decides to postpone the publication of the dissertation and the abstracts for reasons specified in paragraphs (2)-(3), the decision of the discipline doctoral council shall be attached to the dissertation and abstracts.
- (5) The University Library shall publish the doctoral dissertation and abstracts of the person on whom the doctoral degree has been conferred in the EDIT – except in the cases specified in paragraphs (3) and (7) – and shall upload the details of the dissertation and abstracts into the bibliographic database of the HAS and shall arrange the linking of the EDIT and the database with regards to the dissertation and the abstracts.
- (6) If the author of the doctoral dissertation enters into a publishing agreement regarding the dissertation during the doctoral procedure or before the conferment of the doctoral degree, and does not wish that the dissertation be published in the EDIT in consideration of the publication of the dissertation as a printed work or e-book, the author shall notify the faculty office and the University Library of this in a statement with an attached copy of the publishing agreement within 15 business days after the publication of the decision on the conferment of the doctoral degree on the University's website.
- (7) Doctoral dissertations that are classified in accordance with paragraph (3) shall be published within 15 business days of the announcement of the patent or copyright protection application or within 15 days after the expiry of the confidentiality of the dissertation.
- (8) If the printed and electronic versions of the doctoral dissertation are not identical in spite of the Candidate's statement on the "Declaration Form" referred to in Section 62, the University Library shall promptly notify the person in charge of the secretarial tasks of the University Doctoral Council at the Directory of Educational Affairs of the Chancellery of the identified discrepancies. The administrator of the Directory of Educational Affairs shall initiate the elimination of the discrepancy at the relevant faculty office. The doctoral degree cannot be conferred on the author of the dissertation until he/she does not eliminate the discrepancy between the printed and electronic versions of the dissertation, in line with the statement on the "Declaration Form".
- (9) In the event that critique procedure concludes without a conferment of the doctoral degree, the faculty office shall delete the relevant doctoral dissertation and its abstracts from the EDIT within 15 business days of the receipt of the decision indicating the conclusion of the critique procedure.
- (10) In the event that the doctoral dissertations and abstracts are not uploaded to the EDIT prior to the conferment of the doctoral degree on the basis of international cooperation agreements specified in Sections 77-78 of present regulations, the provisions

specified in Section 62 (4)-(6) and in paragraphs (5)-(9) of the present Section shall be applied as appropriate following the decision on the conferment of the doctoral degree.

## **JOINT DOCTORAL PROGRAMMES WITH OTHER UNIVERSITIES**

### **JOINT DOCTORAL PROGRAMME WITH A FOREIGN UNIVERSITY**

[...] <sup>54</sup>

#### **Joint Doctoral Programme**

##### **Section 77**

Doctoral schools may organise joint doctoral programmes with foreign universities aimed at the joint training of students enrolled in the programme, the exchange of professors, joint topic supervision as well as the issuance of joint degrees or double degrees. Provisions laid out in Section 18 of present regulations shall be applicable to the preparation and approval of joint doctoral programmes. Following the decision of the Senate on the approval of the joint doctoral programme, the Rector shall sign a cooperation agreement on the joint doctoral programme with the foreign university partnering in the programme. The joint doctoral programme may be launched following the registration of the cooperation agreement and programme in the registry referred to in Nftv. Section 78 (5).

#### **Joint Doctoral Programme of Individual Students (Co-tutelle)**

##### **Section 78**

- (1) On the basis of the recommendation of the University Doctoral Council, the Rector may enter into a framework agreement with the foreign university on providing a co-tutelle doctoral programme for individual students.
- (2) At the request of the Doctoral Student and his/her topic supervisor, the Rector may enter into an agreement on the joint doctoral training of individual students – even without a co-tutelle framework agreement – if the discipline doctoral council recommends the signing of the agreement to the Rector based on the draft agreement.
- (3) The agreement can only be signed if the doctoral degree to be obtained on the basis of the agreement fulfils the criteria laid out in present Regulations as well as the criteria laid out in the faculty doctoral regulations.
- (4) The agreement shall cover the rules of the academic programme, the duration and scheduling of the programmes of the two universities, the rules pertaining to enrolment, finances, options for the suspension or termination of the doctoral studies, the special regulations of the doctoral procedure, the language of the doctoral dissertation and abstracts and the rules pertaining to the issuance of the certificate verifying the obtainment of the doctoral degree.
- (5) A Hungarian language copy of the framework agreement referred to in paragraph (1) and the agreement referred to in paragraph (2) shall also be drafted. The model agreement shall be regulated by Rector's Order<sup>55</sup>. The final agreement may only diverge from the model agreement on the basis of a foreign legislation pertaining to the other contracting party. The signed framework agreement or contract shall be registered with the Educational Authority by the Directory of Educational Affairs of the Chancellery.

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<sup>54</sup>Quotation from Nftv. Section 78 (1)-(5) omitted in this space – TN.

<sup>55</sup> Rector's Order 7/2009. (III.17.).

## **PARTIAL STUDIES**

[...] <sup>56</sup>

[...] <sup>57</sup>

### **Partial Studies at a Domestic University**

#### **Section 79**

- (1) The Student may pursue partial studies (e.g. registration for courses, conducting research, lecturing) at another doctoral school of the University or at another domestic higher education institution by acquiring visiting student status and may also obtain academic (training), research or lecturing credits.
- (2) The Doctoral Student may take part in partial studies based on a course registration request and work programme recommended by the topic supervisor and approved by the discipline doctoral council.
- (3) Credits obtained during the partial studies can be recognised based on an inter-institutional credit-equivalence agreement, the preliminary approval of the discipline doctoral council as specified in paragraph (2) or the provisions of legislation prescribing the recognition of the credits. The decision on the recognition of the credits obtained in partial studies shall be taken by the discipline doctoral council based on the request of the Student approved by the topic supervisor.
- (4) The course materials provided by the two universities shall be considered equivalent if there is at least a 75% match in the materials. The degree of equivalence between the course materials of the two universities shall be assessed by the discipline doctoral council in consideration of the opinion of the council of the doctoral school.

### **Partial Studies in a Foreign Higher Education Institution**

#### **Section 80**

- (1) The Student may also pursue partial studies abroad. As part of the partial studies, based on a work programme approved by the topic supervisor, the Student may take part in a programme which is in line with the Student's academic and research plan and ensures that the studies pursued abroad can be recognised along the curriculum of the doctoral school. The duration of the partial studies programme conducted abroad shall count towards the duration of the domestic doctoral programme and does not establish the suspension of the student status. The Student shall register for the given academic term in person during the course of his/her programme abroad, or shall authorise a representative to register in his/her place.
- (2) The decision on the approval of the Student's pursuit of partial studies abroad shall be taken by the discipline doctoral council based on the recommendation of the head of the doctoral school, which shall be made on basis of the Student's request and work programme approved by the topic supervisor.
- (3) The Student's grades in his/her completed courses shall also be requested to be converted into ECTS-grades by the foreign university.

## **Recognition of Previous Achievements**

#### **Section 81**

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<sup>56</sup> Quotation from Nftv. Section 108 point 30 omitted in this space – TN.

<sup>57</sup> Quotation from Nftv. Section 42 (1)-(6) omitted in this space – TN.

- (1) Participation in training, research or lecturing activities that fall outside the framework of the doctoral programme but are compatible with the programme, as well all publications published prior to the application to the doctoral programme shall qualify as previous achievements.
- (2) The discipline doctoral council – on the basis of the recommendation of the doctoral school – may recognise these credits, verified to have been obtained throughout the Student's academic career, as credits awarded in the doctoral programme.

## Section 82

The details of the rules on the pursuit of partial studies at home and abroad, the maximum number of credits obtainable in the partial studies as well as the rules on the recognition of previous achievements and the number of training, research and lecturing credits that can be obtained with their recognition, shall be specified in the faculty doctoral regulations.

## **THE DOCTORAL CERTIFICATE AND THE CONFERMENT OF THE TITLE OF DOCTOR (PHD)**

[...] <sup>58</sup>

[...] <sup>59</sup>

## Section 83

- (1) The doctoral certificate shall be issued in Hungarian and Latin or in Hungarian and the language of the doctoral programme.
- (2) In the case of a doctoral procedure conducted in a foreign language, the doctoral certificate shall be issued in Hungarian and Latin as well as the language of the doctoral procedure.
- (3) An English language version of the certificate must also be published as a separate document.
- (4) The certificate shall include,
  - a) the name and higher education identifier code of the University,
  - b) the coat of arms of the University,
  - c) the name, birth name, date and place of birth of the certificate's holder,
  - d) the name of the given academic discipline and specialisation,
  - e) the title and qualification of the doctoral degree,
  - f) the place and date of issue of the certificate,
  - g) the seal of the university with the coat of arms of Hungary.
- (5) The sample text of the certificate is contained in Annex 2 of present Regulations.
- (6) The certificate shall be signed by the Rector of the University and the Chair of the University Doctoral Council.
- (7) The tasks related to the issuance of the forms of security concerning the doctoral degrees along with the tasks related to the issuance of the doctoral certificate shall be carried out by the Directory of Educational Affairs of the Chancellery.

## Section 84

- (1) Persons who have obtained the doctoral degree shall be awarded the title of doctor in by the Rector and the heads (and representatives) of the faculties in a graduation ceremony.

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<sup>58</sup>Quotation from Nftv. Section 51 (5)-(6), Section 52 (1) omitted in this space – TN.

<sup>59</sup>Quotation from Nftv. vhr. Section 35 (1)-(2), Section 46 (9) omitted in this space – TN.

- (2) The Candidates shall be present at the doctoral conferment ceremony in person where they shall take an oath defined in Annex 3. Only persons who have taken the oath shall be allowed to use the title of doctor.
- (3) The doctoral conferment ceremony shall be set by the Directory of Educational Affairs of the Chancellery for a date falling no later than within six months of the issuance of the decision conferring the title of doctor.
- (4) In cases in merit of special equity, at individual request, the Rector may approve an individual conferment ceremony, as distinct from the provision specified in paragraph (1).

## **CONFERMENT OF THE TITLE OF ‘DOCTOR WITH HONOURS’**

[...] <sup>60</sup>

[...] <sup>61</sup>

### **Section 85**

- (1) The conferment of the title of “Doctor with Honours” shall be requested by the Doctoral Candidate in the form of a written request submitted to the discipline doctoral council within 15 days following the date of the public disputation. Official copies of the documents verifying the fulfilment of the criteria laid out in Section 18 (1)-(3) of R. shall be attached to the request.
- (2) The discipline doctoral council shall refer the request to the University Doctoral Council complete with its recommendation for the conferment of the doctoral degree.
- (3) If all criteria are met and the conferment of the doctoral degree is approved, the Rector – at the initiative of the Chair of the University Doctoral Council – shall initiate the conferment of the title of “Doctor with Honours” with the minister in charge of education.
- (4) The costs of the conferment of the title of “Doctor with Honours” shall be covered by the Directory of Educational Affairs of the Chancellery.

## **REGISTERS OF DOCTORAL CANDIDATES AND DOCTORS**

### **Section 86**

- (1) The details of the applicants to the doctoral programme shall be handled by the doctoral school and the discipline doctoral council.
- (2) The faculty register of Doctoral Students, which contains every event of the Doctoral Student’s training, shall be managed by the faculty offices through the Electronic Registration System.
- (3) The university register of doctors (official register of doctors), which contains details of all events of the doctoral procedure, shall be managed by the Directory of Educational Affairs of the Chancellery.

## **DOCTORAL STUDENT BURSARIES AND FEES**

[...] <sup>62</sup>

### **Section 87**

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<sup>60</sup>Quotation from Nftv. Section 52 (8) omitted in this space – TN.

<sup>61</sup>Quotation from R. Section 18 (1)-(4), 19 (1)-(4) omitted in this space – TN.

<sup>62</sup>Quotation from Nftv. Section 81 (1)-(5), Section 82 (1)-(4), Section 83 (1)-(5) omitted in this space – TN.

- (1) Titles under which Doctoral Students may be awarded bursaries are contained in the HKR in the chapter on student bursaries and services.
- (2) The sums of the tuition fees payable in the doctoral school shall be determined by the faculties and published in their admission guidelines.
- (3) The tuition fee must be paid by the deadline specified in the various faculty doctoral regulations, but by no later than 30 October (31 March).
- (4) In the event of a default on the payment of the tuition fee, the faculty office shall demand payment from the Student in question within one month of the default. Should the Student fail to comply with the demand, the discipline doctoral council – after evaluating the social conditions of the Student, if the Student's social conditions do not warrant a further delay in payment – shall initiate the termination of the student status with the Dean of the relevant faculty.
- (5) The discipline doctoral council may request information from the Student for its assessment of the Student's social conditions. If the Student fails to supply the requested information within the specified deadline or if the Student rejects the supply of information, the discipline doctoral council shall initiate the termination of his/her student status without further investigation.
- (6) The titles and sums of the special administrative fees payable by the Doctoral Students – with the exception of the fee payable for the retake comprehensive examination – shall be defined by the HKR.
- (7) The sums of the special administrative fees shall be given as rounded to the nearest hundred.

#### Section 88

- (1) The fees payable for the comprehensive examination and the procedure for the national recognition of degrees obtained abroad shall be defined in Annex 4 of present Regulations.
- (2) Honoraria shall be payable to members of the comprehensive examination committee and persons contributing to the critique procedure who are not employed by the University. The sums of the honoraria are specified in the faculty doctoral regulations.

#### Section 89

- (1) The University may enter into agreements with natural or legal persons for the purpose of supporting the doctoral programmes or establishing scholarships to be awarded to the Doctoral Students.
- (2) Scholarships established in accordance with paragraph (1) may only be awarded to persons who have a Doctoral Student status with the University.
- (3) Decisions on the awarding of scholarships established in accordance with paragraph (1) shall be made by the founder of the relevant scholarship on basis of the definition of the scholarship's recipient(s) and the rules for awarding the scholarship.

### **NATIONAL RECOGNITION OF DEGREES OBTAINED ABROAD**

[...] <sup>63</sup>

#### Section 90

- (1) The national recognition of academic degrees obtained abroad can be requested in the study period via the submission of application form found in Annex 5 of present Regulations to the Chair of the relevant discipline doctoral council.

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<sup>63</sup>Quotation from Etv. Section 1 (1), Section 2 (1)-(2), (4), Section 3 (1), Section 4 (3), Section 6 (1)-(3), Section 7 (1)-(6), (8)-(9), Section 8 (1)-(4), Section 9 (1)-(2), Section 15 (1)-(3) omitted in this space – TN.

- (2) The request may only be filed for the academic disciplines listed in Annex 1 of the Regulations.
- (3) Attachments to the request shall include:
  - a) a copy of the original doctoral certificate,
  - b) an official copy of a document issued by the foreign higher education institution (e.g. transcript, grade book) which provides authentic verification of the duration of the doctoral training and the successful completion of the academic requirements for the obtainment of the doctoral degree,
  - c) proof of payment of the fee payable for the nostrification procedure,
  - d) proof of language proficiency required for the doctoral procedure.
- (4) The discipline doctoral council may ask for an official translation of the documents listed in points a)-c) of paragraph (3) if the original documents were not issued in English, German or French and if the faculty cannot provide a lecturer or researcher who can assess the contents of the documents,
- (5) If the authenticity or the legal validity of the foreign certificate cannot be determined, the discipline doctoral council may suspend the nostrification procedure and ask the applicant to submit a doctoral certificate that was authenticated by a competent authority in the country of the registered office of the institution that issued the certificate.
- (6) The faculty doctoral regulations may prescribe that the Student shall attach to the request the thesis that served as the basis for the conferment of the given academic degree in its original language. If the work was written in a language on the basis of which the doctoral council is unable to take a decision on its national recognition, it may ask for an official supply of the work.
- (7) The discipline doctoral council shall put forth its recommendation in accordance with the procedure laid out in the faculty doctoral regulations.
- (8) The University Doctoral Council shall decide on the national recognition of the degree in question based on the recommendation of the discipline doctoral council.
- (9) The nationally recognised degree shall not receive a qualification.
- (10) Provisions on the publicity of the doctoral dissertation and abstracts laid out in Section 62 and Section 76 of present Regulations shall also be applied as appropriate in the nostrification process and in the cases of nationally recognised degrees obtained abroad.

## **THE USE OF THE STATE SUBSIDIES AND INCOMES OF THE DOCTORAL PROGRAMME**

### **Section 91**

- (1) Faculties taking part in the doctoral programme shall prepare an annual report on year preceding the reference year.
- (2) The report shall cover the aims of spending state subsidies granted for the doctoral programme as well as the programme's incomes along with the sums spent.
- (3) The report shall be submitted to the Chair of the University Doctoral Council by 31 March of each year. The report shall be included on the agenda of the ensuing session of the University Doctoral Council.

## **THE 'DOCTOR HONORIS CAUSA' AND 'DOCTOR ET PROFESSOR HONORIS CAUSA' TITLES**

[...] <sup>64</sup>

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<sup>64</sup>Quotation from R. Section 20 omitted in this space – TN.



## Section 92

- (1) The University shall recognise academic achievements with the conferment of the title of “doctor et professor honoris causa” and other individual achievements with the conferment of the title of “doctor honoris causa”.
- (2) The holder of the title of “doctor et professor honoris causa” shall be entitled to give lectures and hold courses in his/her field in Bachelor’s, Master’s and – if the necessary requirements are met (possession of doctoral degree, receipt of request from the head of the doctoral school) – doctoral programmes.

## Section 93

- (1) The University shall confer the title of “doctor et professor honoris causa” on no more than 8 persons a year.
- (2) Each faculty organising doctoral programmes shall be entitled to nominate one person for the title of “doctor et professor honoris causa” a year. The Rector may initiate the conferment of the title on one additional Hungarian citizen and one additional person with a foreign citizenship with the relevant faculty council.
- (3) The conferment of the title of “doctor et professor honoris causa” shall be proposed to the Senate by the faculty council. The Senate shall decide on the conferment of the title after seeking out the opinion of the University Doctoral Council.

## Section 94

The decision on the conferment of the title of “doctor honoris causa”, in consideration of the relevant initiatives, shall be made by the Senate based on the recommendation of the Rector after seeking out the opinion of the University Doctoral Council.

## Section 95

- (1) Persons holding the title of “doctor honoris causa” can be deemed unworthy of the title if they have been convicted in a binding ruling of a criminal offence in a due process conforming to the conditions and standards of the Universal Declaration of Human Rights and the European Convention on Human Rights. The title conferred on a person who has been deemed unworthy of it may be revoked.
- (2) The Rector and the faculty councils shall be eligible to recommend the revocation of the title of “doctor honoris causa”. The recommendation shall be made with a detailed justification.
- (3) The holder of the title of “doctor honoris causa” shall be sent a copy of the proposal for the revocation of the title and shall be provided an opportunity to preliminarily acquit himself/herself either in person, in writing or through a representative. The holder of the title shall have three months from the date of delivery to respond to the revocation.
- (4) Following the receipt of the response of the title holder referred to in paragraph (3) or in absence of a response, following the expiry of the deadline specified in paragraph (3), the Senate shall take a decision on the revocation of the title, taking into account the opinion of the University Doctoral Council.

## TRANSITIONAL AND CLOSING PROVISIONS

[...] <sup>65</sup>

## Section 96

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<sup>65</sup>Quotation from R. Section 26 (6) omitted in this space – TN.

- (1) The present Regulations – with the exception of the provision in paragraph (4) – shall enter into effect on 1 September 2016 and concurrently, the Doctoral Regulations established by Senate Resolution CCXLVIII/2013. (VII. 1.) of the Senate of Eötvös Loránd University shall be repealed along with its amendments.
- (2) The provisions laid out in the present Regulations shall be applied, in a phasing-out system, to the Doctoral Students admitted to the doctoral programme in the 2016/2017 academic year. Under the present Regulations, as of the 2016/2017 academic year, the University shall not admit students to the part-time correspondence-based doctoral programme. In the case of students who enrolled in the doctoral programme prior to the 2016/2017 academic year and students who have a Doctoral Candidate status, the laws, University and faculty doctoral regulations and doctoral school organisational and operational regulations that were in effect at the time of their enrolment or establishment of their Doctoral Candidate status shall apply to said students.
- (3) The provisions of the present Regulations pertaining to the doctoral nostrification procedure shall only be applied in procedures launched after the Regulations' entry into force.
- (4) Annexes 1-3 or present Regulations shall enter into effect on the day that the Regulations are published on the website of ELTE. The annexes shall also be applied in pending procedures and matters.

#### Section 97

- (1) Persons who obtained doctoral pre-degree certificates before the entry into force of the present Regulations may initiate the commencement of the doctoral procedure and the establishment of the Doctoral Candidate status within 10 years of the entry into force of these Regulations in accordance with the laws and regulations effective at the time of their enrolment in the doctoral programme.
- (2) The 10-year time frame specified in paragraph (1) shall be counted from the date of the obtainment of the pre-degree certificate in the case of students who enrolled in the doctoral programme prior to the 2016/2017 academic year but have not yet obtained a pre-degree certificate.
- (3) Upon the expiry of the deadlines specified in paragraphs (1)-(2), the rules pertaining to the establishment of the Doctoral Candidate status and the obtainment of the doctoral degree in the cases of the persons specified in these paragraphs shall be the same as the rules applying to comprehensive exam applicants without preliminary doctoral training.

Budapest, 27 June, 2016.

Dr. Barna Mezey  
Rector

## **ANNEX 4**

### **ADMINISTRATIVE FEES AND HONORARIA DUE TO THE PARTICIPANTS IN THE PROCEDURES**

1. The fee payable for taking the comprehensive examination without preliminary doctoral training and the conducting of the habitus investigation shall be HUF 60,000. Of this fee, HUF 20,000 shall be payable for the application for the comprehensive examination and HUF 40,000 shall be payable for the habitus investigation. The habitus investigation shall be free of charge for applicants who are lecturers or researchers of the faculty in charge of organising the comprehensive examination. Such applicants shall only be liable to pay the comprehensive examination application fee. The applicant shall provide proof of having paid the fee simultaneously to his/her submission of the comprehensive examination application. The fee shall be non-refundable even in the event that the discipline doctoral council rejects the comprehensive examination application.
2. The fee payable for the organisation the comprehensive examination in the case of students without preliminary doctoral training shall be HUF 100,000 which shall comprise the remuneration of those involved in the examination, the income of the faculties contributing to the organisation of the exam as well as the enrolment fee payable following a successful exam.
3. The rules pertaining to the remuneration of those contributing to the organisation of the comprehensive examination and the critique procedure shall be defined in the faculty doctoral regulations.
4. The fee payable for the national recognition of certificates and degrees obtained abroad shall be the administrative fee determined by the Etv.

[...] <sup>66</sup>

5. A request for a duplicate of the doctoral certificate may be submitted in writing for a duty specified by Act XCIII of 1990 on Duties. For the issuance of the duplicate, the applicant shall pay a further HUF 10,000 to the Directory of Educational Affairs of the Chancellery.

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<sup>66</sup>Quotation from Etv. Section 64 (1), (3) omitted in this space – TN.

**ANNEX 5**  
**APPLICATION FORMS**

FI80798



**EÖTVÖS LORÁND UNIVERSITY**  
**Doctoral (PhD) Programme Application Form**

**I. Required fields:**

**Name:**

**Birth name:**

**Mother's maiden name:**

**Citizenship:**

**Place of birth (City/Country):**

**Year of birth:**

**Month:**

**Day:**

**ELTE Electronic Registration System identification code** (applicable for former ELTE students):

**ID number if Electronic Registration System code not applicable:**

**In the case of non-Hungarian citizens, the title of residence and type and number of residence permit** (in the case of persons entitled to free movement and residence in Hungary, the type and number of document certifying residence rights):

**Permanent address** (Country/Postal Code/City/Address):

**Correspondence address** (Postal Code/City/Address):

**Alma mater** (institution/city/country):

**University/MA/MSc/degree certificate no.:**

**Date of Issue:**

**Major(s):**

**Language proficiency:**

**Language 1:**

**Level/type:**

**Certificate no., DOI:**

**Language 2:**

**Level/type:**

**Certificate no., DOI:**

**Name of selected doctoral school:**

**Name of doctoral programme within doctoral school:**

**Name, academic degree of topic supervisor:**

**Topic supervisor's place of employment:**

**Title of selected topic:**

**What form of training are you applying for?**

organised state-financed programme /organised self-financed programme/ individual  
programme<sup>\*</sup>

**Language of programme:** HUN/foreign ([please specify] ) language<sup>\*</sup>

**Have you applied to other doctoral schools/doctoral programmes? Yes/No\***

**1. Name of other institution:**

**Doctoral school:**

**Doctoral programme:**

**2. Name of other institution:**

**Doctoral school:**

**Doctoral programme:**

**Do you have a student status with another doctoral school? Yes/No\***

**Name of other institution:**

**Doctoral school:**

**Doctoral programme:**

**Has your student status with another doctoral school been terminated within the last five years? Yes/No\***

**Name of other institution:**

**Doctoral school:**

**Doctoral programme:**

**Date of termination:**

## **II. Optional fields<sup>\*\*</sup>**

**ID Number (ELTE identification code if applicable):**

**Residence permit/Permanent residence permit/Passport number (ELTE code if applicable):**

**Phone number:**

**E-mail address:**

**Employer name:**

**Work address:**

**Work phone number:**

**Tax identification number:**

**TAJ (social security) number:**

**Bank account number:**

**Are you eligible for**

**GYES/GYED/GYET/?\* Yes/No\***

I declare under penalty of perjury that in case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

**Budapest, ....., 20...**

**Applicant's signature**

Please print or type the application form.

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<sup>\*</sup> Please underline.

<sup>\*\*</sup> Filling out the fields under part II is not mandatory but the details will be useful in later administrative procedures. By signing this application form the applicant agrees to the University's handling of the details provided.



FI80798

**EÖTVÖS LORÁND UNIVERSITY**  
**Complex Exam Application Form** \*

I the undersigned hereby request permission to take the complex exam in the academic discipline of \_\_\_\_\_ in the academic field of \_\_\_\_\_ at the Doctoral School of \_\_\_\_\_

**Applicant's name:**

**Birth name:**

**Mother's maiden name:**

**Citizenship:**

**Place of birth** (City/Country):

**Year of birth:**

**Month:**

**Day:**

**ELTE Electronic Registration System identification code:**

**ID number if Electronic Registration System code not applicable:**

**Language of doctoral programme:** HUN/foreign ([please specify] \_\_\_\_\_) language

**Doctoral programme type:** State-financed/Self-financed:

**Name of faculty (institution, research facility) handling applicant's doctoral programme:**

**Name, academic degree of topic supervisor:**

**Topic supervisor's place of employment:**

**Language of doctoral procedure:** HUN/foreign ([please specify] \_\_\_\_\_) language

**Doctoral topic:**

**Budapest, ....., 20...**

**Applicant's  
signature**

Please print or type the application form.

\* Applicants not taking part in a doctoral programme applying to take the complex exam must also fill out the Doctoral (PhD) Programme Application form.



FI80798

**EÖTVÖS LORÁND UNIVERSITY**  
**Application for initiating critique procedure**

I the undersigned hereby request the initiation of the critique  
procedure in the academic discipline of \_\_\_\_\_ in the  
academic field of \_\_\_\_\_ at the Doctoral School of \_\_\_\_\_

**I. Required fields:**

**Applicant's name:**

**Birth name:**

**Mother's maiden name:**

**Citizenship:**

**Place of birth (City/Country):**

**Year of birth:**

**Month:**

**Day:**

**ELTE Electronic Registration System identification code:**

**Home and correspondence address (if not recorded in the Student database or changed):**

**Language proficiency:**

**Language 1:**

**Level/type:**

**Certificate no., Date of Issue:**

**Language 2:**

**Level/type:**

**Certificate no., Date of Issue:**

**Name of doctoral school (doctoral programme) to issue pre-degree certificate:**

**Pre-degree certificate date of issue:**

**Language of doctoral programme:** HUN/foreign ([please specify]  
\*)  
) language

**Doctoral programme type:** State-financed/Self-financed \*

**Name, academic degree of topic supervisor:**

**Topic supervisor's place of employment:**

**Language of doctoral procedure:** HUN/foreign ([please specify]  
) language

<sup>23</sup> Amended by Senate resolution CCIII/2016. (IX.26.). Effective September 26, 2016. \* Appropriate text applicable.

\* Please underline.

**Declaration:**

I hereby declare that I do not have an ongoing doctoral procedure in the academic discipline of my doctoral dissertation, and that I have not had an unsuccessful defence of my doctoral dissertation within the last two years.

**II. Optional fields** \*\***Phone number:****E-mail address:****Employer name:****Work address:****Work phone number:**

I declare under penalty of perjury that in case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

**Budapest, ....., 20...****Applicant's  
signature**

Please print or type the application form.

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\*\* Filling out the fields under part II is not mandatory but the details will be useful in later administrative procedures. By signing this application form the applicant agrees to the University's handling of the details provided..





## EÖTVÖS LORÁND UNIVERSITY

### Request for the national recognition of an academic degree obtained abroad as a PhD degree

I the undersigned hereby request the national recognition of my academic degree obtained abroad as a doctoral (PhD) degree in the academic discipline of \_\_\_\_\_ at Eötvös Loránd University.

#### I. Required fields:

**Applicant's name:**

**Birth name:**

**Mother's maiden name:**

**Citizenship:**

**Place of birth** (City/Country):

**Year of birth:**

**Month:**

**Day:**

**ID** (or permanent residence permit) **number** <sup>\*</sup>:

**Permanent address** (Country/Postal Code/City/Address):

**Place of residence/Correspondence address** (Postal Code/City/Address):

**Name, address of institution to issue university/MA/MSc/degree certificate:**

**University/MA/MSc/degree certificate  
no.:**

**Date of Issue:**

**Higher education qualifications,  
major(s):**

**Language proficiency:**

**Language 1:**

**Level/type:**

**Certificate no., DOI:**

**Language 2:**

**Level/type:**

**Certificate no., DOI:**

**Certificate no., DOI of degree certificate to be recognised nationally:**

**Name, address of institution to issue degree certificate:**

**Title of doctoral dissertation:**

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<sup>\*</sup> Please underline.

**II. Optional fields:** \*\*

**Phone number:**

**E-mail address:**

**Employer name:**

**Work address:**

**Work phone number:**

I declare under penalty of perjury that in case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

**Budapest, ....., 20...**

**Applicant's  
signature**

Please print or type the request.

---

\*\* Filling out the fields under part II is not mandatory but the details will be useful in later administrative procedures. By signing this application form the applicant agrees to the University's handling of the details provided.



## EÖTVÖS LORÁND UNIVERSITY

### DECLARATION FORM for disclosure of a doctoral dissertation

#### I. The data of the doctoral dissertation:

Name of the author:

MTMT-identifier:

Title and subtitle of the doctoral dissertation:

DOI-identifier<sup>29</sup>:

Name of the doctoral school:

Name of the doctoral programme:

Name and scientific degree of the supervisor:

Workplace of the supervisor:

#### II. Declarations

1. As the author of the doctoral dissertation,<sup>30</sup>

a) I agree to public disclosure of my doctoral dissertation after obtaining a doctoral degree in the storage of ELTE Digital Institutional Repository. I authorize ..... the administrator of the ..... Office of the Doctoral School to upload the dissertation and the abstract to ELTE Digital Institutional Repository, and I authorize the administrator to fill all the declarations that are required in this procedure.

b) I request to defer public disclosure to the University Library and the ELTE Digital Institutional Repository until the date of announcement of the patent or protection. For details, see the attached application form;<sup>31</sup>

c) I request in case the doctoral dissertation contains qualified data pertaining to national security, to disclose the doctoral dissertation publicly to the University Library and the ELTE Digital

Institutional Repository ensuing the lapse of the period of the qualification process;<sup>32</sup>

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<sup>29</sup> Filled by the administrator of the faculty offices.

<sup>30</sup> The relevant part shall be underlined.

<sup>31</sup> Submitting the doctoral dissertation to the Discipline Doctoral Council, the patent or protection application form and the request for deferment of public disclosure shall also be attached.

<sup>32</sup> Submitting the doctoral dissertation, the notarial deed pertaining to the qualified data shall also be attached.

d) I request to defer public disclosure to the University Library and the ELTE Digital Institutional Repository, in case there is a publishing contract concluded during the doctoral procedure or up until the award of the degree. However, the bibliographical data of the work shall be accessible to the public. If the publication of the doctoral dissertation will not be carried out within a year from the award of the degree subject to the publishing contract, I agree to the public disclosure of the doctoral dissertation and abstract to the University Library and the ELTE Digital Institutional Repository.<sup>33</sup>

2. As the author of the doctoral dissertation, I declare that

a) the doctoral dissertation and abstract uploaded to the ELTE Digital Institutional Repository are entirely the result of my own intellectual work and as far as I know, I did not infringe anyone's intellectual property rights.;

b) the printed version of the doctoral dissertation and the abstract are identical with the doctoral dissertation files (texts and diagrams) submitted on electronic device.

3. As the author of the doctoral dissertation, I agree to the inspection of the dissertation and the abstract by uploading them to a plagiarism checker software.

Budapest, ....., 20...

Signature of dissertation author

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<sup>33</sup> Submitting the doctoral dissertation, the publishing contract shall also be attached.

## **ANNEX 6/1**

### **FACULTY DOCTORAL REGULATIONS OF THE FACULTY OF LAW**

#### **DOCTORAL COUNCIL OF LAW AND POLITICAL SCIENCE**

##### **Section 1**

The Faculty Council of the Faculty of Law of Eötvös Loránd University shall elect the members of the Doctoral Council of Law and Political Science (hereinafter: discipline doctoral council) established by the University Doctoral Council for the management of the affairs of the Doctoral School of Law and the Doctoral School of Political Science and tasks pertaining to the doctoral programme and conferment of the doctoral degree and for the performance of the functions laid out in legislation, the present regulations and the faculty doctoral regulations. The mandate of the members of the discipline doctoral council – with the exception of those representing Doctoral Students – shall cease on 31 December subsequent to the expiry of the mandate of the Faculty Council which elected them.

##### **Section 2**

- (1) The discipline doctoral council shall consist of thirteen members. The members of the discipline doctoral council shall officially include the head of the Doctoral School of Law and the head of the Doctoral School of Political Science. Two of the members of the discipline doctoral council shall be persons not employed by the University in possession of an academic degree who meet the requirements pertaining to core members of the doctoral schools of the faculty (including professors emeritus recognised as core members). One member of the discipline doctoral council shall be elected by the Doctoral Student Union in accordance with the Bylaws of the student union.
- (2) Further members of the discipline doctoral council may be faculty lecturers who meet the requirements pertaining to core members of the doctoral schools of the faculty (including professors emeritus recognised as core members). Recommendations for members of the discipline doctoral council may be made by core members of the doctoral school law and core members of the doctoral school of political science. The persons who receive the most recommendations – if they are approved – shall be officially recommended to the Faculty Council by the Dean. The Chair and Deputy Chair of the discipline doctoral council shall be elected by the Faculty Council from among the members of the council. The Deputy Chair shall carry out the tasks assigned to him/her by the discipline doctoral council and the Chair of the council and substitute for the Chair in the event that the Chair is unavailable.

##### **Section 3**

- (1) The mandate of the members of the discipline doctoral council shall cease upon:
  - a) the expiry of the mandate
  - b) resignation
  - c) the expiry of the student status or mandate in the case of a member representing Doctoral Students

- d) the recall of the member on grounds defined in Section 5 paragraphs (2)-(4) of the present regulations

- e) death of the member

Decisions on recalls are to be made by the Faculty Council based on the recommendation of the discipline doctoral council.

(2) In the event that the mandate of a member of the discipline doctoral council shall cease before the expiry of the mandate, the Faculty Council shall elect a new member in their place or the Doctoral Student Union shall delegate a new member for the remainder of the discipline doctoral council's term.

#### Section 4

Apart from the authority and functions laid out in Section 11 of the present regulations, the discipline doctoral council shall

- a) organise and oversee the faculty's doctoral schools, ensure constant cooperation among the doctoral schools, the faculty and the University Doctoral Council,
- b) elect the Doctoral Council of the Doctoral School of Law and the Doctoral School of Political Science and recommend it for approval by the University Doctoral Council,
- c) approve the identities of the lecturers, topic announcers and supervisors of the doctoral school based on the recommendation of the council of the doctoral schools,
- d) make recommendations on the core members of the doctoral schools and the conferment of the title of "emeritus (emerita) core member",
- e) report to the University Doctoral Council on the use of the financial assets of the doctoral programme,
- f) announce the conditions for enrolment in the doctoral programme, the number of students that can be admitted for a given academic year, decide on the members of the admission committee and admissions to the doctoral school.

#### Section 5

The discipline doctoral council shall meet at least every two months or as necessary. Quorum in the discipline doctoral council meeting requires the attendance of half of the council's members, including the Chair and the Deputy Chair. The discipline doctoral council shall adopt resolutions by majority vote. In the case of a tie, the deciding vote shall be cast by the Chair. The doctoral administrator shall compile memoranda of each of its meetings, which shall be certified by either the Chair or Deputy Chair of the council and shall be stored in accordance with the regulations on record management. Members of the council shall have an obligation of confidentiality on meetings and votes on matters pertaining to individual Students, but the council's resolutions – with the omission of results of votes – shall be published on the website of the doctoral schools.

#### Section 6

The preparation of the agenda of the discipline doctoral council and the management of the council's decisions shall be the task of the Chair and Deputy Chair of the discipline doctoral council. The administrative duties necessary for the functioning of the discipline doctoral council shall be handled by the doctoral administrator at the faculty's Office of Educational Affairs.

