



**NEMZETI
KÖZSZOLGÁLATI EGYETEM**
ÁLLAMTUDOMÁNYI ÉS NEMZETKÖZI TANULMÁNYOK KAR
PRO PUBLICO BONO

National University of Public Service

Faculty of Public Governance and International Studies

Doctoral School of Public Administration Sciences

Curriculum

2019

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1 General requirements

To obtain a pre-degree certificate in organised training a minimum of 240 credits must be gained by the end of semester 8 as follows:

- fulfilment of academic requirements: **minimum of 51 credits;**
- scientific research: **minimum of 170 credits;**
- teaching duties: **maximum of 12 credits.**

2 Phases of the doctorate programme

The doctorate programme consists of two successive phases:

- Semesters 1 to 4: training and research phase (hereinafter T&R phase);
- Semesters 5 to 8: research and dissertation phase (hereinafter R&D phase).

3 Training and research phase (Semesters 1-4)

3.1 General description of the training and research phase

The T&R phase consists of four active semesters, during which the doctoral candidate

- fulfils academic requirements (compulsory courses, elective courses and any optional courses chosen by the candidate) and
- completes research scheduled for each semester, the completion of which is confirmed by the supervisor

Furthermore, by the application deadline for the comprehensive examination the candidate is obliged to

- produce at least one publication in his field of research in a refereed journal and
- deliver a minimum of two conference talks in his field of research.

To conclude the T&R phase the candidate will take a comprehensive examination at the end of the fourth active semester.

Requirements for application for the comprehensive examination are included in the Doctoral Habilitation Regulations of the University and the Study and Exam Regulations.

3.2 Course types

a) Compulsory courses (6)

Offered in semesters 1 and 2; they are all obligatory. Completing these courses is a prerequisite for starting studies in semester 3.

Credit value: 5 credits / course.

Total credits to obtain: 30 credits.

b) Elective courses (17)

Offered in semesters 1-4. Two or three courses will be offered for each of the seven research fields. Candidates must register for and complete one course of their choice within each field of research.

Credit value: 3 credits / course.

Total credits to obtain: 21 credits.

c) Optional courses (4+2)

Offered in semesters 3-4. There are two types:

- Courses on the methodology and theory of research (4)

Candidates may choose to register for one or more, or may decide not to register for any.

Credit value: 5 credits / course.

Total of optional credits: 0-20 credits.

- Teaching preparation courses (2)
Candidates may choose to register for one or two, or may decide not to register for any. However, credits for teaching can only be gained if candidates have completed teaching preparation courses in semesters 3-4. Credits gained for teaching preparation courses will be considered even if candidates do not perform any teaching activity.

Credit value: 4 credits / course.

Total of optional credits: 0–8 credits.

In case a candidate opts not to complete an optional course or perform sufficient or any teaching activity, missing credits may be obtained by producing publications or conference activity.

3.3 Semester 1

3.3.1 Academic requirements

Compulsory courses:

- a) *The Concept, Subject and Components of Political Sciences*
- b) *The Foundations, Theory and Methodology of Scientific Research*
- c) *Science Metrics and Strategy of Publication*

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Elective I. (completion of one course from electives of the field of *History of state and public administration*)

- a) *The History of Local Governments and Autonomies*
- b) *The Historical Constitution of Hungary*
- c) *Historical Approach in the Research of the State and Public Administration*

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3.3.2 Scientific research

Preparation of research proposal (5 credits)

Candidates prepare their research proposal using a framework provided. The research proposal must include the description of the relevance and importance of the topic chosen, research questions and/or hypotheses, theoretical framework, methodology used, new research outcome expected (minimum of 1 author's sheet)

5

3.4 Semester 2

3.4.1 Academic requirements

Compulsory courses:

- a) *The Theory and Science of Public Administration*
- b) *Methods for Research in the State and Public Administration*
- c) *Theories of State and Governance*

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Elective II. (completion of one course from electives of the field of *Legal studies*):

- a) *New Trends in the jurisprudence of the 21st Century*
- b) *The Legal Entity of the State and Local Government*

3

3.4.2 Scientific research

Preparation of the annotated bibliography of the research topic (5 credits)

5

Candidates are required to use a given framework to analyse and summarise the 30 most important Hungarian and foreign scientific literature sources related to their research topic, placing particular emphasis on the usability of each source and their relevance to the research topic (a minimum of 1500 keystrokes, altogether 1.5 author's sheets).

