

**Annex
to agenda item 8
of the Senate meeting on June 26, 2019**

Effective: July 1, 2019



**UNIVERSITY DOCTORAL AND HABILITATION REGULATION OF
THE NATIONAL UNIVERSITY OF PUBLIC SERVICE**

Senate decision	Decision of the managing body
Adopted by Senate Resolution No.	Approved by the Resolution No. of the Managing Body.

TABLE OF CONTENTS

TABLE OF CONTENTS	2
PART 1	4
COMMON PROVISIONS	4
CHAPTER I	4
GENERAL PROVISIONS	4
Scope of the University Doctoral and Habilitation Regulations	4
Regulatory background	4
Terms and Definitions	5
Ethical rules	7
CHAPTER II	7
THE UNIVERSITY DOCTORAL AND HABILITATION COUNCIL	7
Composition and election of the University Doctoral and Habilitation Council	7
Functions and responsibilities of the University Doctoral and Habilitation Council	9
Rules of operation of the University Doctoral and Habilitation Council	10
PART 2	11
PROVISIONS RELATING TO DOCTORAL STUDIES AND OBTAINING DEGREES	11
CHAPTER III	11
ORGANIZATIONAL UNITS AND BODIES PARTICIPATING IN THE DOCTORAL PROCEDURE	11
The Doctoral Council of the Discipline	12
Doctoral school	13
<i>Establishment and members of the doctoral school</i>	13
<i>Operation and tasks of the doctoral school</i>	16
Doctoral Student's Committee on Social Affairs	18
Institutes, departments	18
Tasks of the Office of Scientific Affairs on doctoral procedures	18
Bodies and persons indirectly involved in the doctoral procedure	18
CHAPTER IV	19
THE DOCTORAL PROGRAMMES	19
Forms of programmes	19
Applying for doctoral programmes	20
Application Requirements	22
Other application requirements for internal and area applicants	23
The admission interview	23
Applicant rating	23
The admission decision	24
Organized programmes	25
Student Status	26
Rights and obligations of the doctoral student	29
Full-time doctoral students	30
Doctoral student in organized part-time programmes	30
Different provisions for individual programmes	32
Individual preparation	32
The complex examination	33
The absolutionarium	35
Acceptance, change of supervisor, title and research topic	35
CHAPTER V	36
OBTAINING A DOCTORAL DEGREE	36
General conditions for obtaining a doctoral degree	36
The doctoral dissertation	36

Workshop discussion of the doctoral dissertation	39
Applying for a degree	40
Review of the doctoral dissertation	41
Defence of the doctoral dissertation	42
Conflict of interests	44
Awarding of the doctoral degree	44
Doctorate and conferment	44
Programmes, degree procedure and degree records	45
Revocation of the doctoral degree	46
CHAPTER VI	47
SPECIAL DOCTORAL PROCEDURES	47
Conferment to a Doctor with Honours	47
Granting the title of an Honorary Doctor (Doctor Honoris Causa)	48
Naturalization of the degree obtained abroad	49
CHAPTER VII	50
OTHER RULES IN THE FIELD OF DOCTORAL PROGRAMMES AND DEGREE PROCEDURE	50
Quality assurance for doctoral programmes and degrees	50
Fees and allowances related to doctoral and graduate studies	50
Exemptions and facilities	50
University cooperation with other institutions	50
PART THREE	51
PROVISIONS RELATING TO THE HABILITATION PROCEDURE	51
CHAPTER VIII	51
GENERAL PRINCIPLES OF HABILITATION AND HABILITATION REQUIREMENTS	51
General principles of habilitation	51
Habilitation requirements	52
CHAPTER IX	54
BODIES PARTICIPATING IN THE HABILITATION PROCEDURE.....	54
The Habilitation Jury	54
Tasks of the Office of Scientific Affairs on habilitation procedures	54
CHAPTER X	55
THE HABILITATION PROCEDURE.....	55
Application for habilitation	55
Initiation of the habilitation procedure	56
Habitus examination, evaluation of habilitation theses (creation)	57
Opening the public part of the procedure	57
The habilitation presentation	58
The public disputation	58
Award of the Habilitated Doctor	59
Revocation of the habilitated doctor title	59
Legal remedy	60
CHAPTER XI	60
HABILITATION DIPLOMA, RIGHTS AND OBLIGATIONS.....	60
The Habilitation Diploma	60
Rights and Obligations of the Habilitated Doctor	60
PART FOUR	61
MISCELLANEOUS AND CLOSING PROVISIONS	61
ANNEXES	63

The National University of Public Service (hereinafter referred to as the University), as per Act CCIV of 2011 on National Higher Education (hereinafter referred to as NHE Act) and in accordance with the provisions of the Statutes of the University, is entitled to confer a degree in the field of social sciences and technical sciences. The Senate of the University, pursuant to NHE Act., Act CXXXII of 2011 on the National University of Public Service and on Higher Education in Public Administration, Law Enforcement and Military (hereinafter referred to as NUPS Act); Act XLV of 1996 on the Legal Status of Heads, Teachers, and Students of Military and Law Enforcement Higher Education Institutions; and the Governmental Decree 387/2012 (XII. 19.) on the Doctoral Schools, Doctoral Procedures and Habilitation (hereinafter referred to as the Decree) constitutes the following University Doctoral and Habilitation Regulations (hereinafter referred to as the Regulation):