## **THE COUNCIL OF THE DOCTORAL SCHOOL**

### **Section 7**

- (1) The council of the Doctoral School of Law shall be comprised of 5-9 members. Representation of the doctoral programmes, along with the research fields of Civilistics, Criminology, Administrative Law, International Law, European Law and Legal and Social Studies shall be ensured.
- (2) The council of the Doctoral School of Political Sciences shall be comprised of 3-5 members.
- (3) The Chair of the Doctoral School shall be the head of the accredited doctoral school, who shall be elected by the University Doctoral Council from among the core member university professors of the doctoral school based on the recommendation of a majority of core members and upon the recommendation of the discipline doctoral council. The Chair of the Doctoral School shall be appointed by the Rector for a term of no more than five years. The Chair's mandate may be renewed more than once.
- (4) The members of the council of the doctoral school are recommended by the core members of the doctoral school from among lecturers and researchers of the faculty holding academic degrees who meet the criteria for core membership. The mandates of the members of the council of the doctoral school shall last for a term equal to that of the discipline doctoral council. The members are elected by the discipline doctoral council and approved by the University Doctoral Council.
- (5) In the case of the Doctoral School of Law, administrative duties of the doctoral schools are handled by the doctoral administrator of the faculty's Office of Educational Affairs, as named in Section 6 of the present Annex. In the case of the Doctoral School of Political Sciences, said administrative duties are handled by the administrator of the faculty's Institute of Political Sciences.

### **Section 8**

- (1) The tasks of the council of the doctoral school shall include in particular:
  - a) giving an opinion on the proposal on the operational regulations of the doctoral school,
  - b) compiling the training plans of the doctoral programmes and submitting it to the discipline doctoral council,
  - c) approving the identities of the core members, topic announcers and supervisors and other lecturers of the doctoral school and submitting them to the discipline doctoral council for approval, and making a recommendation on the conferment of the title of "emeritus (emerita) core member",
  - d) evaluating the organisation and implementation of the doctoral programme of the doctoral school on a regular basis or whenever necessary,
  - e) handling the compilation and implementation of the curriculum of the doctoral school,
  - f) deciding on individual Student requests at the request of the head of the doctoral school,
  - g) giving an opinion on Student requests on taking up part-time employment (no more than half the working hours of the official full-time working hours) with another employer.
  - h) giving an opinion on other matters pertaining to a given doctoral school, at the request of the head of the doctoral school,
  - i) handling the tasks entrusted to it by the Faculty Doctoral Regulations and the Operational Regulations of the Doctoral School.

- (2) Matters pertaining to the student status not covered by the University Doctoral Regulations or the Faculty Doctoral Regulations shall be regulated by the operational regulations of the doctoral school, as laid out in Section 14 (2) of the University Doctoral Regulations.

#### Section 9

- (1) Upon the recommendation of the council of the doctoral school, the discipline doctoral council shall review the doctoral school's list of lecturers before the start of the study period in each academic year, and approve the identities of new lecturers at the doctoral school.
- (2) Upon the recommendation of the council of the doctoral school, the discipline doctoral council shall make recommendations on the core members (including professors emeritus recognised as core members) and approve the identities of topic announcers and supervisors.
- (3) The approvals defined in paragraphs (1)-(2) shall be granted based on verification of the candidates' academic degrees and curriculum vitae and shall be granted for an indefinite period in the cases of full-time lecturers and topic announcers and supervisors. Should the interests of the doctoral programme require the inclusion of a new full-time lecturer or topic supervisor, approvals of their inclusion may be granted during the course of the academic year.

### **HANDLING OF STUDENT ACADEMIC AFFAIRS**

#### Section 10

- (1) Matters pertaining to Students admitted to the doctoral programme along with matters defined in the Faculty Doctoral Regulations shall be decided on by the discipline doctoral council. The authority to decide on student matters defined in the operational regulations of the doctoral school may be transferred to the Chair of the council of the doctoral school.
- (2) Student requests shall be addressed to the discipline doctoral council or the council or head of the doctoral school. The requests shall be submitted to the doctoral administrator of the faculty's Office of Educational Affairs in the cases of the discipline doctoral council and the Doctoral School of Law (Section 6) and to the administrator of the doctoral school in the case of the Doctoral School of Political Sciences.

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

#### Section 11

Doctoral programmes at Eötvös Loránd University's Faculty of Law may be

- a) organised programmes
  - aa) full-time organised programmes financed by the Hungarian state or through other scholarships,
  - ab) self-financed full-time programmes
  - ac) self-financed part-time correspondence-based programmes,



- b) self-financed correspondence-based programmes on individual course schedules.

## Section 12

- (1) The regulations pertaining to the conditions of applying to the doctoral programme and the admission procedure shall be regulated by the operational regulations of the doctoral schools, in accordance with the doctoral programmes.
- (2) The admission requirements, the method of verifying the application and admission requirements and the evaluation criteria for admission shall be published each year in the Guide for Admission to the Doctoral Programme and on the website of the doctoral schools of the Faculty of Law by the discipline doctoral council. The announcement on admissions and the organisation of the admission procedure shall be handled by the Chair of the discipline doctoral council.
- (3) Applicants have the option of submitting their applications if they are in possession of a university pre-degree certificate (absolutorium), but admission to the doctoral programme shall only be possible if the applicant attaches his/her degree certificate or a proof of having successfully completed the final examinations and the expected qualification of the diploma certificate issued by the faculty's Office of Educational Affairs.
- (4) Academic and research activities completed by the applicant before application may be recognised by the discipline doctoral council at the request of the applicant, in accordance with the rules on credit transfer,
  - a) if the Doctoral Student pursued a doctoral programme in the doctoral school of the Faculty of Law to which he/she was granted admission on a second attempt less than five years removed from the expiry of the Student Status,
  - b) in the case of studies pursued at another doctoral school, if less than five years had passed since the expiry of the Student Status and if there is a possibility of credit transfer in line with the rules pertaining to part-time training,
  - c) based on the provisions laid out in Section 23 in the cases of applicants applying for the comprehensive examination without preliminary doctoral training.

## Section 13

The doctoral programme may be conducted in a correspondence-based format on an individual course schedule if the applicant meets the criteria that apply to Students taking part in organised programmes and if the applicant's degree certificate was issued no less than three years prior to his/her application, his/her individual research programme is supported by the chosen department and topic supervisor and if the applicant can provide a document verifying his/her academic activities completed since the obtainment of the university degree certificate, to prove that he/she is capable of conducting academic work on his/her own. The applicant's academic activities shall be evaluated by the discipline doctoral council over the course of the evaluation of the application.

## Section 14

Apart from cases laid out in Section 39 (1) of Nftv., international applicants may only be admitted to the doctoral school if

- a) the discipline doctoral council rules on the basis of the provisions of Etv. and Section 26 of the University Doctoral Regulations that the applicant's degree obtained in the

- foreign higher education institution can serve as a basis for the applicant's pursuit of doctoral studies at the given doctoral school,
- b) work on the applicant's topic of choice serves to enrich the results of Hungarian academia and if it has aspects that apply to Hungary or the European Union,
  - c) the doctoral school can ensure supervision of the applicant's topic in their foreign language of choice and the involvement of an expert with the required academic qualification in the applicant's chosen topic during the comprehensive examination and the critique procedure.

## **TRANSFER**

### **Section 15**

- (1) A Doctoral Student of a given doctoral school may submit to the discipline doctoral council a request to transfer to the doctoral programme of another doctoral school no later than the end of the study period of his/her second semester.
- (2) The request is approved if
  - a) the applicant meets the admission criteria of the doctoral programme of the given doctoral school
  - b) the applicant has obtained no less than 25 credits per semester or if the applicant can verify that he/she will obtain 25 credits by the end of the given semester from the subjects he/she has registered for,
  - c) one of the departments (institutes) of the University's Faculty of Law issues a declaration of acceptance for the applicant as a research centre,
  - d) the supervision of the applicant's topic is overseen by a lecturer (researcher) who is a topic announcer or supervisor at the doctoral school in question,
  - e) the applicant can obtain the required academic and research credits in the academic and research phase of the programme by the comprehensive examination.
- (3) Doctoral Students may only transfer to self-financed doctoral programmes.
- (4) The discipline doctoral council shall recognise the academic and research achievements of the transfer Doctoral Student at his/her previous higher education institution based on the rules pertaining to the pursuit of partial studies at another institution.

## **POSTPONEMENT OF ENROLMENT. SUSPENSION OF STUDIES**

### **Section 16**

- (1) Upon a written request by the Student, and if special personal justification is provided, the Chair of the doctoral school may grant the Student who had gained admission to the doctoral school permission to begin his/her studies in the subsequent academic year. In this case, the Student is still required to enrol at the doctoral school.
- (2) Upon a written request by the Student, the discipline doctoral council may grant the Student permission to suspend his/her studies in the academic and research phase of the programme for a combined period of more than two semesters
  - a) if the Student is pregnant or is raising a child younger than three years of age,
  - b) if the Student has suffered an accident or is suffering from a prolonged illness and is unable to pursue his/her studies for a time being,

- c) if the Student enrolled in a doctoral programme funded by the State of Hungary wishes to establish employment status for a definite period with another employer,
  - d) if the Student is employed abroad,
  - e) in any other case in which the personal situation of the Student is in merit of special equity.
- (3) The uninterrupted suspension of the Student's studies may not extend past a period of six semesters even in the cases listed in paragraph (2).
- (4) The Student shall not be granted permission to suspend his/her doctoral training for a combined period longer than two years even through equity.

## **REALLOCATION**

### Section 17

Students enrolled in a state-funded full-time doctoral programme registered for an active semester who fail to successfully complete at least 10 credits in two consecutive semesters may only continue their studies from the subsequent semester in a self-financed correspondence-based programme. The decision on the given Student's reallocation shall be made by the discipline doctoral council based on the recommendation of the head of the doctoral school.

## **PARTIAL STUDIES AT OTHER HIGHER EDUCATION INSTITUTIONS**

### Section 18

- (1) With the approval of the topic supervisor and based on a prior decision by the discipline doctoral council, the Student may register for courses in Bachelor's, Master's or doctoral programmes at another faculty of the University or at another higher education institution in place of the alternative or elective course listed in the training plan of the doctoral programme.
- (2) The Student shall submit the request to pursue partial studies at another higher education institution to the doctoral administrator of the discipline doctoral council by the end of the registration period. In the request, the Student shall give a justification as to why the partial studies are necessary for the completion of his/her academic and research plan.
- (3) The discipline doctoral council shall approve the request if
  - a) the pursuit of partial studies is justified by the Student's academic and research plan, and is approved by the topic supervisor,
  - b) the subject, requirements and evaluation method of the course to be completed by the Student are all in line with the subject requirements of the given alternative or elective subject listed in the training plan of the doctoral programme.
- (4) The discipline doctoral council shall recognise credits acquired in the partial studies as the equivalents of credits listed in the training plan of the doctoral programme if
  - a) it has given its consent to the Student's pursuit of partial studies, as prescribed in paragraph (3),
  - b) if the Student provides proof of having successfully completed the given course by presenting a certificate issued by the other higher education institution.

## PARTIAL STUDIES AT A FOREIGN HIGHER EDUCATION INSTITUTION

### Section 19

- (1) The Student may pursue partial studies at a foreign higher education institution
  - a) in a joint doctoral programme,
  - b) in a doctoral programme conducted under a co-tutelle framework agreement,
  - c) based on preliminary authorisation by the discipline doctoral council.
- (2) In the types of partial studies listed in points a)-b) of paragraph (1), the Student's pursuit of studies, research activities, the requirements of the programme, their recognition by the home University, the credit system that applies to the programme, etc. shall be subject to an agreement on a joint doctoral programme or a co-tutelle agreement.

### Section 20

- (1) The preliminary authorisation for the Student's pursuit of partial studies in a foreign higher education institution referred to in point c) of Section 19 (1) shall be given by the discipline doctoral council based on the topic supervisor's recommendation and approval of the work plan. In the recommendation, the topic supervisor shall declare whether the work programme of the partial training is in line with the training plan of the doctoral programme and whether it assists or is necessary for the Student's completion of his/her academic and research plan. The discipline doctoral council may not approve a partial training programme in a foreign institution which does not fit the training plan of the doctoral programme, and therefore such studies may not be counted towards the Student's studies.
- (2) The duration of and the Student's results obtained in the partial studies – or no more than two semesters and 60 credits – shall count towards the Student's academic and research programme. The student status – in the case of the provisions laid out in paragraph (3) – shall not be suspended for the duration of the partial studies.
- (3) The Student in pursuit of partial studies at a foreign institution is obligated to register for the given semester, or must authorise a representative to register in his/her place. The registered Doctoral Student taking part in a state-funded programme is eligible for scholarship money, the registered Doctoral Student taking part in a self-financed programme is obligated to pay tuition during his/her pursuit of partial studies abroad.

### Section 21

- (1) The decision on the recognition of the partial studies and the taking into consideration of the Student's results achieved over the course of the partial studies shall be made by the discipline doctoral council, at the request of the Student.
- (2) In order for the partial studies and the Student's achievements there to be recognised and taken into account, following the completion of the studies, the Student is obligated to
  - a) prepare a report on his/her studies and research completed in the programme which verifies the completion of the approved work programme,

- b) Present the certificates issued by the foreign higher education institution providing proof of the completion of the partial studies.
- (3) The Student's topic supervisor shall evaluate the report on the partial studies and shall make a recommendation of the recognition or rejection of the training.
- (4) The discipline doctoral council shall examine, on the basis of the documents providing proof of the partial studies and research, whether the Student has completed the approved work programme. If the discipline doctoral council accepts the Student's results obtained in the partial studies, it shall decide on the amount of credits the Student shall be awarded for them.
- (5) In the event that a Student pursuing partial studies at a foreign higher education fails to register for a semester at the University during the course of the programme abroad, the Student's studies and research completed at the foreign institution shall not be taken into account by the University as partial studies.

## **STUDENT EMPLOYMENT BY ANOTHER EMPLOYER**

### **Section 22**

- (1) The Dean, in exercise of the authorities laid out in Section 39 (2) of the University Doctoral Regulations, may grant a Student enrolled in a programme funded by the State of Hungary permission to establish a part-time employment status (no more than half the working hours of the official full-time working hours) with another employer in an active semester if it can be determined based on the Student's academic and research plans that their employment will not endanger their completion of their academic and research obligations.
- (2) The Student's request, along with a recommendation by the head of the research centre, shall be submitted to the head of the doctoral school. Following an assessment of the Student's academic and research plans and their work activity, the council of the doctoral school shall take a position on the request at its subsequent meeting.
- (3) The duration of the Student's employment status shall be established in the Dean's approval.
- (4) The Faculty shall sign an agreement on conditions of employment with the Student and the organisation or person wishing to employ the Student. The agreement shall cover, in particular:
  - a) the maximum weekly working hours as defined by the employment status
  - b) the obligations of the Student enrolled in a state-funded doctoral programme stemming from his/her status with the University,
  - c) the amount of time the Student shall be expected to spend on the fulfilment of the aforementioned obligations,
  - d) the work address,
  - e) the names of persons authorised to manage and assess the fulfilment of the Student's obligations.
- (5) The Dean shall withdraw the approval granted to the Student if the topic supervisor, the head of the research centre or the head of the doctoral school indicate that the Student has failed to fulfil or adequately fulfil his/her academic and/or research assignments. Should the Dean's approval be withdrawn, the agreement referred to in paragraph (4) shall be terminated and the Student must terminate his/her employment status with the other employer. In the event that the Student fails to terminate his/her employment status, the Student shall be reallocated to a self-financed programme.

## **THE COMPREHENSIVE EXAMINATION**

### **Section 23**

- (1) The Student, as a requirement for the completion of the training and research phase of the doctoral programme and entry into the research and dissertation phase of the programme, shall sit for a comprehensive examination at the end of the fourth semester. In the comprehensive examination, the Student shall be required to give account of his/her lexical knowledge on theoretical subjects, present his/her research documentation, give account of his/her research activities and give an oral presentation on his/her research plan pertaining to the research and dissertation phase of the doctoral programme. The comprehensive examination shall be taken before a committee.
- (2) The assessment criteria pertaining to Student's knowledge of the theoretical subjects and presentation of the research documentation shall be determined by the curriculum of the doctoral programme. The subject pertaining to the research topic of the Student shall be determined by the discipline doctoral council simultaneously to its deciding on granting the Student permission to take the comprehensive examination and the composition of the exam committee.
- (3) The Student's shall submit a written and an electronic copy of his/her research documentation when applying for the comprehensive examination.

### **Section 24**

- (1) If an applicant without preliminary doctoral training, who is applying for the comprehensive examination, meets the conditions of applying for the examination prescribed by legislation and the operational regulations of the doctoral school, the administrator of the doctoral school in question shall contact within five working days of the submission of the application the head of the department (institute) in charge of the applicant's research topic in connection with the preparation of the preliminary habitus investigation on the granting of permission for the applicant to take the comprehensive examination.
- (2) The head of the department in question shall prepare a written evaluation of the applicant's professional and academic achievements and shall make a recommendation on the acceptance or rejection of the application for the comprehensive examination. In the event that the applicant is granted permission to take the comprehensive examination, the head of the department (institute) shall make a recommendation on the credit value of the recognition of the applicant's professional and academic achievements. The head of the department shall also declare whether the department will be willing to supervise the applicant's research topic in the event of the applicant's successful passing of the examination. If the department is willing to supervise the applicant's research topic, it shall appoint a topic supervisor. The head of the department (institute) shall send the evaluation to the head of the discipline doctoral council through the head of the doctoral school within 15 days of the receipt of the application. The head of the doctoral school shall have the option of attaching an opinion to and/or adding to the evaluation.

### **Section 25**

- (1) The discipline doctoral council shall issue a decision on granting the applicant permission to take the comprehensive examination or rejecting the application by no later than the end of April. The council must provide a written justification should it rule to reject the application.
- (2) The organisation of the exam shall be handled by the administrator of the doctoral school. Simultaneously to notifying the Student about the examination, the administrator shall officially invite the members of the exam committee to take up their posts and shall send an electronic copy of the Student's research documentation to the members of the committee.
- (3) The member of the exam committee in charge of the evaluation of the specialisation exam subject shall prepare a written evaluation of the Student's research documentation for the complex examination, which shall be presented to the Student during the examination. The written evaluation shall be attached to the minutes of the complex examination.
- (4) The theoretical part of the comprehensive examination shall be an oral test of the examinee's knowledge. The examinee shall be given 20-30 minutes to give an oral presentation of his/her research activities and the research plan for the research and dissertation phase of the doctoral programme. The examinee may use a presentation programme for this part of the examination.
- (5) The comprehensive examination shall be conducted in Hungarian, unless the Student has been admitted to a foreign-language doctoral programme under Section 14 of the present regulations. In this case, the comprehensive examination shall be conducted in the language of the doctoral programme.
- (6) The comprehensive examination shall be open to the public. The dates of the comprehensive and retake examinations shall be published on the website of the doctoral school. The Student's topic supervisor, or in the case of examinees without preliminary doctoral training, the appointed topic supervisor, shall be invited to the examination.

## Section 26

- (1) Following the completion of the examination, the members of the exam committee shall evaluate the examinee's performance in a closed meeting. The Student's topic supervisor may not take part in the closed session.
- (2) <sup>67</sup>The examinee's knowledge on his/her academic theoretical, research methodological and specialisation subject shall be evaluated on a two-grade scale (fail, pass). Should the examinee receive a "fail" grade for one or all of the subjects, he/she may be allowed to sit for a remedial exam for the subjects in question at a pre-determined time.
- (3) <sup>68</sup>A maximum of 5 points each may be awarded for the examinee's written research documentation and the examinee's presentation on his/her research activities and research plan in the oral part of the examination.  
The examinee's written research documentation and the examinee's presentation on his/her research activities and research plan in the oral part of the examination shall be evaluated as follows:
  - a) the examinee shall receive a "pass" grade if he/she earns at least 2 points for each part of the examination,

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<sup>67</sup>Amended by Senate resolution CCIII/2016. (IX.26.). Effective September 26, 2016.

<sup>68</sup>Amended by Senate resolution CCIII/2016. (IX.26.). Effective September 26, 2016.

- b) the examinee shall receive a “fail” grade if he/she earns 0 or 1 point each for the written research documentation and the oral presentation on his/her research activities and research plan. In this case, the examinee may not retake the comprehensive examination.
- (4) The rules pertaining to the taking and evaluation of the first comprehensive examination shall apply to the retake exam referred to in paragraph (2).

## **THE DOCTORAL PRE-DEGREE CERTIFICATE (ABSOLUTORIUM)**

### **Section 27**

The pre-degree certificate (absolutorium) verifying the completion of the doctoral studies may be issued to Students taking part in the doctoral programme who have obtained all of their required credits.

## **THE CRITIQUE PROCEDURE**

### **Section 28**

No more than one member of the Assessment Committee may be appointed from the department which managed the preparation of the doctoral dissertation in question. Furthermore, the person nominated from said department may not be the head of the department and may not be appointed as an official opponent to critique the dissertation. Persons who cannot be expected to give an objective critique of the dissertation in question may also not serve as official opponents.

### **Section 29**

- (1) The conditions of applying for the critique procedure shall be the following:
  - Submission of a request to the discipline doctoral council complete with the required annexes and as laid out in the University Doctoral Regulations,
  - At least five papers published in a scientific journal considered prestigious in the given field, volume of studies or papers accepted for publication, out of which at least three must deal with a subject concerning the topic of the doctoral dissertation in question,
  - proof of proficiency in a foreign language in the form of a complex [type “C”] upper intermediate level (B2) certificate for one language and a complex [type “C”] intermediate level (B1) certificate for another language, or an equivalent certificate for either language, including a school leaving certificate or university diploma providing proof of secondary or higher education qualifications in the given language.
- (2) One of the languages referred to in point c) of paragraph (1) may be English, German, French, Russian, Spanish or Italian, while the other language may be one determined along the provisions laid out in Section 58 (2)-(4) of the University Doctoral Regulations.
- (3) Should any of the conditions listed in paragraph (1) not be met, the critique procedure may not be started.



- (4) In the case of international cooperation in the form of co-tutelle programmes with foreign higher education institutions, agreements signed by the University in accordance with Sections 77-78 of the present Regulations may set obligations that diverge from the ones specified in point b) of paragraph (1) and may prescribe different rules pertaining to the verification of language proficiency.

### Section 30

- (1) The doctoral procedure shall be carried out in Hungarian. With special permission from the discipline doctoral council, the Doctoral Student may submit a doctoral dissertation in a language other than Hungarian. Should the applicant not request that the doctoral procedure be conducted in a foreign language based on the foreign-language dissertation, the language of the doctoral dissertation shall be Hungarian even if the doctoral dissertation is written in a foreign language.
- (2) The discipline doctoral council may grant permission for the doctoral procedure to be carried out in a foreign language based on the foreign-language doctoral dissertation if
- a) the doctoral programme was conducted in the same foreign language,
  - b) in the case of an applicant to whom point a) of this paragraph does not apply, if – based on the topic of the doctoral dissertation – the council can ensure the appointment of an assessment committee and official opponents, including the appointment of a possible third official opponent, with the required language proficiency.

### Section 31

- (1) The request for the initiation of the critique procedure shall be submitted to the administrator of the doctoral school. The administrator of the doctoral school shall check whether the request was handed in in complete form along with its annexes, and if incomplete, shall call on the applicant to submit the missing components of the request.
- (2) The discipline doctoral council shall decide on the initiation of the critique procedure within sixty days that the request is submitted in its complete form and in line with the regulations.

## THE DOCTORAL DISSERTATION

### Section 32

- (1) <sup>69</sup>The doctoral dissertation shall include the name of the author, the topic supervisor, the time and place it was written, a table of contents, a bibliography as well as the foreign-language abstracts. If the dissertation is written in a foreign language, the author must include the abstracts in Hungarian. A list of scientific publications coinciding with the research topic in question shall be included separately in the bibliography.
- (2) The minimum length of the doctoral dissertation shall be 10 author's sheets.

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<sup>69</sup> Amended by Senate resolution CCIII/2016. (IX.26.). Effective September 26, 2016.

### Section 33

The Hungarian and foreign-language abstracts shall be attached to the doctoral dissertation and must include

- a) a brief summary of the target research task in Part I,
- b) a brief summary of the experiments, analyses carried out, along with a summary of the processing of the data in Part II,
- c) a brief summary of the scientific results, how they were put to use and other possibilities on their usage in Part III,
- d) a bibliography of the publications released in the field of the research topic in Part IV.

## THE RESEARCH CENTRE DISPUTATION

### Section 34

- (1) Before its submission, a research centre disputation shall be held on the doctoral dissertation organised by the departments (institutions) in charge of the topic of the dissertation at the Faculty of Law of Eötvös Loránd University. The chair of the disputation session may not be the topic supervisor of the Doctoral Candidate. The department shall invite to the disputation the lecturers of the Faculty, core members and topic supervisors researching the given topic at other universities, lecturers, researchers and other external experts researching the topic in question at departments at other universities (institutes, research centres) and the Hungarian Academy of Sciences. Compulsory invitations shall be decided by the head of the department (institute). The research centre disputation shall be open to the public.
- (2) The head of the department (institute) may appoint pre-opponents for the research centre disputation, who shall evaluate the doctoral dissertation both verbally and in writing. The same grounds for exclusion shall apply to pre-opponents as those that apply to official opponents.

### Section 35

- (1) The disputation shall be used to determine
  - a) that the topic of the doctoral dissertation is suitable for scientific evaluation,
  - b) that the dissertation contains credible information,
  - c) whether the dissertation contains results that can be evaluated scientifically,
  - d) whether the results contained in the dissertation are those of the Doctoral Candidate,
  - e) whether the dissertation meets the formal requirements,
  - f) whether the length and contents of the dissertation are in harmony with one another,
  - g) whether the dissertation is suitable for the initiation of the doctoral procedure based on its scientific and academic quality.
- (2) A minutes shall be prepared on the research centre disputation which shall include a list of those present at the disputation, and indicate the positions taken at the debate on the requirements listed in paragraph (1) as well as the opinions expressed at the disputation. The same grounds for exclusion applying to official opponents shall apply

for the person writing the minutes on the disputation. The minutes shall be signed by the head of the research centre.

### Section 36

- (1) Should the majority of those present at the research centre disputation recommend that the Doctoral Candidate rework the doctoral dissertation, a second research centre disputation may be organised based on the joint decision of the head of the research centre and the topic supervisor. The department shall invite all of the participants of the original research centre disputation to the second disputation as well.
- (2) If the head of the department (institute) and the topic supervisor do not consider it necessary to organise a second disputation, the reworked dissertation shall be critiqued by the topic supervisor. The head of the department may inspect the Candidate's reworking of the dissertation.

## **SUBMISSION OF THE DOCTORAL DISSERTATION**

### Section 37

- (1) Beyond the rules laid out in the General Provisions of the University Doctoral Regulations, the Doctoral Student shall submit a bound printed copy and an electronic copy of the doctoral dissertation to the discipline doctoral council, with two copies of a comb-bound printed version and one electronic copy of the abstracts attached to it.
- (2) The doctoral dissertation may be submitted with a joint written approval by the head of the department and the topic supervisor. The minutes of the research centre disputation(s) shall also be attached to the dissertation when it is submitted. The head of the department and the topic supervisor may recommend a composition for the Assessment Committee as well as the official opponents.

## **THE ASSESSMENT COMMITTEE**

### Section 38

- (1) <sup>70</sup>The discipline doctoral council, taking into consideration the recommendations of the council of the doctoral school, the head of the department in charge of the research topic in question as well as the topic supervisor, shall appoint the two official opponents of the dissertation, the Chair of the Assessment Committee and two further members. One or more substitute members shall also be appointed in case (a) member(s) of the Committee is/are not available. The discipline doctoral council shall appoint the Secretary of the Committee from among its two members.
- (2) The Chair of the Assessment Committee, its members and the appointed official opponents shall declare in the form of an electronic letter their acceptance or non-acceptance of their appointments within five working days of its receipt.

### Section 39

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<sup>70</sup> Amended by Senate resolution CCIII/2016. (IX.26.). Effective September 26, 2016.

- (1) The official opponents shall send their critiques to the doctoral administrator of the discipline doctoral council within the two months marked for the critique procedure in the University Doctoral Regulations. The official opponents shall submit three printed copies and one electronic copy of their critiques. The official opponent shall give a detailed review of the strengths and errors of the dissertation, evaluate the research methods taken on by the Candidate, the Candidate's proficiency of the academic literature in the given topic, the basis for the scientific conclusions reached in the dissertation and shall indicate whether the dissertation meets the content and formal requirements.
- (2) The official opponent shall make a recommendation for setting the public disputation as well as the conferment of the doctoral degree or the termination of the doctoral procedure.
- (3) The administrator of the doctoral school shall send electronic copies of the official critiques to the Candidate and the Chair of the Assessment Committee as soon as possible.

#### Section 40

- (1) In the event that one of the two opponents does not recommend that the dissertation be subject to a public disputation, the discipline doctoral council shall appoint a third opponent at its subsequent session.
- (2) In the event that two opponents do not recommend that the dissertation be subject to a public disputation, the discipline doctoral council – after obtaining the opinion of the Candidate if it deems it necessary – shall adopt a resolution on the termination of the doctoral procedure in which it shall indicate the reason for the termination.

#### Section 41

- (1) In the event that the two official opponents of the dissertation recommend that it should be subject to a public disputation, the Chair of the discipline doctoral council – having consulted the Chair of the Assessment Committee – shall set the date of the public disputation to beyond 15 days of the receipt of the printed copy of the second official critique. The Chair of the discipline doctoral council shall also arrange the announcement of the time and place of the public disputation.
- (2) The Doctoral Candidate shall receive the critiques before the public disputation and prepare written responses to them before the disputation. The Doctoral Candidate must submit the responses in both printed and electronic form to the administrator of the doctoral school no more than 5 working days prior to the public disputation. The administrator shall send the responses to the official opponents and the members of the Assessment Committee in electronic form as soon as possible.
- (3) The administrator of the doctoral school shall send in electronic form a brief summary composed by the Doctoral Candidate of his/her academic works to the Secretary of the Assessment Committee at the time specified in paragraph (2).

### **THE PUBLIC DISPUTATION**

#### Section 42

The doctoral dissertation shall be defended before a five-member committee. The committee shall be composed of the committee chair, two official opponents and two other members. The Doctoral Candidate's topic supervisor as well as the opponent who rejected the Doctoral Candidate's doctoral dissertation shall also be invited to the public disputation. Notable experts of the given field must also be invited to the disputation, especially lecturers of the Faculty in possession of academic degrees along with representatives of other doctoral schools, departments operating at the Faculty. The invitations shall be sent out electronically by the administrator of the doctoral school. The abstracts of the doctoral dissertation along with a notice of when and where the dissertation can be viewed must be attached to the invitations.

#### Section 43

The public disputation may be held if the Doctoral Candidate, the Chair, Secretary and member of the Assessment Committee and at least one official opponent are present. The disputation may not be held if the official opponent who rejected the doctoral dissertation is not present, unless the Chair of the discipline doctoral council has granted permission for it to be held citing a statement from, prolonged stay abroad by, an illness of or other special reason provided by the opponent.

#### Section 44

The public disputation shall be conducted as follows:

- a) Prior to commencing the public disputation, the Assessment Committee shall hold a closed meeting in which it shall review opinions that come up in connection with the doctoral disputation based on the opinions expressed by the official opponents and members of the Committee and shall determine questions that must be clarified over the public disputation.
- b) The public disputation shall be opened by the Chair of the Assessment Committee, after which the Secretary of the Committee shall present the applicant's academic works.
- c) The applicant will then give a brief summary of the abstracts of his/her work, or shall declare that he/she upholds that which is stated in the written abstracts.
- d) The official opponents, including the official opponent who rejected the applicant's dissertation, shall present the essence of their critiques and shall make a recommendation on the conferment of the doctoral degree or the rejection of the application. The written opinion of an official opponent who is not present at the disputation, including the official opponent who rejected the applicant's dissertation, along with opinions that were submitted in writing shall be presented to the participants of the disputation by the Secretary of the Assessment Committee.
- e) The first at the public disputation to pose the questions that the Assessment Committee formulated in its closed meeting shall be the Secretary of the Committee. Following this, members of the Committee and those present may pose questions to the Doctoral Candidate and speak. Those present at the disputation may express their opinions on the doctoral dissertation.
- f) The Doctoral Candidate shall present the written answers he/she prepared in response to the official critiques pursuant to Section 41 (2). The Candidate may choose to respond to the questions posed and opinions expressed at the disputation one by one or all at once. The Candidate may use aid he/she deems necessary to provide evidence for his/her statements.

- g) The official opponent shall be given one opportunity to reply to the Candidate's statements.
- h) The public disputation shall last while there are participants wishing to contribute. The Doctoral Candidate shall be given a chance to address the disputation prior to its conclusion. Following the conclusion of the disputation, the opponents shall declare whether they uphold their recommendations for the conferment or rejection of the doctoral degree.
- i) The public disputation shall be conducted in Hungarian. The discipline doctoral council may grant permission in special circumstances for the disputation to be held in a language other than Hungarian; however, the Candidate may not employ the services of an interpreter.
- j) A minutes shall be prepared on the public disputation and shall be attached to the other documents.

#### Section 45

- (1) The members of the Assessment Committee shall evaluate the Doctoral Candidate's performance at the closed meeting following the conclusion of the public disputation and the statements given by the official opponents. The members of the Committee shall evaluate the Candidate's performance by awarding him/her a minimum of 1 and a maximum of 5 points via secret vote. The public defence of the doctoral dissertation shall be considered successful if the Doctoral Candidates receives 60% of the maximum possible points he/she can be awarded in the secret ballot evaluation.
- (2) In the event that the Candidate receives
  - a) 87-100% of the maximum possible points, the defence of the dissertation shall qualify as Summa Cum Laude,
  - b) 73-86.9% of the maximum possible points, the defence of the dissertation shall qualify as Cum Laude,
  - c) 60-72.9% of the maximum possible points, the defence of the dissertation shall qualify as Rite,
  - d) below 60% of the maximum possible points, the defence of the dissertation shall qualify as Insufficenter, and the Candidate shall not be granted the title of Doctor.
- (3) A minutes shall be prepared on the meeting of the Assessment Committee, which shall contain the numerical result of the secret vote, the recommendation of the Committee, the most important questions that the disputation focused on as well as the Committee's final evaluation of the doctoral dissertation.
- (4) The recommendation and evaluation given by the Assessment Committee shall be announced on the spot in front of the participants of the public disputation by reading out the relevant parts of the minutes of the closed meeting.

#### Section 46

- (1) Following the public disputation the discipline doctoral council shall put forward a proposal to the University Doctoral Council on the conferment of the doctoral degree based on the approval of the Assessment Committee. The discipline doctoral council shall put together its recommendation for the conferment and qualification of the doctoral degree on the basis of the evaluation of the Assessment Committee.
- (2) In the event that the public defence of the doctoral dissertation shall qualify as Insufficenter based on the decision of the Assessment Committee, the discipline

doctoral council shall determine that the doctoral procedure had been unsuccessful and shall terminate the procedure.

## **NATIONAL RECOGNITION OF A DOCTORAL DEGREE OBTAINED ABROAD**

### **Section 47**

- (1) The doctoral dissertation shall be attached to the request for the national recognition of a doctoral degree obtained abroad in the nostrification procedure at the Faculty of Law. In the event that the dissertation was not written in either English, German or French, an official Hungarian translation of the doctoral dissertation shall also be attached to the request. The discipline doctoral council may exempt the Candidate from having to attach an official Hungarian translation of the dissertation written in a foreign language if it can appoint an opponent from among the lecturers at the Faculty in possession of an academic degree who are capable of assessing the conditions of the national recognition of the dissertation along with its academic quality.
- (2) The discipline doctoral council shall initiate the nostrification procedure if
  - a) it determines on the basis of the documents handed in pursuant to Section 90 (3) of the University Doctoral Regulations that the foreign higher education institution that issued the doctoral degree was authorised to confer the doctoral degree in the given field and discipline at the time that the degree certificate was issued, and
  - b) if the doctoral certificate includes the academic qualification of the applicant requesting the national recognition of the doctoral degree and if the certificate is genuine. To determine this, the discipline doctoral council may choose to make direct contact the foreign higher education institution that issued the certificate.
- (3) In the event that the validity or legal effect of the cannot be determined, the discipline doctoral council may choose to suspend the nostrification procedure until the certificate is certified in accordance with Section 90 (5) of the University Doctoral Regulations.
- (4) The discipline doctoral council, in order to determine whether the conditions of the national recognition of the academic degree in question – in terms of academic quality – meets the requirements laid out in Hungarian legislation, the University Doctoral Regulations and the Faculty doctoral regulations, shall appoint an opponent possessing an academic degree from among the lecturers or researches employed by the Faculty, or in special conditions in consideration of the nature of the topic, the University.
- (5) The grounds for exclusion applying to the opponent shall be the same as those applying to the official opponents of the dissertation.
- (6) The opponent shall prepare the critique within a period of two months, the time span allocated for doctoral procedures. The critique shall be prepared in writing and sent to the discipline doctoral council.
- (7) In the event that the opponent's critique rejects the national recognition of the degree in question, the discipline doctoral council shall appoint two further opponents, in line with the general rules pertaining to the doctoral procedure.
- (8) The discipline doctoral council shall recommend the national recognition of the degree in question to the University Doctoral Council if it is convinced, taking into account the evaluation of the opponent, that the conditions of nostrification laid out in paragraphs (2) and (4) are met. In the event that three opponents submit evaluations, the national recognition of the degree in question can only be recommended if two opponents support the nostrification of the degree.

