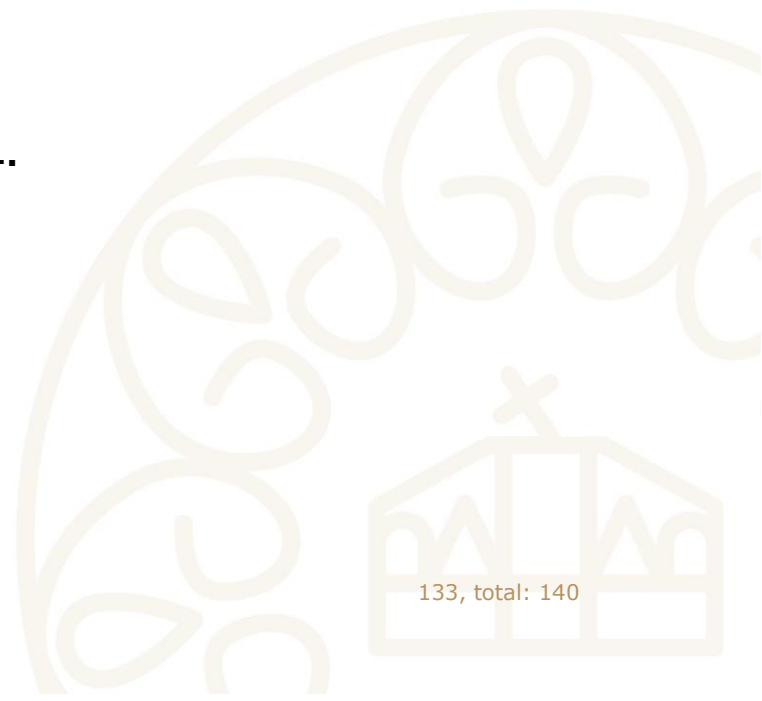


University of Public Service
Faculty of Public Governance and International Studies
Doctoral School of Public Administration Sciences

Study and Examination Regulations

2021.

⁹² Enacted by Senate Resolution No. 93/2021 (VII. 7.).



The Senate of the University of Public Service, pursuant to Article 20 (1) (c) of the University Doctoral and Habilitation Regulations, hereby establishes the Study and Examination Regulations of the Doctoral School of Public Administration Sciences (hereinafter referred to as DSPAS) of the Faculty of Public Governance and International Studies (hereinafter referred to as DSPAS SER) as follows:

The scope of DSPAS SER

1. §

(1) The personal scope of the DSPAS SER shall apply to the Hungarian students and, unless otherwise provided by a provision of law or international agreement, students of foreign citizenship (hereinafter referred to as doctoral students) attending the doctoral programme and the lecturers involved in the doctoral programme.

(2) The material scope of the DSPAS SER shall cover the study and examination matters of doctoral students.

Legal background of the DSPAS SER

2. §

For matters not covered by the DSPAS SER

- a) Act CCIV of 2011 on National Higher Education,
- b) Act CXXXII of 2011 on the University of Public Service and on Higher Education in Public Administration, Law Enforcement and Military,
- c) Government Decree 387/2012 (XII. 19.) on Doctoral Schools, Doctoral Procedures and Habilitation,
- d) Government Decree 423/2012 (XII. 29.) on Higher Education Admission Procedures,
- e) the Study and Examination Regulations of the University of Public Service (hereinafter referred to as: the UPS SER),
- f) the University Doctoral and Habilitation Regulations of the University of Public Service (hereinafter referred to as: the DHR), and
- g) the Training Plan and Operating Regulations of the DSPAS

shall be applied, *mutatis mutandis*.

Declarations of consent for data processing

Article 2/A

The publication of the personal data of doctoral students on the University's website within the scope of the DSPAS SER is based on the following consent forms, and shall be carried out according to the content of these forms:

- a) declaration of consent for doctoral students who have successfully passed the complex examination at the doctoral schools of the University of Public Service,

who have obtained an absolution, who are starting a doctoral degree award procedure and who have obtained a doctoral degree;

- b) declaration of consent in connection with the announcement of the workshop discussion and the public defence by the doctoral school;
- c) declaration of consent to the inclusion of the dissertation and the thesis booklet in the database of the Hungarian Doctoral Council (doktori.hu).

The language of the doctoral programme

3. §

The language of the doctoral programme is Hungarian and English. The English language programme must not differ from the Hungarian language programme, unless otherwise specified in the Training Plan. In the case of English-language programmes, the lecturers and the designated supervisors must be people with an academic degree who are able to teach in the language concerned.

