

Effective: as of 5 November 2016

**NATIONAL UNIVERSITY OF PUBLIC
SERVICE**

DOCTORAL REGULATIONS

2016

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Pursuant to Act CCIV of 2011 on National Higher Education (hereinafter: the Higher Education Act) and in accordance with the deed of foundation of the National University of Public Service (hereinafter: University) the University is entitled to confer academic degrees in the fields of social sciences and technical sciences.

I. Chapter: General Provisions

Scope of the Doctoral Regulations

Section 1

The scope of the Doctoral Regulations comprises PhD students, PhD candidates, lecturers and doctoral schools participating in and contributing to PhD programmes and doctoral procedures as well as other organs and persons identified in such procedures.

Legal Framework

Section 2

(1) The following acts, rules and regulations constitute the legislative framework of the Doctoral Regulations:

- a) Act CCIV of 2011 on National Higher Education;
- b) Act CXXXII of 2011 on the National University of Public Service and on the public administrative, law enforcement, and military corps in higher education;
- c) Act C of 2001 on the recognition of foreign certificates and degrees;
- d) Act XL of 1994 on the Hungarian Academy of Sciences;
- e) Government Decree 137/2008 (16 May) on the certified examination of foreign language attainment and on the nationalisation in the Republic of Hungary of certificates of foreign language attainment issued abroad;
- f) Government Decree 387/2012 (19 December) on doctoral schools, the award procedure and on habilitation (hereinafter: Decree);
- g) Government Decree 87/2015 (9 April) on measures required for the implementation of certain provisions of Act CCIV of 2011 on National Higher Education;
- h) Government Decree 423/2012. (29 December) on the higher education entrance procedure;
- i) Resolution 2016/6/V/1 of the Hungarian Accreditation Committee: Guidance on the establishment application of doctoral schools and on the updating of data of operating ones;
- j) Resolution 2016/6/V/2 of the Hungarian Accreditation Committee: The accreditation requirements and evaluation aspects of the HAC with regard to doctoral schools;
- k) University Admission Regulations;
- l) University Students' Fees and Grants Regulations;
- m) University Academic and Examination Regulations;
- n) Regulations on Recognition, Credit transfer, and Validation.

(2) These Doctoral Regulations also serve as the basis for the elaboration of the supplementary and implementation rules specified below:

- a) the operating regulations as well as the academic and examination regulations of Doctoral School of Military Science, Doctoral School of Military Technology, Doctoral School of Public Administration, Doctoral School of Law Enforcement, and doctoral schools to be established in the future;
- b) Order by the Rector announcing the costs and fees of procedures applying to doctoral programmes and habilitation procedures;

c) Order by the Rector on the rules of transfer to the doctoral schools of the National University of Public Service.

Provisions on interpretation

Section 3

For the purposes of these Regulations:

1. *Sector applicant*: an employee of an organisation subordinated to the Ministry of the Interior, the Ministry of Defence, the Ministry of Justice, or the Prime Minister's Office applying for a programme;
2. *Doctoral state stipend*: funding that may be offered to PhD students who are Hungarian citizens, participate in a full-time organised programme, or in accordance with a statute or an international agreement, to foreign PhD students under equal treatment with Hungarian national PhD students;
3. *Internal applicant*: an applicant applying for a doctoral programme, employed by the National University of Public Service (NUPS);
4. *The Doctoral School Council (hereinafter DSC)*: the board that assists the activities performed by the Head of the DS; it holds its meetings on a regular basis, it consists of members elected by general DS members; its members are appointed and recalled by the University Doctoral Council;
5. *Student status of a PhD student*: It is the legal relationship between a PhD student and the University, involving the respective rights and obligations of the PhD student and the University as set forth in legal acts on higher education. The student status is established by university enrolment, or in the case of individual training programme, by application for comprehensive examination, and is verified by the university via the issuance of the student identity card and by filling out a master file;
6. *PhD student*: A student enrolled in a PhD programme aimed at obtaining an academic degree who is entitled to the rights and is bound by the obligations set forth in the statutes on higher education;
7. *Thesis abstract*: It is a summary work prepared for the academic public on the basis of the doctoral dissertation, presenting the PhD candidate's scientific achievements that serve as a basis for the candidate to prove over the course of the doctoral degree procedure, that (s)he has prepared for obtaining the academic degree;
8. *Doctoral dissertation*: It is the document, creation, or work completed by the PhD candidate, serving to prove, over the course of the doctoral degree procedure, that the PhD candidate is able to solve a scientific task proportionate to the requirements of the academic degree, on his/her own;
9. *PhD/Doctoral degree*: an academic degree that may be awarded by the University Doctoral Council; in accordance with the requisites for obtaining a PhD degree determined in the Doctoral Regulations by the University, in compliance with the Act on National Higher Education. A PhD degree may be conferred on completion of the doctoral degree procedure;

10. *Doctoral degree procedure*: during the PhD training after the comprehensive examination the PhD student participates in the procedure of obtaining a doctoral degree by completing the research and the dissertation phases in order to obtain a PhD degree;
11. *Doctoral School (hereinafter DS)*: the organised framework of doctoral training that facilitates the preparation for obtaining the academic degree;
12. *Doctoral training programme*: a doctoral programme consisting of coursework, research and reporting activities adjusted to the unique character of the scientific discipline and the needs of the PhD student tutored either individually or in a group;
13. *Doctoral Regulations*: the regulations containing the detailed rules on doctoral training and on awarding doctoral degrees;
14. *PhD study-hour*: With regard to a doctoral programme, the time spent performing research/creation activities at a higher education institution or at an institution that has entered into a cooperation agreement with the former.
15. *Thesis topic*: A research area that is appropriate, through its elaboration process for a PhD student, to learn, under direction of his/her supervisor, the application of scientific methods, to achieve results of a scientific merit, and to verify such results in the form of scientific publications, academic lectures, a doctoral dissertation, and scientific work;
16. *Individual programme*: a form of study that may be requested in particularly justified cases, allowing a candidate to be exempted, either in part or totally, from training and research programme tasks;
17. *Individual self-funded programme (48 months, 240 credits)*: A PhD training programme with exemption from contact hours, and with an obligation of consultations;
18. *University Doctoral Council (hereinafter UDC)*: The board set up by the Senate to organise PhD programmes and to award doctoral degrees, authorised to make decisions with respect to PhD training, in particular, with regard to the approval of the curricula of PhD programmes, admission to PhD programmes, and the conferral of the doctoral degree;
19. *Comprehensive examination*: The examination to be passed by the PhD student to present his/her progress in the field of study and research, in the course of doctoral training in the end of the fourth semester as a completion of the training and research phase and as a pre-condition of the beginning of the dissertation phase;
20. *Study abroad*: It is part of the PhD programme; in that a PhD student may participate on the basis of a work program connected to his/her doctoral topic and approved by his/her supervisor, which ensures the validity of the given semester within the doctoral training programme of the University;
21. *External applicant*: a person, other than internal or sector applicants, applying for admission to a doctoral programme;
22. *Hungarian Scientific Works Database*: the national scientific bibliographical database determined by Point o) Para (1) Section 3 of Act XL of 1994 on the Hungarian Academy of Sciences;

23. *Preliminary defence*: A debate organised and moderated by the applicant's supervisor and held in the presence of the applicant (at the research institute) prior to the open debate of a doctoral dissertation, where the preliminary evaluation of the draft dissertation is conducted. The scientific experts with academic degrees, participating in the preliminary defence submit a proposal to the Doctoral School Council on the further procedure;

24. *Open debate*: The dissertation defence is part of the doctoral degree procedure, over the course of which the PhD candidate presents the theses of his/her dissertation (work), and then responds to comments made by and to questions asked by the reviewers, the committee members, and the attendees. The date, the time, and the venue of the doctoral dissertation defence as well as other information relevant to the academic community and required for ensuring the public nature of the defence, just as information on how to access the doctoral dissertation, are published on the websites of the DS and that of the National Doctoral Council (hereinafter NDC) and with the use of other standard methods in due time – one month in advance;

25. *Organised self-funded programme* (48 months, 240 credits): A part-time PhD programme with study hours (contact hours) constituting not more than one-third of a full-time student's total study time, defined in a specific statute;

26. *Organised full-time programme funded from a scholarship* (48 months, 240 credits): A PhD programme organised as a full-time programme with study hours (contact hours) constituting at least one-fifteenth (1/15) of a student's total term of study, defined in a specific statute;

27. *Credit in doctoral programmes*: The measurement unit of study, research work – and if the PhD student undertakes teaching tasks too – of teaching activities performed towards the fulfilment of student obligations.

II. Chapter: Bodies, Organisations and Persons Acting in PhD Matters

Section 4

(1) The bodies, organisations and persons directly participating in the doctoral procedure are as follows:

a) The University Doctoral Council;

aa) The UDC Chairperson;

ab) The UDC Vice-chairs;

ac) The UDC secretary;

ad) UDC members;

a) The Doctoral School (hereinafter: DS);

ba) The DSC;

bb) The head of the DS;

bc) General members of the DS;

bd) The Heads of the research fields;

be) The thesis topic supervisors;

bf) Lecturers of the DS;

c) The Committee of Social Issues of Doctoral Students (hereinafter: CSIDS);

d) The Departments, institutes;

e) The Office of Scientific Affairs (hereinafter OSA);

f) The comprehensive examination committee;

g) The doctoral review committee;

h) The official reviewer.

(2) Bodies and persons indirectly involved in the doctoral procedure:

a) The Senate;

b) The Rector;

c) The Dean.

The University Doctoral Council

Members and election of the members of the University Doctoral Council

Section 5

(1) The UDC is a scientific body established for the organisation and coordination of doctoral training, the approval and supervision of doctoral procedure, and for the awarding of doctoral degree. All the UDC members — with the exception of PhD students — shall hold an academic degree.

(2) One-third of the UDC members or at least two members shall be external persons not in employment at the University, who are prominent lecturers, researchers in their fields of expertise and also represent the scientific fields studied at the University. For the purposes of this section, a Professor Emeritus of the institute shall be deemed to be employed by the university.

(3) Each member of the Doctoral Council possessing a right to vote – with the exception of PhD students – shall be obliged to meet the requirements of general membership.

(4) Over the course of selecting UDC members, efforts must be made towards the proportionate representation of all the scientific disciplines, in which the University is entitled to award academic degrees.

(5) The ex-officio members of the UDC are:

- a) The Vice-Rector for Scientific Affairs as the chairperson of the UDC;
- b) The heads of the Doctoral Schools, who are also vice-chairs of the UDC;

(6) The elected members of the UDC are:

a) 2 lecturers or researchers, each holding an academic degree, per faculty, possessing the right to vote;

b) 1 lecturer or researcher holding an academic degree, of each institute not belonging to a faculty, possessing the right to vote;

c) 1 PhD student per DS with the right to confer;

d) In accordance with Section 5 Para (2), 2 members not employed by the University, possessing the right to vote, proposed by each of the faculties, taking into consideration the opinions of the faculty councils, whereas the Rector makes a proposal for 2 additional members.

(7) In his/her absence the chairperson shall be substituted by one of the vice-chairs entitled by the Chairperson. The members of the UDC who fill their positions ex-officio, may be substituted by a general member of the DS engaged on the basis of a written authorisation, possessing the right to vote and to confer.

(8) The secretarial tasks of the UDC are performed by the head of the University OSA, who is a standing attendee at UDC meetings with the right to confer.

(9) The Rector shall submit a proposal for the composition of the UDC – on the basis of the recommendations of the faculty councils and of the proposals made by the Doctoral Schools and by the institutes listed in Section (6) b) – to be approved by the Senate.

(10) The elected members of the UDC shall be in office for five years and may be re-elected for several terms.

(11) The Senate shall make a decision on the recall of the elected members of the UDC, as initiated by the Chairperson of the UDC.

(12) By invitation from the Chairperson of the UDC, a representative of the National Association of PhD Students may participate in the work of the UDC, if affected by an item on the agenda, with the right to confer.

The tasks and responsibilities of the University Doctoral Council

Section 6

(1) The tasks of the UDC are:

a) To provide opinions on proposals for establishing a doctoral school;

b) To regularly evaluate doctoral training and the conferral of PhD degrees at the University, for the Senate, with special regard to (4) Sect. 84/A of the Act on National Higher Education;

c) To initiate the termination of a doctoral school in justified cases;

d) To make decisions regarding the recognition of credits, the recognition of education abroad proven with certificates and degrees for joining a doctoral training programme, the requirements of a final examination, the awarding, nationalisation and the withdrawal of a PhD degree defined in (4) Sect. 16 of the Act on National Higher Education;

e) On the basis of the proposals of the DSs to appoint the members of the admission committee, the members of the review committee and the official reviewers, to set up the comprehensive examination committee, to approve the supervisors and lecturers of the doctoral school as well as co-supervisors;

f) To determine the list of the languages that may be accepted as a first foreign language (first language certificate) with regard to the language proficiency requirements of obtaining a PhD degree;

g) To make a decision, further to the opinion of the review committee, on a request made by the PhD candidate regarding a closed preliminary defence;

h) To provide an opinion for the Senate on the Rector's proposals submitted for awarding honorary doctoral degrees, and for the termination of a doctoral school;

i) To elect the heads of the doctoral schools of the university, to engage and dismiss the members of the doctoral school council.

(2) On the basis of the proposals made by the DSCs, the UDC makes decisions on the research topics that may be announced and supervisors' engagements, in accordance with the provisions of the Doctoral Regulations, on an annual basis and publishes these decisions on the web page of the National Doctoral Council (NDC), in the university brochure on admission to doctoral programmes, and on the web pages of Doctoral Schools.

(3) The UDC is a body independent in scientific matters. Appeals may be filed against decisions made by the UDC with regard to matters related to doctoral procedures due to law infringement, a breach of the Doctoral Regulations or a procedural error. Conducting a review procedure is within the Rector's authority.

(4) The UDC also performs the tasks of Doctoral Councils acting in scientific disciplines and branches of science.

Operating Order of the Doctoral Council

Section 7

(1) The UDC holds its meetings as required but at least every two months and regulates its operation in its rules of procedure. The Council has a quorum if the majority of its members with a right to vote are present.

(2) The University Doctoral Council is represented by the UDC Chairperson in the National Doctoral Council.

(3) The preparation of the UDC meetings with regard to content and technical matters, and the implementation of its resolutions are the responsibility of the UDC Chairperson.

(4) The meetings are chaired by the Chairperson, or, in his/her absence, by the vice-chair as requested by the Chairperson.

The Doctoral School

Order of Procedures of Establishing a Doctoral School

Section 8

(1) Doctoral training programmes may be conducted only in a Doctoral School.

(2) One or more Doctoral Schools per branch of science may exist at the University.

(3) A Doctoral School may be established in a branch of science in which the institution offers master's programmes. The programmes must be specified in the application – as well as the field of study – and the number of the HAC accreditation resolution relating to the master's programmes must also be provided.

(4) At least seven general members may initiate the establishment of a doctoral school. The majority of the seven general members must be university professors. One person may be a general member only in one doctoral school at the same time. In a multidisciplinary doctoral

school there must be at least three general members whose majority is university professor and conduct their research activities in the given field of science. In an interdisciplinary doctoral school there must be at least eleven general members and four general members per a branch of science, whose majority is university professor and conduct their research activities in the given field of science.

(5) A general member may be a member who:

a) Holds an academic degree;

b) Performs continuous, high-level scientific activities in the branch of study and research field of the DS, and such scientific activity shall be investigated in the database of the Hungarian Scientific Works Database (hereinafter: HSWD);

c) Has proven his ability to direct PhD candidates via at least one PhD candidate who has obtained a PhD degree under his supervision, or has been the co-supervisor of at least two PhD students who have obtained a PhD degree;

d) Is a lecturer or research fellow in full-time employment, temporary duty assignment, or holds the status of a public servant at the University, who indicated the University in accordance with Section (3) 26 of the Act on National Higher Education, for the purpose of considering the existence of the criteria of the operation of the higher education institution;

e) Upon meeting the criteria set forth in points a)-c), a Professor Emeritus or Professor Emerita (hereinafter together: Professor Emeritus) may become a general member, if approved by the UDC, in the DS in which (s)he became a Professor Emeritus or Professor Emerita as set forth in Section (1) 32 of the Act on National Higher Education. With regard to general members, one of the Professors Emeritus members may be taken into account while in the case of a multidisciplinary or interdisciplinary doctoral school one member per a branch of science may be taken into consideration;

f) Upon meeting the criteria set forth in points a)-c), an academic consultant or research professor holding the title "Doctor of the Hungarian Academy of Sciences" working at a research institute on a full-time basis under an employment contract or a public service contract may become a general member if the University has entered into an agreement with the research institute to that effect. Up to two of such consultants may be taken into account with regard to the general members that initiate the establishment of a doctoral school while in the case of a multidisciplinary or interdisciplinary doctoral school one member per a branch of science may be taken into consideration.

g) A general member:

ga) must meet the criteria set forth above over the course of at least one study cycle and for the period of the degree procedure attaching to the cycle, and

gb) must also undertake to conduct supervisory activity at the given doctoral school.