## **COOPERATION AGREEMENTS WITH PROFESSIONAL ORGANISATIONS**

### **Section 48**

- (1) The doctoral school may enter into cooperation agreements in trainings of the doctoral programmes with professional organisations with an interest in the obtainment of a doctoral degree.
- (2) Internships completed by the Doctoral Student at the professional organisation in question may be recognised by the Faculty within the framework of the cooperation.
- (3) Staff members of the professional organisation holding of academic qualifications may take part in the doctoral programme as lecturers, in line with the provisions of the cooperation agreement. If the proper conditions are met, the staff members may also take up roles in the doctoral school as topic announcers or supervisors, may contribute to the comprehensive examination and the critique procedure based on the decision of the discipline doctoral council.

## **TUITION OF THE DOCTORAL PROGRAMME**

### **Section 49**

- (1) The tuition to be paid by the Doctoral Student for the doctoral programme shall be determined by the Faculty Council. The Doctoral Admissions Guide must indicate the rules pertaining to the tuition.
- (2) Doctoral Students who
  - a) shall be ruled as exempt from paying the tuition by an international treaty or legislation,
  - b) have a full-time employment status with the Faculty of Law at Eötvös Loránd University,shall be exempt from having to pay the tuition.
- (3) The exemption laid out in paragraph (2) shall be determined by the discipline doctoral council in the admission procedure in the event that the condition for exemption is met at the time that a decision is made on the admission of the applicant.
- (4) The Doctoral Student's exemption from having to pay the tuition shall be determined by the head of the doctoral school in the event that
  - a) the international treaty or legislation in question guarantees an exemption in a doctoral programme that is already running,
  - b) the Doctoral Student can provide a document of appointment verifying the status described in point b) of paragraph (2).

### **Section 50**

- (1) The discipline doctoral council may grant the Doctoral Student permission to postpone payment of the tuition at the Student's request citing his/her social situation.
- (2) The written request for postponement of the tuition payment shall be submitted in writing to the discipline doctoral council by September 30 and February 28 for the respective semesters, and must indicate the conditions that warrant a postponement of



payment. The discipline doctoral council shall rule on the request by October 15 and March 15 of the respective semesters.

## **FEES PAYABLE FOR THE DOCTORAL PROCEDURE**

### **Section 51**

- (1) The provisions laid out in Annex 4 of the University Doctoral Regulations shall be applied to the fees pertaining to the habitus investigation and the comprehensive examination complete with the discrepancies and complementary parts laid out in paragraphs (2)-(5).
- (2) In case referred to in point 2 of Annex 4 of the University Doctoral Regulations, the fee payable for a comprehensive examination held in a foreign language shall be 50% higher than the fee payable for a comprehensive examination held in Hungarian.
- (3) At the comprehensive examination the fee payable to
  - a) the examiner evaluating the research documentation who does not have an employment status with the University shall be HUF 20,000 per person,
  - b) other examiners shall be HUF 10,000 per person.
- (4) In the doctoral procedure the fee payable to
  - a) official opponents shall be HUF 30,000,
  - b) members of the Assessment Committee shall be HUF 20,000,
  - c) the official opponent in a nostrification procedure shall be HUF 25,000.
- (5) Third parties are obligated to pay HUF 5,000 as a document copy fee for a copy of the minutes of the public disputation.

## **ANNEX 6/2**

# **FACULTY DOCTORAL REGULATIONS OF THE FACULTY OF HUMANITIES**

### **THE EFFECT OF THE FACULTY DOCTORAL REGULATIONS**

#### **Section 1**

The effect of the Faculty Doctoral Regulations (hereinafter: Regulations) shall extend to

- a) the doctoral programmes
  - b) the doctoral procedure for obtaining a doctoral degree (PhD) (hereinafter: doctoral procedure) and the awarding of the doctoral degree (PhD),
  - c) the national recognition of academic degrees obtained abroad,
  - d) students taking part in a doctoral programme,
  - e) lecturers and researchers contributing to a doctoral programme,
  - f) those assisting in a doctoral programme and doctoral procedure
- in the disciplines of philosophy, literature, language and history within the field of humanities at the Faculty of Humanities.

### **THE DOCTORAL COUNCIL OF HUMANITIES**

#### **The Composition of the Doctoral Council of Humanities**

#### **Section 2**

- (1) The members of the Doctoral Council of Humanities (abbreviated: BDT) shall be:
  - a) the Chair of the BDT
  - b) heads of accredited doctoral schools,
  - c) two members not employed by the University in possession of academic degrees, based on the recommendation of the Dean,
  - d) a Doctoral Student enrolled at one of the doctoral schools accredited at the Faculty delegated in accordance with the Bylaws of the University Doctoral Student Union.
- (2) The Chair of the BDT shall be elected by the Faculty Council following their nomination by the Dean.
- (3) The doctoral school councils shall recommend the substitutes for the members representing the doctoral schools, in accordance with their operational regulations. The substitute members with voting rights shall be elected by the Faculty Council and appointed by the Dean. Substitute members elected in this manner shall hold voting rights at the time that they are substituting members of the Council.
- (4) Members and substitute members of the BDT holding voting rights – excluding members representing Doctoral Students – can be full members, corresponding members or doctors of the Hungarian Academy of Sciences or university professors who meet the criteria pertaining to core members of doctoral schools.

#### **Section 3**

- (1) The mandate of the members of the Doctoral Council of Humanities shall last for three years, in line with the mandate of the Faculty Council of the Faculty of Humanities.
- (2) The mandates of the members of the BDT shall cease upon
  - a) the expiry of the mandate,
  - b) resignation,
  - c) reasons laid out in Section 5 (2)-(4) of the University Doctoral Regulations or a recall of the member,
  - d) the expiry of the member's employment status,
  - e) the death of the member.
- (3) The recall of the members of the BDT shall be decided on by the Faculty Council based on the recommendation of the Dean.
- (4) The person/entity authorised to nominate members shall put forward a recommendation on the identities of the Chair and members of the Council 30 days prior to the expiry of the mandates of the members of the BDT. In the case laid out in points b)-e) of paragraph (2), the recommendations shall be made within 30 days following the cessation of the mandate.

#### Section 4

The following members shall take part in the sessions of the Doctoral Council of Humanities with consultation rights:

- a) the Dean of the Faculty (who may delegate his/her authority – through permanent authorisation – to one of his/her substitutes),
- b) the Chair of the Faculty Doctoral Student Union,
- c) the treasurer of the Faculty,
- d) the Chair of the Doctoral Committee for Credit Recognition,
- e) anyone invited by the Chair based on the recommendation of the BDT.

### **Operations of the Doctoral Council of Humanities**

#### Section 5

- (1) The Doctoral Council of Humanities shall meet at least four times a year or whenever deemed necessary.
- (2) The meetings of the BDT shall be called by its Chair.
- (3) The meetings of the BDT shall be attended by the members with voting rights or the substitute members filling in for them.
- (4) Quorum in the meetings of the BDT requires the attendance of the Chair and more than half of the members with voting rights.
- (5) The BDT shall adopt resolutions by majority vote. . Personnel issues shall be decided by secret ballot.
- (6) Those concerned by the decisions taken in the meetings of the BDT shall be notified of said decisions in writing.
- (7) A minutes shall be prepared on the meetings of the BDT containing the resolutions adopted at the meeting and a summary of the most important issues discussed. The minutes shall be prepared by the relevant staff member of the Faculty Office and shall be approved by the Chair. The resolutions adopted in the meetings of the BDT shall be published on the website of the Faculty.
- (8) The secretarial tasks of the BDT shall be carried out by the Faculty Office.

## Section 6

The tasks of the Doctoral Council of Humanities shall include in particular:

- a) making a recommendation to the University Doctoral Council (hereinafter: EDT) on
  - aa) the conferment, qualification and withdrawal of the doctoral degree,
  - ab) the conferment of the title of Doctor with Honours,
  - ac) the national recognition of academic degrees obtained abroad,
- b) giving an opinion on applications submitted for the establishment of new doctoral schools and submitting them to the EDT,
- c) making a recommendation to the EDT on the identities of the doctoral schools,
- d) giving an opinion on and approving the declarations of the core members of the doctoral schools,
- e) deciding on
  - ea) the initiation of the doctoral procedure,
  - eb) the composition of the committee overseeing the comprehensive examination, its modification and the topics of the comprehensive examination within the framework of the training plans,
  - ec) the identities of the official opponents of the doctoral dissertation, the composition of the Assessment Committee and its potential modification.
- f) making a recommendation on the text of the Faculty doctoral regulations and its modification,
- g) approving the identities of the topic announcers and supervisors and lecturers of the doctoral schools,
- h) making a recommendation to the EDT on
  - ha) the establishment, suspension and cancellation of the doctoral education programmes,
  - hb) the training plans of the doctoral education programmes,
- i) deciding on the identities of the heads of the doctoral education programmes,
- j) in connection with admissions to the doctoral programme
  - ja) deciding on foreign-language doctoral training programmes that can be offered at the doctoral schools,
  - jb) announcing the general conditions of taking part in the doctoral programme,
  - jc) determining the number of Students that can be admitted to doctoral programmes financed by the State of Hungary each year,
  - jd) approving the members of the Admission Committee,
  - je) deciding on admissions to the doctoral programme,
- k) reviewing the operation of the doctoral programme,
- l) deciding on the approval of the work programme of foreign part-time courses and the recognition of results obtained in the part-time programme,
- m) giving an opinion on Student contracts on co-tutelle programmes,
- n) deciding on Student academic requests and requests pertaining to the doctoral procedure based on individual requests,
- o) giving an opinion on the operational regulations of the doctoral schools,
- p) giving an opinion on the usage of doctoral training appropriations,
- q) appointing and relieving members of the councils of the doctoral schools and submitting them to the EDT for approval,
- r) giving an opinion on the principles and methods of the quality assurance of the doctoral programmes and procedures,

- s) deciding on the identities of the Chairs and members of the committees assisting the work of the BDT as well as ad hoc committees,
- t) deciding on reallocations between state-financed and self-financed programmes in accordance with the procedure laid out in the University Doctoral Regulations based on the conditions listed in it,
- u) deciding on filling up state-financed places that are freed up in the event that the doctoral schools concerned fail to fill them up.

## **The Doctoral School**

### Section 7

- (1) The doctoral school is an organisational unit in which doctoral programmes are operated with the aim of preparing the Doctoral Student for the obtainment of the doctoral degree with contributions from a proportionate number of lecturers and researchers employed by one or more institute and department.
- (2) The doctoral schools shall prepare their own organisational and operational regulations for the doctoral programmes and obtainment of doctoral degrees as well as the usage of the finances of the programmes based on the University and Faculty regulations and concerning cooperation with other universities, research institutions and their staff.

### Section 8

- (1) All doctoral schools shall prepare their own organisational and operational regulations taking into account the provisions prescribed in the University Doctoral Regulations and the Faculty Doctoral Regulations making up its annexes. The organisational and operational regulations of the doctoral schools shall be approved by the University Doctoral Council based on the opinion of the BDT.
- (2) The operational regulations of the doctoral schools shall cover in particular:
  - a) the name and address of the doctoral school,
  - b) the administration of the doctoral school,
  - c) matters falling under the authority of the council of the doctoral school,
  - d) matters falling under the authority of the head of the doctoral school,
  - e) special conditions pertaining to application and admission to the doctoral school,
  - f) the rules of the admission procedure of the doctoral school and its admission criteria,
  - g) rules pertaining to changing education programmes, topics and/or topic supervisors within the doctoral school,
  - h) rules pertaining to the attendance of seminars,
  - i) criteria pertaining to the fulfilment of the requirements of the doctoral school and its administration,
  - j) the method and scheduling of individual course registration,
  - k) the conditions of reallocation between state-financed and self-financed programmes,
  - l) rules pertaining to the obtainment of credits,
  - m) rules pertaining to the recognition of subjects,
  - n) the method of registering for exams and the withdrawal of the registrations,

- o) the number of times an unsuccessful exam can be retaken within a given examination period, opportunities for registering for a given subject for a second time over the course of the Student's studies as well as the number of times a Student can attempt an exam in the same subject including his/her second attempt at the subject,
- p) the unique rules pertaining to granting a Student permission to take the comprehensive examination and the passage of the comprehensive examination at the given doctoral school,
- q) the professional requirements for obtaining the doctoral degree, in particular with regard to the literature requirements and the content, formal, length and language requirements pertaining to the doctoral dissertation.

### **The Head of the Doctoral School**

#### Section 9

The head of the doctoral school shall be elected by the EDT and appointed and/or relieved by the Rector. The mandate of the head of the doctoral school shall last for three years, in harmony with the mandate of the Doctoral Council of Humanities. The mandate of the head of the doctoral school may be extended multiple times.

### **The Council of the Doctoral School**

#### Section 10

- (1) The head of the doctoral school shall be assisted in his/her work by the council of the doctoral school (hereinafter: DIT).
- (2) The DIT shall consist of a minimum of three members and its Chair shall be the head of the doctoral school. One member of the Doctoral Student Union may take part in the work of the DIT with consultation rights. The delegation of this member shall be regulated by the Bylaws of the University Doctoral Student Union.
- (3) The mandates of the members of the DIT shall last for three years, coinciding with the mandate of the Doctoral Council of Humanities. The rules pertaining to the election of the members of the DIT shall be regulated by the organisational and operational regulations of the doctoral school. The Chair of the DIT shall call a new election 30 days before the expiry of the mandate of the council.
- (4) The members and Chair of the DIT shall be approved by the University Doctoral Council, and their letters of appointment shall be signed by the Chair of the BDT.
- (5) The tasks of the DIT shall include in particular:
  - a) giving an opinion on the establishment of new doctoral education programmes for the BDT,
  - b) making a recommendation on the identities of the heads of the doctoral education programmes,
  - c) deciding on the announcement of the approved education programmes,
  - d) deciding on the identities of lecturers and topic supervisors as well as the approval of the topics to be announced.
  - e) making a recommendation on the composition of the Admission Committee for the BDT,

- f) deciding on the allocation of state-funded places given to the doctoral schools among education programmes,
- g) putting together the training plans of the doctoral education programmes and submitting them to the BDT and initiating their modification,
- h) deciding on the rules pertaining to changing education programmes, topics and topic supervisors within the doctoral school and notifying the Faculty Office on its decision. The DIT may delegate this authority to the head of the doctoral school,
- i) keeping a database of the education programmes of the doctoral school and determining their research areas and keeping the Faculty Office notified of this,
- j) preparing the organisational and operational regulations of the doctoral school and submitting them to the BDT.

### **Lecturers of the Doctoral School**

#### **Section 11**

- (1) Lecturers of the doctoral school shall be professionals with academic qualifications who consistently or for predetermined periods take part in the work of the education work of the doctoral school. The identities of the lecturers and topic supervisors of the doctoral school shall be registered by the administration of the doctoral school in the database of the National Doctoral Council. Uploading the personal and bibliometric data to the database and their maintenance and update at least once a year shall be the responsibility of the lecturers.
- (2) The core members of the doctoral school may take on lecturer and topic supervisory roles in other doctoral schools as well.
- (3) The lecturers and topic supervisors holding at least a PhD degree shall be recommended by the council of the doctoral school and approved by the BDT based on the recommendation of the head of the doctoral programme. Topic supervisors may be internal or external lecturers of the doctoral school, dual topic supervision shall also be permitted if deemed academically justified.

### **Doctoral Education Programme**

#### **Section 12**

- (1) Training may also be held in the doctoral education programmes within the doctoral school in line with the research field, and shall be managed by the head of the doctoral education programme.
- (2) The conditions of establishing new doctoral education programmes shall be the following:
  - a) the head of the programme must be a leading lecturer holding at least a PhD degree with ten years of experience as a university lecturer. The head of the programme should preferably be a core member,
  - b) apart from the head of the programme, at least two other professionals holding at least a PhD degree shall conduct lecturing duties,
  - c) the Master's degree programmes on which the doctoral programme is build shall be indicated,
  - d) the plan for the new education programme shall be assembled based on the accreditation requirements of the Hungarian Accreditation Committee,

- e) the training plan of the doctoral training programme must be put together.
- (3) The decision on the launch of a new doctoral education programme and the approval of the training plan shall be made by the Senate based on the approval of the BDT and the EDT.
- (4) The training plans of the doctoral education programmes shall include in particular
  - a) the number of study units that can be acquired by taking part in the programme,
  - b) the number of study units that can be acquired by taking part in academic and teaching activities,
  - c) the compulsory subjects,
  - d) the compulsory elective subjects,
  - e) the elective subjects.

## **QUALITY ASSURANCE**

### **Section 13**

- (1) The doctoral schools shall compile brief written reports on their operation, indicating any changes that have taken place. The report shall be submitted to the Doctoral Council of Humanities by March 31 of each year. The annexes of the report shall include statistics pertaining to the size of the Student body, the obtainment of doctoral degrees based on the data in the Electronic Registration System and the database of the National Doctoral Council along with information regarding the finances of the doctoral schools.
- (2) The BDT may discuss the reports in a special session held in September each year.

## **DOCTORAL TRAINING**

### **Section 14**

- (1) Doctoral training at the Faculty of Humanities may be
  - a) full-time organised programmes financed by the Hungarian state,
  - b) self-financed full-time organised programmes
  - c) self-financed part-time correspondence-based programmes organised with an individually-tailored course schedule,
- (2) The duration of the organised programme shall be 48 months which is broken down into two phases (the training and research phase and the research and dissertation phase). A total of 240 credits must be obtained over the course of the programme. The Doctoral Student may receive the pre-degree certificate if he/she has acquired the 240 credits.
- (3) The duration of the programme organised with an individually-tailored course schedule shall be determined by the council of the doctoral school on the basis of the training plan of the doctoral school. The minimum duration of the programme organised with an individually-tailored course schedule shall be 12 months.
- (4) Pursuant to the goals of the doctoral training, credits may be awarded for
  - a) the pursuit of studies in the doctoral programme (in the training and research phase),
  - b) the acquisition of knowledge necessary for the scientific research and the performance of the teaching and academic organisational tasks (in both phases),
  - c) teaching activities (in both phases).



- (5) The uniform requirements of the credit system of the doctoral programme shall be the following:
- An average number of **30 credits** shall be awarded per semester.
  - A total of **240 credits** must be obtained over the course of the doctoral programme.
  - One credit shall be the equivalent of the completion of 30 academic hours.
- (6) The outline of the credit system of the doctoral programme shall be the following:

<b>Pursuit of doctoral studies</b>				
8 study units	10 credits	<b>80 credits</b>	Semesters 1-4	<b>33.3%</b>
<b>Consultation</b>				
8 study units	10 credits	<b>80 credits</b>	Semesters 1-8	<b>33.3%</b>
<b>Academic and teaching activity</b>				
3 publications	variable credits	<b>80 credits</b>	Semesters 1-8	<b>33.3%</b>
Academic research and teaching activity (latter worth max. 30 credits) determined by the doctoral school	variable credits			

- (7) The link between the aim of the doctoral programme and the credits are the following:

- Credits can be awarded for the pursuit of doctoral studies:
  - the doctoral course – the Doctoral Student shall take part in the training on a weekly basis and shall participate in the lessons,
  - the consultations – the lecturer shall meet with the Doctoral Student on a regular basis and shall check up on the Student's progress in the completion of the tasks that have been assigned.

The Doctoral Student shall complete the compulsory 8 study units assigned to him/her within the framework determined by the doctoral teaching programme. A total of 10 credits can be acquired with the completion of one study unit. Credits can only be awarded if the Student's performance is approved by the lecturer. The Student may complete the study unit in the form of an oral examination or a written assignment. In both cases, the Student's performance shall be evaluated on a grading scale of 1-5. Credits may not be awarded for a "fail" (1) grade.

- A maximum of one-quarter of the 8 study units to be acquired over the course of the training and research phase of the programme (20 credits) may also be acquired through teaching and academic activities based on the decision of the doctoral schools. In this case, the Student's performance shall be evaluated on a two-grade scale.

- The knowledge to be acquired for the academic research as well as the completion of the teaching and academic organisational tasks are the following:

- compulsory assignments:

- the Doctoral Student must prepare at least three academic papers over the course of the programme, at least one of which must deal with the topic of the doctoral dissertation,
- the academic papers must be published either in scientific journals in the given field, through book publishers, academically edited web pages. Credits may only be awarded for papers that have been published or for which the Student can provide proof of approval for publication,

- elective assignments:

- other research, teaching or academic organisational assignments announced in the curriculum by the doctoral schools/teaching programmes (e.g. compiling a review, editing, giving a lecture in Hungarian or a foreign language at a conference, compiling teaching material, contributing to the editing of academic textbooks, editing an academic study volume, organising a conference, gathering data, excavation or field work, museum practice, etc.),
- the doctoral school may allocate varying amounts of credits to the elective research study units in proportion to the amount of work carried out and the performance expected from the Student,
- further papers written apart from the three compulsory ones that are published pursuant to the provisions on compulsory publication.

d) Lecturing assignment:

The course taught by the Doctoral Student must be a course announced in accordance with the curriculum of a Bachelor's, Master's or single-cycle programme. The course may also be a topical lesson coinciding with the curriculum or a special seminar announced to be dealing with the research topic of the Doctoral Student or a language lesson. A total of 10 credits can be obtained for the lecturing assignment (5 credits in the case of language lessons). The practice of announcing courses taught by Doctoral Students shall be the same as those pertaining to course announcements defined in the University and Faculty Regulations.

In the cases of lecturers employed full-time or part-time in higher education, providing verification for the completion of the lectures and recognising them with credits shall be the right and task of the competent doctoral school council. A maximum of 30 credits can be obtained for lecturing activities.

e) The academic research and lecturing assignments shall be evaluated on a two-grade scale: "pass/fail". Credits may not be awarded for a "fail" grade.

(8) The Doctoral Student must acquire a minimum of 20 credits over the course of a semester.

a) Credits obtained over the course of an invalid semester may be counted in the total number of credits obtained.

b) A Doctoral Student pursuing studies in a state-financed doctoral programme may keep the status of state-financed Student in the event that he/she obtained 20 credits in his/her last completed semester.

(9) Checking up on the progress of Doctoral Students and compiling reports on Students who fail to fulfil either their obligation to register for the semester or their academic obligations, in particular with regards to Students taking part in a state-financed programme, shall be the task of the doctoral school.

## Section 15

(1) Recommendation of the pursuit of doctoral studies with an individually-tailored course schedule referred to in point c) of paragraph (1) in Section 14 may be given to the DIT by the Admission Committee.

(2) The DIT shall recommend the Student's pursuit of doctoral studies under an individually-tailored course schedule to the BDT taking into consideration the following aspects:

- a) previously completed doctoral studies,
- b) publication history of the last five years,

- c) research activities, lecturing activities in higher education,
  - d) the Candidate's unavailability to carry out lecturing duties on a regular basis.
- (3) The decision on granting the Candidate pursue doctoral studies with an individually-tailored course schedule shall be made by the BDT based on the recommendation of the DIT.
  - (4) The doctoral study plan and schedule needed to begin the programme is laid out in Appendix 1 of the present Regulations. Announcing the courses for the Doctoral Student taking part in a doctoral programme with an individually-tailored course schedule in line with the doctoral study plan and schedule shall be the task of the head of the doctoral programme.
  - (5) The Doctoral Student shall submit the doctoral study plan and schedule referred to in paragraph (4) to the secretariat of the doctoral school by no later than September 30 following his/her enrolment. The study plan must be signed by the Doctoral Student, the topic supervisor as well as the heads of the doctoral teaching programme and the doctoral school. A copy of the signed study plan containing the sum of the tuition fee shall be submitted to the Faculty Office by no later than October 5.
  - (6) The DIT, at the initiative of the topic supervisor, may recommend to the BDT the withdrawal of the permission to pursue doctoral studies with an individually-tailored course schedule in the event that the Doctoral Student fails to fulfil the obligations laid out in the study plan. Simultaneously to withdrawing the permission, the DIT may recommend that the Doctoral Student should continue his/her studies in a self-financed full-time organised programme. In this case, only the obligations fulfilled in line with the individual study plan may be counted as part of the Student's results.
  - (7) No more than one request may be made for the modification of the duration of the studies determined on the basis of the study plan.
  - (8) The tuition fee of the Doctoral Student pursuing doctoral studies with an individually-tailored course schedule, taking into consideration the tuition fee determined by the Faculty Council, shall be determined by the head of the doctoral school, and may exceed nor fall short of that tuition fee by more than 20%.

## **Application, Admission**

### **Section 16**

- (1) The conditions of applying to the doctoral school of the Faculty of Humanities shall be the following:
  - a) a Master's degree with a qualification no lower than "Good". Prospective Students in possession of a Master's degree with a qualification of "Satisfactory" may not apply to a doctoral programme any sooner than three years following their graduation at the Master's level. University degrees obtained abroad may be accepted in line with Section 26 (3)-(4) of the University Doctoral Regulations. Applicants who have yet to pass their final examination at the time of the entrance exam for the doctoral programme may also submit their applications, provided that they pass their final exams by no later than July 31 and are able to verify at the time of their enrolment that the qualification of their degree certificate is at least "Good".
  - b) proof of foreign-language proficiency in no less than one language in the form of a complex [type "C"] intermediate level (B2) state-certified language exam or an equivalent certificate.
- (2) Applicants may only apply for research topics indicated for the given application period on the website of the National Doctoral Council. The Faculty Office shall make

sure that the research topics pertaining to the given application period are indicated on the website by no later than March 1 of the relevant year.

- (3) Applicants who possess a degree certificate required for the application referred to in point a) of paragraph (1) but are taking part in a university/BA/MA programme connected to their topic of choice and fail to pass the final exam by no later than July 31 of the relevant year.
- (4) The various doctoral schools/teaching programmes may set requirements besides the provisions laid out in paragraph (1), which shall be published each year in the Doctoral Guide for Admission and the website of the relevant doctoral school.

## Section 17

- (1) Applications for the doctoral programme may be filed in the Faculty Office.
- (2) Applications may be submitted over the course of a period of 25 working days starting from the first working day following March 15 of each year.
- (3) The Applicant shall attach the following to the two copies of the filled-out application form:
  - a) a copy of the university/Master's degree certificate or the degree certificate obtained abroad pursuant to Section 26 (3)-(4) of the University Doctoral Regulations, along with other documents if necessary,
  - b) proof of foreign-language proficiency referred to in point b) of paragraph (1) of Section 16 or an official copy of an equivalent certificate,
  - c) a curriculum vitae,
  - d) a list of publications released by the applicant,
  - e) a certificate of a clean criminal record, or in the case of foreign nationals, an equivalent document issued by a competent authority, except if the applicant's line of work is related to the issuance of criminal record certificates, as verified by his/her employer,
  - f) a research topic plan, no longer than 1-2 pages,
  - g) two stamped envelopes marked as priority mail based on the valid postage rates labelled with the applicant's postal address,
  - h) in the case of applicants applying to state-financed full-time programmes, a declaration indicating whether the applicant has an employment status and that the applicant will terminate said status, with the exception of cases referred to in Section 39 of the University Doctoral Regulations.
- (4) Letters of recommendations by professionals may also be attached to the application. Documents required besides the ones listed in paragraph (3) (e.g. thesis, lengthier publications, papers) shall be submitted to the doctoral school.

## Section 18

- (1) The entrance examinations shall be held over the course of the last ten working days of May and the first ten working days of June.
- (2) The entrance examination shall consist of an oral hearing.
- (3) The entrance examination shall be held before an admission committee. The Admission Committee shall consist of its Chair and at least two other members. An external expert may also serve on the committee. The admission committees shall be approved by the BDT and appointed by the head of the doctoral programme.

- (4) The head of the doctoral school shall notify the Faculty Office in writing about the exact times and places of the entrance examinations by no later than May 2. The Faculty Office shall notify the applicants in writing and shall publish the relevant information on its website.
- (5) In the cases of international applicants who are not citizens of the European Union, the Dean may grant permission at the approval of the head of the doctoral school to hold the entrance exam at a different time than what is originally specified, but at a date no later than September 1. Entrance exams may not be held for Hungarian applicants or international applicants applying to state-funded programmes at any other time besides the official time specified.
- (6) Makeup entrance examinations held at times other than the ones specified may only be held within the time period specified for entrance examinations, provided that such a makeup entrance examination is approved by the head of the doctoral school and an Admission Committee with the same composition as the original one can be assembled.

## Section 19

- (1) The requirements taken into consideration when deciding on admissions shall be the following:
  - a) whether the topic in question coincides with the framework of the doctoral teaching programme and its feasibility,
  - b) progress in previous university studies,
  - c) achievements in previous academic work,
  - d) proficiency in more than one foreign language,
  - e) qualification to carry out higher education lecturing duties,
  - f) ability to carry out academic research activity without assistance.
- (2) The minutes compiled on the entrance examination shall include the questions that were asked at the examination along with a brief summary of the applicant's answers. A brief professional opinion on the performance of each candidate shall also be recorded as justification for the admission decision. In the event that an applicant is not admitted, the decision shall be justified taking into account the aspects listed above.

## Section 20

- (1) The decision on the admission of the Prospective Student shall be made by the BDT based on the recommendation of the doctoral schools.
- (2) The decisions on the admission of the Prospective Students shall be made individually for each Prospective Student by allocating them to the forms of training listed in Section 14 (1).
- (3) The allocation of the number of Students who may be admitted to state-funded full-time doctoral programmes among the teaching programmes of the doctoral schools shall be determined by the DIT.
- (4) The resolution rejecting an Applicant's admission shall be given a brief justification based on the minutes compiled by the Admission Committee.

## **Choosing and Changing the Research Topic**

## Section 21

- (1) Applications may only be filed for the research topics to the topic supervisors indicated for the given application period on the website of the National Doctoral Council. The Admission Committee shall determine the topics of the Applicants recommended for admission and the identities of their topic supervisors in the minutes compiled of the entrance examination. The topic and topic supervisor of the Doctoral Student who has been admitted to and has enrolled at the doctoral school shall be kept track of by the administration of the doctoral school in the database of the National Doctoral Council and the Electronic Registration System.
- (2) In cases that are academically justified, the Doctoral Student may request that he/she may continue the pursuit of his/her doctoral studies with a different topic or topic supervisor within the same doctoral teaching programme. This shall apply in cases in which there are objective difficulties with researching the given topic or if the Student's topic supervisor is regularly unavailable.
- (3) The selected new supervisor must meet the requirements pertaining to topic supervisors at the time that the request is submitted.
- (4) The selected new topic must be in line with one of the topics announced by the topic supervisor in one of the past five years.
- (5) The Doctoral Student may request a change of topic and/or topic supervisor no later than when he/she submits the application for the comprehensive examination. In the event of the death of the topic supervisor, the DIT shall decide on the appointment of a new topic supervisor with no pre-determined timetable.
- (6) The topic supervisor the Doctoral Student shall resign from his/her duties as topic supervisor no later than by the time the Doctoral Student applies for the comprehensive examination. The topic supervisor shall give a detailed justification for the resignation in writing. The matter is decided on by the DIT and shall simultaneously appoint the new topic supervisor taking into consideration the provisions laid out in paragraph (3). The DIT shall notify the Doctoral Student and the Chair of the BDT by giving a detailed justification for the decision in writing.

### **Joint Doctoral Programme with a Foreign University (Co-tutelle)**

## Section 22

- (1) The Doctoral Student may only take part in a joint doctoral programme with a foreign university if he/she has gained admission to both universities in question.
- (2) The Doctoral Student shall be assigned to a topic supervisor at both universities.
- (3) When preparing the contract, the provisions laid out in Rector's/Chancellor's order on contract signing shall be applied. The draft contract contained in the effective Rector's order shall be given priority when signing the contract.
- (4) The contract put together by the foreign university along with its supplements shall be translated into Hungarian and submitted. The non-official translation shall be handed in to the department in charge of the language in question for review and certification.
- (5) The Doctoral Student shall register for each given semester at both institutions.
- (6) The Doctoral Student shall fulfil his/her payment obligations pursuant to the contract or must turn in a request for exemption from payment as laid out in Section 38 (5).
- (7) The Doctoral Student shall provide verification of continued progress in his/her studies at Eötvös Loránd University, take the comprehensive examination at the end of

the training and research phase of the programme and must acquire 240 credits by the end of the programme.

- (8) It shall be advised to consult with the topic supervisor and the head of the programme on the study units which the Student registers for over the course of his/her pursuit of studies at the foreign university. This may be any kind of study units, but the Student must register for the given subjects in the Electronic Registration System in all cases. The Student may complete the courses by providing professional verification of the studies completed at the partner institution or on the basis of criteria set by the lecturer in charge of the course (written exam, semester oral exam). In the cases of courses that require a regular attendance of lessons, the head of the programme must make sure that those courses are announced in the Electronic Registration System in the event that the Student spent the semester in which the course would have been in the schedule according to the curriculum at the foreign university.
- (9) The procedure for obtaining a doctoral degree shall also be initiated at Eötvös Loránd University. A printed copy of the doctoral dissertation, each of the abstracts as well as electronic copies of the dissertation and the abstracts (in PDF/A format) shall be submitted to the Faculty Office.
- (10) All official documents prepared over the course of the procedure shall be translated and the translation must be certified with the signature of the Hungarian topic supervisor.

### **Partial Studies**

#### **Section 23**

- (1) The Doctoral Student may pursue partial doctoral studies outside of his/her doctoral school either in Hungary or abroad. Prior to starting the programme, the Doctoral Student pursuing partial studies must submit a work programme approved by his/her topic supervisor which shall ensure the validity of the relevant study period in the training programme of the given doctoral school/teaching programme.
- (2) The work programme shall be approved by the head of the relevant doctoral programme by no later than the start of the examination period of the semester prior to the one in which the Student commences his/her partial studies.
- (3) The Doctoral Student can obtain training, research and teaching credits over the course of his/her partial studies.
- (4) The Doctoral Student must submit a transcript of his/her study unity, with the grades/qualifications preferably converted to ECTS grades.
- (5) The Doctoral Student's student status shall remain valid over the course of the period in which he/she is pursuing partial studies at another institution. The Doctoral Student shall provide proof of having obtained a minimum of 20 credits each semester during the partial studies.
- (6) The Doctoral Student's work programme shall be kept in the doctoral schools and shall submit it to the Faculty Office no later than when the Student's pre-degree certificate request is submitted.
- (7) The Doctoral Student may apply to have training credits obtained at other, domestic or foreign higher education institutions outside his/her own doctoral school/teaching programme recognised. To do so, the Doctoral Student must submit a credit recognition request to the Faculty Office which shall be certified by the head of the doctoral programme beforehand.

- (8) The BDT shall assemble a credit transfer committee for the recognition of training credits the Doctoral Student obtained at other, domestic or foreign higher education institutions outside his/her own doctoral school/teaching programme.
- (9) Each doctoral school shall delegate one member to the credit recognition committee. Its Chair shall be the Vice-Dean for academics of the Faculty. Its members shall be lecturers contributing to the doctoral programme who hold at least a PhD degree as well as the representative of Doctoral Students. The Chair and members of the credit transfer committee shall be appointed by the Dean based on the decision of the BDT for a period of three years, in line with the mandate of the Faculty Council of the Faculty of Humanities.
- (10) The mandates of the members of the committee shall cease upon:
  - a) the expiry of the mandate,
  - b) the resignation of the member,
  - c) in the event that the member is permanently unavailable,
  - d) a recall of the member (in the event that said member regularly fails to attend sessions of the committee or becomes unworthy of membership); the recall shall be ruled on by the BDT,
  - e) the death of the member.
- (11) The work of the committee shall be regulated by its rules of procedure as follows:
  - a) the credit recognition committee shall request the professional opinion of the competent doctoral school council in writing prior to ruling on Student requests,
  - b) the Doctoral Student pursuing studies in an organised programme may acquire no more than 30% of the available training credits via credit transfer,
  - c) the DIT shall recommend taking into account previous results of the Doctoral Student participating in a doctoral programme with an individually-tailored course schedule simultaneously to approving the Student's individual study plan; the study plan shall include in detail the number of study units still to be completed broken down into training modules by allocating to them the remaining number of credits to be completed,
  - d) the upper limit of credits obtained from doctoral studies not completed at the doctoral schools of the Faculty that can be recognised shall be 120.
- (12) The work of the committee shall be aided by the Faculty Office.

## **Partial Studies Pursued by a Doctoral Student Arriving From Another University**

### **Section 24**

- (1) Reception of Doctoral Students applying to the doctoral school of the Faculty for partial studies shall be decided on by the DIT. The DIT may delegate this authority to the head of the doctoral school.
- (2) The head of the doctoral school shall issue a document to the Doctoral Student arriving from another university pursuing partial studies verifying his/her completed study units, their credit values and grades received for them. The document shall include a brief description of the courses completed and registered for in English or another foreign language.

## **Academic Year Calendar**



## Section 25

- (1) The study period shall incorporate the research period of the Doctoral Student.
- (2) Research activity carried out outside the study period may be registered for and submitted for recognition by the Doctoral Student during the course registration period of the subsequent semester.
- (3) The Faculty Office shall publish the academic year calendar – with special regard to the registration and course registration periods – before each semester at least 30 days prior to the start of the registration period on the website of the Faculty.
- (4) The Doctoral Student shall have an obligation to comply with deadlines. Failure to meet deadlines shall be met with an obligation to pay a late fee. The sum of the late fee shall be 1% of the annual normative grant available for Doctoral Students as prescribed by the Budget Act.