3.5 Semester 3

3.5.1 Academic requirements

Elective III. (completion of one course from electives of the field of *Public administration management and sociology*):

3

- a) *Geostrategy in the 21st Century*
- b) *Urban Management in the Information Society*

Elective IV. (completion of one course from electives of the field of *Economics*):

3

- a) *The Economics of Globalisation*
- b) *The Economics of Regional Integration*

Elective V. (completion of one course from electives of the field of *Public governance*):

3

- a) *The Scope and Efficiency of Modern Governance*
- b) *Democratic Control over Public Governance*
- c) *The Collapse and Rebuilding of the State*

Optional courses on research methodology and theory:

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- a) *The History of Hungarian Public Administration with Special Regard to the 19th and 20th Centuries*
- b) *Empirical Methods of Analysis in Public Administration*

4

Optional teaching preparation course:

- a) *Teaching methodology*

3.5.2 Scientific research

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Theoretical basis of the dissertation (5 credits)

Candidates prepare the theoretical basis of their dissertation with the help of a given framework, introducing the theoretical frameworks that underlie the research (minimum of 1.5 author's sheet).

3.6 Semester 4

3.6.1 Academic requirements

Elective VI. (completion of one course from electives of the field of *International and European Studies*):

3

- a) *EU Research Methodology*
- b) *Current Issues in International Law*

Elective VII. (completion of one course from electives of the field of *Human resources in public administration*):

3

- a) *Career in the Civil Service*
- b) *Strategic Human Resources Management*
- c) *Psychology of Public Administration and Civil Service*

Optional courses in methodology and theory of research:

- 5
5
- a) Systems of Public Administration, Comparative Public Administration
 - b) *Approaches to Management and Organisation Theory*

Optional courses for teaching:

- 4
- a) *Presentation Skills*

3.6.2 Scientific research

Creating the methodology of the dissertation (5 credits)

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- Candidates prepare the methodology chapter of their dissertation with the help of a framework, introducing the research methods to be applied (minimum of 0.5 author's sheet).

4 Research and dissertation phase (semesters 5-8)

4.1 General description of the research and dissertation phase

In the R&D phase candidates

- engage in publication activity, as a result of which a total of at least four publications published in refereed journals will be produced by the end of semester 8, out of which at least one will be in a foreign language (the number of publications as a co-author may not exceed 25% of the total number of publications);
- attend conferences, as a result of which they will have given at least six conference talks by the end of semester 8, at least two of them in a foreign language;
- submit completed sections of their dissertation to their supervisor in each semester and present them at the research forum;
- may choose to engage in teaching activity (provided teaching preparation courses have been completed)

4.2 Semester 5

- 10
- Submission of one section of the dissertation of a minimum of 2 author's sheet's length to the supervisor and presentation of the section at the research forum (10 credits)

4.3 Semester 6

- 10
- Submission of one section of the dissertation of a minimum of 2 author's sheet's length to the supervisor and presentation of the section at the research forum (10 credits)

4.4 Semester 7

- 10
- Submission of one section of the dissertation of a minimum of 2 author's sheet's length to the supervisor and presentation of the section at the research forum (10 credits)

4.5 Semester 8

- 10
- Presentation of the theses and the dissertation plan of at least 8 author's sheet's length and completed to at least 80% (10 credits)

4.6 Teaching requirements

Teaching can be performed in semesters 5-8. Classes may only be held in bachelor programmes in the research field of the candidate's choice- or a field related to that - with the permission of the head of department responsible.

Candidates gain 1 credit for four classes, but a maximum of 6 credits may be awarded in one semester.

A maximum of 12 credits may be awarded for teaching activity.

Candidates holding a teaching position may not be awarded credits for classes held at the university that employs them.