Enrolment of the doctoral student and his/her registration for each semester

4. §

(1) Admitted doctoral students shall enrol in person at the DSPAS secretariat during the registration period.

(2) The doctoral student shall register in the Neptun Unified Study System from the second semester of his/her studies during the registration period, at the same time declaring whether he/she will continue his/her studies or suspend his/her student status. If the doctoral student fails to register during the registration period through his/her own fault, he/she will be liable to pay a late registration surcharge. The doctoral student participating in self-funded programmes shall, at the time of registration, provide proof of payment of the tuition fee if he/she continues his/her studies. Failing that, the DSPAS Secretariat will passivate the semester on the first day of the study period.

(3) Student status shall be suspended in accordance with the provisions of Article 32 of the UPS SER. The student must report his/her request for suspension to the DSPAS

- a) until August 31 regarding the autumn semester;
- b) until January 31 regarding the spring semester.

(4) The DSPAS may authorise the suspension of the student status on maximum three occasions, for a total of four semesters. At the request of the doctoral student, the head of the DSPAS may authorise the suspension of the student status on the basis of Article 31 of the DHR and Article 32 of the UPS SER.

(5) During the period of suspension, the doctoral student may carry out data collection, scientific research work, may publish, participate in scientific conferences and competitions. The doctoral student will receive credits for his/her work accomplished during the period of suspension, in the first active semester following the suspension.

(6) The student status is considered to be continuous even if the doctoral student takes part in part-time programmes at a foreign or other Hungarian university for a longer

period of time, where the part tasks agreed with the supervisor are fully completed by him/her and credits can be awarded for these tasks.

The organized programmes

5. §

(1) Within the framework of the organized programmes, doctoral students shall attend contact hours, consult the supervisor individually or in groups, conduct scientific research, publish and teach in the bachelor's degree programmes. The organized programmes include developing the teaching and research skills of doctoral students.

(2) A doctoral student working on a correspondence basis may pursue teaching activities at any higher education institution. The doctoral student must present official proof of his/her teaching activity performed at another higher education institution to the supervisor and the head of the research area.

(3) The credit record is maintained by the coordinator of the DSPAS.

Individual training

6. §

(1) The Doctoral Council of the Discipline (hereinafter referred to as the DCD) may recognise credits to doctoral students participating in individual training on the basis of the results of their studies and research prior to their admission, as specified in Article 36 (3) of the DHR.

(2) The recognition of study results shall be based on courses completed in the previous doctoral programmes.

(3) The recognition of research results (scientific research) shall be based on the doctoral student's publications and conference presentations as specified in the Training Plan.

(4) Maximum two of the compulsory subjects specified in the Training Plan can be recognised.

(5) For doctoral students participating in individual training, attendance at contact hours is not compulsory, but recommended.

Individual preparation

7. §

(1) After passing the complex examination, the individually preparing doctoral students shall, based on the result of the credit recognition procedure, acquire the remaining credits required for obtaining the absolutorium during the research and dissertation phase, by means of scientific research work in accordance with the Training Plan.

(2) The individually preparing doctoral student shall also be obliged to participate in the semester research forums organized by the DSPAS.

Costs of the programme and other costs

8. §

- (1) The amount of the payable self-funded tuition fee shall be determined on the basis of the relevant Rector's instruction, and shall be specified in the Doctoral Admission Prospectus issued for the academic year in question.
- (2) The doctoral student who pays the self-funded tuition fee must provide proof of payment on the day of enrolment.
- (3) The provisions of the Student Payment and Benefit Policy shall apply to all other matters relating to the payment of the self-funded tuition fee and other fees payable.

Credit allocation

9. §

- (1) The doctoral programme consists of two phases, each of four semesters. In the first four active semesters, an average of 30 credits per semester, but at least 21 credits per semester shall have to be earned.
- (2) The DSPAS shall initiate the termination of the student status of a doctoral student who has not obtained a minimum of 42 credits during two consecutive active semesters with the Rector.
- (3) A minimum of 240 credits shall have to be earned during the eight active semesters.
- (4) For doctoral students, the deadline for the credits to be credited shall be the last day of the examination period. Courses not completed by this deadline can be accomplished in the following semester, by taking the course again.