### **Enrolment**

## Section 26

- (1) The Doctoral Student who has been admitted to the doctoral programme shall enrol for his/her first academic semester by September 15 at the Faculty Office. The Student may enrol in person or through a representative. Failure to enrol by the deadline shall not be accepted even at the request of the Student.
- (2) Doctoral Students who had yet to present documents required for enrolment (original copy of the degree certificate, proof of foreign-language proficiency, document verifying a clean criminal record, proof of payment of the application fee) shall present them at the time of enrolment. Students who fail to present their original documents shall not be permitted to enrol for the programme.
- (3) Matters in connection with the Doctoral Student's student identification card shall be handled at the Quaestura office.
- (4) Following enrolment, the doctoral teaching programmes shall hold orientation sessions for Doctoral Students who have enrolled for their first academic year. At these sessions, Doctoral Students are to be informed in detail about the academic obligations the Students commit to by enrolling in the programme.

### **Registration, Course Registration**

## Section 27

- (1) Following the Student's initial enrolment in the programme in person, the Student shall be obligated to register for each study period in the Electronic Registration System by confirming whether he/she wishes to pursue or suspend his/her studies in the given semester. With adequate justification, the Student may register for the semester in person at the Faculty Office on the week following the expiry of the registration period but shall be obligated to pay a special processing fee. No further opportunities for registration shall be provided.
- (2) The Doctoral Student shall indicate the courses he/she plans to complete, including courses to be completed as part of the scientific and teaching study units in the Electronic Registration System in the course registration period of each semester. The Student shall not be granted permission to register for courses following the expiry of the deadline. Courses shall be announced by the doctoral teaching

programme. Education management duties of the doctoral teaching programmes shall be aided by the secretaries of the doctoral schools.

### **Interruption of Studies**

#### **Section 28**

- (1) Doctoral Students who have gained admission to the doctoral programme may choose to postpone the commencement of their studies by two semesters.
- (2) The Student wishing to postpone his/her studies must enrol at the beginning of the first semester simultaneously to declaring his/her intention to postpone his/her studies. The student status shall be established with the Student's enrolment, Students who fail to enrol shall not be permitted to begin their studies. Students who fail to enrol may only commence the programme by re-applying and completing a second admission procedure.
- (3) Doctoral studies may not be commenced in cross semesters.
- (4) Over the course of their studies, Doctoral Students shall have the right to postpone their studies for a period no longer than two consecutive semesters. The interruption of the studies must be confirmed in the Electronic Registration System.

### **The Comprehensive Examination**

#### **Section 29**

- (1) The comprehensive examination shall be an assessment of the Student's lexical knowledge acquired over the course of the training and research phase of the doctoral programme and level of preparedness for the dissertation phase of the programme.
- (2) The comprehensive examination is composed of two main parts. The theoretical part shall assess the examinee's lexical knowledge, while in the dissertation part, the examinee shall give account of his/her progress in her academic research.
- (3) The time and date of the comprehensive examinations, the theoretical subjects and topics coinciding with the research topics concerning the individual examinees and the compositions of the examination boards shall be decided by the BDT based on the proposals put forward by the doctoral school councils.
- (4) In the theoretical part of the comprehensive examination, the examinee shall be tested on a main and a secondary topic. The main topic shall concern the comprehensive disciplinary contexts of the doctoral dissertation being written by the examinee, while the secondary topic shall be determined by the council of the doctoral school at the time of the Doctoral Student's application for the comprehensive examination.
- (5) In the dissertation part of the exam, the examinee shall present his/her progress in her research concerning the doctoral dissertation in the form of a lecture.
- (6) At the time of applying for the comprehensive examination, the Student must submit a paper relating to the topic of the dissertation in the length of at least two author's sheets.
- (7) Further provisions on the lecture and paper to be submitted by the Student are laid out in the organisational and operational regulations of the doctoral schools.
- (8) The comprehensive examination shall be taken in public, before an examination board of the following composition:
  - a) the comprehensive examination board shall be composed of at least three members, one third of whom do not have neither a full-time nor part-time employment status

- with the University, nor do they work as appointed lecturers or have researcher status with the University,
- b) the Chair of the comprehensive examination board shall be a professor, professor emeritus or habilitated associate professor of the institution, its members shall be lecturers or researchers at the University holding at least a PhD or an equivalent degree,
  - c) the external member of the board shall be required to have a PhD or an equivalent degree,
  - d) the topic supervisor of the Doctoral Student may be present at the comprehensive examination, but may not participate as an examiner, nor may he/she take part in the evaluation of the Student.
- (9) The comprehensive examinations shall be held during the examination period. The comprehensive examinations shall be announced and organised by the doctoral schools in the Electronic Registration System with the contributions of the secretaries of the doctoral schools. Detailed regulations regarding the organisation of the comprehensive examinations are laid out in the organisational and operational regulations of the doctoral schools.
- (10) Doctoral Students must apply for the comprehensive exam held in the autumn examination period by March 31 of the relevant year and for the comprehensive exam held in the winter examination period by October 31 of the relevant year by handing in an application form to the Faculty Office.
- (11) A minutes should be prepared on the comprehensive examination.
- (12)<sup>7172</sup> The examinee's performance in terms of the theoretical subjects of the comprehensive examination shall be evaluated by the examination board on a five-grade scale and the research summary and paper on a three-grade scale (excellent, satisfactory, fail).
- (13)<sup>7374</sup> In the event that the examinee receives a "fail" grade for one or both of the theoretical subjects of the exam, the examinee may sit for a retake exam in this (these) subject(s) on the day set aside for retake examinations within the same examination period. In the event that the examinee receives a "fail" grade for the dissertation part of the examination, he/she may not sit for a retake exam for this part of the comprehensive examination.
- (14)<sup>7576</sup> The combined result of the comprehensive examination shall be marked by the examination board on a two-grade scale (pass, fail).
- (15) The Candidate shall be notified of the result of the comprehensive examination verbally by the Chair of the examination board. Rules pertaining to the retake of the comprehensive examination are laid out in Section 54 (4)-(5) of the University Doctoral Regulations.
- (16) The minutes and documentation of the comprehensive examination shall be submitted to the Chair of the examination board through the Faculty Office. The filled

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<sup>71</sup> Amended by Senate resolution CCIII/2016. (IX.26.). Effective September 26, 2016.

<sup>72</sup> Amended by Senate resolution CCXLIX/2016. (XII.12.) on the amendment to the annex to the University Doctoral Regulations pertaining to the Faculty of Humanities. Effective December 12, 2016.

<sup>73</sup> Amended by Senate resolution CCIII/2016. (IX.26.). Effective September 26, 2016.

<sup>74</sup> Amended by Senate resolution CCXLIX/2016. (XII.12.) on the amendment to the annex to the University Doctoral Regulations pertaining to the Faculty of Humanities. Effective December 12, 2016.

<sup>75</sup> Amended by Senate resolution CCIII/2016. (IX.26.). Effective September 26, 2016.

<sup>76</sup> Amended by Senate resolution CCXLIX/2016. (XII.12.) on the amendment to the annex to the University Doctoral Regulations pertaining to the Faculty of Humanities. Effective December 12, 2016.

out and signed minutes along with the documentation shall be sent back to the Faculty Office within three working days following the day of the comprehensive examination.

## **Completion of the Doctoral Studies**

### **Section 30**

- (1) The issuance of the pre-degree certificate (absolutorium) shall be initiated by the head of the doctoral school at the Faculty Office at the request of the Doctoral Student.
- (2) The pre-degree certificate must be requested no later than within 60 days of the Student's fulfilment of his/her academic obligations (obtainment of 240 credits). In the cases of requests that are submitted after the deadline, the Faculty Office shall issue the pre-degree certificate taking into consideration the date of the last semester the Student has registered for and completed.
- (3) The pre-degree certificate shall be issued by the Faculty Office and shall be verified with the signature of the Dean or the Vice-Dean.

## **THE DOCTORAL PROCEDURE**

### **Conditions of Obtaining the Doctoral Degree**

#### **Section 31**

- (1) The conditions of obtaining the doctoral degree shall be the following:
  - a) obtainment of the absolutorium concluding the doctoral training,
  - b) preparation of the doctoral dissertation,
  - c) preparation of the abstracts on the topic research methods and results of the doctoral dissertation,
  - d) proficiency in foreign languages required for the scientific research of the doctoral topic – or if the topic does not require proficiency in a specific foreign language, –proof of proficiency in either English, German, French, Russian, Spanish or Italian in the form of a complex [type “C”] intermediate level (B2) state-certified language exam or an equivalent certificate, including a school leaving certificate or university diploma providing proof of secondary or higher education qualifications in the given language,
  - e) proof of proficiency in another foreign language along the provisions laid out in paragraph (2),
  - f) publication of no less than three academic papers in accordance with point ca) of Section 14 (7) of the present Regulations,
  - g) uploading the academic publications to the bibliographic database of the Hungarian Academy of Sciences (hereinafter: HAS bibliographic database) pursuant to Rector's order on the register of the publications of the University,
  - h) taking part in the research centre disputation,
  - i) defending the doctoral dissertation in a public disputation.
- (2) Proof of proficiency in a second foreign language required for the obtainment of the doctoral degree may be provided as follows:

- a) proof of foreign-language proficiency in the form of a complex intermediate level (B2) state-certified language exam certificate,
- b) proof of foreign-language proficiency in the form of a complex advanced level (C1) state-certified language exam certificate,
- c) proof of foreign-language proficiency in the form of an intermediate language exam certificate obtained over the course of previous studies at the Faculty's foreign-language lectorate,
- d) proof of foreign-language proficiency in the form of an intermediate level (B2) state-certified oral language exam certificate,
- e) proof of foreign-language proficiency in the form of an intermediate level (B2) state-certified language exam certificate in writing,
- f) proof of foreign-language proficiency in the form of an advanced level (C1) state-certified oral language exam certificate,
- g) proof of foreign-language proficiency in the form of an advanced level (C1) state-certified language exam certificate in writing,
- h) proof of foreign-language proficiency obtained abroad shall only be accepted if the Student attaches to it a verification document issued by the Educational Authority Accreditation Centre for Foreign Language Examinations.

Language exam certificates other than the types listed above shall not be accepted.

(3) The document providing proof of proficiency in a second foreign language shall be submitted to the Faculty Office no later than at the time of submitting the doctoral dissertation.

(4) The interior cover page of the doctoral dissertation shall include:

- a) the names of the University and the Faculty,
- b) the names of the doctoral school, teaching programme and its heads complete with their academic qualifications,
- c) the name of the author,
- d) the title of the dissertation,
- b) the name and academic qualification of the topic supervisor,
- c) the composition of the official Assessment Committee complete with the academic qualifications of its members,
- d) the year of submission.

(5) The exterior cover page of the doctoral dissertation shall include:

- a) the title "Doctoral (PhD) Dissertation",
- b) the name of the author,
- c) the title of the dissertation,
- d) the year of submission

(6) The "Declaration Form" contained in Annex 5 of the University Doctoral Regulations shall be attached to the dissertation.

(7) At the time of submitting the dissertation, the Doctoral Student must also attach to it a written statement from the topic supervisor declaring that the dissertation may be subject to the doctoral procedure. The Doctoral Candidate may not submit the dissertation without said statement. In the event that the topic supervisor does not recommend submitting the dissertation, the Doctoral Candidate may withdraw from the doctoral procedure or may choose to carry on with it. Should the Candidate choose to withdraw from the doctoral procedure, he/she must announce his/her intention to do so to the BDT. In this case, the BDT shall terminate the doctoral procedure.

(8) The doctoral dissertation shall be turned in within three years following the completion of the comprehensive examination. The aforementioned deadline may be given an extension of no more than one year in cases warranting special equity (child birth, accident or any other unexpected circumstance). The ruling on the written request of the Doctoral Candidate shall

be made by the BDT. The request may be submitted prior to the expiry of the deadline prescribed for the submission of the dissertation. The Candidate shall attach to the request the documents detailing the special personal reason for the need to extend the deadline along with a statement of approval by the topic supervisor.

## Section 32

Exclusion of members of the (comprehensive examination, assessment) committees contributing to the doctoral procedure may only be requested by the Doctoral Candidate or the members themselves via written requests with objective justification.

## **Decision on the Initiation of the Doctoral Procedure**

### Section 33

- (1) The request for the initiation of the doctoral procedure and its annexes shall be submitted to the Faculty Office in two copies.
- (2) The request for the initiation of the doctoral procedure may be submitted starting from the day of the issuance of the pre-degree certificate and up until the semester prior to the deadline for the submission of the dissertation.
- (3) The Doctoral Student shall attach to the request
  - a) the doctoral pre-degree certificate,
  - b) proof of foreign language proficiency,
  - c) a curriculum vitae and a list of publications printed out from the HAS bibliographic database,
  - d) a statement from the applicant's topic supervisor declaring that the applicant's publications fulfil the requirements laid out in the operational regulations of the doctoral school,
  - e) a topic outline,
  - f) a certificate of a clean criminal record not older than 3 months, or in the case of foreign nationals, an equivalent document issued by a competent authority, except if the applicant's line of work is related to the issuance of criminal record certificates, as verified by his/her employer,
  - g) a statement by the applicant declaring that he/she does not have any pending doctoral procedures in the same discipline.
- (4) The decision on the approval of the request shall be made by the BDT, and shall provide detailed justification in the event that it rejects the request.

## **The Public Disputation**

### Section 34

- (1) The Assessment Committee shall be comprised of five members and a maximum of two substitute members. One-third of the members of the Committee, but no less than two members shall be persons who do not have either a full-time or part-time employment status, appointed lecturer or research status with the University.

- (2) Officially appointed opponents shall also be members of the Assessment Committee holding voting rights.
- (3) The head of the Committee shall be a professionally qualified professor or professor emeritus of the University.
- (4) At least one of the officially appointed opponents shall be a person who does not have either a full-time or part-time employment status, appointed lecturer or research status with the University.
- (5) The official opponents are appointed by the Chair of the BDT following the submission of the dissertation simultaneously to sending them the dissertation.
- (6) Following the submission of the dissertation, the Chair of the Assessment Committee and two further members are notified by the Chair of the BDT of their membership on the Assessment Committee simultaneously to sending them the dissertation.
- (7) Prior to putting forward the recommendation on the composition of the Assessment Committee, the head of the doctoral school/teaching programme shall consult the proposed members on their potential acceptance of membership on the Committee.

### Section 35

- (1) Opinions of the official opponents on the dissertation shall be sent to the applicant no later than within 15 days of the receipt of both opinions.
- (2) The date of the public disputation shall be set to more than 15 days following the applicant's submission of his/her responses to the opponent's opinions but within 60 days of the submission of the responses, taking into account the deadlines laid out in paragraphs (1), (4) and (7).
- (3) Public disputations may not be held in July or August.
- (4) The Doctoral Candidate's written responses to the opponent opinions shall be sent to the Faculty Office within a 15-day period.
- (5) The deadline specified in paragraph (2) may only be extended in justified cases at the written request of the Doctoral Candidate and the permission of the head of the doctoral school. Following the extension, the public disputation may be postponed by a further 30 days.
- (6) The public disputation may be postponed by 30 days in the event that the Candidate or members of the Assessment Committee are objectively unavailable. Those concerned must notify the Faculty Office of their unavailability in writing.
- (7) The Chair of the Assessment Committee and its members shall be notified of the time and place of the public disputation by the Chair of the BDT through the Faculty Office. The opponents' opinions, the Candidate's answer(s), the abstract booklet, the Candidate's curriculum vitae and a list of the publications written by the Candidate as well as the script of the public disputation shall be attached to the members' letters of appointment. The members of the Assessment Committee shall receive their official letters of appointment no later than 15 days prior to the disputation. The times and locations of the public disputations shall be published on the website of the Faculty.
- (8) The Faculty Office shall publish the time and place of the public disputation on its own website as well as in the database of the National Doctoral Council.
- (9) The Doctoral Candidate shall invite to the disputation notable experts and representatives of the given field with the abstracts of the dissertation attached to the invitation.
- (10) The dissertation of the Candidate must be made accessible to anyone interested in it no later than ten working days prior to the date of the public disputation.

## Section 36

- (1) At least one official opponent and three further Assessment Committee members holding voter rights must be present at the public disputation apart from the Chair of the Committee. In the event that one of the official opponents indicates that he/she will be unavailable for the disputation, he/she shall declare in writing prior to the disputation whether or not he/she accepts the response given by the Doctoral Candidate to the critique. The statement written by the opponent shall be sent to the Chair of the Assessment Committee and attached to the documentation of the disputation.
- (2) Following the conclusion of the disputation, the Assessment Committee shall evaluate the Candidate's performance in a secret vote after hearing a verbal – or in the event of unavailability, written – account of the topic supervisor's opinion.
- (3) Following the announcement of the date of the public disputation, in the event that one of the members of the Assessment Committee announce their unavailability, and there are no more or no substitute members appointed to fill the role, the Chair of the BDT shall co-opt a new member based on a written recommendation by the head of the doctoral school.
- (4) The Doctoral Candidate must respond to the opponent opinions in writing. An opponent rejecting the Candidate's dissertation shall be invited to the public disputation as a voting member of the Assessment Committee. Said opponent shall present his/her critique in person, or in the event that the opponent is unavailable, the critique shall be presented by the secretary of the Committee.
- (5) Taking into consideration the point distribution format laid out in Section 69 (7) of the University Doctoral Regulations, the qualification of the public disputation shall be:
  - a) "Summa Cum Laude" if the Candidate earns between 90%-100% of the maximum amount of points available,
  - b) "Cum Laude" if the Candidate earns between 75%-89% of the maximum amount of points available,
  - c) "Rite", if the Candidate earns between 60%-74% of the maximum amount of points available,
  - d) "Insufficenter", if the Candidate fails to earn 60% of the maximum number of points available.

## Conferment of the Doctoral Degree

### <sup>7778</sup>Section 37

When conferring the doctoral degree, the BDT shall put forward a recommendation to the EDT via secret vote on the conferment of the degree and its qualification after taking into consideration the combined result of the comprehensive examination and the public disputation.

## DOCTORAL STUDENT BURSARIES AND FEES

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<sup>77</sup> Amended by Senate resolution CCIII/2016. (IX.26.). Effective September 26, 2016.

<sup>78</sup> Amended by Senate resolution CCXLIX/2016. (XII.12.) on the amendment to the annex to the University Doctoral Regulations pertaining to the Faculty of Humanities. Effective December 12, 2016.



## Section 38

- (1) The payment of the scholarships awarded to Doctoral Students shall be handled by the Quaestura office.
- (2) The sums of the tuition fee and other payment obligations shall be determined by the Faculty Council based on the recommendation of the BDT, no later than at its December session each year.
- (5) The special processing fee may be no more than 1% of the annual normative grant available for Doctoral Students as prescribed by legislation.
- (3) The titles and sum of the special processing fee shall be determined by the Faculty Council based on the recommendation of the BDT, no later than at its December session each year.
- (4) The deadline for paying the tuition fee shall be October 31 and March 31.
- (5) The Doctoral Students may submit applications for exemption from paying tuition, lowering the tuition fee or permission to pay the fee in instalments on the grounds of social circumstances. The applicant shall admit the following documents as referenced in the application:
  - a) proof of income (tax authority statement/job income/pension slip, etc.),
  - b) children's birth certificates,
  - c) a statement issued by a local authority of multiple persons living in one household.The applications shall be submitted by October 1 in the autumn semester and by March 1 in the spring semester to the Faculty Office. The application shall be addressed to the Dean of the Faculty. The applications shall be assessed by an ad hoc committee appointed by the Dean, which shall be chaired by the Dean and one of its members shall be a member delegated by the Doctoral Student Union. The committee shall not assess applications that arrive after the expiry of the deadline or do not contain the required attachments. Equity requests may not be filed in connection with the aforementioned rule. Tuition that is lowered shall be lowered for one semester and shall apply solely to the Doctoral Student in question, i.e. institutions that take over the Student in question shall not be entitled to exemptions from paying tuition, tuition reductions or the right to pay the tuition in instalments.
- (6) Doctoral Students taking part in self-financed programmes may be eligible for tuition reduction if they are, in particular, in the full-time employment of the Faculty of Humanities of Eötvös Loránd University, provided that they submit the required application.
- (7) Doctoral Students taking part in more than one form of training simultaneously may submit a request of equity for the reduction of the tuition fee by the deadline specified in paragraph (6).
- (8) The final deadline for the payment of the final instalment of the tuition fee as approved based on the request submitted by the Doctoral Student, shall be the last day of the study period.
- (9) Students who fail to meet the deadline for paying the tuition fee in a single sum specified in paragraph (5) may fulfil their payment obligations against the payment of a special processing fee.
- (10) Students who fail to pay the tuition fee by the deadline specified in paragraph (5) shall provide proof of their payments at the Faculty Office by the first day of the examination period by presenting a proof of bank transfer.
- (11) Students who fail to comply with their payment obligations may not receive grades in the relevant examination period.

- (12) The tuition fee and other payment obligations shall be paid via the Electronic Registration System or against the invoice issued by Eötvös Loránd University.
- (13) Revenue from tuition fees and special processing fees shall constitute the revenues of the Faculty of Humanities. The revenue amount and its title of use shall be determined in the Faculty's annual budget which shall be passed by the Faculty Council.

## **ADMINISTRATIVE FEES AND HONORARIA DUE TO THE PARTICIPANTS IN THE COMPREHENSIVE EXAMINATION AND THE CRITIQUE PROCEDURE**

### **Section 39**

- (1) Persons not employed by the University contributing to the comprehensive examination and the critique procedure shall be entitled to honoraria as well as coverage of travel expenses (provided that their place of residence is outside of Budapest).
- (2) The honoraria shall only be paid out on the basis of agency agreements; business invoices shall not be accepted.
- (3) The honorarium amounts shall be the following:
  - a) members of the comprehensive examination board shall receive gross HUF 3,000,
  - b) opponents in the Assessment Committee shall receive gross HUF 12,000,
  - c) members of the Assessment Committee shall receive gross HUF 3,000.

## **NATIONAL RECOGNITION OF DEGREES OBTAINED ABROAD**

### **Section 40**

Apart from the elements listed in Section 90 (3), the request shall have the following attachments:

- a) a curriculum vitae,
- b) a list of publications released by the Student,
- c) a copy of the university degree certificate,
- d) a certificate of a clean criminal record not older than 3 months, or in the case of foreign nationals, an equivalent document issued by a competent authority, except if the applicant's line of work is related to the issuance of criminal record certificates, as verified by his/her employer,
- e) a copy of the doctoral dissertation.

## **STUDENT EMPLOYMENT<sup>79</sup>**

### **Section 41**

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<sup>79</sup> Title and following Section 41 enacted by Senate resolution CCXLIX/2016. (XII.12.) on the amendment to the annex to the University Doctoral Regulations pertaining to the Faculty of Humanities. Effective December 12, 2016.

- (1) The Student taking part in a state-funded doctoral programme may only establish an employment status with an employer other than the University with permission from the Dean. The maintenance of employment statuses established prior to the Student's enrolment shall also require permission. Should the Student not have permission to maintain said employment status, he/she shall be obligated to terminate the status.
- (2) Students may only receive permission to work a maximum 20 hours a week.
- (3) Students wishing to establish or maintain an employment status with another employment must submit a written request. Students are to attach a statement of approval from their topic supervisor, the head of the programme and the doctoral school council to the request. The doctoral school council may delegate its authority to approve the request to the head of the doctoral school.
- (4) Those authorised to approve the Student's request shall assess the progress of the Student prior to granting their approval. Following the comprehensive examination, the approval may only be granted if the person/entity granting the approval is convinced that the Student's employment by another employer does not endanger the Student's ability to submit the doctoral dissertation by the specified deadline.
- (5) The Dean may withdraw the approval in the event that the topic supervisor, head of the programme or the head of the doctoral school indicate that the Student is unable to complete or adequately complete his/her research assignments. Should the Dean's approval be withdrawn, the Student shall be obligated to terminate his/her employment status with the employer in question. Should the Student fail to comply with this obligation, he/she shall be reallocated to a self-financed doctoral programme.
- (6) In the event that a Doctoral Student taking part in a state-funded doctoral programme enters into an employment status with another employer without permission or establishes an employment status for a duration longer than the one given permission for, the Student shall be reallocated to a self-financed doctoral programme.
- (7) The provisions laid out above shall not apply to semesters in which the Student is suspending his/her doctoral studies.

# APPENDIX 1

## STUDY PLAN AND SCHEDULE TABLE

**Student's name:**

**Doctoral School:**

**Educational Programme:**

**Topic of the doctoral dissertation:**

**Recommendation for the recognition of the completion of studies and corresponding credits:**

Credits obtained through training

Completed study unit	Corresponding study unit in programme's list of study units	Credit value	Institution where studies were completed	Doctoral school signature

Credits obtained through academic research and teaching

Completed study unit	Corresponding study unit in programme's list of study unit	Credit value	Location at which research / teaching was done, publication details	Doctoral school signature

**Total credit value:**

Number of credits obtained and recognised in doctoral training:

Number of credits obtained and recognised through research and teaching activity:

**Schedule of studies broken down into semesters (including credits to be obtained through research and teaching activity):**

First semester

Study unit/course name	Credits	Method of completion, exemptions if applicable

Second semester

Study unit/course name	Credits	Method of completion, exemptions if applicable

Third semester

Study unit/course name	Credits	Method of completion, exemptions if applicable

Fourth semester

Study unit/course name	Credits	Method of completion, exemptions if applicable

**Tuition fee sum: (HUF).....**

Date:.....

Signatures:

.....  
Head of the Programme

.....  
Topic supervisor

.....  
Head of the Doctoral School

## **ANNEX 6/3**

### **FACULTY DOCTORAL REGULATIONS OF THE FACULTY OF INFORMATICS**

#### **THE DOCTORAL COUNCIL OF INFORMATICS**

##### Section 1

- (1) The six members and Chair of the Doctoral Council of Informatics (hereinafter: IDT) shall be elected by the Faculty Council through secret vote based on the recommendation of the doctoral school and shall be appointed by the Dean. A further member of the IDT shall be a Doctoral Student who has a student status with one of the faculty's accredited doctoral schools delegated in accordance with the Bylaws of the University Doctoral Student Union.
- (2) The Chair of the IDT shall be the Vice-Dean for academics of the Faculty, provided that the Vice-Dean is a university professor. In the event that these conditions are not met, the Dean shall recommend the Chair of the IDT, who shall be approved by the Faculty Council.
- (3) The IDT shall elect a Vice-Chair from among its members employed by the University at its inaugural meeting. The Vice-Chair shall perform the functions of the Chair in the event that the latter is unavailable.
- (4) The members of the IDT shall be the heads of the doctoral programmes.
- (5) The mandate of the members of the IDT shall last for four years.
- (6) The IDT shall meet every three months or as deemed necessary. The meetings of the IDT shall be called by the Chair, but sessions may also be initiated by a given doctoral programme. In such cases, meetings of the IDT shall be called within 14 days. The Department of Academic and International Relations of the Faculty of Informatics (TNKCs) shall guarantee the operating conditions for the work of the IDT and shall fulfil administrative duties.
- (7) Quorum in the meeting of the IDT requires the presence of more than half of the council's members, including the Chair or the Vice-Chair. The IDT shall pass resolutions by majority vote. In the case of a tie, the deciding vote shall be cast by the Chair. A minutes shall be prepared on the meetings of the council, copies of which shall be sent to the Chair of the University Doctoral Council (EDT) as well as members of the IDT within 15 days following the meeting in question.

#### **FUNCTIONS OF THE DOCTORAL COUNCIL OF INFORMATICS**

##### Section 2

- (1) Apart from those laid out in Section 11 of the University Doctoral Regulations, the functions of the IDT shall be:
  - a) management and oversight of the doctoral trainings of the IK as well as ensuring constant and smooth cooperation between the doctoral programmes, the Faculty and the EDT,
  - b) annual review of the use of the funds of the doctoral programme.
- (2) The IDT shall delegate the authorities laid out in points n), p) and w) of Section 11 (1) of the University Doctoral Regulations to the head of the doctoral school.

## **THE DOCTORAL SCHOOL**

### **Section 3**

The doctoral school shall be the organisation form of the organised and individual doctoral training organised at the university which carries out doctoral training preparing candidates for the obtainment of doctoral degrees. The doctoral school carries out its tasks within the framework of one or more doctoral programmes. The head of the doctoral school shall be responsible for the educational duties and academic quality of the activities of the doctoral school. The body established to assist the head of the doctoral school and manage the doctoral school shall be the Doctoral School Council. The Chair of the Doctoral School Council is the head of the doctoral school.

## **THE HEAD OF THE DOCTORAL SCHOOL**

### **Section 4**

Apart from those laid out in Section 15 of the University Doctoral Regulations, the tasks of the head of the doctoral school shall include:

- a) making a recommendation for the termination of the student status of the Doctoral Student in line with the provisions laid out in Section 59 (1) of Nftv,
- b) making a recommendation to the doctoral school council about the compositions of the comprehensive examination board, the Assessment Committee, the subjects of the comprehensive examination and the identities of the official opponents.

## **THE DOCTORAL SCHOOL COUNCIL**

### **Section 5**

- (1) The Chair of the Doctoral School Council is the head of the doctoral school.
- (2) The recommended headcount of the Doctoral School Council is 10-15 members. The heads of the doctoral programmes of the doctoral school shall be official members of the Council.
- (3) Beyond those laid out in Section 16 of the University Doctoral Regulations, the tasks of the Doctoral School Council shall be the following:
  - a) managing and monitoring the doctoral training taking place in the doctoral programmes of the doctoral school,
  - b) initiating the establishment of new doctoral programmes by the IDT and making a recommendation on the identity of the head of the doctoral programme,
  - c) making a recommendation on new doctoral programmes and the modification of existing ones to the Doctoral Council of Informatics Studies by no later than March 31,
  - d) putting together and passing the doctoral training programme in detail, which includes the valid training plans, subjects, the names of topic supervisors and lecturers and submitting it to the Doctoral Council of Informatics Studies,
  - e) making a recommendation to the IDT on the compositions of the admission committees, the comprehensive examination boards, comprehensive examination subjects, the composition of the Assessment Committee and the identities of the official opponents,

- f) making recommendations to the IDT on granting permission to applicants not taking part in doctoral programmes to take the comprehensive examination on the basis of a habitus investigation,
- g) organising and overseeing the admission procedure. The council shall make recommendation to the IDT on the applicants who should be admitted to the doctoral school (doctoral programmes) to state-funded, self-funded programmes or individually-tailored programmes,
- h) deciding on the matter of the Doctoral Student changing topics or topic supervisors based on the recommendation of the head of the doctoral programme,
- i) deciding on the allocation of funds available to the doctoral school for the doctoral programmes and keeping a record of the use of said funds with the assistance of the Dean's Office,
- j) determining the set of foreign languages to be recognised by the Faculty along with the ones required for the study of the various disciplines,
- k) preparing the operational regulations of the doctoral school,
- l) assessing student requests to establish or maintain part time employment statuses (no more than half the working hours of the official full-time working hours) with another employer,
- m) the Doctoral School Council shall meet on a regular basis (at least every three months),
- n) preparing the minutes of the meetings of the Doctoral School Council, copies of which are to be forwarded to the Chair of the IDT.

#### Section 5/A

- (1) Under the authority granted by Section 39 (2) of the University Doctoral Regulations, the Dean may grant the Doctoral Student participating in a state-funded doctoral programme permission to establish or maintain a part-time employment status (requiring no more than half the working hours of the official full-time working hours) with another employer in an active semester, if it can be determined that the Student's employment will not endanger the fulfilment of his/her academic and research obligations.
- (2) The request shall be submitted to the head of the doctoral school complete with the recommendations of the topic supervisor and the head of the research centre. The doctoral school council shall then take up a position on the request at its subsequent session upon reviewing the Student's study and research plans and activities.
- (3) The Dean's official approval shall establish the duration of the employment relationship.
- (4) On the basis of the Dean's approval, the Faculty shall enter into an agreement on the conditions of the Student's employment with the Student and the organisation or person wishing to employ the Student. The agreement shall include in particular:
  - a) the maximum amount of working hours the Student shall complete a week under the employment status,
  - b) the Student's obligations stemming from his/her status with the University in a state-funded programme,
  - c) the durations under which the Student is expected to fulfil his/her obligations under both statuses,
  - d) the addresses at which the Student is expected to fulfil his/her obligations under both statuses,
  - e) the names of the persons authorised to manage and assess the Student's fulfilment of his/her obligations under both statuses.



- (5) The Dean shall withdraw the approval in the event that the topic supervisor, head of the research centre or the head of the doctoral school indicate that the Student has failed to fulfil or adequately fulfil his/her academic and/or research assignments. In the event that the approval of the Dean is withdrawn, the agreement referred to in paragraph (4) shall be terminated and the Student shall be obligated to terminate the agreement with the other employer. Should the Student fail to fulfil his/her obligation to terminate the employment status, he/she is to be reallocated to a self-funded doctoral programme.

## **DOCTORAL PROGRAMMES**

### **Section 6**

- (1) The academic and educational activities of the doctoral training organised within the doctoral programmes shall be managed by the head of the doctoral programme, who shall be a core member of the doctoral school as well as a professor or habilitated associate professor of the University.
- (2) The training plan of the doctoral programmes shall contain the research programmes (topics) and educational activities approved by the Doctoral School Council and the IDT. Lecturers and topic supervisors in the doctoral programme may be those that are approved by the IDT and the Doctoral School Council.
- (3) The academic work of the Doctoral Student within the doctoral programme shall be managed and overseen by the topic supervisor. In the event that the topic supervisor is abroad, his/her signature shall be substituted by that of the head of the programme. The topic supervisor shall be appointed by the head of the doctoral programme based on the selection of the Doctoral Student. The topic supervisor shall inform the Doctoral Student on necessary academic information in connection with the Student's compulsory and elective academic obligations and shall manage and monitor the Student's research activities.

## **DOCTORAL TRAINING AT THE DOCTORAL SCHOOL OF INFORMATICS**

### **Section 7**

Doctoral programmes at the Doctoral School of Informatics may be:

- a) full-time organised programmes financed by the Hungarian state or through other scholarships,
- b) self-financed full-time programmes
- c) self-financed part-time correspondence-based programmes with uniquely tailored study arrangements

### **Admission to the Organised Doctoral Programme**

### **Section 8**

- (1) The contents of the doctoral programme admissions guide are prepared by the Chairs of the TNKCs and the Doctoral Council of Informatics Studies with the coordination of the Directory of Educational Affairs of the Chancellery. The organisation,

management and oversight of the admission procedure shall be the duty of the Chair of the Doctoral Council of Informatics Studies, the head of the doctoral schools and doctoral programmes.

- (2) The Faculty of Informatics shall announce the programmes available to prospective students along with the admission criteria. Prospective students can apply to a doctoral school and select within at a specific doctoral programme by filling out an application form. The deadline for the submission of the application form is March 31.
- (3) A committee consisting of at least three members recommended by the doctoral school (doctoral programme) and approved and appointed by the IDT or its Chair shall conduct entrance interviews with the applicants. Doctoral Student representation shall be guaranteed on the committee. The committee shall evaluate the performance of the applicant and prepare a ranking of all applicants on the basis of which it is to decide whether it does or does not recommend them for admission. The recommendation (minutes) shall indicate the study arrangement to which the applicant's admission is recommended or not recommended out of the options laid out in Section 7.
- (4) The admission procedure shall assess the applicants'
  - a) general intelligence in the field,
  - b) levels of preparedness in the field covered by their programme of choice,
  - c) university degrees and results obtained over the course of their university studies,
  - d) prior academic work or work in scientific student associations,
  - e) feasibility of their research plan,
  - f) proficiency in foreign languages (students must provide proof of proficiency in a foreign language required for academic research in the form of a complex [type "C"] intermediate level (B2) state-certified language exam or an equivalent certificate),
  - g) in the cases of international applicants, the admission committee shall assess whether the applicant has a level of language proficiency required for researching the given field.
- (5) In the ranking of applicants, in the event that the criteria listed in paragraph (4) are met equally, the following applicants shall be given priority:
  - a) applicants in possession of the "Faculty Excellence Award"
  - b) applicants who had placed 1-3 or received awards at National Conferences of Scientific Students' Associations (OTDK)
  - c) former recipients of the Scholarship of the Republic of Hungary,
  - d) lecturers of the Faculty of Informatics.
- (6) The decisions on admissions shall be made by the IDT based on the ranking put together by the admission committee and the number of openings for state-funded programmes available to the Faculty. The IDT shall notify the EDT of the list of applicants who gain admission. Applicants shall be admitted to a doctoral programme within a given doctoral school.
- (7) The admission decision may apply to:
  - a) admission to a full-time state-funded organised programme,
  - b) admission to a self-financed full-time organised programme,
  - c) admission to a self-financed part-time correspondence-based programme with a uniquely tailored study arrangement,
  - d) rejection of the applicant.
  - e) The recommendation for admission shall include – based on the selection of the applicant – the name of the topic supervisor.

- (8) The doctoral training is open to international students. The assessment of their applications shall be handled in a system, manner and with criteria identical to the ones that apply to Hungarian applicants.
- (10) In the event that a Student is assigned an external topic supervisor, a consultant shall be assigned to the Student from among lecturers employed by the Doctoral School of Informatics at the Faculty of Informatics. The department in charge of the Student's research topic shall also be named.

