



NATIONAL
UNIVERSITY OF
PUBLIC SERVICE

DOCTORAL SCHOOL OF
PUBLIC ADMINISTRATION SCIENCES

**National University of Public Service
Faculty of Public Governance and International Studies**

Doctoral School of Public Administration Sciences

Study and Examination Regulations

2019

The Senate of the National University of Public Service, pursuant to Section 20. Paragraph 1(c) on the Doctoral and Habilitation Regulation constitutes the following Study and Examination Regulation of the Doctoral School of Public Administration Sciences hereinafter referred to as DSPAS) of Faculty of Public Governance and International Studies (hereinafter referred to as SER):

Article 1 The scope of SER

SER shall apply to

- a) the study and examination of Hungarian students and, unless otherwise provided by a provision of law or international agreement, students of foreign citizenship (hereinafter referred to as PhD student), attending the doctoral programme and the lecturers engaged in the doctoral programme and
- b) the study and examination matters of the PhD students.

Article 2 Regulatory background

SER shall be governed by the following laws and regulations:

- a) Act CCIV of 2011 on national higher education, Act CXXXII of 2011
- b) Act CXXXII of 2011 on the National University of Public Service and on Higher Education in Public Administration, Law Enforcement and Military
- c) the Government Decree No. 387/2012 (XII.19) on doctoral schools, doctoral procedure and habilitation,
- d) the Government Decree No. 423/2012 (XII.29) on higher education admission procedure
- e) the Study and Examination Regulations of the National University of Public Service (hereinafter referred to as NUPS SER)
- f) the Doctoral and Habilitation Regulations of the National University of Public Service (hereinafter referred to as DHR)
- g) the Curriculum and Operational Rules of the Doctoral School of Public Administration Sciences

Article 3 The language of the doctoral training

The language of the doctoral training is Hungarian and English. In the syllabus of the English programme – unless otherwise provided by the provision of the Curriculum – shall not divert from the Hungarian training. Regarding the English training, the lecturers of the subjects and the designated supervisors can be individuals with a PhD who are able to give a lecture in the given language.

Article 4

PhD students' enrolment and registration by semester

(1) The newly admitted PhD student shall be enrolled in person at the DSPAS Secretariat during the registration period.

(2) The PhD student shall register in the Neptun Education System (hereinafter referred to as Neptun) from the second semester of his/her studies, during the registration period, at the same time he/she declares whether he/she continues his/her studies or temporarily interrupts his/her student status. If the PhD student fails to register during the registration period through his/her own fault, he/she shall pay a late registration surcharge. In case of continuing the training, the PhD student attending self-financed training shall provide the proof of the training cost payment simultaneously with the registration. Failing that, the DSPAS Secretariat will passivate the semester on the first day of the term.

(3) The student status is temporarily interrupted according to Article 32 of NUPS SER. The claim of temporary interruption shall be presented to the doctoral school

a) until August 31, regarding the autumn semester;

b) until January 31, regarding the spring semester.

(4) DSPAS may authorise the temporary interruption of the student status maximum three times, for a total of four semesters. At the request of the PhD student, the temporary interruption of the student status can be authorised by the head of the DSPAS according to Article 32 of NUPS SER.

(5) During the temporary interruption the PhD student may carry out data collection, scientific research, may publicise and participate in scientific conferences and applications. Credits for the activities done during the temporary interruption will be granted to the PhD student in the first active semester following the interruption.

(6) The PhD student has a continuous student status even if he/she attends a partial training at a foreign or Hungarian university for a longer period of time, on condition that he/she fully completes the part assignments agreed with the supervisor that can be evaluated with credit points.

Article 5

Organised training

(1) In the framework of organised training, PhD students shall attend contact lessons, consult the supervisor individually or in groups, and may carry out scientific research, publication activities and give lectures in undergraduate training. The development of PhD students' teaching and research skills is part of the organised training.

(2) Part-time PhD students may pursue educational activities at any higher education institution. The PhD student shall present the official certificate of his/her educational activities at another institution to the supervisor and the head of the research field.

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

Article 6
Individual training

(1) Based on the academic achievement and research results prior to admission, the Doctoral Council of Science (hereinafter referred to as DCS) may recognize credit points for the PhD student attending individual training according to Article 36(3) of DHR.

(2) The recognition of academic achievement is based on previous doctoral courses.

(3) The recognition of research results (scientific research) is based on the PhD student's publications and conference presentations as specified in the Curriculum.

(4) Maximum two of the core subjects specified in the Curriculum can be recognised.

(5) Attending the contact lessons is not mandatory but recommended for PhD students in individual training.

Article 7
Individual preparation

(1) After completing the comprehensive examination, based on the results of the credit recognition process, the individual PhD student shall obtain the missing credits required for the completion of the absolatory in the research and dissertation phase, through scientific research.