(6) A founding member or a person accepted as a general member at least five years earlier may be awarded a general member emeritus title in the same DS, in line with a decision by the UDC, if (s)he has a documented relation with the University, and is not bound by an obligation to act as a supervisor in the following. A general member emeritus is not affected by the HAC evaluation procedure or taken into consideration for the requirements for general

members. A general member emeritus is not required to fulfil the five new HAC criteria or to enter his/her publication and reference data into the HSWD. A general member emeritus title may be awarded for a definite or indefinite period of time by the UDC, and it is entered in the doctoral database by the head of the DS. A general member emeritus title does not require a HAC resolution or a separate announcement to that effect. The UDC may withdraw the title if the relationship terminates. The general member emeritus may also request the cancellation of the title him/herself. In the following, the data of the general member emeritus are not displayed in the public doctoral database, however, they continue to be included in and accounted among the achievements of the DS.

(7) A lecturer may undertake teaching activities in a number of doctoral schools but may only be deemed a general member in the single doctoral school of the higher education institution in which (s)he was registered with regard to determining budget funding for the higher education institution as set forth in Section (3) 26 of the Act on National Higher Education.

(8) A research field may be established if there are elaborated modules and programmes existing in it, it is represented by researchers (holding DSc, CSc, or PhD degrees), successfully pursued research topics, academic publications and supervisors.

(9) The head of a doctoral school is elected from among the university professor general members of the DS – as proposed by the majority of the general members – by the UDC, and is appointed by the rector for a period of up to five years. The appointment may be extended on several occasions.

(10) The lecturers of a doctoral school are lecturers and researchers, holding academic degrees, deemed suitable by the UDC – in line with a proposal from the head of the doctoral school – to perform teaching, research and supervisory tasks at the doctoral school.

(11) The supervisor of a thesis topic is a lecturer (university professor or associate professor), researcher or external person with an academic degree, whose topic offered has been approved by the UDC and who responsibly directs and assists, further to this assignment, the studies and research activities of the PhD student conducting research in this topic and the preparation of PhD candidates for obtaining the academic degree.

(12) An application for the approval of establishing a DS is to be submitted to the Senate. The person suggested for leading the DS submits the application for establishing a DS with the preliminary opinion of the UDC to the Senate through the Rector. The general members of the DS prepare the documents initiating the establishment of the DS, which contain the following:

- a) the classification of the DS with regard to scientific disciplines and branches of science;
- b) master's programmes through which the University fulfils the requirements set forth in Section (2) 16. of the Act on National Higher Education;
- c) the description of the DS research field(s);
- d) the description of the PhD degree that may be awarded as a result of the doctoral degree procedure;
- e) the names of the person to be nominated as head of the DS, the general members of the DS, the persons to act as supervisors at the DS over the first four years, additional

lecturers and researchers of the DS, Hungarian and foreign visiting lecturers, their academic resumes and the documentation of their major academic achievements and works of the past five years;

f) the proposed training programmes to be offered by the DS, meeting the requirements of the 8th level of the Hungarian Qualification Framework;

g) the international relations of the DS, which may be expected to be taken into account with respect to the operation of the DS;

h) the quality assurance plan of the DS;

i) the operating regulations of the DS.

(13) Statements must be attached to the documentation by those involved proving that they accept the assignment and fulfil the requirements set forth in the Decree.

(14) The cooperation agreements entered into by the University with regard to the activities of the doctoral school also form part of the founding documentation of the doctoral school, with special regard to the cooperation agreements listed in point f) (5) Section 8.

(15) The preliminary opinion of the UDC is required for the person proposed to act as the head of the DS to submit the application for the establishment of the DS to the Senate, via the Rector, for approval.

(16) Following the decision made by the Senate on founding the DS, the Rector requests the registration of the DS with the Education Authority. The following must be attached to support the application:

a) The founding documentation of the DS;

b) The opinion of the UDC;

c) The development concept of the research fields of the University affected by the founding of the DS;

d) The Doctoral Regulations of the University;

e) A statement that the DS will provide regular and public information on the doctoral programme and will publish the entry requirements on its website and at the University in the usual manner, on an annual basis.

f) A statement that the DS will regularly update its data to reflect an up-to-date state of the doctoral school.

(17) In order to substantiate the expert opinion set forth in Para (4) Section 67 of the Act on National Higher Education, the National Higher Education Accreditation Committee (HAC) checks the fulfilment of the requirements, in particular, of those relating to point b), Para (5) Section 8, the enforcement of the agreement referred to in Paragraph (5) f) Sect 8, and (14), and the fulfilment of other expectations contained in the criteria for professional evaluation.

(18) The Senate makes a decision regarding the launch of the PhD study programme in accordance with the provisions of Point hd) Para (3) Section 12 of the Act on National Higher Education.

(19) Any changes to registered data of the DS must be reported to the Education Authority within 15 days.

(20) On the basis of the decision by the Senate to establish a DS, the Rector initiates the amendment of the deed of foundation with the Governing Board with regard to the founding of a DS in a new branch of science, and in the case of changes made to the general activities of the University the supplementation of the data registered with the Education Authority is requested.

(21) The UDC or, upon request from the Rector, the Senate makes a decision on the termination of a DS. If termination is requested by the Rector, the Senate requests the opinion of the UDC prior to making its decision. The Rector initiates the amendment of the data of the DS registered with the Education Authority in accordance with the Senate's decision. The Education Authority deletes the DS from its registry without conducting a procedure to take evidence.

Tasks of Doctoral Schools

Section 9

(1) A DS is a HAC-accredited organisational unit of the University, established to facilitate the acquisition of the ability to perform autonomous scientific research activities and to set up an organised framework in preparation to obtain a PhD degree, within the scope of uniform, organised doctoral study programmes and research.

(2) The tasks of a DS are as follows:

- a) To direct the planning, training and scientific activities in the fields of research, to review and continuously update the research topics;
- b) To elaborate and update the documents and structure of doctoral training programmes, to shape and upgrade the training structure, to produce the DS training programmes and semester schedules;
- c) To organise the training and research activities of the DS, to invite teachers and visiting lecturers;
- d) To cooperate with training and research workshops, with departments through accepting research topics and through providing the pre-conditions for research infrastructure, through inviting lecturers, organising the preliminary defences of draft dissertations at departments and research institutes;
- e) To shape opinions on the research topics publicised by the research planners, then to submit them for approval by the UDC;
- f) To elaborate and publicise methodological materials, information documents, relating to doctoral training;

- g) To prepare, organise, and conduct admission interviews;
- h) To direct individual training and research programmes, to guide the preparation of semester-based training and research plans, to store a copy of these plans;
- i) To approve the semester reports of PhD students and their supervisors;
- j) To organise and publicise final examinations, to notify the participants;
- k) To issue pre-degree certificates;
- l) To take active part in the degree procedure of PhD students;
- m) To prepare proposals for the meetings of the DSC and UDC;
- n) To notify the persons affected on decisions made by the DSC;
- o) To prepare accounts and reports on the activities of the DS;
- p) To keep the DS website up-to-date, to track the information about the DS on the NDC home page;
- q) To organise conferences and scientific forums of the DS;
- r) To maintain communication with university and external research centres and partners.

The Doctoral School Council, the Head of the Doctoral School and the Head of the Research Field

Section 10

(1) The DSC is a body assisting the work of the head of the DS, holding its meetings on a regular basis, consisting of members elected by the general members of the DS from among the supervisors of the DSI registered on the website of the NDC. The chairperson of the DSC is the head of the DS. The members of the DSC are appointed and recalled by the UDC, on the basis of proposals made by the general members. The DSC may invite an academic secretary, who may be present at the council meetings with the right to confer. The dean of the faculty and the heads of the research fields at the DS participate as standing invitees at the meetings.

(2) The mandate of elected members is for five years that may be extended on several occasions. At DSC meetings, the head of the DS may be substituted, in his absence, by a general member delegated by him, acting as a chairperson, moderating discussions, possessing the right to vote.

(3) The task of the DSC is to direct the implementation of the tasks of the doctoral schools.

(4) A DSC makes decisions on:

- a) the training programmes of the DS and the academic programmes;

- b) the principles and frameworks of the supervisors' work;
- c) the academic subjects and their credits;
- d) the modification of the title of (draft) dissertation;
- e) the interruption of studies, study, disciplinary, and examination issues of the PhD students.

(5) The DSC makes proposals for the UDC on:

- a) the proposal of the doctoral research planners, supervisors, and lecturers of the Doctoral School;
- b) acceptance of doctoral research topics evaluated by the DSC;
- c) admittance to doctoral training and the relating doctoral topics;
- d) the recognition of credits earned at another university or over the course of a study abroad;
- e) the acceptance of the results of the preliminary defence of a draft PhD dissertation and for accepting an application for a doctoral degree procedure;
- f) the composition of comprehensive examination and review committees;
- g) the subjects and topics of comprehensive examinations;
- h) the acceptance of requests regarding the change of a supervisor;
- i) the acceptance of requests for changes in the research topic, on the basis of the new outline;
- j) the acceptance of requests made for setting up new fields of research.

(6) A DSC holds its meetings in line with the UDC meeting order, at least ten days preceding UDC meetings.

(7) The UDC shall act as a body of appeal for the DSC.

(8) The Head of the DS shall be a general member university professor with a doctor of HAS title, below 66 years of age in the year of founding the DS and below 70 years of age over the course of DS operation, in full-time employment at the university, responsible for the academic quality level of the school and for the tuition work performed. The HAC checks the professional competence of the Head of the school upon the establishment of the DS or upon a change made at a later point in time. The Rector appoints the head of the DS from among the general members of the DS, further to a proposal by the UDC for a maximum period of five years. The appointment may be extended on several occasions.

(9) The head of the DS:

- a) Bears responsibility for the scientific quality of research and for the teaching activities conducted at the doctoral school;

- b) Coordinates the PhD training programmes;
- c) Steers the work of the DSC and takes responsibility for the implementation of the decisions of the DSC;
- d) Coordinates professional work and is responsible for the quality thereof;
- e) Represents the doctoral school;
- f) Directs the operation of the DS and exchanges information with the UDC.

(10) The DS may elect a deputy. The requirements relating to and the tasks of the deputy are identical to those applicable to the head of the DS except for the HAS doctoral title. In his/her absence, the head of the DS shall be substituted at UDS meetings by his/her deputy, with the right to vote. Upon a long-term absence of the Head of the DS, at his request and further to a proposal by the UDC, the Rector may appoint a deputy to substitute him/her with full authority for the given period.

(11) The head of the research field shall be a university professor, or university associate professor in full-time employment with the University for the operation of the higher education institution, accredited at the University. One person may be the head of one field of research at the University.

(12) The Head of a research field:

- a) is responsible for the quality of the work in the research field;
- b) makes proposals for admission of applicants to the PhD programme;
- c) makes proposals for approving or changing supervisors;
- d) makes proposals with regard to changes in the programme and new research topics;
- e) approves PhD students' individual study and research programmes and six-month study and research plans;
- f) directs professional work activities in the field of research;
- g) directs, supervises, and annually evaluates the activities of the supervisors on the basis of the guidance from the DSC.

The Researcher Offering a PhD Topic, the PhD Supervisor, the Co-Supervisor

Section 11

(1) A researcher offering a PhD topic is a lecturer holding an academic degree (university professor or assistant professor), a researcher (professor or senior research fellow) whose PhD topic has been approved by the UDC.

(2) The PhD topic supervisor and his tasks are as follows:

- a) the PhD thesis topic supervisor is a lecturer or researcher holding an academic degree (university professor or associate professor), a researcher (professor or senior research fellow) whose offered PhD topic has been approved by the UDC and who, on this basis, responsibly directs and assists the studies and research activities of PhD student(s) working on the thesis topic, and the preparation of PhD candidate(s) for obtaining a degree;
- b) for at least two years after receiving an academic (PhD) degree, verifies his ability to act as academic supervisor by regularly publishing his own research achievements, registered in the HSWD, or, through possibly undertaking co-supervisory activities;
- c) on the basis of his own research results submits his PhD research outline to the DSC, applying for the right to offer a topic. The topic offered shall be approved by the UDC further to a proposal by the DSC;
- d) responsibly directs the PhD student's study and research activities;
- e) in the PhD student's end-of-semester report and academic record book (electronic record book) adds his signature to certify, the completion of the study and research tasks every semester;
- f) supports the PhD student in receiving foreign scholarships;
- g) makes a proposal to a PhD student's study and research plan, and is responsible for the implementation of the same at a high level;
- h) on completion of the programme, prepares a summary report on the study and research work performed by the PhD student, and makes a proposal for the issuance or denial of the pre-degree certificate;
- i) in cooperation with the head of department, prepares and conducts the preliminary defence of the draft dissertation completed;
- j) checks whether the PhD student has fulfilled the minimum requirements of a PhD degree and, upon an application for the degree procedure, proposes the acceptance or rejection of the same to the DSC;
- k) makes a proposal, in agreement with the head of the research field, for the academic subjects of the final examination, the chairperson and the members of the final examination and review committees, and for the official reviewers of the review committee;
- l) responsibly directs the preparation of a PhD candidate for obtaining the PhD degree.

(3) A supervisor is responsible for the publication of the research findings of the PhD student and for the preparation of his/her PhD dissertation in the required quality.

(4) One supervisor is allowed to offer no more than six topics at the same time (at the University) and may supervise no more than six PhD students.

(5) A supervisor shall coordinate his/her thesis topic to offer with the relevant department of the University.

(6) A co-supervisor may be elected if, over the course of elaborating a PhD student's research topic, combined assistance on the part of two professionals is required. A co-supervisor can be an active researcher or lecturer holding an academic degree who is not yet entitled to supervise a student on his/her own and to offer his/her own thesis topic.

Other Organisations and Boards Involved in the Doctoral Procedure

The Committee of Social Issues of PhD Students

Section 12

(1) The applications of social nature submitted by PhD students are assessed by the Committee of Social Issues of PhD Students (hereinafter: CSIPS). It is the first instance of matters in its scope of authority.

(2) In cases belonging in the scope of authority of the CSIPS the provisions of Academic and Examination Regulations and those of the Scholarship and Fee Regulations shall appropriately apply.

(3) In particular the CSIPS makes decisions on:

- a) applications for social scholarships;
- b) applications for granting payment facilities.

(4) Appeal against the decisions made by the CSIPS may be submitted to the Student Legal Remedy Committee within 15 days after the decision was made.

(5) The composition of the CSIPS is regulated by Section 38/A of the Organisational and Operational Regulations, while its operation is regulated by the order of business approved by the Rector.

Institutes and Departments

Section 13

(1) On the basis of the students' four-year individual study and research programme the tuition of PhD students is conducted by the lecturers of the institutes, departments, and visiting lecturers, holding academic degrees.

(2) Students submit a copy of their three-year individual study and research programme to each of the institutes /departments providing tuition in the subjects to be taken by the student, to serve as the basis for the institutes /departments for planning their tuition activities. The student may only depart from the order of the subjects approved in the individual study and research programme upon approval from the head of the field of research. An application for departure from the study and research programme, approved by the supervisor, must be submitted no later than 30th October each year, to facilitate budget planning for the following calendar year.

Academic Organisational Centre of the University

Section 14

(1) The AOC is an organisational unit set up at the University to perform the organisational and registration tasks of the entrance procedure to PhD programmes, and the degree procedure and the preparatory, organisational and registration tasks relating to the work of the UDC.

(2) The tasks of the AOC are as follows:

- a) to edit general information on admission in accordance with the UDC resolution and the publication thereof, in the form of an attachment to the call for applications by the Rector;
- b) to conduct the formal check of the applications for admission to a PhD programme and for a doctoral procedure;
- c) to invite and notify the participants of doctoral procedures (members of the entrance examinations, those of final examinations, reviewers) on the basis of the UDC resolution;
- d) to notify the applicants about the time of entrance interviews and the results thereof;
- e) to register the admitted applicants for the first semester and – in justified cases – to register the PhD students in the NEPTUN system;
- f) to manage the PhD students' study-related problems, NEPTUN data, academic record books, documents, to issue certificates and copies;
- g) to store a copy of individual study and research programs, semester-based study and research plans, and reports;
- h) to do the administration of contracts of visiting lecturers and external lecturers;
- i) to do the registration and storage of documents relating to degree procedures (applications, reviews, documents submitted, results achieved, appeals, NEPTUN data);
- j) to organise and announce open debates and to notify the parties involved;
- k) to issue certificates, and other documents relating to obtaining a PhD degree;
- l) to perform financial and administrative tasks pertaining to applications, PhD training, and obtaining a degree;
- m) to prepare and organise the meetings of the UDC, to handle the written documentation, to prepare and keep records, and publish the minutes of and the resolutions passed at the meetings.