## **Organised Doctoral Training**

### **Section 9**

- (1) The doctoral training shall be organised by the IDT in collaboration with the doctoral school and with the aid of the TNKCs.
- (2) The doctoral training shall be divided into the four-semester-long training and research phase which is completed by passing the comprehensive examination and the four-semester-long dissertation and degree acquisition phase. The Doctoral Student may defend the doctoral dissertation following the successful completion of the eighth semester. Should the Doctoral Student fail to finish the doctoral dissertation by the end of the eighth semester, he/she may be granted one additional year to finish the dissertation by the IDT upon request. The student status shall expire after the eighth semester. The Doctoral Student must acquire 120 credits in each of the phases.
- (3) The Student shall be obligated to register by the last semester of the training and research phase of the programme for a subject required by the training plan which is connected to one of the main subjects of the comprehensive examination.
- (4) The rules pertaining to the comprehensive examination shall be as laid out in Sections 47-55 of the EDSZ with an additional criterion that the Student shall give account of his/her research progress through the research documentation as prescribed by the training plan.
- (5) The Student shall establish a student status by enrolling in the programme, on the basis of which he/she shall be eligible for a student ID.
- (6) The Student who has gained admission to the doctoral programme may submit a request to postpone the commencement of the doctoral studies by two semesters (one year). The request shall be assessed by the Council of the Doctoral School. Should the request be approved, the Student shall still be obligated to register for the given semesters.
- (7) Over the subsequent semesters, the Student shall be obligated to confirm via the Electronic Registration System whether he/she wishes to continue his/her studies in the given semester.
- (8) The Student who has gained admission to the doctoral programme shall be obligated to register at the beginning of each semester within the time frame specified.
- (9) The Student shall be permitted to interrupt (suspend) his/her doctoral studies on no more than three occasions for a combined period of no more than three years. On the first occasion, the request must be accepted automatically. Further requests for the interruption of the studies shall be decided on by the IDT. The Student shall not be entitled to receive scholarship money for the period during which the doctoral studies are suspended. The Student may only request a suspension of the doctoral studies after completed semesters (with the exception of a request to postpone the commencement of the studies) and for full semesters. The maximum continuous duration for which the student status may be suspended shall be no longer than two semesters. The request to

suspend the student status must be approved and signed by the topic supervisor, the head of the programme and the head of the doctoral school. Failure to register for the semester by the expiry of the second deadline shall also count as a suspension of the doctoral studies. The request for the suspension of the doctoral studies shall be submitted to the Chair of the IDT at the start of the relevant semester. The resolution of approval shall indicate the time (academic year, semester) at which the Student is to renew the doctoral studies.

- (10) During the course of registration, the Student shall register for the compulsory and/or elective academic obligations, the names of the study unit or units and the given lecturer in the Electronic Registration System from among the options available.
- (11) The condition of a valid registration shall be registration for at least six study credit sin each semester. If the Student has already acquired the minimum number of credits specified in the regulations (24 credits), he/she may choose not to complete any further study units. If the Student is taking part in a partial doctoral programme abroad, the credit requirements applying to the Student shall be decided by the IDT on an individual basis. The Student pursuing partial studies abroad must obtain at least six academic or research credits in order to successfully complete a semester. Should the Student fail to obtain the required number of credits, the semester shall be ruled invalid.
- (12) Students taking part in state-funded doctoral programmes shall be reallocated to self-financed programmes in the event that they fail to fulfil the requirements laid out in their training plans in two consecutive semesters.
- (13) Applications for the examinations shall be carried out in accordance with the rules defined in the Electronic Registration System.
- (14) Courses announced for outside the doctoral school may only be registered for by the Doctoral Student based on a written request handed in at the beginning of the registration period of the given semester following the approval of the Doctoral School Council. The Doctoral School Council shall decide based on the content of the given course whether it shall deny the request or approve the completion of the course and determine the number of credits that can be awarded when the study unit is recognised. In the case of subjects announced within the doctoral schools, courses organised with 1 contact hour (45 minutes) per week shall be worth a maximum 3, courses organised with 2 contact hours shall be worth a maximum 6 credits. Courses announced in a Bachelor's programme shall be worth a maximum 3 credits. The subject shall be entered into the Electronic Registration System by the administrator of the TNKCs. In the event that the institute announcing the subject organised outside the doctoral school does not have authorisation to enter data into the Electronic Registration System, the grade awarded for the course shall be recorded based on a written verification document issued by the lecturer announcing the course, or his/her institute. The course may not be recognised in the absence of the verification documents or the exam records. The Doctoral Student may obtain no more than 50% of his/her study (training) credits via credit transfer, however the recognition of studies completed prior to the commencement of the doctoral programme shall be an exception to this rule. In the case of part-time studies completed abroad, a verification document issued by the foreign institute shall be submitted by the Doctoral Student.
- (15) The decision on the continuation of a doctoral programme that was started at another institution shall be made by the Doctoral School Council based on the recommendation of the head of the competent doctoral programme. The decision shall cover the identity of the topic supervisor, the recognition of the studies that had been completed up to that point. The transfer of a Student pursuing a scholarship-funded

doctoral programme shall also require the approval of the organisation funding the Student's training.

- (16) Credits awarded for research and teaching activities shall be entered into the Electronic Registration System.
- (17) The completion of the study units shall be verified by the lecturer of the subject in the Electronic Registration System.
- (18) The completion of the research work and the number of credits to be awarded for it shall be verified by the topic supervisor.
- (19) The fulfilment of the teaching requirements and the number of credits to be awarded for it shall be verified by the topic supervisor and the head of the department.
- (20) Credits can only be awarded for the acquisition of a certain course material (the completion of a doctoral course announced under a given study unit code) on one occasion. Exceptions to this shall be study units that can be retaken according to the training plan.
- (21) The recognition of teaching activities carried out outside the Faculty of Informatics and the number of credits that can be awarded for them shall be determined by the IDT on the basis of a written request signed by the Student and the topic supervisor as well as the position taken up by the Doctoral School Council.
- (22) The Doctoral Student may take part in a partial doctoral programme at a foreign university on the basis of a work programme that ensures the validity of the given study period within the doctoral training programme at the home university. The recognition of Student's study units or studies completed at another university or during studies abroad shall be ruled on by the Doctoral School Council at the recommendation of the head of the doctoral programme and on the basis of the request and work programme submitted beforehand. In the cases of Students taking part in state-funded doctoral programmes, partial studies longer than one month and the pursuit of studies abroad for a period longer than one month within the study period shall have to be approved by the IDT beforehand.
- (23) In justified cases, the Student, within three semesters counted from the commencement of the doctoral programme, may request to continue his/her studies on a different topic, within the framework of a different doctoral programme or with another topic supervisor. A change in doctoral programmes or topic supervisors shall not extend the duration for which funding is available for the Student's doctoral programme. The change of the Student's doctoral programme shall be ruled on by the IDT based on the opinion of the Doctoral School Council. Permission to change the research topic or topic supervisor within a given doctoral programme shall be granted by the Doctoral School Council based on the recommendation of the competent head of the doctoral programme. Simultaneously to issuing the aforementioned decision, the Doctoral School Council shall decide on the recognition of the requirements previously fulfilled by the Student.
- (24) Should the Doctoral Student taking part in a state-funded doctoral programme relinquish his/her eligibility for state funding, and should his/her student status expire, the Doctoral School Council shall recommend a Student from among Students taking part in self-financed programmes who may receive the funding that had previously gone to the Student who had relinquished it. The Student shall receive state funding for the remainder of the term. The transfer of the state scholarship shall be approved by the Chair of the IDT.
- (25) The Student's fulfilment of his/her academic obligations shall be verified by the pre-degree certificate (absolutorium) issued on the basis of a verification document signed by the head of the doctoral school. The request for the issuance of the

absolutorium shall be filed by the Student at the end of the last semester for which he/she is registered. The absolutorium shall be issued if the Student has acquired the prescribed 240 credits. The date of issue of the absolutorium shall be identical to the date of the last day for which the student status is valid (the final day of the last semester for which the Student is registered). In the case of the autumn semester, this date shall be 28 February and the case of the spring semester, 31 August. The obtainment of the absolutorium shall not serve as verification of the completion of the research work, the prescribed academic publications or the doctoral dissertation. The obtainment of the absolutorium shall be a prerequisite for the initiation of the doctoral procedure.

(26) The Student shall be dismissed

a) if he/she fails to obtain the required number of academic and research credits prescribed for the training and research phase of the programme by the end of his/her fourth active semester,

b) if he/she receives a “fail” grade for a compulsory subject prescribed by the training plan in the training and research phase of the programme, after a second attempt to complete the subject.

The Student’s dismissal shall be decided on by the IDT based on the recommendation of the head of the doctoral school. In the event that the student status has expired, the name of the Student shall be removed from the list of names of students enrolled at the University, based on the decision of the head of the Faculty.

### **Uniquely Tailored Study Arrangement**

#### **Section 10**

- (1) The training of the Student pursuing doctoral studies under a uniquely tailored study arrangement shall be managed in accordance with the training plan approved by the Student. The Student pursuing doctoral studies under a uniquely tailored study arrangement must fulfil his/her obligations concerning enrolment, registration for the semester, tuition payment, and comply with data requirements. The aforementioned obligations must be included in the Student’s study plan. Application for the comprehensive examination shall require the obtainment of the credits required for the examination.
- (2) Students wishing to obtain a degree under a uniquely tailored study arrangement shall be required to apply to one of the available doctoral programmes. Admission criteria applying to such applicants shall be the same as those that apply to prospective students applying to organised programmes. Decisions on the admission of applicants wishing to obtain a degree under a uniquely tailored study arrangement shall be made by the IDT based on the Doctoral School Council. The IDT shall notify the EDT on the admission decision.

### **OBTAINING THE DOCTORAL DEGREE**

#### **Section 11**

- (1) The doctoral procedure must be initiated within three years following the Student’s passing the comprehensive examination. The rules pertaining to the extension of the deadline on the grounds of special equity are laid out in Section 45 (2) of the

University Doctoral Regulations. The maximum period for which Students may suspend their studies during the doctoral procedure is two semesters.

- (2) The conditions of the objective conduct of the doctoral procedure shall be handled by the Chair of the IDT.
- (3) The list of documents to be submitted when applying for the doctoral procedure are laid out in Appendix 1 of the faculty doctoral regulations of the Faculty of Informatics, containing the special provisions pertaining to the Faculty.
- (4) <sup>80</sup>The request shall be submitted to the TNKCs, where it shall be reviewed for formal accuracy and completeness. Incomplete applications shall not be accepted by the TNKCS.
- (5) The request may be submitted from 1 September each year until 31 May the following year.
- (6) The Chair of the IDT shall inform the Chair of the EDT about the procedures initiated on a semester-by-semester basis.
- (7) The IDT may request that the applicant make up for incomplete applications within a 30-day period. Should the applicant fail to complete the application by the deadline specified, the Chair of the IDT shall terminate the procedure.
- (8) In the event that an application for the initiation of the procedure is rejected, the Doctoral Council of Informatics Studies shall prepare a resolution with the justification of the rejection.
- (9) Following the submission of the doctoral dissertation, the Doctoral School Council shall make a recommendation on the composition of the Assessment Committee and the identities of the official opponents. One of the opponents shall be an external professional in the discipline in question. The opponents must hold academic degrees.
- (10) A person who served as the Chair or a member of the comprehensive examination board assessing the Applicant or to whom grounds for exclusion listed in Section 53 (3) of the University Doctoral Regulations apply, shall not be permitted to serve either as the Chair or as a member of the Assessment Committee.
- (11) A person who was served as the Chair or a member of the comprehensive examination board assessing the Applicant, or to whom grounds for exclusion listed in Section 53 (3) of the University Doctoral Regulations apply, may not serve as an official opponent.
- (12) The official opponents shall prepare their critique of the dissertation within two months of their appointment to opponent status. The opponents must declare a qualification for the dissertation (insufficienter, rite, cum laude, summa cum laude) and whether a date for the public disputation may be set. In the event that the appointed official opponent fails to submit the critique by the time the two-month period expires, and is not expected to complete the critique within an additional month, the Chair of the IDT shall withdraw the appointment of the opponent and hand the doctoral dissertation over to a new opponent. In the event that a new opponent is appointed, a shorter deadline may be set for the preparation of the critique. In the event that a critique rejects the doctoral dissertation, a third opponent may be appointed, and a shorter deadline may be set for the preparation of the critique.

## **The Research Centre Disputation**

### **Section 12**

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<sup>80</sup> Amended by Senate resolution CCIII/2016. (IX.26.). Effective September 26, 2016.

Prior to the submission of the doctoral dissertation, a consultation (hereinafter: research centre disputation) shall be held to review the dissertation in terms of academic quality. The research centre disputation shall be organised by the research centre/department, which shall also be obligated to send out the necessary invitations. The research centre disputation shall be announced on the website of the Doctoral School in order to guarantee its publicity. The committee of the research centre disputation shall be composed of one Chair and two opponents. The members of the committee must hold academic degrees. The Chair of the research centre disputation shall be the head of the department/research centre. In the event that the head of the department/research centre is the topic supervisor of the Applicant, a different person must be appointed to serve as the committee's Chair (e.g. the head of the doctoral programme). Apart from the Chair, two opponents must also be appointed to prepare written critiques of the dissertation prior to the disputation. One of the opponents must be an external opponent not employed by the University. The opponents shall have no more than 60 days to prepare their critiques. The opponents appointed for the research centre debate shall not be restricted from serving as opponents preparing written critiques on the Assessment Committee of the doctoral procedure, provided that they meet the criteria laid out in the University Doctoral Regulations. New opponents are not required to be appointed in the event that one or more critique rejects the dissertation. The Applicant shall be allowed to correct the dissertation on the basis of the critiques received prior to submitting it to the Doctoral School. The minutes prepared on the research centre disputation must include the list of names of the members of the committee, brief summaries on the critiques, summaries on the questions raised at the disputation and the Applicant's answers given to them as well as a brief review of the disputation.

### **Foreign Language Proficiency**

#### **Section 13**

- (1) The list of languages needed for the research of the given academic field shall be determined by the doctoral school council.
- (2) The Applicant must present at least an intermediate (B2) level complex [type "C"] state language exam certificate or an equivalent certificate for one of the required foreign languages. The Applicant must present at least a basic (B1) level complex [type "C"] state language exam certificate or an equivalent certificate for the other language. The Applicant must hold an intermediate level state language exam certificate by the time he/she applies to the Doctoral School, and must be in possession of a basic language exam certificate at the time of applying for the doctoral procedure.
- (3) The list of languages needed for the research of the given academic field in the cases of foreign nationals pursuing doctoral studies at the University shall be assessed by the admission committees within the framework of the entrance exam. The committees must declare whether the applicants in question meet the criteria on language proficiency.
- (4) The following languages may be accepted for intermediate language proficiency: English, French, German, Russian, and Spanish. The provisions of the University Doctoral Regulations shall apply for proficiency in the second foreign language.
- (5) The doctoral procedure may be initiated in English with permission from the IDT.

### **Independent Academic Publication**



## Section 14

Prior to preparing the doctoral dissertation, the Applicant must verify his/her academic work history by providing two or more papers published in an edited scientific journal considered prestigious in the given field, volume of studies or papers accepted for publication. The papers must be on the topic of the doctoral dissertation. The needs of the given field shall be determined by the Doctoral School Council and the academic field with respect to where the papers were published, and approved by the IDT.

## The Doctoral Dissertation

## Section 15

- (1) The doctoral dissertation shall be work summarising the goals, scientific results, scientific literature and research methodologies of the Candidate's research work. The doctoral dissertation shall be written in Hungarian, but may also be written in a foreign language with the preliminary approval of the IDT in justified cases.
- (2) The dissertation may only be submitted with the approval of the topic supervisor and the head of the doctoral programme. In disputed cases, the position taken by the Doctoral School Council shall prevail.
- (3) The abstracts submitted simultaneously to the doctoral dissertation shall contain the main goals, methodologies and scientific results of the dissertation as well as a list of the scientific publications of the Candidate in the given topic.
- (4) The doctoral dissertation shall be submitted with proper binding in A4 or A5 format typed in a word processor (font size 12, 1.5 spaced is advised). The dissertation shall be submitted in three printed copies to the TNKCs. A PDF version shall also be submitted on disc.
- (5) In the event that the dissertation deals mainly with software engineering, the source code must also be attached to the dissertation (this part will not be published, but is necessary for the preparation of the critique).
- (6) The external cover of the dissertation must feature the title "Doctoral Dissertation" along with the name of the author and the year of authorship.
- (7) The internal cover of the dissertation must feature the title of the dissertation, the name of the author, the doctoral school and programme, the names of their heads as well as the name, title, academic degree of the topic supervisor, along with the name of the research centre/department where the dissertation was written.
- (8) <sup>81</sup>A one-page summary written in Hungarian and a one-page summary written in English must be attached to the end of the dissertation. The dissertation must also contain a table of contents and a bibliography compiled as required by the academic discipline. The bibliography must be complete and must include a list of the Candidate's publications as well.
- (9) The internal breakdown of the dissertation must follow the norms generally accepted for and required of academic publications.
- (10) Following the completion of the doctoral procedure, one copy of the dissertation shall go to the University Library, one to the doctoral school and one to the reference library of the doctoral programme.

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<sup>81</sup> Amended by Senate resolution CCIII/2016. (IX.26.). Effective September 26, 2016.

## **Formal and Content Requirements of the Abstracts**

### **Section 16**

- (1) The abstracts of the doctoral dissertation must be turned simultaneously to submitting the doctoral dissertation. The abstracts may not exceed 10 pages (including the bibliography) and shall be written in A5 format. The abstracts must be written in a word processor, with font size 12 and 1.5 spacing. The abstracts must be typed in A4 format and converted to A5. The abstracts must be prepared both in Hungarian and English and an electronic copy must also be submitted on disc in PDF format. In the case of a doctoral procedure conducted in English, only English language abstracts shall be submitted.
- (2) The abstracts shall include:
  - a) a cover page containing the title of the doctoral dissertation, the title “Abstracts of the Doctoral Dissertation”, the name of the author, the names of the doctoral school and programme and their heads, the name of the topic supervisor as well as the year of submission,
  - b) the background of the work (introduction, the goals of the project),
  - c) the methodologies used,
  - d) an outline of the author’s own results (abstracts, theses),
  - e) a list of publications serving as the basis of the abstracts with complete bibliographic information along with a list of further academic works published by the Candidate in the topic of the dissertation.

## **Publication Requirements**

### **Section 17**

- (1) The publications shall not have first author criteria.
- (2) Apart from the publishers on the impact factor list, the following publishers may be accepted, as a reference list:
  - a) journals referenced by Computing Reviews,
  - b) journals referenced by Mathematical Reviews (MR),
  - c) journals referenced by Zentralblatt für Mathematik,
  - d) journals referenced by Compuscience (CS),
  - e) journals referenced by Referativnij Zsurnal,
  - f) all series referenced, for example Lecture Notes in Computer Science (LNCS), etc,
  - g) all journals which feature lectures selected by editors,
  - h) publications of all conferences featuring lectures selected by editors,
- (3) In the cases of publications listed in points f)-g), the IDT shall decide whether it accepts the selected publications on a case-by-case basis.
- (4) The provisions laid out above shall also apply to journals and conference publications available solely in electronic form.

## **The List of the Subjects of the Comprehensive Examination**

### **Section 18**

The list of the subjects of the comprehensive examination shall be updated by the doctoral school annually and published on the website of the TKNCs.

## **The Public Disputation – Defence of the Doctoral Dissertation**

### **Section 19**

- (1) The Chair and members of the Assessment Committee and the official opponents are to be approved and appointed by the IDT and its Chair based on the recommendation of the head of the doctoral programme and the Doctoral School Council. The Chair of the IDT may delegate said task to the Vice-Chair.
- (2) The Assessment Committee shall be composed of its Chair, secretary, three committee members and two (or three) official opponents. The Chair of the Committee shall be a professor or professor emeritus of the University competent in the given discipline. All members of the Committee must hold academic degrees. The opponent who rejected the doctoral dissertation must also be invited to the public disputation. One-third (no less than three members) of the Assessment Committee must be external professionals in the given discipline. The public disputation may proceed even in the event that one member and/or opponent is not present.
- (3) The date and time of the public disputation shall be published three weeks beforehand.
- (4) The public disputation shall be held in Hungarian, but may be held in a foreign language with preliminary permission from the Doctoral School Council.
- (5) <sup>82</sup>The public disputation is chaired by the Chair of the Assessment Committee. The disputation shall begin with the opening address of the Chair of the Committee. The Candidate shall present the abstracts of the doctoral dissertation summarising the work within the framework of the disputation. Following this, the opponents shall give their opinions on dissertation and following a response from the Candidate, present their proposals for the acceptance or rejection of the dissertation. During the disputation, those present – including members of the Assessment Committee – may pose questions to the Candidate and may address the disputation. The Candidate may respond to the questions and comments separately or all at once.
- (6) The public disputation must also determine whether the findings of the dissertation are credible and are those of the Candidate. The doctoral dissertation cannot be written in co-authorship.
- (7) <sup>83</sup>Following the conclusion of the disputation, the Assessment Committee shall hear the opinions of the topic supervisor in a closed meeting and vote in secret on the acceptance of the dissertation. The opponents shall not participate in the vote, but may alter their previous critiques of the dissertation based on the disputation. Those taking part in the secret vote shall assess the defence of the doctoral dissertation by awarding it between 1-5 points. A defence receiving less than 60% of the total number of points available shall qualify as “insufficienter” (1), one receiving at least 60% shall qualify as “rite” (2), one receiving at least 70% shall qualify as “cum laude” (3) and one receiving at least 87% shall qualify as “summa cum laude” (4). The combined result of the doctoral procedure must count the average of the points awarded for the defence of the dissertation. The Chair of the Committee shall inform the Candidate about the evaluation of the Committee in person in the presence of the Committee and those viewing the defence.

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<sup>82</sup> Amended by Senate resolution CCIII/2016. (IX.26.). Effective September 26, 2016.

<sup>83</sup> Amended by Senate resolution CCIII/2016. (IX.26.). Effective September 26, 2016.

- (8) <sup>84</sup>The conferment of the doctoral (PhD) shall be recommended by the IDT on the basis of the opinion of the Assessment Committee. The decision on the conferment of the degree shall be made by the EDT based on the recommendation of the IDT.
- (9) <sup>85</sup>The combined result of the doctoral procedure shall be the weighted average of the one time the number of points awarded through the critiques and two times the number of points awarded for the defence of the dissertation. The final qualification of the doctoral procedure may be the following: “summa cum laude” between 3.51-4, “cum laude” between 2.51-3.5, “rite” between 2.0-2.5 or “insufficiens” below 2.0.

## **NATIONAL RECOGNITION OF ACADEMIC DEGREES OBTAINED ABROAD**

### **Section 20**

- (1) The request for the national recognition of an academic degree obtained abroad as a doctoral degree shall be submitted through a form at the office of the TNKCs. The TNKCs shall refer the request to the Chair of the IDT.
- (2) The final decision on the recommendation for the approval or denial of the request for the national recognition of an academic degree abroad as a doctoral degree shall be made by the IDT. The Chair of the IDT shall refer the recommendation to the EDT.

## **FEES PAYABLE AT THE DOCTORAL SCHOOL OF THE FACULTY OF INFORMATICS AT EÖTVÖS LORÁND UNIVERSITY**

### **Section 21**

- (1) Annex 4 of the University Doctoral Regulations shall apply to the fees payable at the Doctoral School of Informatics, with the exception of the provisions laid out in paragraphs (2)-(5).
- (2) The amount of monthly tuition fee payable by the Doctoral Student shall be the monthly sum of the study grant calculated for informatics studies.
- (3) The sum of the tuition fee may be reduced on the grounds of equity by the head of the Faculty at the request of the Doctoral Student after hearing the opinions of faculty representatives of the Doctoral Student Union and the head of the organisational unit overseeing the doctoral programme. The sum of the tuition fee may also be reduced by the competent Vice-Dean if authorised by the head of the Faculty.
- (4) In the case of preferences granting permission to pay the tuition in instalments, tuition shall be paid on a quarterly basis. The first instalment shall be paid at the time of enrolment, the second by 30 October or 30 March. Proof of payment must be presented to the TNKCs.
- (5) The tuition fee of non-European Union citizens shall be 100%/semester of the doctoral study grant. The aforementioned provision may be overruled by the IDT in individual cases.

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<sup>84</sup> Amended by Senate resolution CCIII/2016. (IX.26.). Effective September 26, 2016.

<sup>85</sup> Amended by Senate resolution CCIII/2016. (IX.26.). Effective September 26, 2016.

## Section 22

Titles and sums of special processing fees payable by doctoral students calculated as a percentage of the annual normative scholarship amount shall be the following:

- |    |                      |      |
|----|----------------------|------|
| a) | late registration    | 0.5% |
| b) | late tuition payment | 0.5% |
| c) | transcript printout  | 0.5% |

## Section 23

Fees and honoraria due to those contributing to the doctoral procedure as a percentage of the fee prescribed by point 4 of Annex 4 of the University Doctoral Regulations shall be the following:

- a) Chair of the Comprehensive Examination Board: 6.7%
- b) Member of the Comprehensive Examination Board: 3.3%
- c) Chair of the Assessment Committee: 6.7%
- d) Member of the Assessment Committee: 3.3%
- e) Official opponent: 13.3% (20% in the case of an English language doctoral dissertation)

The sums payable shall be rounded to the nearest forint (HUF).

## CREDIT SYSTEM OF THE DOCTORAL PROGRAMME

### Section 24

- (1) The rules applicable to the credit system-based study arrangement shall be those prescribed by the University Doctoral Regulations with the following differences:
  - a) the Student must complete 120 credits by the end of the fourth completed semester. Should the Student taking part in a state-financed doctoral programme fail to meet this requirement, the Student shall be reallocated to a self-financed programme. The national credit transfer system – taking into consideration the principles of the European Credit Transfer and Accumulation System – shall equate 1 credit with the completion of 30 student study hours. One semester's worth of work shall be worth 30 credits. The Doctoral Student may complete more or less credits than one semester's worth of work (30 credits) over one semester.
  - b) **training** (study) credits may be awarded for participation in school system-based studies (attendance of lessons, preparation for exams and completion of assignments, completion of assessments),
  - c) **research** credits may be awarded for the acquisition of skills needed for the research of the doctoral topic, progress in the scientific research and publication of the results of the research.
  - d) The Student taking part in the doctoral programme may take up lecturing assignments. Lecturing credits shall be verified by the department in charge of the subject in question.

- e) The following criteria shall apply to the credits awarded under the various credit types:

Training and research phase (semesters 1-4):

Credit type	Maximum obtainable	Minimum obtainable	Value
Training	54	24	1 contact hour= 3 credits
Research	96	66	1 credit=30 work hours see list attached
Educational	24	0	1 contact hour= 2 credits

1 contact hour = 45 minutes

Research and dissertation phase (semesters 5-8):

Credit type	Maximum obtainable	Minimum obtainable	Value
Research	120	90	1 credit=30 work hours see list attached
Professional	24	0	
Educational	24	0	1 contact hour= 2 credits

- f) Training credits shall not be awarded in the research and dissertation phase of the programme.

- g) Recommendation for the detailed breakdown of research credits (to be assessed by the topic supervisor based on the amount of work/time put in):

#### **Compulsory tasks:**

- Presenting the study plan at the time of enrolment
- Preparation of a detailed research plan (min. 5 pages in the first semester) 1 credit
- Semester report in 3-5 pages (semesters 1-3, 5-8;) 1 credit

#### **Recommended number of credits to be awarded for other assignments:**

- Professional lecture 2-4 credits
- Lecture with paper published at home conference 4-5 credits
- Poster at home conference 3-4 credits
- Lecture with paper published at international conference 6-10 credits
- Poster at international conference 4-8 credits
- Article published in Hungarian 4-8 credits
- Article published in a foreign language 8-14 credits

The publications, lectures, posters for which credits are awarded by the topic supervisor shall be printed on the back of the credit verification form (by indicating the date of publication and approval, the place of publication and the names of any co-authors if applicable).

- (2) Publications approved and/or published during the course of the doctoral programme shall be submitted at the TNKCs office in PDF format on disc together with pre-degree certificate request form.

Research activities that do not produce specific findings shall be recognised in proportion to the time invested (1 credit=30 work hours). A maximum of 20 credits may be awarded for research activities that do not produce specific findings. The Doctoral Student must report on his/her research activities that did not produce specific findings to the topic supervisor in writing and shall attach the report to the credit verification form.

## **Appendix 1**

### **Attachments to the Request for the Initiation of the Doctoral Procedure**

Attachments to the doctoral procedure application form must include:

- a) 3 properly bound copies of the doctoral dissertation in A4 format and 3 further identical copies with spiral binding,
- b) the university degree or its official copy, in the case of a degree obtained at a foreign university, the documents prescribed by the University Doctoral Regulations,
- c) the document verifying the successful completion of the doctoral training (absolutorium) and two copies,
- d) three copies of proof of foreign language proficiency (at least one intermediate-level [B2] complex and one basic-level [B1] complex language exam certificate),
- e) 3 copies of a complete list of the Doctoral Student's papers accepted for publication,
- f) 3 copies of a curriculum vitae,
- g) the abstracts of the doctoral dissertation in Hungarian and English or in another foreign language approved by the Doctoral School Council (maximum 10 pages),
- h) 3 copies each of at least two articles authored by the Doctoral Student which meet the criteria for independent publications,
- i) 3 copies of a summary of the Student's academic achievements in English (or the language of the dissertation) at a maximum length of 1 page,
- j) a certificate of a clean criminal record not older than 3 months, or in the case of foreign nationals, an equivalent document, with the exception of cases laid out in the University Doctoral Regulations,
- k) a statement from the topic supervisor declaring that he/she recommends the initiation of the doctoral degree and the submission of the doctoral dissertation,
- l) a statement by the Applicant declaring that he/she does not have any pending doctoral procedures in the same discipline and has not had doctoral procedure requests rejected over the preceding two years,
- m) a summary of the dissertation in English (or the language of the dissertation) and a list of the Applicant's publications in PDF format on disc,
- n) the abstracts of the doctoral dissertation in Hungarian and English or another foreign language approved by the Doctoral School Council in PDF format on disc (this must be submitted separately from the summary and list of publications prescribed in point l).



# **ANNEX 6/4**

## **DOCTORAL REGULATIONS OF THE FACULTY OF PEDAGOGY AND PSYCHOLOGY**

### **THE EFFECT OF THE REGULATIONS**

#### **Section 1**

The effect of the Annex shall extend to the persons and activities listed in Section 1 of the University Doctoral Regulations (hereinafter: EDSZ with respect to the doctoral activities carried out in the fields (disciplines) of psychology and pedagogy studies at the Faculty of Psychology and Pedagogy (hereinafter: PPK) of Eötvös Loránd University.

### **THE DOCTORAL COUNCIL OF PEDAGOGY AND PSYCHOLOGY**

#### **Section 2**

- (1) The Scientific Committee, the permanent committee of PPK shall assume the duties and authorities of the Doctoral Council of Pedagogy and Psychology (hereinafter: PPDT) , as the Faculty's discipline doctoral council.
- (2) The Chair, members and substitute members of the PPDT – with the exception of the Doctoral Student member – shall be elected by the Faculty Council by secret vote based on the recommendation of the doctoral schools.
- (3) The members of the PPDT with voting rights shall be:
  - a) the Chair of the PPDT,
  - b) three main representatives for each discipline,
  - c) two members holding academic degrees who are not employed by the University and who may hold the title of professor emeritus,
  - d) a Doctoral Student pursuing doctoral studies in one of the accredited doctoral programmes at the Faculty who has a student status with the University and is delegated in accordance with the Bylaws of the University Doctoral Student Union.
- (4) The PPDT shall have one internal and one external substitute member, who, in case one permanent member – other than the Doctoral Student member – is unavailable, takes part in the work of the Council as a voting member. The members of the PPDT – with the exception of the Doctoral Student member – may not be substituted through case-by-case appointments.
- (5) Permanent invitees of the PPDT with consultation rights are the following:
  - a) the Dean, provided that he/she is not a member with voting rights,
  - b) the head and secretary of the doctoral school, provided that they are not members with voting rights,
  - c) the head of the office of the Faculty in charge of educational administration (hereinafter: Office),
  - d) persons invited by the Chair.

#### **Section 3**

- (1) The mandates of the Chair and members of the PPDT – with the exception of the Doctoral Student member – shall be valid until 31 December following the expiry of the mandate of the Faculty Council that elected them.

- (2) The mandate of the PPDT shall cease upon:
  - a) the expiry of the mandate,
  - b) resignation,
  - c) a recall of the member, if the member is regularly absent from the meetings of the PPDT, or becomes unworthy of membership for a specific reason,
  - d) the death of the member.

The decision on the recall of the member shall be made by the Faculty Council based on the recommendation of the Dean or the Chair of the PPDT.

- (3) The body entitled for nomination shall make a recommendation on the Chair and members of the PPDT 30 days prior to the expiry of the mandate of the PPDT. In the cases laid out in points b)-d) of paragraph (2), the recommendation shall be made within 30 days following the expiry of the mandate.

#### Section 4

- (1) The PPDT shall meet at least six times within an academic year or as necessary.
- (2) The meetings of the PPDT shall be called by the Chair with the publication of the agenda at least eight days prior to the day of the meeting.
- (3) Quorum in the meeting of the PPDT requires the attendance of the Chair and more than half of the members with voting rights.
- (4) The meetings of the PPDT shall be open to the public, but the Chair may call a closed meeting at the recommendation of any of the members.
- (5) The PPDT shall pass its resolution by majority vote. Personnel issues shall be decided by secret ballot.
- (6) A minutes shall be prepared on the meeting of the PPDT. The minutes shall be written by a staff member of the Office and approved by the Chair of the PPDT. The minutes shall be sent to the members of the PPDT within eight days following the meeting.
- (7) Those whom the decisions of the PPDT concerns shall be notified of its decisions in writing. The resolutions passed by the PPDT shall be certified by the Chair.
- (8) The secretarial tasks of the PPDT shall be carried out by the Office.

#### Section 5

- (1) The tasks of the PPDT beyond those specified in Section 11 (1) of the EDSZ in particular are the following:
  - a) deciding on credit transfer requests based on the opinions of the doctoral schools,
  - b) giving an opinion on the formal framework of the doctoral administrative duties and establishment of procedures,
  - c) managing and monitoring the quality assurance of the doctoral programmes at the Faculty,
  - d) making a recommendation to the Faculty Council regarding the sums of the tuition fees per category as well as other fees payable.
- (2) The PPDT shall delegate its authority laid out in point j) of Section 11 (1) of EDSZ to the head of the doctoral school.

### **MANAGEMENT OF THE DOCTORAL SCHOOL**

#### Section 6

- (1) The management of the doctoral school shall be managed by the head of the doctoral school, the secretary of the doctoral school, the council of the doctoral school (hereinafter: DIT) and the leadership of the DIT in accordance with the division of tasks laid out in operational regulations of the doctoral school.
- (2) The secretary of the doctoral school shall be appointed by the Dean based on the recommendation of the DIT. The secretary shall, in consultation with the head of the doctoral school, manage the administrative tasks at the doctoral school, preparations for the meetings of the DIT and its leaders, as well as the implementation of proposals submitted to the PPDT along with the organisation of the research centre disputations of the doctoral dissertations. The secretary shall perform the aforementioned tasks in collaboration with the assigned staff member of the Dean's Office. The secretary shall substitute the head of the doctoral school based on case-by-case appointments.

## **THE COUNCIL OF THE DOCTORAL SCHOOL**

### Section 7

- (1) The head of the doctoral school shall be aided by the DIT in the performance of his/her duties.
- (2) The members of the DIT shall be:
  - a) the core members,
  - b) the heads of the programmes,
  - c) the persons in charge of modules,
  - d) the secretary of the doctoral school,
  - e) one member delegated for a period of one year by simple majority by Doctoral Students of the doctoral school with active student statuses with the University.
- (3) The mandates of the members of the DIT may be extended without limits and shall last for a period of two years (with the exception of the Doctoral Student member). In the event that the student status of the Doctoral Student member shall expire over the course of the one year period, a new Doctoral Student may be delegated to the DIT for the period remaining of the previous Student's term and the next one-year term.
- (4) The tasks of the DIT beyond those laid out in Section 10 of R and Section 16 of the EDSZ shall include in particular:
  - a) making recommendations to the head of the doctoral school on the compositions of the admission committees,
  - b) determining the academic requirements in connection with obtaining the doctoral degree taking into account the regulations of the University and the Faculty, and submitting the requirements to the PPDT for approval,
  - c) making recommendations for the PPDT on suspension, cancellation and professionally justified restructuring of educational programmes,
  - d) preparing the operational regulations of the doctoral school and submitting it to the PPDT for evaluation.
- (5) The DIT may delegate its duties to the management of the DIT or the head of the doctoral school, in the operational regulations of the doctoral school.

### Section 8

- (1) The management of the DIT shall consist of three members. Its members shall be the head of the doctoral school, the secretary of the doctoral school along with one further member elected by the DIT.
- (2) The management of the DIT shall be in charge of carrying out the operative tasks pertaining to the operations of the doctoral school, which shall include
  - a) deciding on the distribution of state-funded places allocated for the doctoral school among doctoral programmes,
  - b) based on the opinion of the person in charge of the module and/or topic supervisor, giving opinions on requests pertaining to the recognition, counting of credits, changing of programmes, modules, topics or topic leaders as well as those pertaining to the tuition fee
  - c) harmonising the list of courses on offer for the semester, and deciding on the inclusion of new instructors,
  - d) perform urgent tasks between DIT meetings as well as those that were delegated to it by the DIT in the operational regulations of the doctoral school.

## **LECTURERS OF THE DOCTORAL SCHOOL**

### Section 9

- (1) The lecturer of the doctoral school shall be a lecturer or researcher holding an academic degree who – based on the recommendation of the person in charge of the given module – was deemed qualified by the management of the DIT to perform lecturing tasks within the framework of the doctoral school. The core members and lecturers of the doctoral school may also take up lecturing roles at other doctoral schools.
- (2) The administration of the doctoral school shall keep a record on the identities of the lecturers of the doctoral school, which it shall make accessible to the PPDT when necessary. The records shall contain the lecturers' names, dates of birth, academic degrees, year of habilitation, position at the University, location of their employment status and core membership.