Recognition of previous scientific research work

10. §

- (1) Previous scientific research work can be recognised on the basis of the admitted doctoral student's application. Only publications or conference participation with the highest number of credits will be accepted during the assessment.
- (2) The deadline for submitting the application shall be 1 October of the first semester.

Changing the research topic

11. §

- (1) The research topic can be changed until the last working day of the first month of the third active semester.
- (2) Following the change of the topic, the doctoral student must fulfil the requirements of the complex examination corresponding to his/her new research topic.

Parallel studies

12. §

The doctoral student may – with the permission of the supervisor – participate in parallel studies in another doctoral school. Participation in parallel studies shall be reported to the head of the DSPAS. The recognition of the subjects taken and the research activities done in parallel studies shall be decided by the DCD on the recommendation of the supervisor.

Credit recognition

13. §

(1) The doctoral student may request the recognition of credits earned for the subject taken and completed in the doctoral school of another faculty or institution, provided that the subject is relevant to the doctoral student's research topic.

(2) The recognition of credits shall be decided by the DCD on the recommendation of the supervisor.

(3) If the knowledge content matches, the substitute subject shall be recognised with the number of credits specified in the Training Plan of the DSPAS. A compulsory subject specified in the Training Plan cannot be replaced by recognition of credits.

(4) When a subject is recognised, the grade obtained may not be changed.

The examination period and the assessment of the knowledge acquired

14. §

(1) Doctoral students participating in organized programmes and individual training shall take their examinations during the examination period determined by the University of Public Service. In cases worthy of special consideration (e.g. staying abroad), upon the doctoral student's request – with the permission of the subject coordinator – the examination can be taken before the examination period in the given semester.

(2) A course not completed until the last day of the examination period may be re-taken at the time such course is announced again.

(3) Examination courses are not announced by the DSPAS.

(4) If a failed examination is re-taken, the provisions of the UPS SER shall apply.

(5) The form of assessment and content requirements for the examination of the acquisition of knowledge related to the individual subjects during the programme are laid down in the subject data sheets.

(6) In case of the complex examination and the subjects requiring a signature, a two-level knowledge assessment, whereas in case of an end-term examination, a five-level assessment method shall be applied. In case of an assignment (a paper to be submitted), an offered, five-level assessment method is applied.

The complex examination

15. §

- (1) Conditions for applying for the complex examination:
 - a) obtaining the programme credits (minimum 50 credits) specified for the training and research phase;
 - b) obtaining the minimum research credits (minimum 40 credits) specified for the training and research phase;
 - c) full completion of the scientific research work required by the Training Plan for the first four semesters;
 - d) submission of a written research document of at least 2 author's sheets in the format prescribed by the DSPAS.
- (2) The content of the research documentation:
 - a) a summary of the research activity carried out during the 1-4 semesters (at least 0.25 author's sheet);
 - b) a research plan for semesters 5-8 (minimum 0.25 author's sheet);
 - c) a partial study on the doctoral student's research topic (minimum 1.5 author's sheets).
- (3) A previous independent publication by the doctoral student can be used in the preparation of the partial study.
- (4) During the assessment specified in Article 39 (4) of the DHR, the supervisor shall consider
 - a) the examinee's scientific research work;
 - b) the progress of the doctoral research so far;
 - c) the continuation of the doctoral research, the possible completion of the dissertation;
 - d) the difficulties encountered in the course of the work, suggestions for improvement.
- (5) The doctoral student shall attach the research documentation and the evaluation by the supervisor to the application for the examination; in the absence of these, the application for the examination shall be deemed invalid.
- (6) The deadline for the application for the examination shall be
 - a) 15 November in the autumn semester;
 - b) 15 April in the spring semester.
- (7) Parts of the complex examination:
 - a) compulsory subject: the concept, subject and components of public governance (political sciences); methods of research on the state and public administration;

b) the subject area related to the examinee's research topic in public governance, public administration science or other social sciences;

c) a 15-minute PowerPoint presentation in accordance with Article 39 (3) of the DHR.

(8) The subject area specified in paragraph (7) (*b*) shall be determined by the examinee's supervisor, who shall also prepare the examination questions and the literature facilitating the preparation for the examination.

Workshop discussion

16. §

(1) The recommended time for the workshop discussion is the first semester after obtaining the absolutorium.

(2) In exceptional cases, if the state of the draft dissertation of the doctoral student attending the organized programme allows for it, the workshop discussion may also be held in the eighth active semester.

Closing provisions

17. §

The DSPAS SER was adopted by Senate Resolution No. 93/2021. (VII. 7.).