Bodies and Persons Indirectly Involved in a Doctoral Procedure

Section 15

(1) The Senate:

- a) Accepts the Doctoral Regulations;

- b) Elects the members of the University Doctoral Council;
- c) Makes decisions regarding the award of honorary doctoral titles (doctor honoris causa);
- d) Makes decisions regarding recommendations for honouring decorated doctors (promotis sub auspiciis praesidentis rei publicae);
- e) Confers PhD degrees and doctor honoris causa (dr. h. c.) titles on two occasions per year, with ceremony.

(2) The Rector:

- a) Supervises the PhD programme and the degree procedure ensuring the lawful nature thereof;
- b) Sends to the Education Authority, for the purpose of registration, the application relating to the establishment of a Doctoral School, approved by the Senate, and the documents of the establishment of a DS;
- c) In view of the opinion of the UDC, makes a proposal to the Senate for awarding an honorary doctoral title (doctor honoris causa) and regarding recommendations for the inauguration of decorated doctors.

(3) The Dean:

- a) Ensures infrastructure-related and professional conditions required for the study and research activities of PhD students.

III. Chapter

Doctoral training

Types of training

Section 16

(1) A doctoral training programme is a training, research, and reporting activity, conducted in the framework of individual or group-based preparation adjusted to the unique character of the scientific discipline and the needs of the PhD student. It comprises a training and research phase, and a research and dissertation phase.

(2) The forms of PhD training programmes at the University are as follows:

a) Organised forms of doctoral training:

aa) full-time (daytime, scholarship, or self-funded). A programme shall be deemed full time if the applicant is employed by an institution/research institute possessing a cooperation agreement with the University and performs his/her research activities within the scope of such research/creative activities;

ab) part-time (correspondence, self-funded);

ac) individual training (self-funded);

b) Permitted form: individual preparation with no study programme.

(3) In all forms of doctoral training programmes the fulfilment of requirements considered as a pre-condition for obtaining the pre-degree certificate is to be measured with the use of credits.

Admission to Doctoral School

Section 17

(1) A student may be admitted to a PhD programme further to an entrance procedure. Organising and conducting an entrance procedure is the task of the doctoral schools and of the AOC.

(2) Applicants may apply for a PhD programme if they possess a diploma verifying a Master's degree or a diploma certifying an equivalent university level education and qualification, and have at least passed one state-accredited intermediate (B2 level), type 'C' or equivalent complex language examination in a language detailed in paragraph (3).

(3) Upon submitting an application for admission and, upon applying for a degree procedure, the following foreign languages may be accepted:

a) The official language of any European country;

b) Arabic;

c) Hebrew;

d) Japanese;

e) Chinese;

f) Korean;

g) Latin;

h) Ancient Greek.

(4) Students applying for programmes funded from state scholarship or for self-funded programmes shall meet identical requirements and criteria in the entrance procedure.

(5) General requirements of applications:

a) An application for an organised PhD programme must be submitted to the AOC, using the application form specified in Annex 1 in the manner and until the closing date announced in the entrance information brochure. After the announced closing date an application can be taken only in the case of applicants with scholarships on the basis of international agreements or treaties.

b) External applicants may also apply for a full-time training programme if the headcount for a state scholarship programme is announced in the information brochure.

c) An applicant shall, in each case, certify his/her education and qualification obtained in a master's programme or in an equivalent university programme and the existence of a certificate of a state-accredited, complex, at least B2 (intermediate) level language examination in a language determined in Section 17 (3), or equivalent and his/her research results achieved to date or possible Academic Student Workshop results and publication activities.

d) Applications may be submitted for the topics announced by the Doctoral Schools within the scope of organised PhD programmes, where such applications must be received by the party that has announced such a topic, whereas, with regard to individual study programme and individual preparation, applicants may submit research topics not announced but already launched by the applicant, if the supervisor possessing expertise in the given topic undertakes the supervision of the PhD research work upon approval from the UDC.

e) The following must be attached to the Application form:

ea) a professional curriculum vitae;

eb) in the case of graduate students, their academic record book(s), with regard to those holding a degree, the photocopies of their diplomas obtained in a Master's programme or in an equivalent university programme, or, with regard to a university (master's) degree from a foreign university, the authentic translation thereof (along with the concurrent presentation of the original documents);

ec) the photocopies of the certificate(s) proving language proficiency (with regard to a language certificate obtained in a foreign country, a copy of the resolution on nationalisation by the Equivalence and Language Exam Accreditation General Department of the Education Authority) (along with the concurrent presentation of the original documents);

ed) with regard to placement in National Academic Student Conferences, the relevant diplomas or photocopies thereof, or, if scientific publications exist, the lists and their hard copies;

ee) the research plan in the topic announced by the supervisor, or, with regard to those applying for individual tutoring, a research plan – not announced – coordinated with the supervisor, proposed to the UDC for approval;

ef) proof of the payment of the entrance procedure fee;

eg) in the case of applying for a self-funded programme, a statement by the employer undertaking the payment of costs, or an official statement by the applicant to that effect;

eh) an official extract from the judicial records evidencing a clean criminal record, issued up to three months earlier, or if the applicant holds a position attached to a clean criminal record, a certificate issued by the employer to that effect, or, with regard to foreign citizens, an equivalent document.

f) If an applicant aiming at an individual study programme or at individual preparation applies with a research topic other than those approved and announced by the UDC, the admission of such topic shall be approved (clarified) by the supervisor, the head of the given research field and the head of the research institute or – if the employer is a university – by the head of the department, prior to the submission of the application, and they will confirm such approval by

adding their signatures on the application form. In turn, the UDC will make a decision on the final acceptance.

g) If an applicant for a full-time programme intends to elaborate his/her research topic at a research institute other than the university, or if the scholarship is to be funded from resources other than the state (in particular: from a foundation, institute, or economic entity) the relevant undertaking is to be attached to the application.

h) With regard to an application for an individual study programme, the publication results, equalling at least 10 (ten) publication points, of research activities must be documented.

i) Simultaneously with the application for an individual study programme the applicant shall apply also for the comprehensive examination through submitting the necessary documents.

(6) Other requirements of submitting applications with regard to internal or sector applicants:

a) An internal or sector applicant shall notify his/her employer or superior in writing about his/her application for a PhD programme;

b) An application may be attached to the notification, in which the applicant may request that the (s)he be granted the opportunity to take part in a full-time PhD training programme and that the body enrolling the applicant or the supervisory organ (Ministry) pay his/her tuition fee;

c) To the application form an internal or sector applicant shall enclose the opinion of the competent employer or superior, and the proposal regarding the applicant's participation in the training programme;

d) In the case of an applicant from or subjected to the Hungarian Defence Forces or the Ministry of Defence, the superior shall submit the notification, the application and its enclosures along with the personal proposal form through the chain of command to the relevant commander. The relevant commander shall forward the documents to the Human Resources general department of the Ministry of Defence via the superior and the officer exercising employer's rights, within five working days as of the receipt thereof. On the basis of the results of the entrance procedure conducted at the University, the SWG submits a proposal to the Minister of Defence regarding the applications.

(7) The AOC inspects applications received with regard to form.

(8) If an application is insufficient in form, the AOC calls on the applicant to provide any missing documents. If a missing document is not made available until the deadline set forth in the call for applications, the AOC will reject the application. Any rejection must be justified.

The Interview

Section 18

(1) The head of the DS invites applicants who submitted applications sufficient in form to an interview in May (or, if required, in August). The entrance examination of applicants applying for individual preparation is an exception to the above.

(2) The purpose of the interview is to determine whether the applicant is competent to elaborate the research topic selected.

(3) The head of the DS makes a proposal for the annual scheduling of interviews and for the composition of the admission committee as set forth in paragraph (5), to be approved by the UDC.

(4) Preparing, organising and ensuring the conditions for conducting the interviews are the responsibilities of the head of the DS.

(5) The admission committee consists of at least three members. Its chairperson is the head or deputy head of the DS and its members are the head and an invited expert of the research field involved. The supervisor concerned may be present at the interview, with no right to vote.

(6) The representative of the PhD Students of the given DS shall participate in the work of the admission committee as an invitee, with the right to confer.

The Evaluation Order in Entrance Procedures

Section 19

(1) At the interview, the applicant's scientific (professional) performance, previous research activities and foreign language proficiency are assessed, with points awarded. A maximum of 100 points may be obtained at the interview. The admission committee assesses applicants on the basis of the criteria below:

a) Scientific (professional) performance assessment – the applicant must prove that (s)he possesses comprehensive knowledge in the discipline of the research topic applied for, and profound knowledge in his/her research field. Points that may be awarded for the scientific (professional) habitude: 0–60 points;

b) The evaluation of scientific achievements – any place at the National Academic Student Conference (NASC), or, as an exception, any special awards received at the NASC (separately checked by the admission committee), and scientific achievements verified by academic publications can be accounted as follows:

NASC 1st place: 20 points, 2nd place: 15 points, 3rd place: 10 points, special award: 5 points;

A scientific publication already published or accepted for publication is worth 3 entrance points per publication point. (A statement on the article accepted for publication, issued by the editorial board or editor-in-chief of the scientific medium that intends to publish the publication must be submitted).

Applicants for an individual study programme or individual preparation shall prove substantial research experience and research achievements proven by publications, that is, those applying for an individual programme are required to present a minimum of 10 publication points, while those applying for individual preparation shall present minimum 20 publication points that is a prerequisite for applying for PhD training.

Annex 2 contains the number of points that may be obtained via various publication activities.

Contribution ratios must be verified by statements from co-authors to that effect.

A maximum of 20 points may be awarded for scientific activities.

c) Assessment of foreign language proficiency:

B2 level (intermediate) complex state-accredited foreign language certificate or equivalent on any of the languages recognised: 0 point (criterion requirement).

Points that may be awarded for additional language examinations:

ca) B1 (basic) level complex or equivalent language certificate: 5 points;

cb) B2 (intermediate) level complex, or equivalent language certificate: 10 points;

cc) C1 (advanced) level complex, or equivalent language certificate: 15 points.

If the first language certificate is a C1 (advanced level) complex language certificate, an additional 5 points may be awarded. Oral or written language certificates cannot be taken into consideration on their own as partial exams.

As set forth in (5) Section 2 of Government Decree 137/2008 (May 16), partial examinations taken in the same language may be added up.

The total number of points that may be awarded for foreign language proficiency is: maximum 20 points:

(2) The following amount of points must be obtained for admission to the training programme:

a) Full-time or part-time programmes: minimum 60 entrance points;

b) Individual programmes: minimum 70 entrance points;

c) Individual preparation: minimum 80 entrance points.

(3) The doctoral schools assess and rate applicants and develop their standpoints: an applicant's admission may be proposed, conditionally proposed or not proposed.

(4) Following interviews, the AOC forwards the proposals made by the doctoral schools to the UDC for decision making.

Decisions Regarding Acceptance

Section 20

(1) By 30th June the UDC makes a decision in the standard entrance procedure regarding the admission for the programmes or for individual preparation on the basis of the proposals made by the doctoral schools. The UDC is not bound by the proposals of the DSs during its decision making process. If an additional entrance procedure is announced, the deadline with

regard to those affected in the procedure is 15th September. Rejected entrance applications need to be justified.

(2) The AOC notifies applicants regarding the decision within 8 working days.

(3) An appeal may be filed to the Rector via the UDC chairperson against an unlawful decision or a negative decision that infringes University regulations, within eight working days from the receipt of the decision. The Rector makes a decision in the case within 15 days from the receipt of the appeal.

(4) Information on the programme and the relevant regulations must be sent to applicants admitted. They are prepared by the DSs and forwarded to the applicants along with the notification on admission by the AOC.

(5) Every year the doctoral schools provide regular information on the doctoral training programme to the public. The entrance requirements and the list of admitted applicants are publicised on the home pages of the DSs and at the University in the usual way.

Organised Training Programmes

Section 21

(1) Students in an organised programme may pursue their studies in the framework of:

- a) organised full-time (funded from scholarship or self-funded);
- b) organised part-time (self-funded); or
- c) an individual programme.

(2) An organised programme assists a PhD student with acquiring the knowledge and the individual research experience required for obtaining a PhD degree. To this end, a PhD student shall participate in academic courses, perform individual research work, and may also undertake teaching tasks.

(3) An organised PhD programme consists of eight active semesters, over the course of which a minimum of 240 credits must be obtained in total. In the period of coursework, a PhD student may take up, with no additional tuition fees required, subjects of a credit value exceeding the total number of credit required by 10 per cent. Thus, on completion of the programme, a total of 264 credits may be recognised on his/her part.

(4) In the case of a scholarship-funded training program the PhD scholarship shall be provided for no more than eight semesters.

(5) The units of a PhD programme, the minimum and expected number of credits that may be obtained in each module, the academic requirements and those relating to scientific research work and teaching, the system of checking the preparedness of the PhD student, the system of the examination session, the planning and reporting obligations of the PhD student and his/her supervisor, the rules relating to concurrent programmes and foreign studies, credits gained by the PhD student at the doctoral school of another faculty or institution must be set forth in the

Academic and Examination Regulations of Doctoral Schools (DS AER) in line with other University regulations.

(6) Each PhD student, with the exception of those individually preparing for the degree, shall possess a statement of acceptance issued by the department that gives lectures and performs research in the given research subject, signed by the head of the given department.

The legal status of a PhD student

Section 22

(1) The student status of a PhD student is established through his/her enrolment, or in the case of an individual student through the registration for the comprehensive examination and the acceptance thereof.

(2) During the existence of the student status, a student does not need to register again. As of the second semester of his/her studies, a student shall register in the Neptun uniform education system during the registration period, and issue a statement whether (s)he continues his/her studies or suspends his/her student status. In justified cases, registration in person is also possible at the DS during the registration period. If a PhD student fails to register in the registration period due to his/her own fault, (s)he is to pay a registration fine due to the delay. A student enrolled in a self-funded programme, if he/she intends to continue his/her studies, shall concurrently prove the payment of the tuition fee.

(3) If a PhD student declares that (s)he is unwilling to fulfil his/her study requirements, or if (s)he does not register for the next training period his/her student legal status is suspended. The continuous suspension of the student status shall not exceed two semesters. In the PhD degree procedure the suspension of student status shall not exceed two semesters.

(4) The doctoral school may permit the interruption of a study period on up to three occasions, for a total period of four semesters. A study programme may only be interrupted after the successful completion of the first semester. During the suspension of the student status, state scholarship may not be disbursed, the PhD student is not allowed to participate in the training, shall not receive any credits, and shall not pay tuition fee or other procedural fees. During the suspension period the PhD student is allowed to do data collection, scientific research, publish his/her works, participate at scientific conferences and in competitions. For his/her activities during the suspension period the PhD student may be awarded credits in the first active semester following the interruption of studies.

(5) Upon the request of the PhD student the DS may approve the interruption of student status

- a) for a period of time longer than two consecutive semesters;
- b) before completing the first semester, or
- c) until the end of the training period already begun,

if the student is unable to fulfil his/her obligations arising from the student status due to childbirth, accident, illness or any other unexpected cause, through no fault of his/her own, which (s)he appropriately proves.

(6) A student will have a continuous student status if (s)he fulfils the following requirements:

a) registers in the first semester;

b) in the following semesters (s)he declares the continuation of his/her studies and evidences the payment of the tuition fee;

c) obtains the number of credits determined by the Doctoral Schools every semester.

(7) If a student is enrolled in an organised programme that does not meet the criteria set forth in paragraph (6) c) but is other than an individual programme (s)he shall repeat a semester, by paying the tuition fee for that semester upon a self-funded programme, in which case the credits obtained in the uncompleted semester must be accounted for the repeated semester.

(8) The student status also exists continuously if a student participates in a longer term study abroad at a foreign university or another Hungarian university, where (s)he fully completes the partial tasks coordinated with his/her supervisor and such tasks are worth credits.

(9) A student status terminates:

a) by the transfer of the student to a doctoral programme at another university;

b) if the student declares that (s)he terminates his/her student status, on the date of making such declaration;

c) if the student does not pass the comprehensive examination, on the day of the failed examination;

d) upon the issuance of the pre-degree certificate;

e) at the end of the eighth semester of the PhD training programme to which the student enrolled;

f) by dismissal, on the day the resolution comes into force;

g) if the status of the PhD student is terminated – due to overdue payment – by the Rector, after the failed notification of the student and the assessment of his/her social situation, on the day the resolution comes into force;

h) in other cases identified by the Act on National Higher Education.