## **THE DOCTORAL PROGRAMME**

### Section 10

- (1) The academic requirements of the doctoral training are to be fulfilled in modularly structured doctoral training programmes offering a total of 252 credits. The requirement types and volumes of the doctoral programme are as follows:
 

a) three subject modules	84 credits	(33%)
b) comprehensive examination	12 credits	(5%)
c) research work	112 credits	(44%)
d) educational activities	44 credits	(17%)
- (2) The subject module is a training and education organisational unit of the doctoral programme whose educational-research conditions are guaranteed by groups of qualified leading lecturers numbering 3-5 people making up a shared research centre. The topic of the subject module shall be an area of the discipline worth covering in lectures. The module subject has content attributes which distinguish it from other modules and make it suitable to be connected to other modules.

- (3) The subject module shall be both compulsory and elective, and shall consist of study units worth 7 credits each. The completion of one module in accordance with the requirements laid out in the curriculum requires the completion of 4 study units.
- (4) The programme contains three subject modules out of which at least two shall be compulsory.
- (5) The persons in charge of the various modules as well as their academic content (lists of study units) shall be approved by the PPDT based on the recommendation of the doctoral school.
- (6) The semestrial announcement of the courses guaranteeing the completion of the module's study units shall be handled by the person in charge of the module in question as well as the head of the doctoral school in accordance with the general rules pertaining to the announcement of courses.

## **QUALITY ASSURANCE, QUALITY DEVELOPMENT**

### **Section 11**

- (1) The tasks related to the quality assurance and quality development of the faculty's doctoral training shall be managed and overseen by the PPDT.
- (2) The PPDT in the framework of quality assurance shall
  - a) <sup>86</sup>monitor compliance with the content, legal and regulative requirements of the doctoral training and administrative tasks,
  - b) assess levels of satisfaction among Doctoral Students and doctoral graduates in collaboration with the Office,
  - c) compile an annual report on the data gathered from the performance of the tasks laid out in points a) and b).

## **APPLICATION AND ADMISSION**

### **Section 12**

- (1) Applications to the doctoral programme – with the exception of programmes organised strictly for international students – may be submitted starting from the first work day following 15 March until the 25th work day by filling out the application form contained in Annex 5 of the EDZS.
- (2) The condition of applying to a programme shall be that the qualification of the Master's degree shall be no lower than 'Good' (above 3.51). Applications may also be submitted by those who have yet to pass their final examinations at the Master's level at the time of the entrance exam, but will do so by no later than 31 July and can verify at the time of enrolment that the qualification of the degree meets the required standard.
- (3) The following documents shall be attached to the application form:
  - a) a copy of the Master's degree,
  - b) a copy of the proof of language proficiency prescribed by legislation,
  - c) a curriculum vitae,
  - d) a list of individual publications,
  - e) a research topic plan (500-1,500 words in length not including the bibliography)
  - f) a reference work (at least 6,000 words in length not including the bibliography), which shall be an earlier work of academic quality (such as a research paper,

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<sup>86</sup> Amended by Senate resolution CCIII/2016. (IX.26.). Effective September 26, 2016.

- condensed version of the thesis, or an academic publication) which helps the Assessment Committee determine the applicant's level of academic preparedness for the programme,
- g) a proof of payment of the application procedure fee,
- (4) In the case of a university degree obtained at a foreign university, unless the document is issued in either English, German, French or Russian, an official Hungarian translation of the degree shall be attached to the copy of the original.

### Section 13

- (1) The entrance exam shall consist of an oral hearing. In certain cases, particularly in those of foreign language programmes, or if the applicant resides abroad or if required for a special reason, the oral entrance exam may be carried out electronically in accordance with the procedures guaranteeing fixed and controlled circumstances laid out in the operational regulations of the doctoral school.
- (2) The entrance exam shall be held before an examination board.
- a) the board shall consist of a Chair and at least two other lecturers and one Doctoral Student member,
  - b) external professionals may also be members on the entrance examination board,
  - c) the entrance examination board shall be appointed by the Chair of the PPDT based on the proposal put forward by the head of the doctoral school. The Doctoral Student member of the board shall be delegated by the Doctoral Student Union.
- (3) The entrance exams are to be held over the course of May and June at a time and place determined by the doctoral schools. The dates and locations of the entrance exams shall be published by the Office on the website of the Faculty. The Office shall also notify applicants in writing about the dates and locations of the exams.
- (4) In the cases of international applicants, the Dean of the Faculty, based on a consultation with the head of the doctoral school, may allow for the exam to be held at an alternative time. Entrance exams may not be taken for places funded by the Hungarian state at times other than those announced by Hungarian applicants or citizens subject to the same assessment criteria.
- (5) Make-up entrance exams may only be held in periods set aside for entrance exams in accordance with paragraph (3), provided that they are allowed by the head of the doctoral school and the entrance examination board can be assembled.

### Section 14

- (1) The assessment criteria of the admission procedure shall be determined by the PPDT based on the recommendations of the doctoral schools and shall be published in the admission announcements as well as the guides on the doctoral programmes.
- (2) The assessment criteria in the assessment procedure shall be:
- a) the topic's alignment with and feasibility within the framework of the doctoral educational programme,
  - b) whether a topic supervisor holding an academic degree can be assigned to the topic,
  - c) the candidate's proficiency in more than one foreign language,
  - d) results achieved over the course of previous research work, particularly publications,
  - e) accomplishments in previous university studies,

- f) other criteria recommended by the doctoral school, e.g. qualification to fulfil higher education teaching duties.
- (3) A minutes shall be prepared on the entrance examination, which shall be certified by the members of the entrance examination board. The minutes shall be sent to the DIT management by the Chair of the entrance examination board.
- (4) The minutes of the entrance exam shall contain a brief professional opinion on the performance of each applicant.
- (5) The recommendation on the admission decision shall be made submitted to the PPDT by the DIT management. The recommendation shall contain the minutes of the entrance exam, the list of compulsory modules to be completed by those recommended for admission as well as recommendations regarding whether the given applicant shall be admitted to a state or self-funded programme.
- (6) The admission decision issued by the Dean shall include the list of required subjects.

## **THE STUDENT STATUS**

### Section 15

- (1) The applicant admitted to the doctoral programme must enrol in the programme during the period set aside for enrolment at the beginning of the semester. The Student shall not be permitted to miss the deadline for enrolment. Should the Student fail to enrol during the specified period, even though a representative, and fails to establish a student status with the university, his/her admission decision shall be ruled void. When enrolling for the programme, the Student must present to the Office the original copies of his/her university degree and language exam certificates.
- (2) The Student admitted to and enrolled in the doctoral programme may postpone the start of his/her studies for a period no longer than two semesters by suspending his/her student status. In this case, the Student must confirm the suspension of the studies in the Electronic Registration System. Doctoral programmes funded by the Hungarian state may only be commenced in the autumn semester. Any unauthorised confirmations shall be deleted by the Office.
- (3) The interruption of the student status shall not affect that training's form of financing.
- (4) The Dean, based on the opinion of the management of the DIT and at the written request of the Student, may allow for the suspension of studies in the training and research phase of the programme for a combined period more than two semesters,
  - a) if the Student is pregnant, or is raising a child younger than three years of age,
  - b) if the Student has suffered an accident or suffers from a prolonged illness and is temporarily unable to continue his/her studies,
  - c) if the Student taking part in a state-funded programme wishes to establish an employment status with another employer for a definite period,
  - d) if the Student is working abroad,
  - e) with respect to any other personal circumstance of the Student warranting special equity.
- (5) The doctoral studies may not be suspended for a period longer than six consecutive semesters even in the cases laid out in paragraph (4).

- (6) The Student may not be allowed to suspend his/her student status in the research and dissertation phase of the programme for a combined period longer than two semesters even out of reasons warranting equity.
- (7) Under special circumstances, citing scholarship-funded studies, an accident, illness or any other unexpected reason, the Student, either personally or through a representative, may request within 8 days following the occurrence of the reason given the withdrawal of his/her registration for an active semester by presenting an original document verifying the occurrence of the reason cited. The decision on the withdrawal of the Student's registration in this case shall be made by the Dean based on the opinion of the management of the DIT.
- (8) The resolution on the withdrawal of the Student's registration must rule on the amount of the Student's tuition that is to be reimbursed.

## Section 16

- (1) The organised doctoral programme can be completed in no less than six semesters under an active student status within the framework of the credit system.
- (2) The duration of a part-time individual programme shall be no less than three semesters.
- (3) The duration of the programme of a Student taking part in a part-time programme shall be determined by the PPDT based on the recommendation of the DIT within the framework of the Student's individual study plan. The Student shall prepare the individual study plan with the approval of the topic supervisor. The study plan shall be countersigned by the person in charge of the module in question along with the head of the doctoral school.
- (4) The individual study plan shall include the following:
  - a) the name of the Candidate,
  - b) the name of the doctoral school/training programme,
  - c) the name and academic degree of the topic supervisor appointed by the DIT,
  - d) a detailed list of study units recognised through credit transfer on the basis of previous studies and their alignment with the study units of the doctoral training programme,
  - e) the number of semesters remaining in the training programme,
  - f) a list of requirements to be fulfilled according to the types of activities they constitute,
  - g) any possible exemptions from attendance of lessons.
- (5) The Student must submit the original copy of the individual study plan at the Office following enrolment, by no later than 30 September. A second copy must be submitted at the secretariat of the doctoral school. The individual study plan shall be ruled on by the PPDT.
- (6) At the request of the topic supervisor the DIT may recommend to the PPDT the withdrawal of the permission should the Student fail to fulfil the requirements laid out in the individual study plan. Simultaneously to withdrawing the permission, the DIT may recommend that the Student – within the framework of an uninterrupted student status – should continue his/her doctoral studies under a different study arrangement. In this case, only the study units completed up to that point can be counted towards the Student's doctoral studies.
- (7) Modification of the duration of the training programme based on the individual study plan may only be requested on one occasion and for one semester.
- (8) The recommendation for the reduction of the tuition of the Student pursuing doctoral studies under an individual study arrangement shall be made to the Dean by the PPDT.



## Section 17

- (1) The Doctoral Student pursuing a state-funded doctoral programme shall retain his/her eligibility for a state scholarship if he/she completed no less than 14 credits in the preceding active semester. Should the Student fail to acquire the 14 credits, he/she shall be reallocated by the Office to a self-financed programme starting from the subsequent semester. The provisions pertaining to exemption from reallocation laid out in Section 132 in the HKR shall be implemented as intended in the case of the Student.
- (2) The tuition fee of the Student reallocated from a state-funded programme to a self-financed programme shall be equal to the tuition fee calculated for the relevant semester.
- (3) The state-funded spot for which an opening is established may only be filled by another Student starting from the subsequent semester.

## **THE FORMAL AND CONTENT REQUIREMENTS OF THE DOCTORAL TRAINING PROGRAMME AND CREDIT SYSTEM**

### Section 18

A total of 252 credits must be acquired within the framework of the full-time organised doctoral programme. The schedule for the completion of the credits and their breakdown into requirement types are laid out in Appendix 1.

### Section 19

- (1) The Doctoral Student shall be expected to fulfil three types of requirements within the framework of the two phases, the training and research phase (phase I) and research and dissertation phase (phase II), of the doctoral programme, based on the Student's study and research plan.
- (2) The Student, consulting with the topic supervisor, shall prepare
  - h) the study plan by the end of the study period of the first semester, which shall contain the volume, composition and scheduling of the work to be carried out in the training and research phase broken down for all three types of requirements,
  - i) the research plan by the time of application for the comprehensive examination, which shall contain the volume, composition and scheduling of the work to be carried out in the research and dissertation phase broken down for all three types of requirements.
- (3) The study plan shall be approved by the head of the programme by the end of the first semester following its countersigning by the topic supervisor. The approval of the research plan shall be done within the framework of the comprehensive examination.
- (4) The Student shall report on
  - a) the fulfilment of the study plan in the examination period of the second and third semesters,
  - b) the fulfilment of the research plan in every examination period starting with the fifth semester

in line with the rules laid out in the operational regulations of the doctoral school. At the time of the Student's reporting, the Student shall make the necessary corrections. The decisions on the credits to be awarded for the directed research work and lecturing activities for the given semester shall be made by the head of the doctoral programme on the basis of the Student's report and the recommendation of the topic supervisor.

## Section 20

- (1) The fulfilment of the subject requirements in organised doctoral programmes shall be done through the completion of the study units of the modularly structured training, pursuant to the rules of the HKR. The Student taking part in a programme with a uniquely tailored study arrangement shall complete the study units prescribed by his/her individual study plan within the framework of consultations. Courses belonging to study units from the attendance of which the study plan does not exempt the Student must be completed by the attendance of the lessons.
- (2) The completion of the courses shall be evaluated on a five-grade scale [excellent (5), good (4), satisfactory (3), pass (2), fail (1)], a three-grade scale [excellent, satisfactory, fail].
- (3) Over the course of the doctoral programme, the Student must complete three full modules. According to the training plan of the doctoral school, one of said three modules may be substituted by elective courses. At least one of the modules must deal with the doctoral topic of the Student. The training plan of the doctoral programme may prescribe that modules be completed joint together.

## Section 21

- (1) As part of the directed research work, the Doctoral Student shall carry out either individual or group-based research activities in connection with his/her research topic in both phases of the doctoral programme based on his/her approved study and research plans under the guidance of the topic supervisor.
- (2) The completion of the directed research work along with the research credit value of the completed activity shall be determined by the head of the programme based on the recommendation of the topic supervisor. The head of the programme shall verify the completion of the research work for the Office by the last week of the examination period of the given semester. The verification of the completion of the research work shall not include a qualification. The Office shall record the completed requirements in the educational registration system each semester. The rules of the procedure for complaints laid out in Section 65 (6) of the HKR shall be applied in the case of the completion of the credits in question as well.
- (3) The group-based activity organised within the framework of the research work (e.g. workshop) shall not be announced as a course by the doctoral school. The doctoral school shall organise the activity on its own authority and verify its completion for the Office by awarding research credits for it in the regular procedure.

## Section 22

- (1) The course to be taught by the Doctoral Student within the framework of the compulsory teaching activity shall be a regular course in the discipline of the doctoral school requiring contact hours announced for a Bachelor's, Master's or single-cycle programme. Topic supervision of the so-called workshop project or the thesis shall

also be accepted as a teaching activity irrespective of whether or not they are announced as courses.

- (2) The Doctoral Student shall acquire 4 credits by teaching a course if the number of its attendees is at least 5 and the Doctoral Student instructs the course on his/her own, regardless of its format or number of contact hours. In the case of the so-called workshop project, the minimum attendance figure of 5 shall be required if it is not announced as a course. The completion of the teaching activity shall be verified for the Office by the final week of the examination period each semester based on the attendance of the course by the head of the doctoral school based on the recommendation of the topic supervisor or another representative of the head of the doctoral school.
- (3) In the cases of Doctoral Students working as lecturers or instructing lessons at another faculty or higher education institution, the verification of their teaching activities along with its credit recognition shall be the right and task of the management of the DIT. The condition of the completion of the teaching requirement shall be the Student's submission of the course material as well as participation in at least one of the lessons of the Doctoral Student by the head of the doctoral school or a representative. The completion of the teaching requirement shall be verified by the head of the doctoral school.
- (4) The verification of the completion of the teaching requirement may not be rejected on the basis of the provisions laid out in paragraphs (2) and (3) in the present Section if the Student's lesson is not visited through the fault of the doctoral school.
- (5) The teaching activity shall not be given a qualification. The completion of the requirement shall be recorded in the educational registration system by the Office each semester.
- (6) The teaching activity may be substituted by an activity supporting education and research. The set of activities supporting education and research along with the extent to which it can substitute teaching activities shall be regulated by the operational regulations of the doctoral school.
- (7) The decision on the substitution of the Student's teaching activities shall be decided by the head of the doctoral school based on the request of the Student containing the recommendation of the topic supervisor, which is to be submitted to the Office. The decision on the request shall be made simultaneously to determining the credit value to be awarded for the activity substituting the teaching activity. Credits acquired in this manner shall be entered into the educational registration system by the Office.

### Section 23

- (1) The review of the individually determined credit value to be awarded for the research work and the teaching activity may be requested through a request addressed to the Chair of the PPDT to be submitted to the Office. The Student may request the review within 15 days following the receipt of the verification of the completion of the activities in question. A review of the evaluation of the completion of the requirements may only be requested in the event that the evaluation was not carried out according to the accepted criteria or if it was made with the non-compliance with the relevant rules.
- (2) The credits acquired with the completion of the research work and the teaching activity shall be counted towards the Student's studies to the extent of the credit distribution prescribed in Section 18 of the present Faculty regulations. The Student shall not have to pay fees for research and teaching credits obtained beyond said value.

## **CHANGING THE DOCTORAL TOPIC**

### **Section 24**

- (1) The Student shall have until the end of the second semester counted from the commencement of the doctoral programme to request a change of one or more of his/her subject modules. The decision on the change of subject modules shall be decided by the PPDT based on the recommendation of the topic supervisor and with the approval of the head of the programme. The resolution on the changing of the Student's module shall be issued by the Dean.
- (2) In academically justified cases, the Student shall have until the end of the second semester of the research and dissertation phase of the programme at the latest to request that he/she be permitted to continue the doctoral programme on a different topic within the programme, citing objective difficulties with the ability to research the topic, or in the event of the prolonged unavailability or death of the topic supervisor, continue the doctoral programme with a different topic supervisor.
- (3) The changing of the doctoral topic or topic supervisor shall not extend the duration of the doctoral training.
- (4) The decisions on the changing of the doctoral topic and/or topic supervisor shall be made by the PPDT at the recommendation of the management of the DIT.
- (5) In justified cases, the topic supervisor, with the approval of the management of the DIT, may withdraw from the supervision of the doctoral topic. The DIT management shall recommend a new topic supervisor to the PPDT simultaneously to the withdrawal of the Student's original topic supervisor.

## **FULFILMENT OF THE REQUIREMENTS**

### **Section 25**

- (1) The Student shall register for the courses serving the fulfilment of the subject requirements in the Electronic Registration System in the course registration period.
- (2) The completion of the research work and the teaching activities shall be recorded based on the verification documents by the Office in the educational registration system in the semester in which the verification documents are received. The issuance of the documents verifying the completion of the research work and the teaching activities shall be initiated by the Student at the doctoral school and with the topic supervisor. The verification documents may only be submitted in a semester, by no later than the end of the second-to-last week of the examination period, in which the Student has an active student status.
- (3) The Student shall be obligated to submit to the head of the programme in the study period of his/her fourth semester the detailed research plan for the four semesters of the research and dissertation phase approved by the topic supervisor. The research plan shall include the Student's plan for the format and content of the dissertation. The presentation of the research plan shall be part of the comprehensive examination. The detailed criteria of the research plan are contained in the operational regulations of the doctoral school.

## **PARTIAL STUDIES AT A FOREIGN INSTITUTION**

## Section 26

- (1) The Student taking part in partial studies shall have until the start of the examination period of the semester preceding the one in which he/she will pursue partial studies to submit to the Office his/her work programme approved by the topic supervisor.
- (2) The recommendation on the approval of the work programme shall be made to the PPDT by the head of the doctoral programme. The recommendation must include a listing of the study units whose completion is expected on the basis of the work programme.
- (3) The Student's status with the University shall remain valid over the course of the duration of the Student's partial studies. During the pursuit of the partial studies abroad, the Student shall provide proof of the completion of the minimum required of credits specified in the present Faculty Regulations each semester, irrespective of whether the partial studies are concluded in the same semester or at a later point.

## Section 27

- (1) Decisions on the acceptance of students applying for partial studies to the doctoral school of the Faculty shall be made by the DIT management, which shall coincide with the management's notifying the Office of the decision.
- (2) The International Office of the Dean's Office shall issue a verification document to students arriving from other universities for partial studies at the University at the end of their training, which shall include the list of study units completed, their credit value and evaluation. The documents shall contain a brief English language description of the courses completed.

## CALCULATION OF CREDITS

### Section 28

- (1) Decisions on the recognition of credits acquired at other domestic or foreign higher education institutions shall be made by the PPDT based on the recommendation of the DIT management.
- (2) The Doctoral Student may acquire no more than 30% of the total required number of credits through credit transfer.
- (3) The Student may request the recognition of credits completed prior to the start of the doctoral programme in the cases of the completion of courses and experience gained in higher education by submitting a request to the Office addressed to the head of the doctoral school by no later than 30 September following enrolment in the programme. Credits obtained through previous research activities shall not be recognised. A verification from the given institution, or in the case of courses taught by the Doctoral Student, the head of the institution shall be attached to the request, along with the material and a list of the literature of the subjects completed and taught by the Student.
- (4) The total number of credits that can be recognised through preliminary credit recognition shall be:
  - a) 28 out of the 48 that can be acquired through the fulfilment of the subject requirements,
  - b) 0 out of the 112 credits that can be acquired through the research work,
  - c) 44 out of the 44 that can be acquired through teaching activities.

## **THE COMPREHENSIVE EXAMINATION**

### **Section 29**

- (1) The Student must attach the research plan referred to in Section 24 (4) of the present Faculty Regulations to the comprehensive examination application form.
- (2) The topic supervisor of the Doctoral Student may be present at the comprehensive examination.
- (3) In the case specified in Section 52 (4) of the EDSZ, the decision on the postponement of the comprehensive examination shall be made by the Chair of the PPDT. In the event that the Student fails to pass the exam, and the retake exam cannot be held within the following 15 days, the Student may take the retake exam in the examination period of the subsequent semester.
- (4) In the event that the Doctoral Student fails to pass the comprehensive examination, the Student may under no circumstances make more than one additional attempt to pass the exam.

## **THE PROCEDURE AIMED AT THE OBTAINMENT OF THE DOCTORAL DEGREE**

### **Section 30**

- (1) Proficiency in the second foreign language required for the obtainment of the doctoral degree may be verified in the following ways:
  - a) with a state-certified intermediate (B2) language exam certificate in speaking or writing, or an equivalent certificate,
  - b) with a certificate obtained in a language examination designed for the PhD procedure by the foreign-language departments of the Faculty of Humanities,
  - c) with an intermediate language exam certificate obtained at the foreign-language lectorate of the University over the course of the Student's studies,
  - d) by verification of foreign language proficiency acquired over the course of the pursuit of studies abroad, to which the Student must attach a verification document issued by the Educational Authority Accreditation Centre for Foreign Language Examinations, provided that the certificate question does not verify completed scholastic studies.
- (2) The length and formal requirements of the doctoral dissertation shall be the following:
  - a) The length of the doctoral dissertation shall be 70-250 pages. The bibliography and the annexes shall not count towards the length of the dissertation. The dissertation shall be written in Times New Roman font, size 12 with 2.5 cm margins and a 3.5 cm binding margin. The dissertation shall be prepared with 1.5 line spacing and may be either single or double sided. The template for the external and internal covers are contained in Appendix 2 and Appendix 3 of the present Regulations.
  - b) Further formal criteria in connection with the doctoral dissertation shall be regulated by the operational regulations of the doctoral school.
  - c) The doctoral dissertation may be submitted in Hungarian, English or in the cases of specific doctoral programmes of the Doctoral School of Language Studies, German with a Hungarian language summary attached to the bound printed copy.
  - d) The doctoral dissertation shall be submitted in three printed copies, out of which one shall have hard, and two shall have paper binding. Apart from these copies, one

electronic version shall also be submitted. The spine of the hard-bound copy shall contain the name of the author and the year of submission. The PPDT may prescribe unique rules concerning the formal requirements of the electronic copy of the dissertation.

## **THE RESEARCH CENTRE DISPUTATION**

### **Section 31**

- (1) The organisation of the research centre debate shall be initiated by the topic supervisor with the management of the DIT. The DIT management shall handle the organisation of the research and shall appoint the head of the programme as Chair of the disputation along with at least two pre-opponents.
- (2) The date and time of the research centre disputation shall be set in a way that the Student has enough time to take into consideration the suggestions made at the disputation prior to submitting the dissertation. The date of the disputation shall be announced one month in advance.
- (3) The research centre disputation shall be open to the public. Invitees to the disputation shall include lecturers and researchers at the Faculty, core members, topic supervisors of the doctoral schools of other universities researching similar topics as the one in question as well as lecturers, researchers at departments (institutes, research centres) of other universities and the Hungarian Academy of Sciences researching the topic in question along with other external experts on the given topic. The list of persons whose invitations are mandatory shall be decided by the director of the institute.
- (4) At the research centre disputation, the Candidate shall present the dissertation, the pre-opponents shall present their opinions on the dissertation, after which those present will also express their opinions on the dissertation within the framework of an open debate.
- (5) A memorandum shall be prepared on the research centre disputation, which shall include the list of the names of those present and the main points raised in connection with the dissertation. The memorandum shall be certified by the head of the programme and a lecturer of the doctoral school present at the disputation. The memorandum shall be attached to the documentation of the doctoral procedure and shall be made accessible to the Assessment Committee and the administration of the doctoral school.
- (6) The head of the programme may request that the dissertation be re-worked based on the points raised at the disputation.

## **SUBMISSION OF THE DOCTORAL DISSERTATION**

### **Section 32**

- (1) The condition of submitting the dissertation shall be that the Candidate shall have three academic publications whose subject is connected to that of the doctoral dissertation. One of the publications is to be published in a foreign language. Academic publications that may be accepted are papers that are published in referenced scientific journals, a chapter published in an edited book or an edited book. The operational regulations of the doctoral school may further specify the publication requirements and may expand them on the condition that it consults the Doctoral Student Union about it.

- (2) Documents to be attached to the to the doctoral dissertation apart from the ones listed in Section 62 of EDSZ and Section 29 of the present Faculty Regulations shall include a statement from the topic supervisor declaring that
  - a) the publications meet the criteria laid out in paragraph (1) and the operational regulations of the doctoral school,
  - b) he/she considers the dissertation to be suitable for a public defence.
- (3) Simultaneously to the submission of the doctoral dissertation, the Student shall submit to the Office 5 printed copies and one electronic copy of both his/her curriculum vitae and the list of published works, as well as 20 printed copies and one electronic copy of the abstracts of the dissertation.
- (4) The abstract booklet shall contain a list of the Candidate's published works with those connected topic of the dissertation grouped together, separate from the list of the other publications.

## **THE CRITIQUE PROCEDURE**

### <sup>87</sup>Section 33

The doctoral critique procedure shall be conducted in Hungarian in the cases of Hungarian language doctoral programmes, irrespective of the language in which the dissertation is written. However, the author of the dissertation may request that the critiques prepared during the procedure should be written in the language of the dissertation or that the public disputation be conducted in English, or – in the case of the Doctoral School of Language Studies – German.

## **THE PUBLIC DISPUTATION**

### Section 34

- (1) The Assessment Committee shall be composed of its Chair, two official opponents and four further members.
- (2) Following the submission of the dissertation, the Chair of the PPDT shall appoint the members of the Assessment Committee. Simultaneously, the Office shall send an electronic copy of the dissertation to the Chair and members of the Committee. The members of the Committee may also view the copy of the dissertation stored in the library of the Faculty.
- (3) The official opponents shall be appointed by the Chair of the PPDT following the submission of the dissertation, and shall send them the paper-bound copies of the dissertation.
- (4) The Candidate must receive the opinions of the opponents by no later than 15 days following their submission. The Candidate shall prepare written responses to the critiques, a signed copy of which he/she shall submit to the Office within 30 days.
- (5) The dissertation of the Candidate shall be made accessible to all interested parties at least 10 work days prior to the date of the public disputation.
- (6) Apart from the Chair, at least one official opponent and three other members with voting rights must be present at the public disputation. In the even that one of the opponents announces his/her absence beforehand; he/she shall prepare a written statement prior to the disputation declaring whether he/she accepts the responses of

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<sup>87</sup> Amended by Senate resolution CCIII/2016. (IX.26.). Effective September 26, 2016.



the Candidate. The opponent in question must send the statement to the Chair of the disputation and attach it to the documentation of the disputation.

- (7) In the event that one of the appointed members of the Assessment Committee announces following the announcement of the time of the public disputation, that they will be absent from the disputation, and there are no more appointed members or members qualified to take up the position, the Chair of the PPDT shall appoint a new member based on the recommendation of the head of the doctoral school.
- (8) In the event that one of the opponents rejects the dissertation, the Candidate must prepare written responses to all three opponents' critiques. The critique rejecting the dissertation shall be presented during the disputation by the secretary of the Committee. The opponent who rejected the dissertation, as a voting member of the Committee, shall be invited to the public disputation.
- (9) The qualification of the public disputation may be:
  - a) "summa cum laude" if the Candidate receives 90%-100% of the maximum amount of points available,
  - b) "cum laude" if the Candidate receives 75%-89% of the maximum amount of points available,
  - c) "rite" if the Candidate receives 60%-74% of the maximum amount of points available,
  - d) "insufficenter" if the Candidate fails to receive 60% of the maximum amount of points available.

## **CONFERMENT OF THE DOCTORAL DEGREE**

### **Section 35**

The PPDT shall confer the doctoral degree by holding a secret vote on the recommended qualification of the doctoral degree, taking into consideration the result of the defence of the degree.

## **FINANCIAL ASPECTS OF THE DOCTORAL PROGRAMME**

### **Section 36**

- (1) The sum of the tuition fee of the doctoral training, along with other fees payable, shall be determined by the Faculty Council based on the recommendation of the PPDT for a period of one academic year taking into consideration the doctoral programmes and the categories in which Students are enrolled in the training.
- (2) Requests for the reduction of the tuition fee shall be assessed by the Dean taking into account the opinion of the DIT management. The requests shall be filed at the Office by 15 September in the autumn semester and by 15 February in the spring semester.
- (3) The tuition fee shall be paid by 15 October in the autumn semester and by 15 March in the spring semester.

### **Section 36**

Decisions on the remuneration of the persons contributing to the doctoral procedure shall be made by the Dean, taking into consideration the recommendation of the doctoral schools and the opinion of the PPDT.

## **NATIONAL RECOGNITION OF AN ACADEMIC DEGREE OBTAINED ABROAD**

### **Section 37**

- (1) Apart from the documents specified in Section 84 of the EDSZ, the documents that shall be attached to the request for the national recognition of an academic degree obtained abroad shall include:
  - a) a curriculum vitae,
  - b) a list of the Student's publications.If necessary, the PPDT may request further documents, in particular the original copy of the doctoral dissertation.
- (2) The PPDT shall determine its recommendation regarding the national recognition of the degree obtained abroad by secret vote.

Appendix 1:

**Schedule and breakdown of credits awarded for the completion of the various requirements in the full-time organised doctoral programme:**

Requirement type		Total credits (Phase I/II)	Training and research phase (I) (semester)				Comprehensive examination	Research and dissertation phase (II) (semester)			
Name	unit		1.	2.	3.	4.		5.	6.	7.	8.
Subject requirements (compulsory / elective subjects) at least 2 compulsory modules	7 credits/study unit	<b>84 (84/0)</b>	3*7	3*7	3*7	3*7					
Comprehensive examination		<b>12</b>					12				
Directed research	avg 6/22 credits/semester	<b>112 (24/88)</b>	6	6	6	6		22	22	22	22
Teaching activity (11 courses) – can be substituted by activity supporting education/ research	4 credits / courses held	<b>44 (12/32)</b>	0(–4)	4(–12)	4(–12)	4(–12)		8(–32)	8(–32)	8(–32)	8(–32)
<b>Total</b>		<b>252 (120/120)</b>	<b>120</b>				<b>12</b>	<b>120</b>			

Notes:

- Teaching requirements must be fulfilled in the training and research phase;
- The passing of the comprehensive examination is a pre-requisite to commencing the research and dissertation phase;
- Credits awarded for the research work may also be completed under a schedule different than the curriculum schedule on the basis of the study plan of phase I and the research plan of phase II;
- Activities supporting education/research may also be completed in units offering 4 credits each under a schedule that is different from the curriculum.

**The cover of the doctoral dissertation (cover page)**

**DOCTORAL (PHD) DISSERTATION**

**<Name Surname>**

**<Dissertation title>**

**<2018>**

**Interior cover of the doctoral dissertation**

**EÖTVÖS LORÁND UNIVERSITY  
FACULTY OF PEDAGOGY AND PSYCHOLOGY**

**<Name Surname>**

**<Dissertation title>**

**Doctoral School of .....**

**Head of the doctoral school: <academic degree, name\*> \*e.g. dr.  
habil. Attila Oláh**

**<Name of programme>**

**Head of the doctoral programme: <academic degree, name >**

**Topic supervisor: <academic degree, name >**

**Members of the Assessment Committee:**

**<Academic degree, name of Committee Chair >, Chair  
<Academic degree, name of Committee secretary >, Secretary  
<Academic degree, name of Committee opponent>, opponent  
<Academic degree, name of Committee opponent>, opponent  
<Academic degree, name of Committee member>, member  
<Academic degree, name of Committee member>, member  
<Academic degree, name of Committee member>, member  
<Academic degree, name of Committee member>, member**

**<Budapest, 2018>**

## **ANNEX 6/5**

### **DOCTORAL REGULATIONS OF THE FACULTY OF SOCIAL SCIENCES**

In accordance with Act CCIV of 2011 on National Higher Education (hereinafter: Nftv.), the objective of the doctoral training in social sciences shall be to prepare the Student for the obtainment of the doctoral degree, which shall be divided into the training and research and the research and dissertation phases.

At least 240 credits shall be obtained in the doctoral programme. The duration of the training – unless ruled otherwise by Nftv. – shall be eight semesters.

Over the course of the doctoral programme, the Student shall take part in the doctoral procedure through the completion of the research and dissertation phase of the programme, following the comprehensive examination. The aim of the research and dissertation phase is the obtainment of the doctoral degree.

### **THE ORGANISATIONAL FRAMEWORK OF THE DOCTORAL PROGRAMME**

#### **THE DOCTORAL COUNCIL OF THE FIELD OF SOCIAL SCIENCES**

##### **Section 1**

- (1) Pursuant to the University Doctoral Regulations (hereinafter: EDZS), the Doctoral Council of the Field of Social Sciences (hereinafter: TTDT) operates at the Faculty of Social Sciences (hereinafter: TáTK).
- (2) The TTDT shall have at least 8 elected members, out of whom at least two are external members. Its Chair and members are elected by secret ballot by the Faculty Council based on the recommendation of the Doctoral School. The mandate of the TTDT shall be the same as that of the Faculty Council and it shall be appointed by the Dean. A further member of the TTDT shall be a representative of the Doctoral Students who is an active Student of the doctoral school operating at the TáTK.
- (3) The
  - a) Dean of the Faculty,
  - b) head of the Treasury Office of the Faculty,
  - c) person invited by the Chair
  - d) secretaries of the doctoral programmesmay participate in the sessions of the TTDT holding consultation rights.

#### **THE OPERATIONS OF THE DOCTORAL COUNCIL OF SOCIAL SCIENCES**

##### **Section 2**

- (1) The TTDT shall meet at least four times during an academic year or whenever deemed necessary. The sessions of the TTDT shall be convened by the Chair.
- (2) Voting rights in the sessions of the TTDT shall be enjoyed by its members. Quorum in the meetings of the TTDT requires the attendance of 50% of the members with voting rights plus one. The TTDT shall adopt its resolutions by majority vote. Personnel matters shall be voted on by secret ballot.
- (3) In justified cases, the TTDT may vote via e-mail.
- (4) A minutes shall be prepared on the sessions of the TTDT.

- (5) Those whom the decisions of the TTDT concern shall be notified by the council's decision in writing.
- (6) The work of the TTDT shall be aided by the secretaries of the doctoral programmes and a staff member of the Faculty office.

### Section 3

Details and information on the doctoral school are laid out in the Organisational and Operational Regulations of the Doctoral School.

## **THE COUNCIL OF THE DOCTORAL SCHOOL OF SOCIOLOGY**

### Section 4

- (1) The advised headcount of the Council of the Doctoral School is 5 members.
- (2) Its official members shall be:
  - a) the heads of the doctoral programmes,
  - b) one member delegated by the Doctoral Student Union.
- (3) The members of the Doctoral School not named in paragraph (2) shall be elected by the TTDT from among the lecturers of the Doctoral School and approved by the University Doctoral Council. The letters of appointment of the members shall be issued by the Chair of the TTDT.
- (4) The head of the Doctoral School, who shall also serve as the Chair of the Council of the Doctoral School, shall be elected by the Faculty Council based on the recommendation of the Doctoral School.

## **The Doctoral Training**

### **FORMS OF DOCTORAL TRAINING**

### Section 5

- (1) The doctoral training may be:
  - a) full-time organised programmes financed by the Hungarian state or through other scholarships,
  - b) self-financed full-time organised programmes
  - c) self-financed part-time correspondence-based individual programmes.
- (2) The doctoral programmes offered by the Doctoral School of Sociology shall be the following:
  - Sociology,
  - Social policy,
  - Interdisciplinary social research.
- (3) The duration of the organised doctoral programme shall be 8 semesters.
- (4) The duration, training and research requirements of the individual programme shall be determined based on the completion of the training, research and reporting activities prescribed in the training plan of the doctoral school.
- (5) If justified by the research topic of the Student pursuing a full-time doctoral programme, and if recommended by the topic supervisor, the Student may request to be transferred to a part-time correspondence-based individual programme.