5 Publication and conference attendance

5.1 Categories of publications

Categorisation of publications is based on the system established by the Bibliography Committee of the Collection of Hungarian Professional Works (Magyar Tudományos Művek Tára (MTMT)). In situations of doubt, the head of the Doctoral School of Public Administration Sciences decides on the category.

5.2 Regulations on conference attendance

A public scientific event organised by a professional organisation or an institution of higher education, whose programme is available on the internet, may be regarded as a conference.

Forms of conference participation:

- a)* holding a conference talk
- b)* publishing a conference talk in the conference proceedings

In case the talk is published in the conference proceeding, credits are not awarded for holding the talk but for the publication of the talk in the conference proceedings.

If the proceeding includes the abstract of the talk, credits can only be awarded for the proceeding.

Publishing a talk in the conference proceedings is not considered a publication.

5.3 Acknowledgment of publications and conference attendance

Publications and conference attendance are acknowledged at the end of each semester with the help of a format provided (credit acknowledgment form). Publications and conference attendance of the candidate will be awarded credits by the supervisor, considering the maximum credit values established in point 6.

Candidates are required to electronically attach to the credit acknowledgment form:

- a)* in case of a publication
 - aa)* the location of the publication in the MTMT
 - ab)* in case of a publication not yet published but accepted for publication, the authentic declaration of acceptance from the publisher
 - ac)* in case of a publication published as a co-author, the declaration of co-authoring including the proportion of participation (in this case, credits will be awarded based on the proportion of participation)
- b)* in case of a conference talk, the certificate issued by the organiser confirming the talk has been held
- c)* in case of a conference proceeding
 - ca)* the location of the proceeding in the MTMT
 - cb)* in case of a proceeding not yet published but accepted for publication, the authentic declaration of acceptance from the publisher

A publication written jointly with the supervisor is not regarded as publication as a co-author in terms of awarding credits.

A publication or scientific activity may only be acknowledged once and in one category during the entire length of the programme.

6 Credits for publications and conference attendance

The tables below include the maximum number of credits that may be awarded for each publication (in case attendance is 100%). It must be considered that 1 credit includes an average of 30 academic hours (section 24 §108 act CCIV of 2011 on National Higher Education).

6.1 Publications

6.1.1 Book publications

	Published in Hungary				Published abroad			
	In Hungarian		In another language		In Hungarian		In another language	
	Refereed	Not refereed	Refereed	Not refereed	Refereed	Not refereed	Refereed	Not refereed
Professional book or monograph	40	13	53	18	48	16	80	27
University course book	33	11	44	15	40	13	66	22
Occasional paper	20	7	27	9	24	8	40	13

Participation as an editor awards the third of the above credits.

6.1.2 Sections of books

	Published in Hungary				Published abroad			
	In Hungarian		In another language		In Hungarian		In another language	
	Refereed	Not refereed	Refereed	Not refereed	Refereed	Not refereed	Refereed	Not refereed
Academic paper	12	4	16	5	14	5	24	8
Chapter of a book	12	4	16	5	14	5	24	8
Chapter of a course book	10	3	13	4	12	4	20	7
Reference entry	5	2	7	2	6	2	10	3
Section of an occasional paper	10	3	13	4	12	4	20	7

6.1.3 Journals

	Published in Hungary				Published abroad			
	In Hungarian		In another language		In Hungarian		In another language	
	Refereed	Not refereed	Refereed	Not refereed	Refereed	Not refereed	Refereed	Not refereed
Article	15	5	20	7	18	6	30	10
Review paper	10	3	13	4	12	4	20	7
Note	5	2	7	2	6	2	10	3
Review	5	2	7	2	6	2	10	3
Conference proceeding	5	2	7	2	6	2	10	3

6.2 Conference attendance

6.2.1 Conference talks

Held in Hungary		Held abroad	
In Hungarian	In another language	In Hungarian	In another language
4	8	5	12

6.2.2 Conference proceedings

	Published in Hungary				Published abroad			
	In Hungarian		In another language		In Hungarian		In another language	
	Refereed	Not refereed	Refereed	Not refereed	Refereed	Not refereed	Refereed	Not refereed
Conference proceeding	8	3	10	3	16	5	20	7
Abstract	2	1	3	1	2	1	4	1