(10) The University may terminate the student status of a PhD student through a unilateral statement if (s)he

a) fails to fulfil his/her obligations relating to the progress set forth in the Regulations of the DS or in the curriculum;

b) does not register for the next semester in three consecutive times;

c) does not begin his/her studies after the suspension of his/her student status is over,

provided the student has been requested in writing to fulfil his/her obligations by the set deadline, and has been informed on the legal consequences of the failure.

The rights and obligations of a PhD student

Section 23

(1) A PhD student:

- a) may choose the form of tuition (full time, part time, individual tuition, individual preparation);
- b) may suspend his/her studies for up to four semesters;
- c) may apply for changing his/her doctoral topic or the title of their dissertation;
- d) may take part in other part training abroad or at other domestic universities;
- e) may undertake teaching responsibilities;
- f) may be supported by his/her place of work, which commits to pay the cost of his/her tuition and degree programme;
- g) may use the infrastructure of the University;
- h) may choose his/her supervisor, co-supervisor, and trainer;
- i) with the exception of full-time students, may also be assigned a place of research outside the University, provided that it has proper conditions;
- j) may choose his/her subjects and research seminars – except for the compulsory ones;
- k) may make an opinion about the activities of their trainers;
- l) may participate in contests, scientific research projects and scientific forums and may publish his/her research findings;
- m) may request support, exemptions, and reductions;
- n) may make proposals concerning the life of the University and the DS and shall be entitled to get answers on the issue;
- o) may apply for being transferred to another doctoral school;
- p) may be elected, with the right of consultation, as member of the DS or other bodies of the University;
- q) may have access to legal remedies;
- r) may exercise other student rights set forth in the Act on National Higher Education;
- s) may have the institutional representation of PhD students and PhD candidates made by the Board of Doctoral Students (DÖK).

(2) A PhD student is obliged to:

- a) comply with the University regulations, particularly with the rules of the Academic and Examination Regulations of the Doctoral School;
- b) attend the compulsory contact classes – with the exceptions of students in individual preparation;
- c) a sector PhD student shall report to their superior his/her intention of changing the form of tuition, suspending his/her studies, or studying abroad;
- d) pay the fees and cost reimbursements of the doctoral programme in accordance with the applicable rules and regulations;
- e) observe rules of scientific ethics and code of conduct;
- f) fulfil other student obligations set forth in the University rules and regulations, and in the Act on National Higher Education.

The PhD student enrolled in a full-time training programme

Section 24

- (1) A student enrolled in a scholarship programme is placed at the department that matches his/her research topic, where the conditions are rendered available for conducting work and the use of the University infrastructure is possible in accordance with the rules of the University. A student enrolled in a scholarship programme shall do his/her study and research under the supervision of the Head of Department.
- (2) The student enrolled in a scholarship programme may be accommodated in a dormitory under terms also offered to students enrolled in master's programmes.
- (3) A student compiles and follows a curriculum on his/her own, following the instructions of the DS, with assistance from his/her supervisor.
- (4) If a student also undertakes to perform teaching activities for the number of credits required for completing his/her study obligations, (s)he may do so as permitted by the competent Head of Department in subjects relating to his/her research topic. A PhD student shall be entitled to financial remuneration determined in a contract for performing such teaching activity, and the student may waive such remuneration according to his/her own decision. Upon entering into a contract, the rules on work performed by students shall be complied with.
- (5) A PhD student entitled to state-scholarship with regard to the PhD programme is also eligible for textbook grants. These grants are allocated and paid in a manner identical to that applied for textbook grants paid to students enrolled in Bachelor programmes.
- (6) A sector PhD student that is a professional officer or non-commissioned officer:
 - a) may be enrolled in a scholarship-funded programme with an authorisation from the competent minister;

- b) in the case of a full-time programme may get placed on the available list of staff for the period of the programme, in a manner set forth in a separate statute;
- c) in the case of a full-time programme, the PhD student shall be entitled to an allowance for the period of the programme, as determined in a separate statute;
- d) in the case of suspending his/her student status shall report the fact of such suspension to his/her superior;
- e) may participate in a study abroad on the basis of a proposal by the superior exercising employer's rights, upon authorisation from by the competent minister;
- f) shall be entitled to the salary for the period of his/her study abroad and, in addition, the minister grants an allowance in foreign currency, as determined in a separate decree;
- g) may continue the training programme only by funding the participation at the programme from his/her own resources if (s)he suspends his/her study period at his/her own request or through a fault of his/her own, in consideration of a decision by the UDC;
- h) needs the unanimous support from the UDS and the person making the relevant proposal for changing the topic of his/her doctoral dissertation.

PhD student enrolled in an organised part-time programme

Section 25

- (1) Scholarships by the Hungarian State may not be granted to PhD students enrolled in organised self-funded part-time programmes.
- (2) The number of contact classes in an organised self-funded part-time programme must be at least 30% but no more than 50% of the number required in a full-time programme.
- (3) A PhD student enrolled in a part-time programme may conduct his/her individual research activities at his/her workplace if the conditions for such activities are met.
- (4) Special provisions relating to sector PhD students are as follows:
 - a) (s)he shall report to his/her superior on the course activities requiring personal presence every six months. The DS will issue a certificate on course activities as required;
 - b) the student's appearance at course activities requiring personal presence must be facilitated;
 - c) a student shall report the termination or suspension of his/her student status and the resumption of his/her studies to his/her superior;
 - d) a student shall report his/her intention to participate in a study abroad to his/her superior;

e) the student may continue the programme with state scholarship at his/her own request, on the basis of a submission by the proposing organisation, upon authorisation by the minister.

(5) If a student also undertakes to perform teaching activities for the number of credits required for completing his/her study obligations, (s)he may do so as permitted by the competent Head of Department in subjects relating to his/her research topic. A PhD student shall be entitled to financial remuneration determined in a contract for performing such teaching activity, and the student may waive such remuneration according to his/her own decision. Upon entering into a contract, the rules on work performed by students shall be complied with.

Regulations for Individual PhD Preparation

Section 26

(1) The purpose of individual preparation is to provide an opportunity to professionals with significant scientific research experience, and with documented scientific achievements (equal to a minimum of 10 publication points) to obtain a PhD degree through participation in an organised PhD training programme.

(2) A PhD student performing individual preparations shall be exempted from the attendance of classes, however, his/her preparation involves obligatory consultations and examinations.

(3) The DSs may award credits to PhD students involved in individual training on the basis of their study and research achievements before the admittance, in accordance with the following:

- a) academic requirements: up to 16 credits;
- b) scientific research activities: up to 80 credits.

The recognised credits are to be communicated to the student enrolled in the individual study programme in the notification proving his/her admittance.

(4) The credits required to be obtained by a student enrolled in an individual programme must be determined in the Academic and Examination Regulations of the DS along with additional academic and research tasks to be fulfilled in the training period.

(5) In any other regards the general rules and regulations apply to PhD students involved in individual training.

Individual PhD Preparation

Section 27

(1) A person who has prepared for obtaining a doctoral degree may also enrol in doctoral training programme if (s)he has fulfilled the requirements of entrance and those of the doctoral training.

(2) The purpose of individual preparation is to provide the opportunity of obtaining a PhD degree to professionals who received a master's degree at a Hungarian or foreign university and possess a diploma evidencing their qualifications, possess performed and documented experience at least five years both as lecturers and academic researchers in the disciplines listed in these Regulations and can be awarded no fewer than 150 credits, without enrolling in an organised PhD training programme. Individual preparation in obtaining a PhD degree may be only requested in exceptionally justified cases.

(3) In the case of a student conducting individual preparation the process of obtaining a PhD degree (the research and dissertation phases) shall begin with the application for the comprehensive examination and the acceptance of the application. The student legal status of an individual PhD student is established through the application for the comprehensive examination and the acceptance thereof.

(4) Application criteria:

a) applications may be submitted continuously, with the exception of recesses in procedure, by submitting the application form constituting Annex 1 and the required attachments;

b) exceptions from the general rules in the case of those performing individual preparation:

ba) previous scientific achievements evidenced must be worth at least 20 publication points (as set forth in Annex 2). If the applicant possesses more publications, (s)he must present publications already published in peer reviewed journals prior to the date of the interview worth at least 20 points, as set forth in the table of point values contained in Annex 2 of the DR, attaching to the applicant's research topic, with at least one publication in a foreign language. A statement must be requested from the co-authors of co-authored publications regarding the ratio of co-authorship and regarding the proven use of the results in other dissertations;

bb) the DS checks whether the applicant's scientific or artistic achievements justify the acceptance of application for the form of individual preparation.

(5) Requirements of the entrance procedure:

a) an applicant applying for individual preparation shall participate at an interview, take an aptitude test, and a preliminary evaluation of his/her scientific achievements;

b) an applicant for individual preparation shall obtain at least 80 entrance points for acceptance;

c) if an applicant for individual preparation does not fulfil one of the requirements set forth above, (s)he has the opportunity to enrol in an individual study programme. After completing at least one academic year, if, in the meantime, (s)he has fulfilled all requirements, (s)he may request to be accepted for individual preparation. Further to the proposal of the DS, the UDC makes a decision regarding the transfer.

(6) By the acceptance of an applicant for individual preparation the University recognises the minimum credits identified as the pre-conditions of enrolling for comprehensive examination, as further credits may also be recognised upon request on the basis of previously acquired competencies and skills. The comprehensive examination, following the admittance, is part of the first semester of the research and dissertation phase.

(7) The preparations of an individually preparing student are directed by an appointed supervisor.

(8) The general rules apply to those performing individual preparation.

The Comprehensive Examination

Section 28

(1) In the course of doctoral training programme, at the end of the fourth semester, before the completion of the semester, as the completion of the study and research phase and also the beginning of the research and dissertation phase, a comprehensive examination is to be passed which measures and evaluates the academic and research achievements of the PhD student.

(2) The comprehensive examination is to be organised in accordance with the principles identified by the NDC. The requirements of the comprehensive examination are to be announced in a manner set forth in the Operating Regulations of the DS.

(3) The application for the comprehensive examination is to be submitted in the application form constituting Annex 3 to the AOC. The pre-condition of applying for the comprehensive examination is a minimum of 90 credits obtained in the academic and research phase of the doctoral training, and all credits determined in the training plan of the DS. The latter does not apply to PhD students in individual preparation.

(4) A comprehensive examination must be taken in public, before a committee consisting of four members half of whom are not employed by the University. The chairperson and the members of the committee are experts of the individual subjects of the examination. The chairperson may be a university professor, a Professor Emeritus, a habilitated university associate professor or researcher with the title of the doctor of HAC. The supervisor or a close relative of the PhD student, or anyone not objective in evaluating the examination, cannot be among the members of the examination committee.

(5) The DS makes a proposal for the composition of the Comprehensive Examination Committee, the academic subjects, and topics in consideration of the requirements set forth in Section (4), which are submitted to the UDC for approval. The decision on the composition of the Committees and the application for the comprehensive examination is made by the UDC. Organising a comprehensive examination is the responsibility of the DS.

(6) In a justified case a comprehensive examination may be conducted with a three-member committee if the Chairperson of the Committee and at least one of the external members are present.

(7) The comprehensive examination consists of two major parts: one is to assess the theoretical preparedness of the student (theoretical part) while in the other part the student proves his/her scientific achievements (dissertation part).

(8) The theoretical part of the comprehensive examination comprises two academic subjects and topics. The list of subjects and topics is in the curriculum of the DS. The theoretical examination may have a written part as well.

(9) In the second part of the comprehensive examination the student proves his/her knowledge in the field of the selected branch of science, in special literature on the topic, gives an overview of his/her research findings, presents the research plan for the second phase of the doctoral training programme, and the schedule of the preparation of the dissertation including the publication of the findings.

(10) As a pre-condition of the enrolment for the comprehensive examination the supervisor provides a written evaluation on the student on the basis of the aspects of the DS.

(11) The examination committee separately evaluates the theoretical and the dissertation parts of the comprehensive examination. Each of the committee members awards points by subject on a scale from 0-5 for the candidate's performance. The examination is successful if the candidate receives 60% of the points at each part and combined, which can be earned at the examination. The evaluation of the comprehensive examination may be either pass or fail.

(12) The comprehensive examination shall be recorded in minutes also containing a written evaluation. The results of the examination shall be announced on the day of the oral examination. Keeping records of the results of a final exam is the task of the AOC.

(13) For a successful comprehensive examination 20 credits may be obtained.

(14) A failed comprehensive examination may be retaken once, in the same examination session.

Section 29

During the doctoral training, after the comprehensive examination, the PhD student participates in the degree procedure through completing the research and dissertation phases aimed at obtaining the doctoral degree.

The pre-degree certificate

Section 30

(1) Upon obtaining the necessary number of credits by the PhD student (s)he is issued a pre-degree certificate by the University. The pre-degree certificate certifies the fulfilment of the required coursework, scientific research activities and lecturing (if undertaken by the student) as set forth in the Academic and Examination Regulations of the DSs, with the exception of language examinations, the successful passing of all the required exams, and obtaining the 240 credits listed among the requirements, verifying, without qualification and evaluation,

that the PhD student has fulfilled, in all respects, the programme requirements set forth for him/her.

(2) If, at the end of the eighth active semester, the student does not possess the required 240 credits, (s)he must enrol for another semester (semesters). However, the total period of the term of study and year(s) postponed should not exceed 12 semesters.

(3) The pre-degree certificate shall be signed by the head of the DS.

Transfers, Change of the Supervisor, the Title or the Research Topic

Section 31

(1) A student enrolled in a PhD programme organised at another higher education institution may request to be transferred to one of the doctoral schools of the University if the conditions required for research activity to be performed by him/her are available and the credits (or a part thereof) obtained there can be accounted in the programme of the DS, and a supervisor of the given DS undertakes to supervise the given student. The transfer procedure is regulated by a decree by the Rector.

(2) A student with a pre-degree certificate from another higher education institution must enrol for obtaining doctoral degree at the time of the transfer.

(3) Upon a well justified reason, topics announced, students performing research in such topics and their supervisors may be transferred between the DSs of the University, if the topics had been announced in the same scientific discipline, if supported by the DS involved, and with the approval by the UDC.

(4) If the relation between a student and the supervisor jeopardises the success of the programme or that of obtaining the degree, or the supervisor is unable to perform his tasks through no fault of his own, or for any other reason, the student may initiate the change of his/her topic or supervisor with the DSC. Prior to making a decision, the DSC requests the opinion of the head of the research field. It is the UDC that makes a final decision on the basis of the proposal of the head of the DS.

(5) The title of a doctoral dissertation may be modified, upon request from the supervisor or the student or upon a proposal made at the preliminary dissertation defence, if such change is approved by the DSC, in order to render the topic more concrete and/or focused, but this may not be equal to the change of the research topic.

(6) The decision on the change of a topic shall be made by the UDC, through the approval of the new outline, upon the proposal by the DSC.

Chapter IV

Obtaining doctoral degrees

General conditions of obtaining a doctoral degree

Section 32

The general conditions of obtaining a PhD degree are as follows:

- a) documentation of autonomous academic activities, in particular, via studies and articles published in Hungarian scientific journals, books, scientific conference documentations relating to the candidate's research topic. Scientific activities are evidenced by achieving at least a total of 20 publication points calculated according to the table of point values, including at least one which is a peer reviewed publication published in a foreign language and at least four publications in peer reviewed journals;
- b) evidencing proficiency in two foreign languages. Verification of a comprehensive, state-accredited, at least B2 (intermediate) level certificate or equivalent in two languages listed in Section 17 (3) is required. If the student possesses a comprehensive, state-accredited C1 (advanced) level certificate or equivalent, the verification of a comprehensive, state-accredited B1 (basic) level (or equivalent) certificate or equivalent in another language is acceptable.
- c) a PhD candidate who is not a Hungarian citizen shall evidence, in addition to his/her mother tongue, the existence of at least two complex, state-accredited, at least B2 (intermediate) level certificates or equivalent or the existence of a comprehensive, state accredited C1 (advanced) level certificate or equivalent and a complex, state-accredited B1 (basic) level (or equivalent) certificate;
- d) passing the complex examination;
- e) obtaining the pre-degree certificate;
- f) solving the scientific task independently, making the dissertation or work, and defending the achievements in an open debate.

The doctoral dissertation

Section 33

(1) The dissertation is a work of synthetic nature presenting the research objectives of the PhD candidate, the summary of the specialized literature relevant to the research topic, the hypotheses, the research methodologies and findings, the individual conclusions and new scientific achievement(s) including the potential practical applications, and the recommendations of the author. Through this the author of the dissertation proves that (s)he is capable of the independent resolution of a scientific task equal to the requirements of a PhD degree.