## **STUDY ARRANGEMENT**

## Section 6

- (1) The doctoral programme shall consist of two phases: a training and research phase, which concludes with the passing of the comprehensive examination. Following the comprehensive examination, the Student shall take part in the doctoral procedure within the framework of the research and dissertation phase of the programme. The goal of the latter phase is the obtainment of the doctoral degree.
- (2) Organised programmes containing study modules shall take place in the first training and research phase and shall last for 4 semesters. The research and dissertation phases last for a further 4 semesters. The defence of the dissertation may go ahead following the eighth semester. In the event that the Student is unable to complete the dissertation by the end of the eighth semester, the TTDT may ensure one additional year for the submission of the dissertation at the request of the Student. However, the student status shall expire at the end of the eighth semester.
- (3) The Doctoral Student must acquire 120 credits over the first four semesters and 120 credits over the second four semesters.
- (4) In the case of a self-financed part-time correspondence-based individual programme, the minimum duration of the training and research phase shall be two semesters. The heads of the doctoral programmes shall make recommendations to the TTDT on the duration of the training period and the identity of the topic supervisor based on the recommendations of the admission committees. Recommendations for a training period shorter than 4 semesters may only be made based on written documentation of the applicant's previous academic achievements.
- (5) The Student admitted to an individual programme shall prepare his/her study plan for the duration previously approved by the TTDT together with the topic supervisor within two weeks following enrolment. The study plan must include previously acquired credits that can be counted towards the Student's doctoral studies as well as other exemptions. The basis for the credits that can be recognised can be a previously completed doctoral course, publications, teaching activity, workshops, lectures, etc.
- (6) In self-financed programmes, the completion of (up to half of the required) teaching hours can be recognised based on the results obtained prior to admission to the doctoral programme. The individual training plan must give a precise indication of the completed study unit and previous achievements serving as the basis for other exemptions. The training plan shall be approved by the head of the doctoral programme.
- (7) The Student pursuing a programme in an individual study arrangement shall be reallocated to a full-time self-financed programme in the event that the Student fails to fulfil the criteria laid out in the training plan in the time specified in the individual training plan.

## **APPLICATION AND ADMISSION TO THE DOCTORAL SCHOOL OF SOCIOLOGY**

### **Admission Procedure**

## Section 7

- (1) Application to an organised programme shall be handled along doctoral programmes, separately.
- (2) Applicants may submit applications to more than one doctoral programme at a time.
- (3) If the applicant wishes to apply to more than one doctoral programme at the same time, the entire admission procedure shall be handled in separate parts along the various programmes to which the applicant is applying.



- (4) The entrance examination shall be taken before an examination board. The admission committees of separated doctoral programmes shall consist of the Chair and at least two more members. The admission committees may also have external professionals as their members. Apart from those listed, a Doctoral Student representative shall also be a member on the admission committee.
- (5) The Chair and members of the admission committees of the separated doctoral programmes shall be nominated by the TTDT and appointed by the head of the doctoral school. The Doctoral Students of the admission committee(s) shall be delegated by the competent faculty representation of the University Doctoral Student Council.
- (6) The criteria of the admission procedure shall be determined by the TTDT.
- (7) The entrance examinations shall be organised in May or June of each year, at the time and place specified by the doctoral school.
- (8) The head of the doctoral school shall notify the Chair of the TTDT in writing of the time and place of the entrance examinations. The Faculty office shall then notify the applicants in an official writing.
- (9) In the cases of doctoral programmes conducted in a foreign language, the oral entrance exam of international students may also be conducted in the form of a real time live interview (e.g. Skype).

## Section 8

- (1) The admission decision shall be made by the TTDT. The resolution on this is to be issued by the Dean of the Faculty. The admission decision shall be made at a time at which those evaluating the entrance exams can take into consideration the final examinations of applicants who pass their final examinations within the same semester for the Master's programme.
- (2) According to the training plan of the doctoral programme, applicants can be admitted to Hungarian or foreign language programmes. The admission decision may:
  - a) accept the Student to a full-time organised programme financed by the Hungarian state,
  - b) accept the Student to a self-financed full-time organised programme,
  - c) accept the Student to a self-financed part-time correspondence-based individual programmes,
  - d) reject the application.
- (3) The distribution of state-funded places by doctoral programmes shall be decided by the TTDT prior to the start of the admission procedure. Following the conclusion of the entrance examinations, the TTDT may review again the distribution of state-funded places and make changes on the basis of the examinations.
- (4) The Student may appeal a rejection of the application to the Rector of the University within 15 days of the receipt of the decision rejecting the application, in the event that the denial of admission is in violation of legislation or an institutional regulation. The rules on legal remedies pertaining to student affairs, among others, shall be applied to the assessment of the appeal of the admission decision.
- (5) In the event that the given discipline doctoral council is unable to fill the state funded places preliminarily distributed among academic fields and within them, disciplines, pursuant to point m) of Section 6 of the EDSZ, following the admission decision the Chair of the discipline doctoral council shall immediately notify the Chair of the University Doctoral Council about the remaining state-funded places, and the EDT shall decide on the distribution of the remaining places.

## Section 9

The TTDT shall publish the rules on the application procedure in the doctoral admission guide and the website of the Doctoral School each year.

## **GENERAL MATTERS PERTAINING TO THE STUDENT STATUS**

### **Section 10**

The Student taking part in the doctoral programme shall have a student status with the University.

### **Enrolment and Transfer**

#### **Section 11**

- (1) Requests by the Student to postpone enrolment in the programme shall be denied.
- (2) Following the successful entrance examination, the Student has until the end of the registration week after enrolling to request that the head of the doctoral school grant permission for the Student to commence his/her doctoral studies one, or in justified cases, two semesters after enrolment without having to repeat the admission procedure. The written request must be submitted to the Faculty office. The request shall be ruled on by the head of the doctoral office.

#### **Section 12**

A Student pursuing doctoral studies at another doctoral school may request his/her transfer to the Doctoral School of Sociology. The request shall be ruled on by the TTDT on the basis of a detailed justification by the Student and the documentation of his/her studies up until that point (after the habitus investigation), based on the recommendation of the heads of the doctoral programmes. The resolution shall be issued by the Dean.

### **Registration, Course Registration**

#### **Section 13**

- (1) The Student shall be obligated to confirm prior to the start of every training period, whether he/she wishes to continue his/her doctoral studies (registration) or suspend them. The confirmation shall be made by the Doctoral Student at the beginning of each semester by the end of the registration period.
- (2) The Student who confirms an active semester shall register in the Electronic Registration System by the end of the course registration period for the required subjects, courses and other training or research-related requirements for which credits are awarded.
- (3) The advertisement of available subjects, courses and other training or research-related requirements for which credits are awarded in the Electronic Registration System shall be handled by the head of the doctoral school alongside the oversight of the Chair of the discipline doctoral council, by no later than the start of the course registration period. The arrangement (time, place), requirements, assessment criteria, compulsory and recommended literature of the courses shall be published on the website of the doctoral school by the start of the course registration period. The Faculty office may assist in the announcement of the courses and the publicity of their details.
- (4) Complaints submitted in connection with course registration shall be ruled on at the first instance level by the Faculty office.

### **Interruption of the Student Status**

#### **Section 14**

- (1) In the case of studies that have already commenced, the Student may announce a suspension of the student status by the end of the registration period.
- (2) The Student may request in justified cases over the course of the training and research phase of the programme that the student status be suspended for a period longer than two consecutive semesters. The request shall be ruled on by the TTDT based on the recommendation of the head of the programme.
- (3) If the Student has gained admission to a state-funded doctoral programme, and requests the postponement of his/her studies, the Student shall lose the state-funded status. In special cases (illness childbirth or force majeure) the TTDT may decide to grant the Student permission to postpone the studies without having to relinquish the state-funded status.
- (4) Studies in the research and dissertation phase of the programme may be suspended for a maximum combined period of two semesters, on the basis of a request. Longer suspensions may only be permitted in especially justified cases (health reasons) and shall require the submission of a request. The request shall be assessed by the TTDT based on the recommendation of the leadership of the doctoral programme.

### **Reallocation**

#### Section 15

- (1) In the event that the Student taking part in a state-funded doctoral programme fails to obtain the minimum required amount of credits specified in the training plan in two consecutive semesters, the discipline doctoral council shall reallocate the Student to a self-financed doctoral programme starting with the subsequent semester.
- (2) The Student taking part in a state-funded doctoral programme shall be reallocated to a self-financed programme at his/her own request by the Faculty office – exercising the authority transferred to it by the discipline doctoral council – starting with the first day of the month following the month in which the request was submitted. The reallocation ruling shall determine the prorated sum of the tuition fee.
- (3) In the event that a state scholarship is freed up at the doctoral school for reasons specified in paragraphs (1)-(2) or if the student status of a Student taking part in a state-funded programme expires before the completion of the doctoral studies, the state-funded place shall be put up for competition among Students taking part in self-financed programmes. The competition is to be announced on the website of the doctoral school. The rules for assessing incoming applications shall also be published simultaneously on the website of the doctoral school. The applications shall be assessed and the scholarship awarded by the TTDT.

### **Termination of the Student Status**

#### Section 16

- (1) The Faculty office may rule for the termination of the student status in the event that the Student
  - a) requests in writing the termination of the student status,
  - b) does not wish to continue his/her studies in a self-financed programme and notifies the doctoral school of this,
  - c) is dismissed or receives a disciplinary penalty,
  - d) fails to pass the comprehensive examination.
- (2) The Faculty office may initiate with the Dean the termination of the student status in the event that the Student

- a) fails to commence his/her studies following the suspension of the student status for a period specified in legislation or approved at his/her request,
  - b) fails to fulfil his/her payment obligations. In this case, prior to the initiation of the termination, the Faculty office shall seek out the opinion of the head of the doctoral school after calling on the Student to settle his/her payment obligations.
- (3) The Faculty office shall notify the Student and the doctoral school in all cases of the termination of the student status.

## Section 17

- (1) The Student shall be dismissed if he/she
- a) fails to pass a compulsory subject in the training and research phase of the programme after taking the subject for a second time,
  - b) fails to acquire the required number of training and research credits specified for the training and research phase of the programme in the training plan of the programme by the end of the fourth active semester, not including the credits awarded for passing the comprehensive examination.
- (2) The decision on the Student's dismissal shall be made by the TTDT based on the recommendation of the head of the doctoral school.

## The Credit System

## Section 18

- (1) The Student's training and research performance in the doctoral programme at the University shall be evaluated in accordance with the rules of the credit system.
- (2) Students can acquire credits in the doctoral programme
- a) through the completion of the subject criteria, including consultations with the topic supervisor counting as seminars,
  - b) through the acquisition of the course material,
  - c) through research work, publications, conference lectures, participation in workshops, special courses,
  - d) through the production of other intellectual property,
  - e) through teaching/lecturing activities,
  - f) through shadowing experience, aiding teaching activities,
  - g) by passing the comprehensive examination.

## Student Employment

## <sup>88</sup>Section 19

- (1) The Doctoral Student taking part in a state-funded doctoral programme may not establish an employment status with another employer over the course of the doctoral studies.
- (2) On the authority guaranteed in Section 39 (2) of the EDSZ, the Dean may allow the Student participating in a state-funded programme to take up part-time employment (no more than half the working hours of the official full-time working hours) with another employer while his/her student status is active, if it can be determined based on the Student's study and research plans that the Student's employment will not endanger the Student's ability to fulfil his/her academic and research obligations.

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<sup>88</sup> Amended by Senate resolution CCL/2016. (XII.12.) on the amendment to the annex to the University Doctoral Regulations pertaining to the Faculty of Social Sciences. Effective December 12, 2016.

- (3) The request shall be submitted to the head of the doctoral school complete with the recommendations of the topic supervisor and the head of the research centre. The Council of the Doctoral School shall rule on the request at its subsequent session upon evaluating the Student's study and research plans.
- (4) The approval for the Student to establish a part-time employment status with another employer shall be granted by the Dean. The approval shall establish the duration of the Student's employment status.
- (5) On the basis of the Dean's approval, the Faculty shall enter into an agreement on the conditions of the Student's employment by another employer with the Student and the organisation or person employing the Student. The agreement shall cover, in particular:
  - a) the maximum weekly working hours as defined by the employment status
  - b) the obligations of the Student enrolled in a state-funded doctoral programme stemming from his/her status with the University,
  - c) the amount of time the Student shall be expected to spend on the fulfilment of the aforementioned obligations,
  - d) the addresses at which the Student is expected to fulfil his/her obligations under both statuses,
  - e) the names of the persons authorised to manage and assess the Student's fulfilment of his/her obligations under both statuses.
- (6) The Dean shall withdraw the approval in the event that the topic supervisor, head of the research centre or the head of the doctoral school indicate that the Student has failed to fulfil or adequately fulfil his/her academic and/or research assignments. In the event that the approval of the Dean is withdrawn, the agreement referred to in paragraph (5) shall be terminated and the Student shall be obligated to terminate the agreement with the employer. Should the Student fail to fulfil his/her obligation to terminate the employment status, he/she is to be reallocated to a self-funded doctoral programme.

## **Doctoral Programme Agreement**

### Section 20

- (1) The head of the doctoral school, the head of the department (institute, research centre) in charge of the Doctoral Student's training or the Doctoral Student may enter into an agreement with the topic supervisor of the Student on the rights and obligations concerning the fulfilment of the Student's study plan, in accordance with and with the contents of the provisions laid out in the operational regulations of the doctoral school.
- (2) An agreement may also be signed on the supervision of the topic of a former Doctoral Student who had obtained the absolutorium at the given doctoral school, but had not submitted the doctoral dissertation within the deadline specified in Section 53 (4) of Nftv., but wishes to continue the doctoral research and the preparation of the doctoral dissertation on the given topic.
- (3) The agreement shall cover, in particular:
  - a) a precise indication of the doctoral topic
  - b) the scheduling of the research plan broken down into semesters, the venue of the research activity – if necessary – and the Student's weekly timetable,
  - c) methods of and guarantees for granting the former Student access to the infrastructure necessary for the research,
  - d) integration of the former Student into the work of the research centre and research group,
  - e) rules pertaining to communication between the former Student and the topic supervisor, methods and frequency of the assessment of the research activity,

- f) the former Student's participation in the educational tasks of the department/institution and/or academic meetings or conferences organised by or on the basis of the cooperative relationships of the research centre, faculty and the University,
- g) regulations pertaining to the use and classification of information acquired during the research project along with the legal sanctions that may be imposed in the event of misuse/breach of secrecy of said information,
- h) the agreement pertaining to potential employment or internship taken up by the Student with another employer or research institution,
- i) rules pertaining to the responsibility of the former Student if he/she attempts to use his/her doctoral dissertation to obtain a PhD degree at a different higher education institution.

## **ACADEMIC OBLIGATIONS IN THE TRAINING AND RESEARCH PHASE OF THE DOCTORAL PROGRAMME**

### **Section 21**

The academic and research obligations to be fulfilled in the training and research phase of the doctoral programme shall be determined by the training plan of the doctoral programme, with the condition that all academic obligations are to be fulfilled in this phase.

### **The Doctoral Topic and Training Plan**

#### **Section 22**

- (1) The Doctoral Student's training plan shall define within the framework of the curriculum of the doctoral programme the academic work to be carried out by the Student in the training and research phase of the doctoral programme.
- (2) The training plan of the Doctoral Student taking part in an individual doctoral programme shall include academic requirements fulfilled through previous academic achievements. The training plan shall indicate the Student's previously fulfilled academic requirements and shall include the duration of the training and research phase complete with the schedule of the training, research and reporting requirements.
- (3) The Doctoral Student's training plan shall be approved by the head of the doctoral school based on the recommendation of the topic supervisor.

### **Changing the Doctoral Topic**

#### **Section 23**

- (1) The Doctoral Student may request permission to continue pursuing the doctoral degree in a different doctoral programme with a different doctoral topic and different topic supervisor on one occasion within three semesters of the commencement of the doctoral programme.
- (2) Within the timeframe specified in paragraph (1) the topic supervisor may also resign from his/her duties as supervisor and/or may propose the appointment of a co-supervisor. The topic supervisor shall submit his/her resignation to the head of the doctoral school in writing, complete with a justification.
- (3) The decision on changing the Student's topic and/or supervisor shall be taken by the head of the doctoral programme.
- (4) A decision on the recognition of the requirements previously fulfilled by the Student shall be made simultaneously to the decision on granting the Student permission to transfer to another doctoral programme or change his/her doctoral topic.

## **Attendance**

### **Section 24**

- (1) The conditions of attending and consequences of missing lectures, seminars or practical lessons shall be regulated by the operational regulations of the doctoral school. Students shall be informed of these provisions at the first lesson of the given course.
- (2) Time devoted to research activities in the higher education institution or in a research or practice institution it entered into a cooperation agreement with or field research along with time devoted to other lecturing or research activities that award credits shall qualify as lessons as recognised in Section 17 of Nftv. The provisions established in the Employment Regulations of the Organisational and Operational Regulations of the University shall be applicable in determining the number of teaching hours completed by the topic supervisor.
- (3) The lessons may be held on a weekly or bi-weekly basis, in the form of consultations in the weeks in between or in blocks.

## **Academic Assessment**

### **Section 25**

- (1) The fulfilment of the academic obligations is regulated by the Faculty doctoral credit regulations.
- (2) The assessment of the Student's completion of his/her studies may be done in the form of oral or written examinations.
- (3) In the event that the Student fails to pass an examination, he/she may make one additional attempt to pass the examination within the given examination period.
- (4) Dates of examinations shall be scheduled in a way that allows the Doctoral Student sufficient time to take each exam.

## **Uniquely Tailored Study Arrangement**

### **Section 26**

- (1) The Student pursuing a doctoral degree under a uniquely tailored study arrangement must fulfil his/her enrolment, registration, tuition payment obligations as well as the obligation to submit his/her personal/professional details to the University.
- (2) The primary form of preparation to meet the academic obligations in a uniquely tailored programme is consultation.
- (3) Students pursuing a doctoral degree under a uniquely tailored study arrangement shall also be obligated to acquire the required number of credits prior to applying for the comprehensive examination, in accordance with the training plan approved following enrolment in the programme.

## **THE COMPREHENSIVE EXAMINATION**

### **Section 27**

- (1) The comprehensive examination is a comprehensive evaluation of the Student's knowledge acquired in the training and research phase of the doctoral programme and the Student's preparedness for the programme's research and dissertation phase.

- (2) The comprehensive examination is comprised of two main parts. The theoretical part assesses the examinee's theoretical knowledge while in the dissertation part the examinee shall demonstrate his/her level of academic progress.
- (3) In the theoretical part of the comprehensive examination, the examinee shall be tested in at least two subjects. The material and list of subjects that can be tested is contained in the curriculum of the doctoral school.
- (4) In the dissertation part of the comprehensive examination the examinee shall give account of his/her lexical knowledge in the form of a lecture, give account of his/her research results, presents his/her research plan pertaining to the research and dissertation phase of the doctoral programme and the planned schedule of the preparation and publication of the doctoral dissertation.
- (5) The Student's summary of his/her research activities and the research plan must also be submitted in writing. The research plan shall include in the form of a study (which may later be included in the dissertation) a detailed overview and critical analysis of the literature concerning the topic of the dissertation. The deadline for the submission of the research plan shall coincide with the deadline to apply for the comprehensive examination.

### **Conditions of Applying for the Comprehensive Examination for Students Taking Part in Organised Doctoral Programmes**

#### **Section 28**

- (1) Doctoral Students taking part in organised doctoral programmes who have obtained the required academic and research credits prescribed for the first four semesters of the academic and research phase of the programme, laid out in the training plan of the programme.
- (2) The topic supervisor of the Student applying for the comprehensive examination shall assess the Student's performance in the academic and research phase of the doctoral programme and give his/her opinion on whether the Student can be granted permission to take the comprehensive examination.
- (3) In order to be eligible for applying for the comprehensive exam, the Student must meet the language proficiency requirements of the obtainment of a doctoral degree. This requirement shall be the obtainment of two state-certified intermediate level (B2) complex (type C) language exam certificates, which may be substituted by one state-certified C2 level complex (type C) and one state-certified A2 level complex (type C) language exam certificate. The heads of the doctoral programme may propose that the deadline for obtaining the second language exam certificate be postponed until the end of the first year of the research and dissertation phase of the programme. The decision on the postponement of the fulfilment of the language proficiency requirement shall be made by the TTDT at the request of the Student and taking into consideration the recommendation of the head of the doctoral programme.

### **Conditions of Applying for the Comprehensive Exam for Students Not Participating in an Organised Doctoral Programme**

#### **Section 29**

- (1) Application for the comprehensive examination and the obtainment of the doctoral degree without preliminary doctoral training shall also be open to individuals who received their degrees no less than five years prior to their application, meet the admission criteria of the doctoral school and for whom it can be determined based on their professional and academic achievements that their academic works meet at least the assessment criteria of the academic and research phase of the doctoral programme.



- (2) On the basis of the request the TTDT shall carry out a habitus investigation. Over the course of the habitus investigation, the council shall assess the applicant's curriculum vitae, academic performance prior to his/her submission of the request, academic publications, other academic works, lecture activities, etc. The result of the habitus investigation shall be expressed in form of credits allocated in the curriculum for research and lecture tasks. A minutes shall be prepared of the result of the investigation complete with a justification.
- (3) The calculation of the credits shall not take into account the breakdown of academic and research credits applying to Students taking part in organised programmes.
- (4) The applicant shall pay the sum stipulated in the EDSZ for the habitus investigation and the comprehensive examination, unless the applicant is employed by the University.

### **Application for the Comprehensive Examination**

#### Section 30

- (1) Applications for the comprehensive examination held in the spring examination period shall be turned in by 31 March of the given year and applications for the comprehensive examination held in the winter examination period shall be turned in by 31 October of the given year. Applications shall be handed in to the faculty office in writing by filling out the application form.
- (2) Doctoral Students taking part in organised training programmes shall attach the report on their research activity to the application form.
- (3) Apart from the documents specified in paragraph (2), applicants applying for the comprehensive examination without preliminary doctoral training shall also attach to their applications a curriculum vitae, documents necessary for admission, a written summary as well as documents providing authentic verification of the applicant's professional and academic history and works as a lecturer as well as proofs of language proficiency necessary for the doctoral procedure. The applicant must provide verification of his/her academic history by providing copies of entries registered in the bibliographic database of the Hungarian Academy of Sciences<sup>89</sup> (hereinafter: HAS bibliographic database). The applicant must also provide a research plan for the research and dissertation phase of the doctoral programme as well as a proof of payment of the fees payable for the habitus investigation and the comprehensive examination.

### **Announcing Comprehensive Examination Dates**

#### Section 31

- (1) Comprehensive examinations shall be held in the examination periods specified in the Rector's Order on the academic year calendar.
- (2) Decisions on the scheduling of the comprehensive examinations shall be made by the heads of the doctoral programmes, while decisions on the theoretical subjects to be aligned with the research topics and tested in given exams and the makeup of the exam committees shall be taken by the TTDT.
- (3) The comprehensive exams shall be scheduled so that Students have at least 21 days of preparation time.

### **Comprehensive Examination Procedure**

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<sup>89</sup> Act XL of 1994 on the Hungarian Academy of Sciences Section 3 (1) point o)

## Section 32

- (1) The comprehensive examination shall be taken in public, in front of an exam committee.
- (2) The committee shall consist of at least three members, at least one of whom is not employed by the University. The committee chair shall be a professor, professor emeritus or habilitated associate professor at the University. Only persons with academic degrees may be on the exam committee. The committee shall also include substitute members.
- (3) The examinee's direct employer (or research centre leader) or subordinate or co-author in an academic publication are prohibited from serving on the exam committee.
- (4) The examinee's topic supervisor may be present at the comprehensive examination, but may not serve on the exam committee or take part in the evaluation of the examinee.

### **Evaluation of the Comprehensive Examination**

## Section 33

- (1) A minutes shall be prepared on the comprehensive examination.
- (2) <sup>90</sup>The Student's performance of the subjects of the comprehensive examination shall be evaluated by the exam committee on a two-grade scale (pass, fail).
- (3) The curriculum of the doctoral programme may award credits for certain subjects making up the comprehensive examination.
- (4) <sup>91</sup>In the event that the Student fails to pass one or all of the theoretical subjects of the comprehensive examination, he/she may take a retake exam in this (these) subject(s) within the same examination period on the day set aside for retake exams. A fee shall be payable for the retake exam.
- (5) The Student shall not be allowed a second attempt in the form of a retake exam at a dissertation part of the comprehensive examination that is considered a fail.

## Section 34

The comprehensive examination at the Doctoral School of Sociology may only be postponed with the presentation of a medical certificate or in strictly justifiable cases.

### **Unsuccessful Comprehensive Examination**

## Section 35

- (1) If the Doctoral Student fails to pass the comprehensive examination by the last day of the examination period following the completion of his/her fourth semester – including the retake examination period – the Student's student status shall expire.
- (2) The faculty office shall notify the Student in writing of the expiry of his/her student status.
- (3) Former students who have had their student status expire due to the reasons specified in paragraph (1) may apply for the comprehensive examination along the rules pertaining to potential applicants who have not participated in preliminary doctoral training. If the Student applies to take the comprehensive examination within 5 years of the expiry of his/her student status,
  - a) the five-year rule specified in Section 50 (1) and the rules laid out in Section 50 (2) of the EDSZ shall not apply to that Student,
  - b) that Student's earlier academic and research activities completed at the doctoral school shall be included in the evaluations made over the course of the habitus investigation.

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<sup>90</sup> Amended by Senate resolution CCIII/2016. (IX.26.). Effective September 26, 2016.

<sup>91</sup> Amended by Senate resolution CCIII/2016. (IX.26.). Effective September 26, 2016.

## **COMPLETION OF THE RESEARCH AND DISSERTATION PHASE OF THE PROGRAMME**

### **Section 36**

#### **The Contents of the Second Training Phase**

- (1) The 120 credits offered in the second phase of the programme may be acquired with research work directed by the Student's consultant, publications, teaching activities, participation in conferences, lecturing activities and the research centre disputation of the dissertation.
- (2) The Student shall be assigned independent teaching duty for one course in the second phase of the doctoral programme.

## **OBTAINING THE ABSOLUTORIUM**

### **Section 37**

- (1) The completion of the doctoral programme, the fulfilment of the academic requirements shall be verified by absolutorium issued by the Dean or the Vice-Dean based on the recommendation of the topic supervisor, on the basis of the verification of the head of the doctoral school pursuant to the method prescribed in the faculty doctoral regulations.
- (2) The pre-degree certificate shall be issued if the Student obtains the required 240 credits.

## **CONDITIONS OF OBTAINING THE DOCTORAL DEGREE**

### **Section 38**

- (1) The conditions of obtaining the doctoral degree shall be
  - a) the obtainment of the pre-degree certificate verifying the completion of the doctoral programme,
  - b) preparation of the doctoral dissertation,
  - c) preparation of the abstracts preparing the subject, methods and results of the dissertation,
  - d) proof of proficiency in foreign languages required for academic research or – if the topic does not require proficiency in a specific language – proof of proficiency in either English, German, French, Russian, Spanish or Italian in the form of a complex [type “C”] intermediate level (B2) state-certified language exam or an equivalent certificate, including a school leaving certificate or university diploma providing proof of secondary or higher education qualifications in the given language,
  - e) proficiency in another language at the level specified in the faculty doctoral regulations. The two state-certified B2 level language exam certificates may be substituted by one state-certified C2 level complex (type C) and one state-certified A2 level complex (type C) language exam certificate.
  - f) verification of at least two academic publications related to the topic of the doctoral dissertation,
  - g) uploading the details of the academic publications into the HAS bibliographic database pursuant to the Rector's order on the register of the publications of the

University,

- h) defence of the doctoral dissertation in a public disputation.
- (2) The decision on the approval of the proof of proficiency of the specific language necessary for the research to be carried out for the doctoral dissertation referred to in point d) of paragraph (1) shall be taken by the TTDT in its resolution initiating the critique procedure, in the event that the language in question is not English, German, French, Russian, Spanish or Italian.
- (3) The language to be approved as the other language referred to in point e) of paragraph (1) must be a language that has a vocabulary and terminology necessary for the Student's academic research.
- (4) In the case of students whose native language is not Hungarian, the foreign languages referred to in points d)-e) of paragraph (1) may include Hungarian as well.
- (5) In the case of international cooperation in the form of co-tutelle programmes with foreign higher education institutions, agreements signed by the University in accordance with Sections 77-78 of the EDSZ may set obligations that diverge from the ones specified in points d)-g) of paragraph (1) and may prescribe different rules pertaining to the verification of language proficiency.

### **The Research Centre Disputation**

#### **Section 39**

- (1) Prior to the submission of the doctoral dissertation, the department (institute) in charge of the relevant academic field shall organise an academic meeting (hereinafter: research centre disputation) to evaluate the dissertation. The department shall invite to the disputation notable academic experts in the given field. A minutes shall be prepared of the research centre disputation.
- (2) The opinions of at least two commentators holding academic degrees shall be sought at the research centre disputation.

### **The Doctoral Procedure**

#### **Section 40**

- (1) The doctoral dissertation shall be submitted in 1 hard-bound and 2 spiral-bound copies. One further electronic copy in PDF format must also be submitted. The printed and electronic versions of the dissertation must be identical.
- (2) Prior to the submission of the printed and electronic versions of the doctoral dissertation and its abstracts, the author of the dissertation shall apply for a DOI identifier from the faculty office by filling out and submitting the "Declaration Form" found in Annex 5 of the EDSZ. The applicant must fill out the "Declaration Form" in a word processor and submit it to the faculty office electronically, without signing the document. The faculty office shall request a DOI identifier for the doctoral dissertation and its abstracts on relevant electronic interface within five days of the receipt of the applicant's "Declaration Form". The faculty office shall fill out the field marked "DOI identifier" and send it back to the applicant electronically.
- (3) The doctoral dissertation and its abstracts shall be submitted together with a signed copy of the applicant's "Declaration Form". One copy of the "Declaration Form" shall be included in the bound printed copy of the dissertation and shall also be attached to the electronic version of the dissertation. The other printed copy of the "Declaration Form" shall be kept by the faculty office together with the documentations of the doctoral procedure. If more than one copy of the printed version of the doctoral dissertation is

submitted, the Candidate must attach a copy of the “Declaration Form” to each of the other copies of the dissertation.

- (4) Following the submission of the doctoral dissertation, the faculty office will upload the dissertation and its abstracts from their electronic copies to the ELTE Digital Institutional Repository (hereinafter: EDIT) within 10 business days. The dissertation and the abstracts shall not be made accessible to the public until a decision is made on the conferment of the doctoral degree, or until the deadlines specified in Section 76 (2)-(3) and (6) of the EDSZ.

## **The Critique Procedure**

### **Section 41**

- (1) The request for the initiation of the critique procedure shall be submitted by filling out the relevant application form found in Annex 5 of EDSZ. The request shall be submitted to the discipline doctoral council through the faculty office.
- (2) Attachments to the request shall include:
  - a) the pre-degree certificate verifying the completion of the doctoral programme,
  - b) the doctoral dissertation and doctoral abstracts pursuant to Section 62 of the EDZS,
  - c) the minutes of the research centre disputation, in addition to a joint recommendation by the head of the research centre/doctoral programme and the topic supervisor for the initiation of the critique procedure. The recommendation may also cover nominations for members of the Assessment Committee and the official opponents,
  - d) proof of language proficiency,
  - e) a copy of the applicant’s curriculum vitae and bibliography of his/her academic publications. In the case of the latter, only publications that can be found in the HAS bibliographic database pursuant to the Rector’s Order on the register of the publications of the University<sup>92</sup> can be taken into account,
  - f) a certificate of a clean criminal record not older than 3 months, or in the case of foreign nationals, an equivalent document issued by a competent authority, except if the applicant’s line of work is related to the issuance of criminal record certificates, as verified by his/her employer,
  - g) a declaration from the applicant that he/she has no pending critique procedure in the same academic discipline.
- (3) Should the application be incomplete, the faculty office shall ask the applicant to submit the missing documents within 30 days.
- (4) In the event that the applicant fails to submit the missing documents, the Chair of the TTDT shall terminate the critique procedure.

## **The Public Disputation**

### **Section 42**

- (1) The Doctoral Candidate shall defend the doctoral dissertation in a public disputation before an Assessment Committee. In the case of doctoral dissertations containing information classified for national security reasons, the TTDT may order a closed disputation at the request of the Doctoral Candidate and the recommendation of the topic supervisor, based on the approval of the members of the Assessment Committee.

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<sup>92</sup> Rector’s Order 6/2012. (II.23.)

- (2) The Chair of the Assessment Committee shall be a professor, professor emeritus or habilitated associate professor at the university. Members of the Assessment Committee must hold academic degrees.
- (3) The Chair and members of the Assessment Committee, along with the substitute Chair and substitute members are appointed by the discipline doctoral council.

#### Section 43

- (1) The official opponents are appointed by the Chair of the TTDT based on the decision of the discipline doctoral council. The official opponents shall include at least one person who is not employed by the University. Only persons in the possession of academic degrees shall be eligible to serve as official opponents.
- (2) At the request of the TTDT, the two official opponents shall prepare written critiques of the doctoral dissertation within two months of their appointments. The opponents shall declare whether the conditions of the obtainment of the doctoral degree have been met and whether they recommend that dissertation be subject to a public disputation.
- (3) In the event that the appointed official opponent fails to submit the critique before the expiry of the two-month deadline, and indicates that the critique is not expected to be completed within the ensuing month, the TTDT shall withdraw the appointment of the opponent and turns the dissertation over to a new opponent.
- (4) In the event that a new opponent has to be appointed, the TTDT may choose to set a deadline shorter than the original for the preparation of the critique.
- (5) In the event that one of the two opponents does not recommend that the dissertation be subject to a public disputation, the TTDT shall appoint a third opponent.
- (6) In the event that two opponents do not recommend that the dissertation be subject to a public disputation, the TTDT shall terminate the doctoral procedure.

#### Section 44

- (1) The Chair of the TTDT shall refer the doctoral dissertation to a public disputation within no less than 15 but no more than 60 days of its receipt of two supporting critiques. The period specified in this paragraph shall exclude the months of July and August, with the exception of the provisions in Section 64 of the EDSZ.
- (2) Notable experts and representatives of the given topic shall be invited to the disputation with the abstracts of the dissertation attached to the invitations. The list of invitees shall be determined by the TTDT or the head of the doctoral school in accordance with the faculty doctoral regulations. After setting the date of the public disputation, the faculty office shall ensure that the dissertation is accessible to the public.
- (3) The Doctoral Candidate, the Chair and members of the Assessment Committee and the official opponents must be present at the disputation in person. In the event that no substitute members are named or if they are named but unavailable, the Chair of the Assessment Committee can make a decision to hold the disputation in exceptionally justified cases if one of the opponents or one of the members of the Assessment Committee are not present. If one of the members of the Assessment Committee is not present, he/she shall be obliged to give a written a statement on the evaluation of the dissertation as well as the Doctoral Candidate's written response to the critiques within 10 days of the day of the disputation and give an opinion on whether the Doctoral Candidate can receive the doctoral degree. If the public disputation cannot be held due to an absence, the Chair of the TTDT shall schedule the next public disputation for no less than 15 days later.
- (4) The Doctoral Candidate shall receive the critiques at least 15 days prior to the public disputation. The Doctoral Candidate shall prepare a written response to the critiques before the disputation and shall provide a verbal response in the public disputation during the defence of the dissertation.

- (5) The Doctoral Candidate shall present his/her abstracts of the dissertation and proceed to respond to the questions and comments of the opponents, members of the Assessment Committee and others present at the disputation. The disputation must also verify that the results of the dissertation are credible and the Student's own.
- (6) Following the close of the disputation, the Assessment Committee shall decide on the qualification of the dissertation by secret ballot in a closed session. Following the vote the Chair of the Assessment Committee shall announce the result of the defence. The Assessment Committee may opt to hear the topic supervisor prior to its closed session.
- (7) The performance of the Doctoral Candidate shall be evaluated by each member of the Assessment Committee on a five-grade scale. The defence is deemed successful if the candidate acquires 60% of the total number of points. The qualification of the dissertation shall be "summa cum laude" if the Candidate receives 90-100% of the maximum possible amount of points, "cum laude" if the Candidate receives 75-89% of the maximum possible amount of points, and "rite" if the Candidate receives 60-74% of the maximum possible amount of points.
- (8) A minutes shall be prepared of the defence. The minutes prepared of the defence – containing the most important statements made during the defence – are accessible to the public. A copy of the minutes may be given to the Candidate at his/her request.
- (9) At the request of the Doctoral Candidate, the Chair of the TTDT shall issue a verification of the qualification of the defence.
- (10) The critique procedure shall be concluded within one year of the submission of the doctoral dissertation.

### **The Qualification of the Doctoral Degree**

#### **Section 45**

- (1) Following the public defence, the TTDT shall examine the critique procedure of the Doctoral Candidate. In the event that the council uncovers irregularities in the procedure, it shall act on the remedial of said irregularities.
- (2) The council, on the basis of a critique procedure conducted in accordance with the regulations, shall recommend the conferment and qualification of the doctoral degree, provided that the qualifications of the doctoral dissertation and the performance of the Doctoral Candidate in the public disputation are not "insufficient". Pursuant to Section 44 (7) of the present Regulations, the qualification of the degree can be "summa cum laude", "cum laude" or "rite".
- (3) The result of the comprehensive examination shall not count towards the qualification of the doctoral dissertation.
- (4) In the event that the qualification of the doctoral dissertation and the performance of the Doctoral Candidate in the public disputation is deemed "insufficient", the TTDT shall terminate the doctoral procedure.

### **REVOCATION OF THE DOCTORAL DEGREE**

#### **Section 46**

- (1) The TTDT may recommend to the University Doctoral Council that it revoke the doctoral degree and the doctoral degree certificate within five years of its issuance if the certificate was obtained illicitly.
- (2) In the case of plagiarism, the TTDT may recommend to the University Doctoral Council at any time that it revoke the doctoral degree and the doctoral degree certificate. The rules for assessing whether plagiarism was committed in connection with the doctoral dissertation shall be the same ones that apply for the defence of the dissertation.