(2) The individual PhD student shall also participate in the semester research forums organised by DSPAS.

Article 8
Training and other costs

(1) The amount of cost to be paid is defined according to the Rector's order in force.

(2) The PhD student paying the cost shall provide the proof of payment on the day of enrolment.

(3) The allowance of payment and the surcharges are included in the Rules of Reimbursements and Benefits for Students.

Article 9
Credit allocation

(1) The doctoral training consists of two phases, each of four semesters. In the first four active semesters, an average of 30 credits, but at least 21 credits per semester are required.

(2) The termination of the student status of the PhD student who has not received at least 42 credits in two consecutive active semesters shall be initiated by the DSPAS at the Rector.

(3) A minimum of 240 credits is required during eight active semesters.

(4) For PhD students, the deadline for credits is the last day of the exam period. The course not completed so far can be completed by re-enrolling in the following semester.

Article 10
Recognition of previous research work

(1) Previous scientific research work shall be recognised on the basis of the admitted PhD student's application. Only publications or conferences with the most credits will be accepted during the review.

(2) The deadline for application is October 1 of the first semester.

Article 11
Changing the research topic

(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 topic, the PhD student shall meet the comprehensive examination requirements relevant to his/her new research topic.

Article 12
Parallel training

With the permission of the supervisor, the PhD student may take part in parallel training in other doctoral schools. Participation in parallel training shall be reported to the head of the DSPAS. The recognition of the subjects taken, and the research activities done in parallel trainings is decided by the DCS on the recommendation of the supervisor.

Article 13
Transfer student, credit recognition

(1) The PhD student may request the recognition of credits 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 is decided by the DCS on the recommendation of the supervisor.

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

(4) In recognition of the subject, the grade received shall not be changed.

Article 14
Examination period and knowledge assessment

(1) The PhD student attending organised and individual training can take his/her examinations during the examination period specified by NUPS. In cases worthy of special consideration (e.g. staying abroad), upon the PhD student's request – with the permission of the lecturer responsible for the subject – 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 is possible to re-enrol at the next announcement thereof.
- (3) Examination course is not announced by the DSPAS.
- (4) In case of unsuccessful examinations, the provisions of NUPS SER shall apply.
- (5) During the training, the assessment of knowledge acquisition related to certain subjects and the content requirements thereof are recorded in the course data sheet.
- (6) In case of a comprehensive examination and courses subject to signature, a two-level knowledge assessment, in case of an end-term examination, a five-level assessment method is applied. In case of an assignment, an offered, five-level assessment method is applied.

Article 15 Comprehensive Examination

- (1) Conditions for the application for a comprehensive examination:
- a) Obtaining the training credits (at least 50) specified for the training and research phase;
 - b) Obtaining the minimum research credits (at least 40) specified for the training and research phase;
 - c) Full completion of the scientific research work specified in the Training Programme for the first four semesters;
 - d) Submission of a written research documentation of at least 2 author sheets in the format specified by the DSPAS.
- (2) The content of the research documentation:
- a) Summary of the research activity carried out during the 1-4 semesters (at least 0.25 author sheet);
 - b) Research plan for the 5-8 semesters (at least 0.25 author sheet);
 - c) Partial study in the PhD student's topic (at least 1.5 author sheets).
- (3) A previous independent publication by the PhD student can be used in making the partial study.
- (4) During the assessment specified in Article 39(4) of the DHR, the supervisor considers
- a) the candidate's scientific research work;
 - b) the progress of the doctoral research so far;
 - c) the pursuit of the doctoral research, the possible completion of the dissertation;
 - d) the difficulties occurring during the work, the recommendations for development.
- (5) The PhD student attaches the research documentation and the supervisor's assessment to his/her application for the examination; failing this, the application for the examination is invalid.
- (6) The deadline for the application for the examination is
- a) November 15 in the autumn semester;
 - b) April 15 in the spring semester.
- (7) Parts of the comprehensive examination:
- a) Compulsory subject: The concept, subject and components of political science; methods for research in the state and public administration;

- b) Subjects of political, administrative or other social sciences related to the candidate's research topic;
- c) A PowerPoint presentation of 15 minutes according to those included in Article 39(3) of the DHR.

(8) The subjects specified in Paragraph 7(b) shall be defined and simultaneously with the examination questions, and the relevant literature facilitating the preparation shall be compiled by the candidate's supervisor.

Article 16 Preliminary Defence

(1) The recommended time for holding the preliminary defence is the first semester after obtaining the absolutory.

(2) In exceptional cases, if the state of the dissertation draft of the PhD student attending the organised training allows for it, the preliminary defence may also be held in the eighth active semester.

Article 17 Closing provisions

(1) SER was discussed and adopted by the Senate decree no. 49/2019. (IX. 18.) in the meeting of September 18, 2019.

(2) SER shall enter into force on the day following its adoption.