(2) The dissertation shall include:

- a) the name of the PhD candidate and his/her supervisor;
- b) the title of the dissertation;
- c) a review of the relevant literature;
- d) the description of the scientific problem;
- e) the hypotheses;
- f) the research objectives;
- g) the research methodologies;
- h) a concise description of the examination conducted and the partial conclusions chapter by chapter;
- i) the summarised conclusions;
- j) a concise description of new scientific achievement(s), arranged in a list;
- k) the recommendations;
- l) the potential practical use of the research finding(s);
- m) a bibliography;
- n) a list of the publications of the PhD candidate in the subject.

(3) Requirements to meet by the contents of the dissertation:

- a) the dissertation shall meet the requirements of form and content relevant to scientific written works;
- b) the topic should be exposed in a logical and comprehensive structure, at the most modern level of the research area; the candidate should summarize and briefly evaluate the scientific literature relevant to the research topic, determine the objectives of the research, present his hypothesis and assumptions, the methodology and results of the research, his individual conclusions and the new scientific finding(s), including their potential practical application;
- c) it shall prove that the candidate is able to perform individual problem exploration, test, analysis, and systematic creative research activities; (s)he has profound knowledge in the subject of the dissertation and is able to use and employ such knowledge in a creative way;
- d) it shall contain new scientific achievements.

(4) Formal requirements of the dissertation:

- a) the text of the dissertation with annexes and possibly appendices shall harmonize with the chosen research topic. The extent of the PhD dissertation shall be minimum 200 pages and maximum 250 pages for social sciences, minimum 130 pages and maximum 200 pages for technical sciences. The extent of the work shall not include the appendices, annexes, the list of literature or bibliography;

- b) the dissertation shall include a table of contents and the list of literature used, as well as all the necessary figures, charts, drafts, diagrams, and a list of the publications of the candidate to date. The dissertation shall identify the name of the university, the title of the dissertation, the name of the candidate and his supervisor, the year and place the dissertation was written;
- c) the bibliographic data of the literature used shall be presented at the end of the dissertation, and a clear reference shall be made to the source in the text for every appearance;
- d) the dissertation shall be made and submitted in Hungarian language as a rule, written on one single side of the sheet of paper, with the use of Times New Roman font 12 points of size, on numbered pages, with 1.5 lines of spacing, in eight identical copies out of which two shall be hard cover and six shall be in soft cover bound;
- e) upon the preliminary approval of the UDC, the dissertation may be written in a foreign language – in this case the double of the doctoral degree fee shall be paid;
- f) there must be a space at the beginning of the dissertation for the signature of the supervisor;
- g) the electronic version of the dissertation – identical to the printed version in terms of format and content – shall be presented to the AOC either in MS Word (doc or docx), or Rich Text (rtf), or OpenDocument (odt), or Portable Document (PDF) format, uncompressed and without password protection, in one single file on optical media, in one copy.

(5) Requirements concerning the completed work:

- a) the application of scientific methods must have proven results;
- b) the creation and elaboration of the study must prove individual creative work;
- c) the work must meet needs related to the practical application of the research area.

A description of the created work must be filed in which the new scientific result(s) achieved by the creation shall be highlighted, besides the requirements listed above.

(6) The qualification process based on a creation is similar to the general rules, except that the evaluation is based on the creation itself and its description, which presents its essence and the lessons learned from its practical utilisation.

(7) The dissertation shall be registered by the AOC.

(8) The doctoral dissertation and the thesis book shall be made publicly available in electronic format, which is responsibility of the AOC. The thesis book must be prepared by the PhD candidate.

(9) The thesis book of the doctoral dissertation shall present the findings of the individual scientific work in a summarized format. The results must be presented in a consistent and comprehensible structure, where each of the new conclusions is based on the publications or artistic creations of the candidate. The thesis book – consisting of not more than twenty pages – is to be prepared in Hungarian and English languages and must include:

- a) the names of the PhD candidate and the supervisor;
- b) the title of the dissertation;

- c) the description of the scientific problem;
- d) the hypotheses;
- e) the research objectives;
- f) the research methodologies;
- g) the concise description of the completed examinations chapter by chapter;
- h) the summarised conclusions;
- i) the new scientific finding(s);
- j) the recommendations;
- k) the potential practical utilisation of the research findings;
- l) the list of publications of the PhD candidate in the subject;
- m) the professional-scientific CV of the PhD candidate.

Preliminary defence of the doctoral dissertation

Section 34

(1) Before presenting the dissertation, a preliminary defence shall be conducted. The objective of the preliminary defence is to let the community of competent individuals familiar with the theme of the draft dissertation explore the deficiencies of the study, confirm the candidate concerning the values of the dissertation and give support for developing the final dissertation in the best quality possible.

(2) The draft dissertation is to be mailed at least 15 days before the preliminary defence, simultaneously with its publication on the home page of the DS.

(3) The preliminary defence is organised and conducted by the supervisor. If the supervisor is impeded, the head of the Doctoral School may invite another experienced supervisor with expertise in the subject to conduct the debate. Upon the proposal of the head of the Doctoral School and with the agreement of the head of the research area, two preliminary reviewers with expertise in the subject must be requested to conduct the preliminary defence. For selecting the preliminary reviewers the provisions of § 37 shall be appropriately applied. The preliminary reviewers shall be allowed at least two weeks for preparing their reviews. When preparing the preliminary review, the provisions of articles 33 paras (3)-(4) and 36 (5) shall apply.

(4) The preliminary defence shall establish whether the draft dissertation:

- a) has been prepared with the use of modern research methodologies and has covered every major detail of the selected topic;
- b) complies with the requirements on contents and format;

c) is the result of the independent scientific research activities of the candidate;

d) contains any new scientific finding(s).

(5) The preliminary defence may be conducted if the supervisor, at least five persons with scientific degrees, and one of the preliminary reviewers are present and the absent preliminary reviewer has filed his opinion in writing.

(6) In the case of two negative preliminary reviews the persons with scientific degrees attending the preliminary defence shall decide with open voting whether to continue the procedure or not. If the preliminary defence is to be repeated, the same two preliminary reviewers are to be requested to proceed.

(7) A minutes must be made on the preliminary defence and attached in three copies to the dissertation when filed. The minutes should be accompanied by the list of attendants including the name, scientific degree, place of work, contact details and signature of the participants. In the case of a preliminary defence in a foreign language the report is to be made in the given foreign language as well.

(8) The minutes shall contain the list of participants, the essence of their questions and findings, as well as their summarized opinion of the debate, which may be one of the following:

a) the draft dissertation is eligible for further procedure without any rework (or with just minor reworks not of the essence) without conducting another preliminary defence;

b) the draft dissertation is eligible for further procedure with reworks of the essence, without conducting another preliminary defence;

c) the draft dissertation is eligible for further procedure with a comprehensive rework, with conducting a new preliminary defence.

(9) The open voting held at the end of the preliminary defence and the shaping of the overall opinion of the debate is open only for persons with scientific degree who have been present along the entire preliminary defence. Opinions filed in written form shall not be considered for the purposes of voting. In case of tie votes, the opinion of the Council of the Doctoral School shall decide.

(10) If possible the preliminary reviewers should be requested to do the final assessment of the dissertation.

Application for doctoral degree procedure

Section 35

(1) For doctoral degree procedure the application shall be through submitting the completed dissertation (creation) and the required attachments. The author of the dissertation is required to submit the dissertation within three years after the comprehensive examination. This deadline may be extended with no more than one year in special justified cases, regulated by Para. (2) Sect. 45 of the Higher Education Act.

(2) Before its submission the dissertation is checked for plagiarism by the AOC. The author of the dissertation is to have a certificate on the plagiarism check in order to submit the

dissertation. If there is a suspicion of borrowing some text without reference the dissertation is not allowed to be submitted until its author proves that the references to the texts in question are appropriate, or the deficiencies are eliminated. The AOC shall immediately inform the author and his/her supervisor about the suspected borrowing of text without reference.

(3) Applications for a doctoral degree procedure are to be submitted on the Form constituting Annex 5 to these Regulations. Applications must be submitted to the AOC, which checks the same with regard to form and only accepts complete applications. In turn, the AOC forwards applications to the competent DS. The AOC returns applications not complete with regard to form to the applicant for supplementation. A certificate from the DS must be attached to the application, proving that, in addition to obtaining the pre-degree certificate, the candidate has fulfilled all other requirements of submitting an application for a doctoral degree procedure and that the documentation is complete and fulfils the application requirements.

(4) The relevant DSC provides an opinion on applications complete with regard to form and, in turn, submits it to the UDC for acceptance. The UDC has no right to refuse the application of anyone who has successfully completed their PhD training at the University and obtained the pre-degree certificate.

(5) Applicants applying for the procedure are required to attach to the application form the following documents:

a) a CV;

b) the pre-degree certificate evidencing the successful completion of the training programme;

c) photocopies of the diploma(s) obtained in a master's programme or in an equivalent university programme (the authentic translation of MA diplomas obtained by Hungarian citizens abroad and that of MA diplomas of foreign citizens) (along with the presentation of the original documents);

d) copies of the language certificates (with regard to language certificate(s) obtained abroad, photocopies of the resolution of the Education Authority Language Certificate Accreditation Centre on its/their nationalisation) (along with the presentation of the original documents);

e) a detailed list of publications evidencing individually performed scientific activities (with the printouts of the publications) and the table of point values verifying the fulfilment of the minimum publication requirements, signed by the PhD candidate and the supervisor, and statements from co-authors (as required);

f) the doctoral dissertation or equivalent work (on an electronic data carrier and in eight printed copies, in bound form);

g) the author's summary of the dissertation Hungarian and in English (Thesis Abstract) on electronic data carrier and in nine printed copies;

h) the candidate's statement that (s)he has no doctoral degree procedure pending in the same discipline and that his/her application for a doctoral degree procedure was not turned down twice within two years or did not have an unsuccessful defence of his/her doctoral dissertation within a period of two years;

- i) a statement that the candidate is not under a procedure aimed at the withdrawal of a PhD degree and that a PhD degree awarded previously was not withdrawn from him/her within 5 years;
 - j) a statement that the dissertation is the candidate's own individual work and that references to literature are clear and complete;
 - k) the minutes of the preliminary defence in three copies;
 - l) the certificate on the payment of the fee of the procedure (or the approved application for the waiver thereof);
 - m) an possible application for authorising a procedure to be conducted in a foreign language;
 - n) a proposal by the supervisor, approved and signed by the head of the research field, regarding the chairperson and the members of the review committee;
 - o) an official extract from the judicial records evidencing a clean criminal record, issued up to three months earlier, or, if the applicant holds a position attached to a clean criminal record, a certificate issued by the employer to that effect, or, in the case of foreign citizens, an equivalent document;
 - p) a certificate issued by the AOC attesting that the submitted dissertation has passed its plagiarism check.
- (6) On the basis of the proposal of the DSC the UDS makes a decision regarding the acceptance of an application and the commencement of the degree procedure. The UDC has no right to reject an application if the applicant has successfully completed the PhD programme at a doctoral school of the university and has otherwise fulfilled all the requirements set in his/her respect.
- (7) Activities connected to obtaining PhD degrees are suspended between 15th July and 31st August and from 15th to 31st December. The preliminary defence in the summer period falls under the same regulation.
- (8) The registration of applications and that of UDC-decisions are the responsibility of the AOC.

Review of the doctoral dissertation

Section 36

- (1) The UDC shall appoint two official reviewers for reviewing the doctoral dissertation in accordance with the provisions of Section 37. The two official reviewers shall prepare a written review about the dissertation within two months of receipt of the dissertation (creation) within the academic period determined by the University, stating whether they recommend the dissertation for public defence or not.
- (2) The requirements concerning the review shall be defined by the Guidelines approved by the UDC and sent to the reviewers.

(3) If the requested reviewer is not capable of performing the review, he/she shall advise the UDC within fifteen days.

(4) The assignment for official review may be refused:

a) because of incompatibility or partiality;

b) if the requested reviewer has no proper expertise in the topic of the dissertation;

c) if the requested reviewer is impeded in the delivery of the assignment by illness, official absence or other circumstances.

(5) The review shall contain the following:

a) A general part (including the justification) where the review states whether:

aa) the dissertation complies with the requirements on form;

ab) the topic has relevance and timeliness;

ac) the literature used in connection with the topic is sufficient in terms of quantity; has been evaluated properly; and whether has been used in elaborating the subject;

ad) the objectives, methods and results of the research work harmonise;

ae) the result of the individual research work may be accepted as new scientific result(s);

af) the dissertation as a whole complies with the requirements for being released to public defence.

b) If the dissertation is written in a foreign language and the defence is conducted also in a foreign language, the review must be prepared in that foreign language as well.

(6) Questions made by the official reviewers in the review must be answered by the PhD candidate before the open debate in writing.

(7) If one of the reviewers has a negative recommendation, the UDC shall appoint a third reviewer as well.

(8) If there are two negative reviews, a new procedure may be commenced only after two years as the earliest, and just once for the same doctoral topic. Such new dissertation shall be assigned to the original reviewers, if possible.

(9) The assignment of the official reviewers, the mailing and registration of the dissertation, the receipt and registration of the reviews shall be responsibilities of the AOC.

Defence of the doctoral dissertation

Section 37

(1) The doctoral dissertation (creation) shall be defended on an open debate in front of a defence committee. The dissertation shall be released for open debate within two months –

within not less than a month – in the academic period of the receipt of the two supporting reviews.

(2) The doctoral review committee is a panel assigned by the UDC for conducting the open debate of the doctoral dissertation, the acceptance of the dissertation, and the evaluation of the open defence. The doctoral review committee consists of 7 persons. It is headed by the chairperson, its members are the secretary, two official reviewers, and three members.

(3) All members of the committee must have a scientific degree obtained not less than two years before. The chairperson of the committee may be a professionally relevant university professor or professor emeritus of the University. At least one third of the committee shall not be employed by the University. The professional competency of the members of the committee with reference to the theme of the dissertation is to be proved on the basis of the HSW Database.

(4) One of the official reviewers shall be an external expert not employed by the University.

(5) The supervisor of the author of the doctoral dissertation shall not be a member of the committee. The candidate's supervisor, close relative or any other person from whom the objective adjudication of the case cannot be expected for any other reason shall not be a member of the committee.

(6) The open debate may be conducted in the presence of 5 members too if the chairperson and one of the reviewers are present and both reviewers have provided a supportive opinion, and if at least one third of the committee members present are not employed by the University.

(7) The author of the doctoral dissertation shall be provided with the reviews in advance and shall answer the questions raised therein in writing before the open defence while the questions asked during the defence – in the framework of the open debate – shall be answered orally.

(8) Upon the request of the PhD candidate and subject to the supporting opinion of the review committee and the approval of the UDC, a closed debate may be held if the doctoral dissertation has to do with a patent procedure or refers to classified data for the purposes of national security.

(9) The candidate shall present the theses of his/her dissertation (work) in the framework of an open debate then shall answer the questions and comments of the persons present.

(10) At the open debate, the chairperson and members of the review committee, as well as any other person present may raise questions and make comments concerning the contents of the doctoral work and its new scientific results, and the candidate – after a short (10-20 minute) preparation granted upon his request – shall answer such questions or comments.

(11) After closing the debate the members of the review committee that were present along the entire defence shall decide on a closed session and by secret voting, using a scoring system from 0 to 5 concerning the acceptance or refusal of the dissertation. The acceptance requires at least 60% of the available scores. The chairperson of the review committee shall publicly announce and justify the result of the voting.

(12) The evaluation of the public defence of a doctoral dissertation may be summa cum laude, cum laude, or rite. The result shall be determined using the table in Annex 10 below.

(13) A minutes shall be made and a data card shall be completed concerning the defence of the doctoral dissertation and the decision of the review committee. In the minutes the chairperson and members of the review committee shall include their professional evaluation concerning the doctoral dissertation and its defence. In the case of a procedure in a foreign language the minutes on the defence shall be prepared in that foreign language as well. The minutes should be accompanied by the list of attendants as well.

(14) Upon the request of the PhD candidate the Academic Organisational Centre of the University shall issue a certificate about the result of the defence, with the note that the certificate is not the award of the doctoral degree.

(15) In the case of an unsuccessful defence a new procedure for the same doctoral topic may be initiated after at least two years and only once.

(16) The notification of the review committee, the announcement and preparation of the public defence, and the registration of its result shall be responsibilities of the AOC.

Incompatibility

Section 38

(1) If any member of the UDC possessing the right to vote is the supervisor of the PhD candidate involved in a degree procedure, such member may not cast his/her vote in the relevant case at the UDC meeting in any phases of the procedure.

(2) If the candidate has a comment in connection with the degree procedure relating to the objectivity of the review, (s)he may submit such comment to the UDC. The UDC decides on the comment in a secret, simple majority vote, and the UDC secretary notifies the candidate as to the decision in writing within eight days.