## **OTHER PROVISIONS**

### **Section 47**

The sum of the tuition fee shall be approved by the Faculty Council each year.



## **ANNEX 6/6**

### **DOCTORAL REGULATIONS OF THE FACULTY OF SCIENCES**

#### **THE DOCTORAL COUNCIL OF SCIENCES (TDT)**

##### **Section 1**

- (1) The Chair of the Doctoral Council of Sciences (hereinafter: TDT) shall be the Vice-Dean for sciences, provided that he/she is a university professor. If this condition is not met, the Dean shall recommend the person who shall take on the role of TDT Chair, who shall be confirmed by the Faculty Council.
- (2) The TDT shall elect a Vice-Chair from among its members who are employed by the University. The Vice-Chair shall take on the responsibilities of the Chair in the event that the latter is unavailable.
- (3) The TDT shall be composed of 22 members and its Chair. Its members shall include the heads of the various doctoral schools (the Doctoral Schools of Biology, Physics, Earth Sciences, Chemistry, Environmental Sciences and Mathematics) along with two core members per doctoral school, who are professors, scientific consultants or habilitated associate professors or scientific fellows of the University. The doctoral schools shall appoint one substitute member each from among their core members who are authorised to substitute the representative of the doctoral school. The elected members and substitute of the TDT shall be recommended by the competent institutional council/centre in agreement with the competent doctoral school council. One further member of the TDT shall be chosen by the Doctoral Students in the manner prescribed by the Bylaws of the University Doctoral Student Union from among the doctoral students who have an active student status with one of the doctoral schools accredited at the Faculty. The TDT shall have two external members, who hold the title of Doctor of Science or Doctor of the Hungarian Academy of Sciences, and are recommended by the Chair of the TDT. The secretary of the TDT shall hold guest and consultation rights and shall be appointed by the Chair of the TDT.
- (4) Recommendations for the new members of the TDT shall be made by the institutional council/centre 60 days prior to the expiry of the mandate of the TDT, in line with paragraph (3). In the event that the mandate of one of the members of the TDT expires, the competent institutional council/centre shall recommend the election of a new member. The new member shall be elected by the Faculty Council by secret ballot.
- (5) The TDT shall meet at least every three months or as necessary. The meetings of the TDT are convened by the Chair, but they may also be convened by a doctoral school if needed. In these cases, the TDT meeting shall be convened within 14 days. The conditions of the operations of the TDT shall be ensured by the Dean's Office of Doctoral and Habilitation Qualification, and International Relations of the Faculty (hereinafter: Doctoral Group). The Doctoral Group shall also be responsible for performing the managerial tasks necessary for the operations of the TDT. The Doctoral Group shall keep information regarding the unique practical matters of the doctoral training and procedure up to date on its website (<http://teo.elte.hu>).
- (6) Quorum in the meetings of the TDT requires the attendance of more than half of the members with voting rights, including the Chair and the Vice-Chair. The TDT shall adopt its resolutions and recommendations by majority vote. In the event of a tie, the deciding vote shall be cast by the Chair. A minutes shall be prepared on the meeting of the TDT, a copy of which shall be sent to the Chair of the University Doctoral Council (EDT) and the members of the TDT within 15 days following the relevant meeting.
- (7) Permanent invitees to the meetings of the TDT shall include the Dean of the Faculty, as well as a Faculty Council member representing the doctoral schools.
- (8) The operations of the TDT shall be regulated by its rules of procedure.

## **Functions of the Doctoral Council of Sciences**

### **Section 2**

- (1) Beyond the functions laid out in Section 11 of the University Doctoral Regulations (EDSZ), the functions of the TDT shall include:
  - a) confirming the identities of the instructors and topic supervisors of the doctoral school based on the recommendation of the head of the doctoral school, making recommendations on the identities of the core members of the doctoral school as well as the granting of the title of emeritus core member,
  - b) deciding on the study arrangement of the applicants applying for individual doctoral programmes at the initiative of the doctoral schools, as well as – in justifiable cases – granting exemptions from the requirement to obtain the total amount of prescribed study units and credits,
  - c) deciding on Student requests to change their doctoral educational programmes or doctoral schools based on the opinions of the doctoral schools concerned,
  - d) deciding on the transfer of Students from other institutions based on the opinion of the doctoral school council,
  - e) deciding on initiation of the habitus investigation of Students wishing to prepare for the doctoral procedure on their own,
  - f) making a recommendation to the EDT in matters pertaining to the doctoral training and the conferment of the doctoral degree, the signing of agreements with other higher education institutions, science research institutions and research centres on cooperation,
  - g) giving an opinion on the use of the doctoral training appropriations as well as deciding on the distribution of funds among the various doctoral schools along with the distribution of doctoral grants among doctoral schools. The TDT shall also determine the amount of the Faculty's central reserves and shall decide on their spending. The TDT shall review on an annual basis the use of the funds available for the doctoral programmes.
- (2) The TDT and the Doctoral Group shall keep a record of the instructors of the individual doctoral schools.
- (3) As part of the training plan and at the initiative of the doctoral school councils, the TDT shall make recommendations on the subjects of the comprehensive examinations of the various doctoral schools as well as on their material.
- (4) The TDT may transfer its authority granted by points j) and r) of Section 11 (1) of the EDSZ to the leadership of the doctoral school.
- (5) The TDT shall elect in the manner regulated by its rules of procedure the members to represent the doctoral schools on the Faculty Council, along with the substitute member from among the core members, instructors and topic supervisors working employed full-time by the University and working at the Faculty's accredited doctoral schools.

## **THE DOCTORAL SCHOOL, THE HEAD OF THE DOCTORAL SCHOOL AND THE COUNCIL OF THE DOCTORAL SCHOOL**

### **Section 3**

- (1) The head of the doctoral school shall recommend – apart from those specified in Section 15 of the EDSZ – the persons to lead the doctoral educational programmes operating within the doctoral schools.
- (2) The heads of the doctoral educational programmes belonging to the doctoral schools shall be official members of the doctoral school councils.

- (3) The tasks of the doctoral school council shall include, apart from those specified in Section 16 (4) of the EDSZ:
  - a) making a recommendation for the modification of the doctoral training programme by 15 April and 15 October each year,
  - b) making a recommendation on the composition of the three-member admission committees, as well as organising and overseeing the admission procedure,
  - c) making a recommendation to the TDT on those who should be admitted to state-funded, self-financed and individual preparatory doctoral programmes within the doctoral schools (doctoral educational programmes),
  - d) deciding on matters pertaining to the selection of a doctoral school, topic and/or topic supervisor at the recommendation of the head of the programme and at the request of the Doctoral Student. The council must inform the Chair of the TDT on its decision.
  - e) sending the list of announced lectures, lecturers, seminars and practical lessons to the Doctoral Group two weeks prior to the start of the semester. The council shall also specify the number of lessons and study units, time and place, the number of credits that are awarded for the given course, along with the names of the lecturers involved,
  - f) deciding on distribution and overseeing the use of funds available for the doctoral programme in the various doctoral schools,
  - g) organising the presentations of Doctoral Students and deciding on the lists of foreign languages necessary for the research of the given topic as well as the list of languages that are accepted by the Faculty,
  - h) initiating with the TDT the establishment of new doctoral educational programmes and making a recommendation for the identity of the head of the doctoral educational programme.
  - i) preparing the operational regulations of the doctoral school. The operational regulations shall regulate the provisions listed in Section 14 (2) of the EDSZ.
- (4) The doctoral school council shall meet on a regular basis, at least every three months.
- (5) The doctoral school council shall prepare minutes of its sessions, whose copy it shall send to the Chair of the TDT.
- (6) The doctoral school council shall compile and submit to the TDT for approval the academic requirements of the individual preparatory doctoral programme.

### **Doctoral Educational Programmes**

#### Section 4

- (1) Doctoral educational programmes shall be operated pertaining to the individual disciplines within the framework of the doctoral schools accredited at the Faculty.
- (2) The academic and educational activities of the doctoral training conducted within the doctoral educational programmes shall be managed by the head of the doctoral educational programme, who shall be a core member, university professor or habilitated associate professor of the doctoral school. The work of the head of the doctoral educational programme shall be aided by the programme council.
- (3) The academic work of the Doctoral Student carried out within the doctoral educational programme shall be directed by the topic supervisor. In the event that the topic supervisor is abroad, his/her signature shall be substituted by that of the head of the educational programme. The topic supervisor shall be appointed by the head of the educational programme based on the selection of the Doctoral Student. The topic supervisor shall provide for the Student the academic information concerning the compulsory and elective academic obligations and shall direct the Student's research. In the case of a topic supervisor not employed by the University, the doctoral school council may appoint an internal consultant or a co-supervisor. In the case of a Doctoral Student taking part in a state-funded doctoral programme, a co-supervisor who is employed by the University must be appointed.

## **Topic Supervisors, Instructors of the Doctoral School**

### **Section 5**

- (1) The supervisor of the doctoral topic shall be an instructor or researcher holding an academic degree involved in active research activities who – at the recommendation of the doctoral school – is considered qualified by the TDT to carry out educational tasks within the framework of the doctoral school and whose proposed topic is approved by the school. The topic supervisor must also be viewed as a person who can responsibly direct and aid the studies, research activities of and prepare for the obtainment of the doctoral degree a Student researching the given topic. One Doctoral Student may have no more than two topic supervisors. The topic supervisor shall evaluate the quality of the research work of the Doctoral Student in the examination period of each semester in the Electronic Registration System. The topic supervisor shall completely fill in the details required to be entered into the database of the National Doctoral Council (ODT).
- (2) The Doctoral Student shall have until the end of the third semester following the commencement of the doctoral studies to continue his/her doctoral studies in another doctoral programme, with a different doctoral topic or under the direction of a different topic supervisor. The Student may request a change of topic without providing justification.
- (3) In academically justified cases, the Student shall be allowed more than three semesters to request that he/she be permitted to continue the doctoral programme on a different topic within the programme, citing objective difficulties with the ability to research the topic, or in the event of the prolonged unavailability of the topic supervisor, continue the doctoral programme with a different topic supervisor. The request shall be ruled on by the doctoral school council based on the written opinion of the head of the programme.
- (4) The topic supervisor of the Doctoral Student may have until the end of the fourth semester to withdraw from the supervision of the topic, on the condition of a detailed justification. The supervisor's request shall be ruled on by the doctoral school council on the basis of the written opinion of the head of the programme. Simultaneously to the decision on the supervisor, the council shall appoint a new topic supervisor.
- (5) In the event of the death of the topic supervisor, the decision on the appointment of a new topic supervisor shall be made by the doctoral school council.
- (6) The head of the doctoral programme shall notify the Doctoral Student and the Chair of the TDT in writing about the changing of the doctoral topic and/or topic supervisor.
- (7) The doctoral consultant shall be a person holding an academic degree aiding the work of the Doctoral Student who shall aid the Doctoral Student's research and preparation over the course of the doctoral programme/obtainment of the doctoral degree. The consultant shall only have professional consultation rights.
- (8) The instructor of the doctoral school shall be an instructor or researcher holding an academic degree who the TDT considers qualified – on the basis of the recommendation of the doctoral school – to carry out topic supervision and educational tasks within the framework of the doctoral school. The instructor can initiate the announcement of his/her subject with the doctoral school once it has been approved as part of the curriculum of the doctoral school.
- (9) The instructor must completely fill in the relevant details required to be entered into the database of the ODT. The instructor shall also make sure that the exam grades of the given subject are entered into the Electronic Registration System over the course of the given examination period.

## **ADMISSION TO THE ORGANISED DOCTORAL PROGRAMME**

## Section 6

- (1) The TDT shall announce the joint admission requirements and offerings for its doctoral schools on an annual basis in the national doctoral admissions guide. The organisation, implementation and oversight of the entrance examinations shall be the responsibility of chairs of the discipline doctoral councils, heads of the doctoral schools and heads of the doctoral educational programmes.
- (2) The Faculty of Sciences shall announce on its official website its admission requirements and offerings by the end March of each year.
- (3) The Admission Committee shall evaluate the performances of the applicants, on the basis of which it shall prepare a ranking of the applicants and recommends either their admission or rejection. The recommendation (minutes) shall indicate the study arrangement to which the applicant's admission is recommended (state-funded organised programme, self-funded organised programme or individual programme)
- (4) The admission procedure shall assess the applicants'
  - a) general intelligence in the field,
  - b) levels of preparedness in the field covered by their programme of choice,
  - c) university degrees and results obtained over the course of their university studies,
  - d) prior academic work or work in scientific student associations,
  - e) feasibility of their research plan,
  - f) proficiency in foreign languages (students must provide proof of proficiency in a foreign language required for academic research in the form of a complex [type "C"] intermediate level (B2) state-certified language exam or an equivalent certificate). If the Student's secondary school or university studies were completed in a language other than Hungarian, the certificate verifying the completion of the studies shall be accepted as proof of proficiency of the given language irrespective of nationality or citizenship.

## ORGANISED DOCTORAL TRAINING

### Section 7

- (1) The Doctoral Group shall notify the doctoral schools about the scheduling of the enrolment and registration periods and shall also announce them on its website. As part of the registration for the semester, the Doctoral Student shall be required to register for the compulsory and/or elective academic obligations of semester (study units, credits) out of the subjects announced. Upon individual request the Student may register for subjects not a part of the curriculum of the given doctoral school. The request shall be subject to the written approvals the head of the doctoral school, doctoral programme and the topic supervisor. The Doctoral Student shall also be obligated to register for the semester and the academic obligations in the Electronic Registration System as well. The venue of the research centre of the Doctoral Student shall be indicated by the head of the competent doctoral educational programme in the form of a written statement, which shall be presented to the Doctoral Group at the time of enrolment.
- (2) The Student must indicate his/her existing intention to postpone the continuation of his/her studies (interrupt the student status) via the Electronic Registration System by the end of the registration period.
- (3) The Student may not suspend the doctoral studies for a period longer than two consecutive semesters at once. In justified cases, the Chair of the TDT may allow an extension of the suspension of the student status. The Student may not receive scholarship funding while the student status is suspended. The student status may only be suspended after a completed semester and solely for full semesters. In especially justified cases, the Student may be permitted to postpone the continuation of his/her studies at the start of the doctoral training for a maximum of two semesters. This request shall be filed to the Chair of the TDT. The supporting signatures

of the topic supervisor, the head of the doctoral programme and the head of the doctoral school shall be attached to the written request to interrupt the doctoral studies.

(4) The Doctoral Student can take on a maximum of two passive semesters in the training and research phase of the doctoral programme.

(5) If the student suspends his/her doctoral studies (via postponement or out of failure to register for the semester), the student status shall be passive. Students who are unable to continue their studies following two consecutive passive semesters shall have their names deleted from the list of enrolled students.

(6) The training plan of the Faculty's doctoral programme may include courses taught in a foreign language.

(7) The unit of measurement of the academic requirements shall be the study unit equivalent to 1 contact hour and the credit. The credit values of the study units are regulated by the doctoral schools. One study unit shall be the equivalent of the completion of 14 weeks' worth of lessons numbering one lesson per week.

(8) All doctoral students must complete a total of 16 study units over the course of the doctoral programme, broken down to at least two compulsory study units per semester. The Student shall keep completing study units until the required amount is completed.

(9) The doctoral schools when announcing their lessons shall announce their credit values as well along with the method of assessment. The doctoral schools may prescribe in their training plans the specific lessons the Doctoral Student may participate in. In justified cases, the head of the doctoral programme may allow, at the recommendation of the topic supervisor, the Doctoral Student to register for compulsory elective courses and special lectures announced within the framework of the university training, within the 16 required study units, provided that they meet the accreditation criteria. Lessons aimed at language learning shall not count towards the required study units.

(10) The completion of study units and credits shall be verified by the lecturer of the given topic via the Electronic Registration System. Following the verification through the electronic system, the lecturer shall print out and sign the exam form prior to sending it to the Doctoral Group. Registration for exams shall be done via the Electronic Registration System. The completion and evaluation of the research work shall be verified by the head of the educational programme via the Electronic Registration System each semester after hearing the opinion of the topic supervisor.

(11) The Doctoral Student may participate in part-time training abroad on the basis of a work programme which ensures the validity of the given study period in the doctoral educational programme.

(12) Decisions on the recognition of doctoral study units and credits acquired in other institutions via part-time studies there shall be made by the head of the doctoral educational programme at the request of the Student and the recommendation of the topic supervisor. The completion of part-time studies in the other institution shall be indicated in the Electronic Registration System.

(13) The recognition of study units completed in doctoral programmes that were commenced in other institutions shall be ruled on by the doctoral school council based on the recommendation of the head of the competent doctoral educational programme. The opinion of the doctoral school council shall cover the recognition of the topic supervisor up to that point, the acquired study units and credits.

(14) In the even that a state-funded place becomes vacant in a manner other than the case described in Section 34 (1)-(2) of the EDSZ, the head of the competent doctoral school shall make a recommendation taking into consideration the provisions laid out in Section 48 (3) of Nftv. on which Doctoral Student out of the ones admitted to self-financed programmes should be placed in the vacant state-funded spot. The granting of the state scholarship shall be approved by the Chair of the TDT.

(15) The completion of the prescribed academic obligations shall be verified by the pre-degree certificate (absolutorium). The obtainment of the absolutorium is a pre-requisite of the initiation of the critique procedure. The application form for the absolutorium shall be submitted to the

Doctoral Group by the end of the last semester of the programme. However, the obtainment of the absolutorium shall not verify the successful completion of either the research work, the completion of the publication criteria that are pre-requisites to the submission of the doctoral dissertation or the completion of the dissertation.

(16) The Doctoral Students shall be obligated to perform lecturing duties over the course of the doctoral programme. The agreement on the lecturing duties shall be signed with the competent employer (faculty, institute, department) at the recommendation of the head of the doctoral educational programme for a definite period. The completion of the assignment shall be verified by the head of the competent organisational unit.

(17) The Doctoral Students generally complete their tasks at the University (the research centre taking part in the doctoral educational programme). In the cases of doctoral educational programmes organised jointly by multiple universities, the assignments are to be fulfilled at the University of the topic supervisor. The Student may pursue the research work at an external institute if the topic supervisor verifies that the conditions of research are met.

(18) The Doctoral Student taking part in a state-funded doctoral programme may only establish an employment status with another employer over the course of the doctoral programme in the cases laid out in Section 38-40 of the EDSZ. This must be approved by the topic supervisor and the head of the programme.

### **Obtainment of the Doctoral Degree**

#### **Section 8**

The Doctoral Student shall submit the doctoral dissertation within three years after passing the comprehensive examination in line with the provisions laid out in the University Doctoral Regulations.

### **Application for the Comprehensive Examination Without Preliminary Doctoral Training, Habitus Investigation**

#### **Section 9**

- (1) Application for the comprehensive examination and the obtainment of the doctoral degree without preliminary doctoral training shall also be open to individuals who received their degrees no less than five years prior to their application, meet the admission criteria of the doctoral school and for whom it can be determined based on their professional and academic achievements that their academic works meet at least the assessment criteria of the academic and research phase of the doctoral programme.
- (2) On the basis of the request the doctoral school council shall carry out a habitus investigation based on the detailed opinion of the head of the doctoral programme or department in charge of the doctoral topic. Over the course of the habitus investigation, the council shall assess the applicant's curriculum vitae, academic performance prior to his/her submission of the request, academic publications, other academic works, lecture activities, etc.
- (3) The result of the habitus investigation shall be expressed in form of credits allocated in the curriculum for research and lecture tasks. A minutes shall be prepared of the result of the investigation complete with a justification. If the applicant acquires the number of credits necessary to be granted permission to take the comprehensive examination, the council of the doctoral school, based on the result of the habitus investigation, shall recommend to the discipline doctoral council that the applicant be granted permission to take the exam. The calculation of the credits shall not take into account the breakdown of academic and research credits applying to Students taking part in organised programmes.

- (4) The applicant shall pay the sum stipulated in Annex 4 of the present Regulations for the habitus investigation and the comprehensive examination, unless the applicant is employed by the University.
- (5) The decision the applicant's admission or granting the applicant permission to take the comprehensive examination shall be taken by the discipline doctoral council based on the recommendation of the council of the doctoral school.
- (6) The provisions laid out in paragraphs (2)-(5) shall also apply to comprehensive examination applicants who obtained their pre-degree certificates in other institutions.

### **Foreign Language Proficiency**

#### **Section 10**

- (1) The list of languages needed for the research of the given academic field shall be determined by the doctoral school council.
- (2) The Applicant must present at least an intermediate (B2) level complex [type "C"] state language exam certificate or an equivalent certificate for one of the required foreign languages at the time of application. Proficiency in the second language shall be verified with a language exam certificate, lectorate language exam certificate, school-leaving certificate or an equivalent certificate. The Applicant must present the proof of proficiency in the second language by no later than the start of the organisation of the public disputation.
- (3) If the Student's secondary school or university studies were completed in a language other than Hungarian, the certificate verifying the completion of the studies shall be accepted as proof of proficiency of the given language irrespective of nationality or citizenship.
- (4) In the case of an Applicant whose native language is not Hungarian, proof of foreign language proficiency shall be recognised if the doctoral training was conducted in a language other than that of the Applicant's native language.

### **Independent Academic Publication**

#### **Section 11**

Prior to preparing the doctoral dissertation, the Applicant must verify his/her academic work history by providing two or more papers published in an edited scientific journal considered prestigious in the given field, volume of studies or papers accepted for publication. The papers must be on the topic of the doctoral dissertation. Only papers that have been published in the Hungarian Scientific Publications Database (MTMT) shall be taken into account. Papers that have been accepted for publication may also be submitted. The council of the competent doctoral school may prescribe that the paper be a lead-authored article. The needs of the given field shall be determined by the Doctoral School Council and the academic field with respect to where the papers were published, and approved by the TDT.

### **THE COMPREHENSIVE EXAMINATION**

#### **Section 12**

- (1) The comprehensive examination is comprised of two parts. In the theoretical part of the comprehensive examination, the examinee shall be tested in at least two subjects. The theoretical exam may include a written part.  
In the second part of the comprehensive examination the examinee shall give account of his/her lexical knowledge in the form of a lecture, give account of his/her research results,



present his/her research plan pertaining to the research and dissertation phase of the doctoral programme and the planned schedule of the preparation and publication of the doctoral dissertation.

- (2) The exam committee shall evaluate the two parts of the exam on their own. A minutes containing an evaluation of the exam shall also be prepared by the exam committee. The result of the examination shall be announced on the day of the examination. In the event that the Student fails to pass the theoretical part of the exam, he/she may be given one further opportunity to retake the exam on the subject(s) that was/were unsuccessful.
- (3) The comprehensive examination shall be taken in public, in front of an exam committee. The committee shall consist of at least three members, at least one of whom is not employed by the University. The committee chair shall be a professor, professor emeritus or habilitated associate professor at the University. Only persons with academic degrees may be on the exam committee. The committee shall also include substitute members. All members of the committee shall be required to have academic degrees. The topic supervisor of the examinee may not be a member of the committee.
- (4) Applications for the comprehensive examination held in the spring examination period shall be turned in by 31 March of the given year and applications for the comprehensive examination held in the autumn examination period shall be turned in by 31 October of the given year. The topic supervisor has until this deadline to submit his/her written opinion to the Doctoral Group. The doctoral school shall send the comprehensive exam schedule to the Doctoral Group by the start of the examination period. The comprehensive exam schedule shall be published three weeks in advance.
- (5) The comprehensive examination shall be conducted in Hungarian but may be conducted in a foreign language on the condition or preliminary approval.
- (6) <sup>9394</sup>The examination committee shall evaluate the performance of the examinee on a subject-by-subject basis in the theoretical part of the exam. On the basis of this, the committee shall evaluate the examinee's performance subject by subject and as a whole on a two-grade scale (pass, fail). If the examinee fails to pass one of the theoretical subjects of the examination, he/she may attempt a retake of the subject in question within the same examination period on the day set aside for retake exams.
- (7) Credits shall not be awarded for the comprehensive examination.
- (8) The Student shall not be allowed a second attempt in the form of a retake exam at a dissertation part of the comprehensive examination that is considered a fail.

## **THE DOCTORAL DISSERTATION**

### **Section 13**

- (1) The doctoral dissertation is a comprehensive work summarising the goals, new scientific accomplishments, lexical knowledge and research methods of the Doctoral Student. The doctoral dissertation shall be written in Hungarian, but may also be written in a foreign language in justified cases and with the preliminary approval of the doctoral school council.
- (2) If the Student has a widely-published dissertation, a condensed dissertation may be submitted at the recommendation of the doctoral school and with the approval of the TDT.
- (3) The dissertation may only be submitted with the approval of the topic supervisor and the head of the doctoral educational programme. In accordance with Section 61 of the EDSZ, a written opinion, recommendation of the dissertation by the topic supervisor may serve as the preliminary scientific assessment of the dissertation instead of a research centre

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<sup>93</sup> Amended by Senate resolution CCIII/2016. (IX.26.). Effective September 26, 2016.

<sup>94</sup> Amended by Senate resolution CCLI/2016. (XII.12.) on the amendment to the annex to the University Doctoral Regulations pertaining to the Faculty of Sciences. Effective December 12, 2016.

disputation. At the time of the submission of the dissertation, the topic supervisor must submit a written statement on the publication history of the Doctoral Student. The detailed conditions of the acceptance of co-authored publications are regulated by the doctoral school.

- (4) The abstracts submitted simultaneously with the dissertation shall contain the main goals, scientific results and research methods of the dissertation along with the Doctoral Student's publications in the given topic.
- (5) The publicity of the material of the dissertation submitted electronically as prescribed by the University Doctoral Regulations shall be handled by the Doctoral Group.

## **THE CRITIQUE PROCEDURE AND THE PUBLIC DISPUTATION**

### Section 14

- (1) The Assessment Committee shall be composed of its Chair, secretary, three committee members and two (or three) official opponents. The Chair of the Committee shall be a professor or professor emeritus of the University competent in the given discipline. The opponent who rejected the doctoral dissertation must also be invited to the public disputation. One-third but no more than four members of the Assessment Committee must be external professionals in the given discipline. The public disputation may proceed even in the event that one member and/or opponent is not present.
- (2) The date and time of the public disputation shall be published three weeks beforehand. The public disputation shall be held in the autumn and spring semesters. In special cases, the disputation may be held in July. The request for this must be addressed to the Chair of the TDT, and it shall be approved if the details pertaining to the disputation are sent by the Doctoral Student to the Doctoral Group by 30 June at the latest. The Chair of the TDT shall decide on the request after weighing the special reasons indicated in the request. Notable representatives of the given topic shall be invited to the disputation. The dissertation and its abstracts may be viewed at the Doctoral Group in their printed forms.
- (3) The public disputation shall be held in Hungarian, but may be held in a foreign language with preliminary permission from the doctoral school council.
- (4) The public disputation is chaired by the Chair of the Assessment Committee. The disputation shall begin with the opening address of the Chair of the Committee. The Candidate shall present the abstracts of the doctoral dissertation summarising the work within the framework of the disputation. Following this, the opponents shall give their opinions on dissertation and following a response from the Candidate, present their proposals for the acceptance or rejection of the dissertation. During the disputation, those present – including members of the Assessment Committee – may pose questions to the Candidate and may address the disputation. The Candidate may respond to the questions and comments separately or all at once.
- (5) Following the disputation, the Assessment Committee shall hear the opinion of the topic supervisor. Following this, the Assessment Committee, shall decide on the qualification of the dissertation by secret ballot in a closed meeting in the absence of the topic supervisor.
- (6) The opponents do not take part in the vote, but may alter their critiques based on the disputation. Those taking part in the secret vote shall assess the defence of the doctoral dissertation by awarding it between 1-5 points. A defence receiving less than 60% of the total number of points available shall qualify as “insufficienter” (1), one receiving at least 60% shall qualify as “rite” (2), one receiving at least 70% shall qualify as “cum laude” (3) and one receiving at least 87% shall qualify as “summa cum laude” (4). The combined result of the doctoral procedure must count the points awarded for the defence of the dissertation. The Chair of the Committee shall declare the result of the disputation in public.

- (7) In the event that the defence of the dissertation is unsuccessful, the doctoral procedure shall be terminated. A new doctoral procedure may not be initiated in the same topic until two years' following the procedure in question.
- (8) <sup>95</sup>The combined result of the doctoral procedure shall be the weighted average of the one times the number of points awarded through the critiques and two times the number of points awarded for the defence of the dissertation. The final qualification of the doctoral procedure may be the following: "summa cum laude" between 3.51-4, "cum laude" between 2.51-3.5, "rite" between 2.0-2.5 or "insufficenter" below 2.0. The method for calculating the number of points to be awarded for the comprehensive examination is contained in the operational regulations of the doctoral schools.

## **NATIONAL RECOGNITION OF ACADEMIC DEGREES OBTAINED ABROAD**

### **Section 15**

- (1) The request for the national recognition of an academic degree obtained abroad as a doctoral degree shall be submitted through a form at the Doctoral Group.
- (2) The nostrification request shall be assessed by the council of the relevant doctoral school based on the opinion of the opponent officially appointed on the basis of the recommendation of the head of the doctoral education programme.

## **FEES PAYABLE AT THE DOCTORAL SCHOOLS OF THE FACULTY OF SCIENCES**

### **Tuition**

#### **Section 16**

- (1) The sum of the tuition fee of the doctoral training, along with other fees payable determined by the Faculty shall be approved by the Dean with respect to the various doctoral programmes and the Doctoral Student categories for a period of one semester based on the recommendations of the doctoral schools at the initiative of the Chair of the TDT.
- (2) The sum of the tuition fee referred to above may be reduced on the basis of a request for equity for the given semester based on case-by-case assessments. The request shall be assessed by the Vice-Dean for science.

### **Titles and Sums of Special Processing Fees Payable By Doctoral Students**

#### **Section 17**

Tuition fees, fees to be paid for copies of the transcripts (e-index) and special processing fees payable by the Doctoral Students at the Faculty shall be the same as the fees valid for the Master's programme (ELTE HKR).

### **Fees Pertaining to the Comprehensive Examination**

#### **Section 18**

- (1) The fee payable for taking the comprehensive examination without preliminary doctoral training and the conducting of the habitus investigation shall be HUF 60,000. Of this fee,

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<sup>95</sup> Amended by Senate resolution CCIII/2016. (IX.26.). Effective September 26, 2016.

HUF 20,000 shall be payable for the application for the comprehensive examination and HUF 40,000 shall be payable for the habitus investigation. The habitus investigation shall be free of charge for applicants who are lecturers or researchers of the faculty in charge of organising the comprehensive examination. Such applicants shall only be liable to pay the comprehensive examination application fee. The applicant shall provide proof of having paid the fee simultaneously to his/her submission of the comprehensive examination application. The fee shall be non-refundable even in the event that the discipline doctoral council rejects the comprehensive examination application.

- (2) The fee payable for the organisation the comprehensive examination in the case of students without preliminary doctoral training shall be HUF 100,000 which shall comprise the remuneration of those involved in the examination, the income of the faculties contributing to the organisation of the exam as well as the enrolment fee payable following a successful exam.

### **Honoraria Payable to the Committee Members Participating in the Doctoral Procedure**

#### **Section 19**

- (1) Committee members contributing to the doctoral programme and the doctoral procedure shall be paid the following honoraria irrespective of the language in which the procedure is conducted, provided that they are not employed by the University:
  - a) Member of the comprehensive examination committee: HUF 14,000
  - b) Writing opponent: HUF 20,000
- (2) The honoraria shall only be paid out on the basis of agency agreements, provided that the agent sends the payroll documentation by the deadline specified in the attachment to the letter of appointment to the Doctoral Group.
- (3) Agents who are not residents of Budapest shall have their travel costs covered provided that they send the payroll documentation by the deadline specified in the attachment to the letter of appointment to the Doctoral Group.

## **FORMAL REQUIREMENTS**

### **The Doctoral Dissertation**

#### **Section 20**

- (1) The doctoral dissertation shall be submitted in binding and shall be prepared in A4 or A5 format with a word processor programme with font size 12 and 1.5 line spacing.
- (2) The external cover must contain the title "Doctoral Dissertation" along with the name of the author and the year of authorship. The first page (internal cover) of the dissertation shall include: the title of the dissertation, the name of the author, the names of the doctoral school and the doctoral programme, the names of their heads as well as the name, position and academic degree of the topic supervisor. It must also include the name of the research centre where the dissertation was written.
- (3) A Hungarian and English language summary of the dissertation shall be attached to the end of the document, each being 1 page in length. The dissertation must also contain a table of contents as well as a bibliography completed in accordance with the standards of the discipline in question, complete with full bibliographic information. The DOI application form must also be attached to the end of the dissertation.
- (4) The internal breakdown of the dissertation must follow the norms generally accepted for and required of academic publications. Its grammar must follow the rules of Hungarian grammar.

- (5) The length of a doctoral dissertation submitted in the form of an abstract shall be 20-30 pages.

### **Formal and Content Requirements of the Abstracts**

#### **Section 21**

- (1) The abstracts of the doctoral dissertation must be turned simultaneously to submitting the doctoral dissertation. The abstracts may not exceed 10 pages (including the bibliography) and shall be submitted in A5 format. The abstracts must be written with font size 12 and 1.5 line spacing. The abstracts must be submitted both in Hungarian and English.
- (2) The abstracts shall contain:
- a) a cover page containing the title of the doctoral dissertation, the title “Abstracts of the Doctoral Dissertation”, the name of the author, the names of the doctoral school and programme and their heads, the name of the topic supervisor as well as the year of submission,
  - b) the background of the work (introduction, the goals of the project),
  - c) the methodologies used,
  - d) an outline of the author’s own results (abstracts, theses),
  - e) the conclusions of the dissertation,
  - f) a list of publications serving as the basis of the abstracts with complete bibliographic information along with a list of further academic works published by the Candidate in the topic of the dissertation.

### **RULES OF THE OBTAINMENT OF CREDITS**

#### **Section 22**

- (1) Training (study) credits may be awarded for participation in school system-based studies. The Student may obtain 1-3 credits with attending and taking an exam in one given subject per semester. The completion of the credit shall be verified by the lecturer of the subject indicated in the Electronic Registration System based on the subject registered for and the requirement for its completion.
- (2) Educational activity at the Faculty shall cover leading seminars or participating in laboratory-based teaching. One contact hour per week shall be worth no more than one credit. The completion of the educational activity shall be verified by the head of the programme and the head of the competent department in the Electronic Registration System.
- (3) Decisions on the recognition of credits obtained through part-time and visiting studies at other institutions shall be made by the councils of the doctoral schools.
- (4) The rules applying to credit transfer shall be the same as the rules valid for graduate programmes.
- (5) Participation in training or research coinciding with but prior to the doctoral training outside the framework of the doctoral (PhD) programme shall be considered previous achievements. Decisions on the recognition of previous achievements shall be made by the doctoral school council based on the recommendations of the topic supervisor and the head of the doctoral programme, determining the number of credits that can be recognised.
- (6) Other matters pertaining to credit calculation and recognition shall be regulated by the provisions found in the operational regulations of the competent doctoral school. The new rules of credit obtainment shall be implemented in the doctoral programmes in a phasing-out system.

### **Doctoral Student Employment**

- (1) The Doctoral Student pursuing doctoral studies in a state-funded programme may only establish an employment status with another employer outside the University with the written approval of the Dean. The Student must also seek permission to maintain any active employment status established prior to enrolment. Should the Student's request be denied, the employment status must be terminated.
- (2) The Student may receive permission to work no more than 20 hours a week for the other employer. The 20 working hours shall include the work carried out by the Student at the University under the Doctoral Student contract. The completion of teaching assignments stemming from the Student's academic obligations, for which the Student is awarded credits, however, is not to be included in the 20 working hours.
- (3) <sup>97</sup> The approval of the Student's establishment of employment status with another employer shall be issued upon the Student's submission of a written request. The approvals of the topic supervisor and the doctoral school council shall be attached to the request.
- (4) The doctoral school council may delegate its authority to approve the request to the head of the doctoral programme or the head of the doctoral school in the operational regulations.
- (5) The aforementioned approval may be issued starting from before the Student's passing the comprehensive examination until the time and date of the examination. Following the comprehensive examination, the Student's employment by another employer must be approved every semester.
- (6) Those authorised to approve the Student's establishment of employment status with another employer must assess the progress of the Doctoral Student prior to issuing their approval. The approval may only be granted following the comprehensive examination if the person issuing the approval is convinced that the Student's employment does not endanger his/her ability to submit the dissertation by the deadline specified.
- (7) The provisions laid out above shall not apply to semesters for which the Student suspended his/her studies.
- (8) The Dean may withdraw the aforementioned approval if the topic supervisor, the head of the research centre or the head of the doctoral school indicate that the Student has failed to fulfil or adequately fulfil his/her academic and/or research assignments. Should the Dean's approval be withdrawn, the Student must terminate his/her employment status with the other employer. In the event that the Student fails to terminate his/her employment status, the Student shall be reallocated to a self-financed doctoral programme.
- (9) In the event that a Doctoral Student taking part in a state-funded doctoral programme enters into an employment status with another employer without permission or establishes an employment status for a duration longer than the one approved, the Student shall be reallocated to a self-financed doctoral programme.

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<sup>96</sup> Amended by Senate resolution CCIII/2016. (IX.26.). Effective September 26, 2016.

<sup>97</sup> Amended by Senate resolution CCLI/2016. (XII.12.) on the amendment to the annex to the University Doctoral Regulations pertaining to the Faculty of Sciences. Effective December 12, 2016.