Conferring the PhD degree

Section 39

(1) The UDC shall decide on the conferring the PhD degree, in accordance with the minutes of the comprehensive examination and that of the defence, and relying on the votes of two thirds of the attending reviewers. The UDC may overrule the decision of the defence committee with regard to procedural matters, and in the case of objections on the merits of the doctoral programme the UDC must instruct the competent Council of the Doctoral School to open a case. The Council of the Doctoral School shall investigate the case within 30 days and file a recommendation to the UDC for commencing the procedure. The proposal of the Council of the DS is not binding for the UDC. Members of the UDC who have acted in the proceedings as supervisors shall not take part in the voting to confer the doctoral degree.

(2) Decisions made in the procedure for obtaining the doctoral degree may be appealed only in case of offense or violation of procedural rules. The appeal shall be judged by the rector of the University. The decision considering the appeal shall instruct to repeat the objected procedure or shall reject the appeal. An application for court review may be filed against the rejection by the rector.

(3) The doctoral title may be used from the date the UDC issued a decision for the conferment of the degree.

Conferment of doctoral diploma and inauguration of PhD

Section 40

(1) The AOC shall issue a diploma concerning the doctoral degree conferred by the UDC based on the decision recorded in the book of doctoral degrees and shall notify the Education Office.

(2) The diploma is a public document holding the arms of Hungary, including the name of the National University of Public Service, the ID number of the institution, its stamp, the serial number of the diploma, the name of the holder of the diploma, his place and date of birth, the description of the conferred degree, the qualification of the doctoral degree, the discipline and branch of science, the place, year, month and day of issue. The diploma is signed by the rector and the chairperson of the UDC (Annex 7). For the purposes of qualifying the doctoral (PhD) degree, one third of the scores awarded at the final examination and two thirds of the defence scores shall be considered. The qualification of the degree shall be rite within the range of 60-73%; cum laude within the range of 74-90% and summa cum laude above 91% (Annex 11).

(3) The University shall issue the diploma in Hungarian and English or in Hungarian and Latin languages. Upon request and subject to the payment of costs, the diploma may be issued also in other foreign languages, provided that the candidate so requests in writing at the AOC before the doctoral degree is conferred.

(4) In accordance with the traditions of the University and its legal predecessors, the candidates obtaining the doctoral degree are inaugurated as doctors by the rector and the dean at a ceremony session of the Senate.

(5) Candidates of Hungarian nationality take an oath and citizens of other countries sign a statement when conferred the doctoral degree. The texts of the oath and statement are included in Annex 8 below.

(6) Individuals that have obtained the doctoral (PhD) degree have the right to use the “PhD” or “Dr” acronym with their name.

Registration of PhD training programmes, conferment of degrees, and of the holders of degrees

Section 41

(1) The AOC shall keep a register about the examinations included in the doctoral degree procedure, the doctoral defences and the conferment of doctoral degrees. Anyone may inspect the register of conferred doctoral degrees.

(2) After receipt of the doctoral degree, two copies of the doctoral dissertation must be deposited in a catalogued manner in the Central University Library and Archives and the remaining copies shall be returned to the author. Doctoral dissertations are public and available for everyone.

(3) The doctoral dissertation and the theses thereof shall be registered in electronic format in a separate database of the homepage of the institution – database of doctoral theses and dissertations – in Hungarian and English, and in any other language appropriate to the specifics of the relevant science, as well as in the HSWD marked with a DOI identifier in compliance with the generally accepted international practice, readily available for anyone.

(4) Upon the request of the PhD candidate and subject to the positive opinion of the review committee and the approval of the UDC, the publication of a doctoral dissertation or doctoral thesis affected by a patent or trademark procedure may be postponed up to the date of registration of the patent or trademark. A doctoral dissertation or doctoral thesis including data classified for national security reasons shall be published after the expiry of the classification period.

Withdrawal of the doctoral degree

Section 42

(1) In the doctoral procedure the University shall accept and apply the principles and procedures relevant to plagiarism of the Science Ethics Code of the Hungarian Academy of Sciences (MTA), as well as the Ethics Code of the University. Decisions made in virtue of Paragraph (2) Article X of the Fundamental Law may not be challenged at the courts of justice or administrative bodies.

(2) A doctoral degree may be withdrawn by decision of the UDC if it is found that the criteria for conferring the doctoral degree have not been met.

(3) A doctoral degree may be withdrawn by decision of the UDC if the entitled person obtained it by presenting in part or in full the intellectual creation of another person as his own, or by the use of untrue or forged data in the dissertation, misleading or keeping deceived in this way the body or person acting in the doctoral matter. The procedure for the withdrawal

of a doctoral title may be conducted only if the holder of the title is still alive when the procedure is initiated.

(4) The acts referred to in paragraph (3) above shall not lapse and the impeachment shall affect only the person entitled to the title.

(5) The procedure for the withdrawal of a doctoral degree may be requested from the chairperson of the UDC by the person that proves or makes probable on good grounds the statements included in paragraphs (2) and (3) above, or has a doctoral scientific degree or equivalent in the field of science related to the topic of the challenged dissertation.

(6) The decision on the withdrawal of a doctoral degree shall be made by the UDC.

(7) If in a procedure launched upon the request of the original author it is found by a legally binding decision that the copyrights had been infringed before the commencement of the procedure, the UDC is not requested to conduct a procedure in this matter since such legally binding decision shall be sufficient to withdraw the degree.

(8) In the case of an appeal against the decision withdrawing a degree the UCD shall appoint an ad hoc committee consisting of the general members of the DS and at least 50% of them shall be not employees of the University. The decision on the appeal is made by the Senate upon the opinion of the ad hoc committee.

(9) The valid decision on the withdrawal of a degree shall be published by the University.

(10) If a doctoral degree is withdrawn, the affected individual shall not apply for a new degree procedure for five years.

Chapter V

Special cases of conferment of the doctoral degree

Conferring doctoral degree with honours

Section 43

(1) The rector of the University – upon the prior approval of the President of the Republic – shall confer the doctoral title with the distinction of *Promotio sub auspiciis praesidentis Rei Publicae* to the person who meets the criteria set forth in Section 18 of the Decree.

(2) The conferment of the doctoral title with honours shall be requested by the relevant candidate by means of written application filed to the head of the DS, who in turn shall present the application to the UDC, and upon the opinion of this body, the rector shall forward it to the Senate. The decision on supporting the application shall be made by the Senate.

(3) The rector shall submit the application and the decision of the Senate – together with the authenticated copies of the documents proving that the candidate meets the criteria of paragraph (1) above – to the minister in charge of education, who shall file a motion to the President of the Republic requesting approval for the conferment of the doctoral title with honours.

Conferment of the title of honorary doctor (doctor honoris causa)

Section 44

(1) The University may confer the title of honorary doctor (*doctor honoris causa – dr. h. c.*) to domestic and foreign professionals having achieved outstanding theoretical or practical achievements, including the professors of the University, in the field of science in which the University is entitled to award doctoral degrees.

(2) The conferment of the distinctive title shall be initiated with the dean of the relevant faculty, who shall request the opinion of the Faculty Council, and file the recommendation to the rector. The rector shall request the opinion of the UDC concerning the recommendation and shall submit it to the Senate in a way that the title could be conferred on an open ceremonial session of the Senate.

(3) The rector of the University shall award the diploma enabling its holder to have the title in the framework of a solemn ceremony.

(4) The validity of the title shall not be limited in time.

Homologation of scientific degrees obtained abroad

Section 45

(1) The UDC may homologate a scientific degree obtained abroad as a doctoral degree if the conditions for obtaining such scientific degree meet or with some additional conditions may meet the criteria for obtaining the degree.

(2) The application for homologation shall be submitted to the UDC, with the documents listed in the University Regulations on the Homologation of Diplomas and Credits, as well as the documents requested for the application for a doctoral programme or a doctoral degree procedure attached.

(3) An opinion on the application shall be made by the UDC upon the recommendation of the DS with competence in the affected branch of science.

(4) Any other matter included in this section shall be governed by the provisions of the University Regulations on the Homologation of Diplomas and Credits.

Chapter VI

Other rules concerning the doctoral programme and the obtaining of degrees

Quality assurance in the doctoral programme and in the obtaining of degrees

Section 46

(1) The doctoral schools operate a functional quality assurance system within the unified quality assurance system of the University. A basic criterion of quality assurance is a system that ensures the exact measurement of students' performance, presenting strict requirements for every interested person.

(2) The quality assurance system of the doctoral schools applies the specific requirements that arise in the course of the activities related to the doctoral programmes. For this purpose, the schools shall have their individual quality assurance plans.

(3) The monitoring system of the doctoral schools collects every piece of data, factor and opinion (including the opinions of the students, clients and other external bodies) that may be compared and evaluated. It assesses the current status of training, research, performance by professors and students, organizational structure, curriculum and educational infrastructure and establishes their deviation from the requirements (quality assessment).

(4) The quality assessment creates proposals for the chairperson of the UDC and the heads of the DSs for intervention and regulation.

(5) The quality assessment shall control the operation of the quality assurance system.

(6) In cooperation with the AOC the DSs shall enforce and support the procedure of the elaboration of dissertations and the proper completion of the preliminary defences. They supervise the activities of the final examination committees and other committees and their appropriate assignment, and ensure the publicity of the dissertations and the defences.

(7) The specific tasks to be completed in the quality assurance system of the doctoral training and degree programme shall be regulated in detail by the quality assurance manuals of the University and the faculties.

Fees and reimbursements payable

Section 47

(1) With the exception of PhD students participating in programmes financed from state scholarship, every participant of every programme shall pay a tuition fee.

(2) The amount of the tuition fee, the partial or full exemptions, and the amount of fees payable shall be published by the University on the basis of the rector's decision based on the calculation of costs every semester.

(3) Applicants to doctoral programmes and individual tutoring, as well as doctoral degree procedures shall pay procedural fees, document issuance fees, and surcharges.

(4) Procedural fees and document issuance fees shall be paid:

- a) when applying for organized programmes and individual tutoring;
- b) for doctoral degree procedure;
- c) for homologation.

(5) Surcharges shall be paid:

- a) if a third official reviewer is appointed;
- b) if the semestral studies are not completed during the registration period or are declared out of term.

Supports, exemptions and concessions

Section 48

(1) The superior exercising the employer's rights shall sign a contract for the reimbursement of the sector tuition costs of the PhD student participating in a state-financed programme, provided by the relevant ministries. If a PhD student continues his studies in another form of tuition, (s)he shall file an official statement on undertaking the reimbursement or payment of the tuition costs.

(2) The tuition fee or the degree procedure fee payable by the PhD student being an employee of the University may be assumed in part or in full by the University under conditions determined by a specific rector's decree.

(3) A full-time PhD student participating in a state-financed programme and being not an employee of the University may receive a state grant or other scholarship.

(4) When studies are suspended, no tuition fees shall be paid and no scholarship may be received.

(5) Scholarship may be paid – as a rule – for not more than six months during studies made abroad by students earning a scholarship. In the case of a period between 6 and 12 months, the head of the DS may decide on supports. No scholarship may be granted for more than one year.

Cooperation of the University with other institutions

Section 49

(1) As regards the doctoral programme and degree programme the University may take part in the following forms of cooperation:

- a) general cooperation with domestic or foreign entities;
- b) cooperation with other domestic higher education institutions;
- c) cooperation with foreign higher education institutions;

d) cooperation concerning doctoral programmes and research with other research institutes, with the reserve that the doctoral degree shall be always conferred and issued by the University.

(2) The University may establish a joint doctoral school with other domestic higher education institutions if each of the parties complies with the requirements of establishing a science branch accredited at the University. Joint doctoral diplomas shall be signed by the rectors and chairpersons of the doctoral councils of both institutions.

(3) The University may establish a joint doctoral school with other foreign universities based on a written agreement and may confer joint degrees if similarly to the University the relevant foreign institution is entitled in its country to confer doctoral degrees. Jointly issued doctoral degrees shall be signed and registered by both institutions under their own regulations.

(4) In the case of forms of cooperation referred to in paragraphs (2) and (3) above, the relevant detailed written agreement shall be attached to the written application for joint tuition filed to the Hungarian Accreditation Committee.

(5) Cooperation agreements with other institutions are signed at university level.

(6) DSs may maintain communication with the doctoral schools of other universities – regarding the issues of doctoral tuition and degrees – as well as with individuals involved in the doctoral programmes of foreign institutions.

(7) The research areas of the DSs may keep individual contacts with other bodies of the University and other extra-university entities in their fields of speciality.

Chapter VII Miscellaneous and closing provisions

Section 52

(1) Issues relating to PhD students and PhD candidates not regulated by the Doctoral Regulations shall be subject to the provisions of the Higher Education Act, and those of the parts of the University regulations applicable to them, and any matter not regulated herein shall be subject to such provisions.

(2) The data of PhD students shall be managed in accordance with the provisions of Article 19 of the Higher Education Act.

(3) This Regulation has been approved by the Senate by means of Resolution 123/2016 (2 September).

(4) This Regulation shall enter into force on 5th November 2016, its provisions – with the exceptions identified in this paragraph – shall be applied to the PhD students applying for training in the first semester of academic year 2016/17. The provisions in paragraph 12 are to be applied after these regulations come into force, while the provisions referring to the composition of the bodies involved in degree procedures, and to the assignment of persons shall be applied in the degree processes initiated after the present regulations come into force.

(5) The Doctoral School Regulations effective since 1st February 2016, approved by Senate resolution 2/2016 (21 January) shall be rendered invalid, however, a PhD student or candidate who enrolled on training before the first semester of academic year 2016/17:

a) may obtain his/her PhD degree in accordance with the provisions of the Higher Education Act, the Decree, and those of the Doctoral School Regulations effective on 31st August 2016 – with the differences determined in Paragraph (4), or

b) if (s)he meets the requirements of individual preparation the student is entitled to apply for studies in the framework of individual preparation with the consideration of his/her previous doctoral studies, however, the eight-semester-long support period determined by the Higher Education Act – including the already utilised support period in PhD training – shall not be exceeded.

ANNEXES

Annex 1: Application form for doctoral (PhD) training programme (sample)

Annex 2: Publication point values

Annex 3: Application for comprehensive examination (sample)

Annex 4: Report of comprehensive examination (sample)

Annex 5: Application for doctoral degree (sample)

Annex 6: Report of public defence (sample)

Annex 7: Doctoral diploma (sample)

Annex 8: Text of doctoral oath

Annex 9: Diploma of honorary doctor (sample)

Annex 10: Calculation of the evaluation of open debates

Annex 11: Calculation of the evaluation of diplomas

Annex 12: List of doctoral schools of the University

APPLICATION FOR DOCTORAL TRAINING

1. Personal data:

Name:
 Rank: (Name at birth):
 Mother's name at birth:
 Place and date of birth: day month year 19.....
 Number of Personal ID card:.....
 Citizenship:.....
 Permanent residence and phone number:.....

 Mail address, phone number and e-mail address:.....

 Place of work (place of service), (official phone):

 Position:.....

2. Education, scientific activities:

University degree (faculty):
 Diploma issued by:
 Number of diploma:
 Date of issuance:
 Foreign languages:

Language:	Level of proficiency:	ID number and date of certificate:
.....
.....
.....
.....

Numerical data on scientific activities*¹

NASC paper: Article:
 Lecture: Study:
 Other:

3. Form of chosen doctoral programme: * *

- a) organized full-time tuition: scholarship / self-paid;
- b) organized part-time tuition (distance learning);
- c) individual tuition;
- d) individual preparation;

4. Doctoral School applied to: **

¹ His/her scientific activities and publications (topic, place and date of publication, size, location) are to be attached in hard copies as separate attachments by the applicant.

Table of Publication Point Values

Type of publication	Author's ratio (%)	Number of points
I. REVIEWED BOOK, TENDER, NOTE (ALSO ON-LINE)		
Book (8 points)		
Chapter of a book (4 points)		
Article in a book, university textbook (3 points)		
Material (study) accepted at an international or national academic application (2 points)		
II. ARTICLES PUBLISHED IN A PEER-REVIEWED SCIENTIFIC JOURNAL (ALSO ON-LINE)		
In a foreign language journal published abroad (6 points)		
In a journal published in Hungary in a foreign language (4 points)		
In a relevant journal published in Hungarian (2 points)		
III. ARTICLES IN A NON-REVIEWED JOURNAL (ALSO ON-LINE)		
In a foreign language journal published abroad (3 points)		
In a foreign language published in a journal in Hungary (2 points)		
Article in Hungarian (1 point)		
IV. LECTURE PUBLISHED IN THE BROCHURE OF AN INTERNATIONAL SPECIALIST CONFERENCE (ALSO ON-LINE, BOTH IN HUNGARY AND ABROAD)		
Peer-reviewed lecture in a foreign language (4 points)		
Non-reviewed lecture in a foreign language (3 points)		
Co-authored summary published in writing (1 point)		
Abstract in a foreign language (2 points)		
V. THE FOLLOWING PUBLISHED IN A SPECIALIST CONFERENCE BROCHURE (ALSO ON-LINE)		
Lecture in a foreign language (2 points)		
Lecture in Hungarian (1 point)		
Abstract in a foreign language (1 point)		
Extract in Hungarian (0.5 point)		
VI. OTHER SCIENTIFIC ACTIVITY		
Foreign patent (6 points)		
Industrial manufacturing based on a work or patent (4 points)		
Patent granted in Hungary (3 points)		
Study* (1 point)		

** Only in the period of applying for a training programme and during the term of study.*

ADDITION TO THE TABLE OF PUBLICATION POINT VALUES² SCOPE OF SCIENTIFIC PUBLICATIONS ACCEPTED

With regard to applications submitted for a degree procedure a printed and/or electronic publication (page number indicated) article in a journal³, university/college textbook, university/college lecture notes, specialist book, scientific monograph, passage from a book, translation from an ancient classical language, conference abstract and extract etc. is taken into consideration, which:

- a) Presents the author's own research findings (in the case of a book with itemised references to findings);
- b) Contains accurate references to special literature;
- c) Has an ISBN or ISSN number;
- d) Is Peer reviewed⁴;
- e) Was published in or as a special publication, which publication
 - ea) was published with an internationally renowned publisher or with a publisher renowned in Hungary⁵;
 - eb) was published possibly in a foreign language well-used in specialist circles;
 - ec) is available and accessible in major public libraries;
 - ed) can be ordered and is available for purchase.
- f) Is a brief (on-page) abstract, or extract in a conference brochure or a poster.

Completed technical products, patents accepted in Hungary and abroad, and, as a reference, the documented implementation of a patent, that is, its mass production are taken into consideration as a publication.

With regard to applications submitted for a degree procedure the following are not taken into consideration:

- studies published in a daily or not specialist weekly paper (even if they have a specialist topic);
- self-published works (if they are not peer-reviewed with regard to language and specialist knowledge);
- hand-outs, collections of exercises, compilations, editing, content management etc.;
- (book) translations, with the exception of translations of ancient classical works including content management;
- reviews, or critical works (with the exception of major analyses of works);
- research reports compiled within the scope of a tender or upon an order;
- theses, degree works, dissertations (dr. univ., CSc);
- other manuscript-type essays, papers;
- studies aimed at popularisation of science (e.g. in the weekly “*Élet és Tudomány*”);
- interviews with a purpose other than research and below that quality level (because of the interviewer or the interviewee).

28

29

30

31

² On the basis of Hungarian Accreditation Committee resolution 2016/6/V/1, updating the criteria for the establishment and operation of doctoral schools.

³ Journal: a publication published on a regular basis, typically at least four times (but, by all means, at least twice) a year, containing articles for the given period, bearing volume numbers.

⁴ Peer-reviewed (refereed) publication: a work reviewed by independent reviewer(s) prior to publication. Acceptance of a conference lecture based on an excerpt and publication in a conference-publication does NOT equal peer review.

⁵ Publication in Hungary with international circulation: a publication that was published in an official, regularly issued, internationally subscribed publication with major circulation.

APPLICATION FOR FINAL EXAMINATION

1. Personal data:

Name:
 Rank: (Name at birth):
 Mother's name at birth:
 Place and date of birth: day month year 19
 Number of Personal ID card:
 Citizenship:
 Permanent residence and phone number:

 Mail address, phone number and e-mail address:

 Place of work (place of service), (official phone):

 Position:

2. Education:

University degree (faculty):
 Diploma issued by:
 Number of diploma:
 Date of issuance:
 Foreign languages:

Language:	Level of proficiency:	Number and date of certificate:
.....
.....

3. Doctoral programme:

form:* a) organized full-time tuition: scholarship / self-paid;
 b) organized part-time tuition (distance learning);
 c) individual tuition;
 d) individual preparation;

Doctoral School

Doctoral School of Military Sciences, Doctoral School of Administrative Sciences
 Doctoral School of Military Engineering Sciences Doctoral School of Law Enforcement
 Sciences

Discipline/branch:
 Research field:

** Underline as appropriate*

4. Quantitative data of scientific activities to date (as per table of point values):

Book, tender, textbook: Peer-reviewed article in a magazine:

Non-reviewed article in a journal:
Lecture in a foreign language published in an international conference brochure:.....
Lecture published in in a domestic conference brochure
Other scientific activities:

I declare under oath that the above data are true and I accept every negative consequence of possibly providing untrue data.

Dated:, day month year 201....

.....
(Signature of applicant)

To be completed by the Academic Organisational Centre of the University

The University Doctoral Council has accepted the application:

Dated: Budapest, day month year 201....

REPORT ON FINAL EXAMINATION

1. Personal data

Name of PhD candidate:.....
Rank: (Name at birth):.....
Mother's name at birth:
Place and date of birth: day month year 19.....
Citizenship:

University degree:.....
Science area/branch:
Name and scientific degree of Supervisor:

2. Date of final examination:.....

3. Topics and academic subjects of final examination:

Primary subject/topic:
Secondary subject/topic:
.....

4. Questions and answers:

Primary subject/topic:
.....
.....
.....
.....

Secondary subject/topic:
.....
.....
.....
.....

Dissertation phase:
.....
.....
.....
.....
.....

5.a Evaluation in the case of a committee consisting of 4 members

Description	Subjects			Total points received	Total points available	Average of received points (%)
	Pr. t.	Sec. t.	Diss.			
					15	
Chairperson					15	
Member					15	
Member					15	
Member						
Points received per subject						
Total points received	20	20	20		60	

5.b Evaluation in case of a committee consisting of 3 members

Description	Subjects			Total points received	Total points available	Average of received points (%)
	Pr. t.	Sec. t.	Diss.			
					15	
Chairperson					15	
Member					15	
Member						
Points received per subject						
Total points received	15	15	15		45	

Pass (60%-100% of available points obtained)

Fail (0%-59% of available points obtained)

(Underline achieved result)

Dated: Budapest, day month year 201....

Committee member

Committee member

Committee member

Committee chairperson

National University of Public Service

Institutional ID number: FI 99859

APPLICATION FOR DOCTORAL DEGREE PROCEDURE**1. Personal data**

Name:

Rank: (Name at birth):

Mother's name at birth:.....

Place and date of birth: day month year 19.....

Number of Personal ID card:.....

Citizenship:.....

Permanent residence and phone number:.....

.....

Mail address, phone number and e-mail address:.....

.....

Place of work (place of service), (official phone):

.....

Position:.....

2. Education:

University degree (faculty):

Diploma issued by:

Number of diploma:

Date issued:

Command of foreign languages:

Language:	Level of proficiency:	Number and date of certificate:
.....
.....

3. Doctoral programme:

form:* a) organized full-time tuition; scholarship / self-paid;
 b) organized part-time tuition;
 c) individual tuition;
 d) individual preparation;

Doctoral School (research field) issuing the pre-degree certificate:.....

Date of issue of the pre-degree certificate:

4. Doctoral procedure:

Discipline/branch:

Research field:

5. Title of the dissertation:

.....

** Underline as appropriate*

6. Quantitative data of scientific activities to date (as per table of point values):

Book, tender, note: Peer-reviewed article in a journal:

Non-reviewed article in a journal:
Lecture in a foreign language, published in an international conference brochure:
Lecture published in a domestic conference brochure:
Other scientific activities:

7. Statement of the applicant if application is made as per section 30 (2) or (3) or (4) of the Doctoral Regulations:*

I have applied for doctoral procedure in accordance with section 35 (1) of the Doctoral Regulations.

I declare under oath that the above data are true and I accept every negative consequence of possibly providing untrue data.

Dated:, day month year 201.....

.....
(Signature of applicant)

To be completed by the Academic Organisational Centre of the University

The University Doctoral Council has accepted the application:

Dated: Budapest, day month year 201....

	ANNEXES	Status
1.	Application form	
2.	Proof of payment of procedure fee (or approved application for release)	
3.	Copy of pre-degree certificate	
4.	Copy of university diploma or equivalent	
5.	I. Copy of State language certificate (B2, C1 complex) or equivalent	
6.	II. Copy of State language certificate (B1, B2, C1 complex) or equivalent	
7.	Certificate of no criminal records, not older than three months, or if employed in a position subject to such certificate, a certificate of the place of work to that effect, and in case of foreign citizens the equivalent documents	
8.	Statement	
9.	3 copies of the minutes of the preliminary defence	
10.	CV (narrated in third person singular, continuous text)	
11.	Table of publication point values and statement of co-authoring and printouts thereof	
12.	List of publications (detailed, MTMT) and printouts thereof with the statements of co-authors	
13.	Author's propositions (Abstract) in Hungarian, 9 copies	
14.	Author's propositions (Abstract) in a foreign language, 9 copies	
15.	Dissertation in 8 copies	
16.	CD (including the dissertation, Author's propositions in Hungarian and English languages)	
17.	Application for subjects and committee of the final examination, defence committee and official reviewers	
18.	Application for diploma in a foreign language and proof of payment	
19.	Application for procedure in a foreign language (if any)	
20.	A statement by the by the Academic Organisational Centre of the University on the plagiarism check of the submitted doctoral dissertation	

National University of Public Service
Institutional ID number: FI 99859

Student ID:.....
Registry number:.....

REPORT ON DOCTORAL DEFENCE

1. Personal data

Name of PhD candidate:
Rank: (Name at birth):
Mother's name at birth:
Place and date of birth: day month year
19.....
Citizenship:
University degree:

2. Science area/branch:

3. Form of doctoral programme:

4. Name and scientific degree of Supervisor:

5. Title of the dissertation or creation:
.....

Genre: paper, description of creation

6. Venue of open debate:

Date:

Language (if other than Hungarian):

7. Members of the review committee and their scientific degrees:

Chairperson:
Secretary:
Members:.....
.....
.....

Official reviewers and their scientific degrees:
.....
.....

8. Issues and theses challenged in the open debate (main point of questions and comments):

.....
.....
.....

a) name of participants of the debate:
.....
.....
.....

b) main points of the answers of the candidate:

.....
.....
.....

9. Recommendation of official reviewers after closing the debate:

a/ conferment of the scientific degree is recommended by: (name)

.....
.....

b/ rejection of the application recommended by: (name)

.....
.....

10. Questions arising after the open debate, at the closed meeting of the review committee, clarifications requested from the official reviewers at the closed meeting, opinion of the review committee concerning the relevant questions:

.....
.....
.....

11. Summary of the new scientific results, evaluation of the work from the point of view of content and methodology, any possible counter-opinions, opinion of the review committee concerning the issues discussed at the open debate:

.....
.....
.....

12. Results of the secret voting of the official reviewers and the review committee:

- 5 points awarded by.....members
- 4 points awarded by.....members
- 3 points awarded by.....members
- 2 points awarded by.....members
- 1 point awarded by.....members
- 0 point awarded by.....members

Maximum score possible:, total points awarded:, that is% of all the available points.

Evaluation of the defence of the doctoral dissertation:

Summa cum laude

Cum laude

Rite

Dated: Budapest, day month year 201....

Official reviewers and members of the Review Committee:

.....

Official reviewer

.....

Official reviewer

.....
member of the Review Committee
.....
member of the Review Committee

.....
member of the Review Committee
.....
member of the Review Committee

.....
Chairperson of the review committee
.....
Secretary of the review committee

Institutional ID number: FI 99859

Serial Number:.....

Doctoral Diploma

Pro Patria serviendo

*We, Rector of the National University of Public Service and Chairperson of the University
Doctoral Council salute the Reader!*

Once, when estates and orders discussed the matter of the defence of the country, the debate was extended to not only the present but also the future, and to enable their sons and successors serve the nation and the homeland with power and also with more efficiency by means of the science, and fight for the homeland, the ancestral constitution and the nation led by the love of the fatherland, the Ludovika Academy was established by means of Act VII of 1808.

Following the traditions of our predecessors, Act XXXVI of a 2011 the National Assembly of our country established the National University of Public Service to be the home and staunch bastion for cultivating the military, law enforcement and public administration sciences and ultimately any political science both on domestic and international relations, and to train and educate the officers of the future and collect all the necessary knowledge and to let the best ones in cultivating such sciences to increase their knowledge to the maximum level.

It was the noble intent of our predecessors to let individuals that pursue honest studies before turning to the service of public life and practice, receive the lawful proof of their wisdom.
With pride and recognition we let every person know that

Mr. / Ms. / Mrs.,

born in the city/village of on the day of the month of of year 19....
(mother's maiden name:), has credibly evidenced having a high knowledge of military sciences / military engineering sciences / public administration sciences / police sciences and law enforcement within the area of engineering sciences / social sciences, and being capable of cultivating such sciences with new results and individual research.

After being duly examined on the availability of the requested criteria, in accordance with the results of the severe reviews, he / she has proved to his / her scientific performance with summa cum laude / cum laude / rite qualification.

Therefore, in virtue of the powers deposited in us we have conferred him / her the right to use the

Doctor of Philosophy (PhD) title.

In witness thereof we have affixed the stamp of our University and our signature on this diploma and have served it to him / her.

In Budapest, on the day of of 201.

L. S.

<i>Prof. Dr. József Padányi</i> <i>Chairperson of the University Doctoral Council</i>	<i>Prof. Dr. András Patyi</i> <i>Rector of the National University of Public Service</i>
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Doktordiplom

Pro Patria serviendo

*Wir, der Rektor der Nationalen Universität für Öffentlichen Dienst und der Vorsitzende des
Doktorenrates der Universität, entbieten dem Leser unseren Gruß!*

Ehemals, als die Landstände über die Frage der Landesverteidigung verhandelten, erstreckten sich ihre Verhandlungen nicht nur auf die gegenwärtige, sondern auch auf die zukünftige Zeit. Und damit ihre Söhne und ihre Nachfahren der Nation und dem Vaterland nicht nur mit ihrer Kraft, sondern auch mit einem wirksameren Mittel, der Wissenschaft dienen sowie für das Vaterland, die althergebrachte Verfassung und die Nation kämpfen können, und zwar von Vaterlandsliebe geleitet, gründeten sie mit dem Gesetz Nr. VII aus dem Jahre 1808 die Ludovika-Akademie.

Anknüpfend an die Tradition unserer Ahnen, gründete das Parlament unseres Landes mit dem Gesetz Nr. XXXVI. aus dem Jahr 2011 die Nationale Universität für den Öffentlichen Dienst, damit sie für die Militär-, Polizei- und Verwaltungswissenschaften sowie für alle Bereichen der Staatswissenschaften heimisch und international ein Zuhause und eine starke Säule darstellt. Den künftigen Offizieren und Staatsbeamten soll eine Erziehung, Ausbildung und ein Wissen von notwendigen Kenntnissen ermöglicht werden. Weiter soll es denjenigen, die sich als die Besten in der Ausübung dieser Wissenschaften erwiesen haben, die Voraussetzung schaffen, ihr Wissen auf das höchste Niveau zu bringen.

Es ist eine löbliche Bestimmung unserer Vorfahren, dass diejenigen, die sich einem ernsten Studium gewidmet haben, das ihnen zustehende Zeugnis über ihre Bildung auf einem legitimen Weg erhalten, bevor sie zum Nutzen der Öffentlichkeit tätig werden und mit der Ausübung ihres Berufs beginnen.

Wir geben mit Stolz und Anerkennung bekannt, dass

Herr / Frau

.....

geboren am (Tag) (Monat) (Jahr) in der Stadt / Großgemeinde /
Gemeinde (Vor- und Geburtsname der Mutter:), über
sein / ihr hohes Wissen in Wissenschaftsbereich technische Wissenschaften /
Gesellschaftswissenschaften, Wissenschaftszweig Militärwissenschaften / militärtechnische
Wissenschaften / Verwaltungswissenschaften / Polizeiwissenschaften über seine / ihre Eignung zur
Pflege dieser Wissenschaften durch Bereicherung dieser um neue Erkenntnisse und seine / ihre
Eignung zu selbstständiger Forschung glaubwürdig Rechenschaft abgelegt hat.

Nach hinreichender Prüfung der Erfüllung der vorgeschriebenen Anforderungen wurde seine / ihre wissenschaftliche Leistung aufgrund des Ergebnisses der strengen Prüfung mit der Gesamtbeurteilung
summa cum laude/ cum laude/ rite bewertet.

Kraft der uns übertragenen Befugnis haben wir ihm / ihr somit das Recht erteilt, den Titel

Doktor / Doktorin der Philosophie (PhD)

zu führen.

Zu Urkund dessen haben wir dieses Diplom mit dem Siegel unserer Universität sowie mit unseren
eigenhändigen Unterschriften bekräftigt und an ihn ausgehändigt.

Budapest, den (Tag) (Monat) 201 (Jahr)

L. S.

<i>Prof. Dr. József Padányi</i> <i>Vorsitzender des Doktorenrates der Universität</i>	<i>Prof. Dr. András Patyi</i> <i>Rektor der Nationalen Universität für</i> <i>Öffentlichen Dienst</i>
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Numerus Identificalis Institutionis: FI 99859

Numerus:

Diploma Doctoris

Pro Patria serviendo

*Nos, Rector Universitatem Nationalem Officii Publici et Praesidens Consilii Doctorum
Universitatis lectori salutem!*

Eo tempore Status et Ordines, cum de defensione regni agerent, consilia sua non tantum ad praesens tempus, sed ad futuram quoque aetatem extenderunt, utque filii posterique eorum amore erga patriam provocati, non solum viribus, sed arte quoque et ideo efficacius populum et patriam merere, pro patria, avita consuetudine et natione depugnare possint, Academiam Ludoviceam articulo VII. anni MDCCCVIII condiderunt.

Diaeta Patriae Nostrae mores maiorum persequens articulo XXXVI. anni MMXI Universitatem Nationalem Officii Publici condidit, utque domus sit et firmum propugnaculum ingenui et internationalis cultus omnium scientiarum ad rem publicam pertinentium, id est artium militarium, publicarum disciplinarum et rei publicae administrationis, educationis eruditionisque olim praefectorum militum et magistratum, postremo tantarum ad has artes pertinentium notitiarum collectionis, et detur potestas omnibus, qui artes colendo excellentissimi praebeantur, notitiam suam ad maximum amplificandi.

Laudabile constitutum maiorum nostrorum, ut omnes, qui studiis honestis se tradiderint, antequam in usum et pragma rei publicae verterentur, testimonium eruditionis doctrinaeque suae benemeritum legitime accipiant.

Ob eam causam animose et amplissimis verbis notitiam perferimus,

ut Dominus / Domina

.....,

qui / quae in civitate (város) die mensis anno MCM..... natus / nata est (nomen suae matris:.....), altiori gradu notitiae suae artium *militarium (hadtudományok) / technicarum militarium (katonai műszaki tudományok) / rei publicae administrationis (közigazgatástudományok) / praesidiorum ordinorum (rendészettudomány)* et ingenii sui recentes exitus colendo et liberae pervestigationi apti locupleter testimonium dedisset.

Praesentiaque praescriptorum postulatorum legitime cognita, studiorum suorum effectum pro eventu quaestionis rigorosi summa cum laude / cum laude / rite probatus / probata esset.

Ideo potestate nostra a legibus constituta ius usus tituli

Philosophiae Doctor (PhD)

Ei dedimus.

In quorum omnium fidem hoc Diploma sigillo Universitatis munivimus, manu propria subscriptione nostra firmavimus et Ei dari curavimus.

Datum Budapestini, die ... mensis anno MM.....

L.S.

Prof. Dr. József Padányi Praesidens Consilii Doctorum Universitatis	Prof. Dr. András Patyi Rector Universitatem Nationalem Officii Publici
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Text of the doctoral oath

I take oath and promise to dedicate my knowledge to the service of our fatherland. Sitting enthusiastic on the example of our predecessors I shall further increase my professional knowledge.

I shall use my abilities and skills to contribute to enhance the achievements of science. I shall pursue my work and display a conduct that would earn the recognition of my fellow citizens and augment the respect and prestige of the National University of Public Service that has conferred me the doctoral scientific degree.

Institutional ID number: FI 99859

Serial number:.....

Honorary Doctor Diploma

We, Rector of the National University of Public Service and Chairperson of the University
Doctoral Council salute the Reader and credibly let everyone know that

Mr/Ms

born in the city/village of on the day of the month of of year 19...., has
been awarded the title of

honorary doctor

as recognition for his/her activities pursued in the development of*
and has been granted power to use the

“Doctor Honoris Causa”

title as well as the “Dr. H. C.” acronym.

In witness thereof we have affixed the stamp of our University and our
signature on this diploma and have served it to him/her.

In Budapest, on the day of month of year.

STAMP

Chairperson of the University Doctoral Council

*Rector of the National University of Public
Service*

**description*

Calculation of the evaluation of open debate

QUALIFICATION	If the Review Committee consists of					
	5 MEMBERS		6 MEMBERS		7 MEMBERS	
	number	%	number	%	number	%
	of received points		of received points		of received points	
Summa cum laude	25	100	30	100	35	100
	24	96	29	97	34	97
	23	92	28	93	33	94
					32	91
Cum laude	22	88	27	90	31	89
	21	84	26	87	30	86
	20	80	25	83	29	83
	19	76	24	80	28	80
			23	77	27	77
Rite	18	72	22	73	26	74
	17	68	21	71	25	71
	16	64	20	67	24	69
	15	60	19	63	23	66
			18	60	22	63
					21	60

Calculation of the qualification of a diploma

A) Qualification of the diploma in case of a final examination committee of 4 members and a review committee of 7 members

	Defence	35	34	33	32	31	30	29	28	27	26	25	24	23	22	21
Comp. Exam	%	100	97	94	91	89	86	83	80	77	74	71	69	66	63	60
60	100	100	98	96	94	93	91	89	87	85	83	81	79	77	75	73
59	98	99	97	95	93	92	90	88	86	84	82	80	79	77	75	73
58	97	99	97	95	93	92	90	88	86	84	82	80	78	76	74	72
57	95	98	96	94	92	91	89	87	85	83	81	79	78	76	74	72
56	93	98	96	94	92	90	88	86	84	82	80	78	77	75	73	71
55	92	97	95	93	91	90	88	86	84	82	80	78	77	75	73	71
54	90	97	95	93	91	89	87	85	83	81	79	77	76	74	72	70
53	88	96	94	92	90	89	87	85	83	81	79	77	75	73	71	69
52	87	96	94	92	90	88	86	84	82	80	78	76	75	73	71	69
51	85	95	93	91	89	88	86	84	82	80	78	76	74	72	70	68
50	83	94	92	90	88	87	85	83	81	79	77	75	74	72	70	68
49	82	94	92	90	88	87	85	83	81	79	77	75	73	71	69	67
48	80	93	91	89	87	86	84	82	80	78	76	74	73	71	69	67
47	78	93	91	89	87	85	83	81	79	77	75	73	72	70	68	66
46	77	92	90	88	86	85	83	81	79	77	75	73	72	70	68	66
45	75	92	90	88	86	84	82	80	78	76	74	72	71	69	67	65
44	73	91	89	87	85	84	82	80	78	76	74	72	70	68	66	64
43	72	91	89	87	85	83	81	79	77	75	73	71	70	68	66	64
42	70	90	88	86	84	83	81	79	77	75	73	71	69	67	65	63
41	68	89	87	85	83	82	80	78	76	74	72	70	69	67	65	63
40	67	89	87	85	83	82	80	78	76	74	72	70	68	66	64	62
39	65	88	86	84	82	81	79	77	75	73	71	69	68	66	64	62
38	63	88	86	84	82	80	78	76	74	72	70	68	67	65	63	61
37	62	87	85	83	81	80	78	76	74	72	70	68	67	65	63	61
36	60	87	85	83	81	79	77	75	73	71	69	67	66	64	62	60

B) Qualification of the diploma in case of a final examination committee of 4 members and a review committee of 6 members

	Defence	30	29	28	27	26	25	24	23	22	21	20	19	18
Comp. Exam	%	100	97	93	90	87	83	80	77	73	71	67	63	60
60	100	100	98	95	93	91	89	87	85	82	81	78	75	73
59	98	99	97	95	93	91	88	86	84	81	80	77	75	73
58	97	99	97	94	92	90	88	86	84	81	80	77	74	72
57	95	98	96	94	92	90	87	85	83	80	79	76	74	72
56	93	98	96	93	91	89	86	84	82	80	78	76	73	71
55	92	97	95	93	91	89	86	84	82	79	78	75	73	71
54	90	97	95	92	90	88	85	83	81	79	77	75	72	70
53	88	96	94	91	89	87	85	83	81	78	77	74	71	69
52	87	96	94	91	89	87	84	82	80	78	76	74	71	69
51	85	95	93	90	88	86	84	82	80	77	76	73	70	68
50	83	94	92	90	88	86	83	81	79	76	75	72	70	68
49	82	94	92	89	87	85	83	81	79	76	75	72	69	67
48	80	93	91	89	87	85	82	80	78	75	74	71	69	67
47	78	93	91	88	86	84	81	79	77	75	73	71	68	66
46	77	92	90	88	86	84	81	79	77	74	73	70	68	66
45	75	92	90	87	85	83	80	78	76	74	72	70	67	65
44	73	91	89	86	84	82	80	78	76	73	72	69	66	64
43	72	91	89	86	84	82	79	77	75	73	71	69	66	64
42	70	90	88	85	83	81	79	77	75	72	71	68	65	63
41	68	89	87	85	83	81	78	76	74	71	70	67	65	63
40	67	89	87	84	82	80	78	76	74	71	70	67	64	62
39	65	88	86	84	82	80	77	75	73	70	69	66	64	62
38	63	88	86	83	81	79	76	74	72	70	68	66	63	61
37	62	87	85	83	81	79	76	74	72	69	68	65	63	61
36	60	87	85	82	80	78	75	73	71	69	67	65	62	60

C) Qualification of the diploma in case of a final examination committee of 4 members and a review committee of 5 members

	Defence	25	24	23	22	21	20	19	18	17	16	15
Comp. Exam	%	100	96	92	88	84	80	76	72	68	64	60
60	100	100	97	95	92	89	87	84	81	79	76	73
59	98	99	97	94	91	89	86	83	81	78	75	73
58	97	99	96	94	91	88	86	83	80	78	75	72
57	95	98	96	93	90	88	85	82	80	77	74	72
56	93	98	95	92	90	87	84	82	79	76	74	71
55	92	97	95	92	89	87	84	81	79	76	73	71
54	90	97	94	91	89	86	83	81	78	75	73	70
53	88	96	93	91	88	85	83	80	77	75	72	69
52	87	96	93	90	88	85	82	80	77	74	72	69
51	85	95	92	90	87	84	82	79	76	74	71	68
50	83	94	92	89	86	84	81	78	76	73	70	68
49	82	94	91	89	86	83	81	78	75	73	70	67
48	80	93	91	88	85	83	80	77	75	72	69	67
47	78	93	90	87	85	82	79	77	74	71	69	66
46	77	92	90	87	84	82	79	76	74	71	68	66
45	75	92	89	86	84	81	78	76	73	70	68	65
44	73	91	88	86	83	80	78	75	72	70	67	64
43	72	91	88	85	83	80	77	75	72	69	67	64
42	70	90	87	85	82	79	77	74	71	69	66	63
41	68	89	87	84	81	79	76	73	71	68	65	63
40	67	89	86	84	81	78	76	73	70	68	65	62
39	65	88	86	83	80	78	75	72	70	67	64	62
38	63	88	85	82	80	77	74	72	69	66	64	61
37	62	87	85	82	79	77	74	71	69	66	63	61
36	60	87	84	81	79	76	73	71	68	65	63	60

D) Qualification of the diploma in case of a final examination committee of 3 members and a review committee of 7 members

	Defence	35	34	33	32	31	30	29	28	27	26	25	24	23	22	21
Comp. Exam	%	100	97	94	91	89	86	83	80	77	74	71	69	66	63	60
45	100	100	98	96	94	93	91	89	87	85	83	81	79	77	75	73
44	98	99	97	95	93	92	90	88	86	84	82	80	79	77	75	73
43	96	99	97	95	93	91	89	87	85	83	81	79	78	76	74	72
42	93	98	96	94	92	90	88	86	84	82	80	78	77	75	73	71
41	91	97	95	93	91	90	88	86	84	82	80	78	76	74	72	70
40	89	96	94	92	90	89	87	85	83	81	79	77	76	74	72	70
39	87	96	94	92	90	88	86	84	82	80	78	76	75	73	71	69
38	84	95	93	91	89	87	85	83	81	79	77	75	74	72	70	68
37	82	94	92	90	88	87	85	83	81	79	77	75	73	71	69	67
36	80	93	91	89	87	86	84	82	80	78	76	74	73	71	69	67
35	78	93	91	89	87	85	83	81	79	77	75	73	72	70	68	66
34	76	92	90	88	86	85	83	81	79	77	75	73	71	69	67	65
33	73	91	89	87	85	84	82	80	78	76	74	72	70	68	66	64
32	71	90	88	86	84	83	81	79	77	75	73	71	70	68	66	64
31	69	90	88	86	84	82	80	78	76	74	72	70	69	67	65	63
30	67	89	87	85	83	82	80	78	76	74	72	70	68	66	64	62
29	64	88	86	84	82	81	79	77	75	73	71	69	67	65	63	61
28	62	87	85	83	81	80	78	76	74	72	70	68	67	65	63	61
27	60	87	85	83	81	79	77	75	73	71	69	67	66	64	62	60

E) Qualification of the diploma in case of a final examination committee of 3 members and a review committee of 6 members

	Defence	30	29	28	27	26	25	24	23	22	21	20	19	18
Comp. Exam	%	100	97	93	90	87	83	80	77	73	71	67	63	60
45	100	100	98	95	93	91	89	87	85	82	81	78	75	73
44	98	99	97	95	93	91	88	86	84	81	80	77	75	73
43	96	99	97	94	92	90	87	85	83	81	79	77	74	72
42	93	98	96	93	91	89	86	84	82	80	78	76	73	71
41	91	97	95	92	90	88	86	84	82	79	78	75	72	70
40	89	96	94	92	90	88	85	83	81	78	77	74	72	70
39	87	96	94	91	89	87	84	82	80	78	76	74	71	69
38	84	95	93	90	88	86	83	81	79	77	75	73	70	68
37	82	94	92	89	87	85	83	81	79	76	75	72	69	67
36	80	93	91	89	87	85	82	80	78	75	74	71	69	67
35	78	93	91	88	86	84	81	79	77	75	73	71	68	66
34	76	92	90	87	85	83	81	79	77	74	73	70	67	65
33	73	91	89	86	84	82	80	78	76	73	72	69	66	64
32	71	90	88	86	84	82	79	77	75	72	71	68	66	64
31	69	90	88	85	83	81	78	76	74	72	70	68	65	63
30	67	89	87	84	82	80	78	76	74	71	70	67	64	62
29	64	88	86	83	81	79	77	75	73	70	69	66	63	61
28	62	87	85	83	81	79	76	74	72	69	68	65	63	61
27	60	87	85	82	80	78	75	73	71	69	67	65	62	60

F) Qualification of the diploma in case of a final examination committee of 3 members and a review committee of 5 members

	Defence	25	24	23	22	21	20	19	18	17	16	15
Comp. Exam	%	100	96	92	88	84	80	76	72	68	64	60
45	100	100	97	95	92	89	87	84	81	79	76	73
44	98	99	97	94	91	89	86	83	81	78	75	73
43	96	99	96	93	91	88	85	83	80	77	75	72
42	93	98	95	92	90	87	84	82	79	76	74	71
41	91	97	94	92	89	86	84	81	78	76	73	70
40	89	96	94	91	88	86	83	80	78	75	72	70
39	87	96	93	90	88	85	82	80	77	74	72	69
38	84	95	92	89	87	84	81	79	76	73	71	68
37	82	94	91	89	86	83	81	78	75	73	70	67
36	80	93	91	88	85	83	80	77	75	72	69	67
35	78	93	90	87	85	82	79	77	74	71	69	66
34	76	92	89	87	84	81	79	76	73	71	68	65
33	73	91	88	86	83	80	78	75	72	70	67	64
32	71	90	88	85	82	80	77	74	72	69	66	64
31	69	90	87	84	82	79	76	74	71	68	66	63
30	67	89	86	84	81	78	76	73	70	68	65	62
29	64	88	85	83	80	77	75	72	69	67	64	61
28	62	87	85	82	79	77	74	71	69	66	63	61
27	60	87	84	81	79	76	73	71	68	65	63	60

Colour code	Qualification of diploma
Blue	Summa cum laude
White	Cum laude
Yellow	Rite

List of doctoral schools of the University

Name of Doctoral School	Area of Science	Branch of Science
Doctoral School of Military Sciences	Social sciences	Military sciences
Doctoral School of Military Engineering	Technical sciences	Military engineering sciences
Doctoral School of Public Administration	Social sciences	Public administration sciences
Doctoral School of Law Enforcement	Social sciences	Law enforcement sciences