PART 1

COMMON PROVISIONS

CHAPTER I

GENERAL PROVISIONS

Section 1

For the purposes of the Regulation:

- a) ***bold italic text*** are relevant provisions of the NHE Act, NUPS Act, Act C of 2001 on the Recognition of Foreign Certificates and Degrees (hereinafter referred to as the Act on the Recognition), the Decree, Governmental Decree 423/2012. (XII. 29.) on Higher Education Admission Procedures (hereinafter: Admd.) and Governmental Decree 87/2015 (IV. 9.) on the implementation of certain provisions of Act CCIV of 2011 on National Higher Education (Hereinafter referred to as NHE Act id.);
- b) other passages: provisions of the Regulations.

Article 2 (3) NHE Act: The basic educational activities of the higher education institution shall include vocational education, basic education, master's programmes, doctoral programmes and further vocational programmes. Unless otherwise provided in this Act, activities falling within the scope of basic education may be carried out only by higher education institutions.

Article 3 (1) NHE Act: The cycles of higher education, which shall be based on each other and which guarantee the level of higher education:

- a) *bachelor,*
- b) *master,*
- c) *doctorate.*

Article 12 (3) NHE Act: The Senate (...) e) shall adopt the institution's (...) eb) organizational and operational regulations, doctoral regulations, (...).

Scope of the University Doctoral and Habilitation Regulations

Section 2

Article 25 (...) of the Decree: The Habilitation Regulations and the Doctoral Regulations can be merged.

The material scope of the Regulation applies to doctoral studies, doctoral degree and habilitation procedures, and its personal scope to students and faculty participating in, and assisting in, doctoral and graduate studies, applicants for the title "Habilitation Doctor" as well as Habilitation Doctors and other departments, bodies and individuals named in the procedures.

Regulatory background

Section 3

(1) The Regulations shall be governed by the following laws and regulations:

- a) NHE Act;
- b) NUPS Act;
- c) Act on Recognition;
- d) Act CCV of 2012 on the Status of the Patriots;
- e) Act XL of 1994 on the Hungarian Academy of Sciences;
- f) Governmental Decree 137/2008. (V. 16.) on the Certified Examination of Foreign Language Attainment and on the Nostrification in Hungary of Language Certificates of Foreign Language Attainment Issued Abroad;
- g) The Decree;
- h) NHE Act id.);
- i) Admd.;
- j) Decision 2016/6 / V / 1. of the Hungarian Accreditation Committee (hereinafter referred to as HAC): Instructions for submitting a doctoral school application and updating the data of a functioning doctoral school;
- k) Annex V / 1 of the 9th Session of the HAC 2017: Accreditation Requirements of the HAC, Aspects of Peer Review (ABSZ) in the Evaluation of Doctoral Schools;
- l) National University of Public Service - Rules of Admission;
- m) National University of Public Service - Student Compensation and Allocation Regulations;
- n) National University of Public Service - Study and Examination Regulations;
- o) National University of Public Service - Recognition, Credit Transfer and Validation Regulations;
- p) National University of Public Service - Regulations on the exercise of student rights and performance of obligations, the processing of applications for student status, and student redress procedures;
- q) National University of Public Service - Code of Ethics.

(2) The following supplementary and implementing rules shall be drawn up on the basis of the Regulations:

- a) the operating regulations and study and examination regulations of the Doctoral School of the Military Sciences, the Doctoral School of Military Engineering, the Doctoral School of Public Administration, the Doctoral School of Law Enforcement, and future doctoral schools;
- b) the Rector's order on the fees to be paid by students in the doctoral program and on the doctoral and habilitation fees;
- c) Rector's order on acceptance to doctoral schools at the National University of Public Service.

Terms and Definitions

Section 4

For the purposes of the Rules:

1. *Sector applicant*: Doctoral candidate in organizations under the direction of the Ministry of the Interior, the Ministry of Defence, the Ministry of Justice, the Ministry of Foreign Affairs and Trade or the Prime Minister's Office;
2. *State scholarship*: financial support for doctoral students of Hungarian nationality participating in a full-time programmes program or of foreign doctoral students subject to the same treatment as Hungarian doctoral students by law or international agreement;
3. *Internal applicant*: Person applying for a PhD programme, who is employed by the National University of Public Service;
4. *Doctoral student status*: a legal relationship between a doctoral student and the University, the content of which consists of the rights and obligations of the doctoral student and the University as defined in the laws applicable to higher education;
5. *Doctoral student*: PhD student preparing for the degree and having the rights and obligations set out in the higher education legislation;

6. *Dissertation: NHE Act Article 108 (1a) doctoral dissertation: a piece of writing, presentation or work done by a doctoral student demonstrating that he or she is capable of solving a scientific task in line with the requirements of the degree;*
7. *Thesis booklet of a doctoral dissertation: A summary work for the scientific public based on a doctoral dissertation, which presents the scientific results of the person submitting the doctoral dissertation as a means of demonstrating that he or she is prepared to obtain a doctoral degree;*
8. *Doctoral degree: a scientific degree awarded by the University Doctoral and Habilitation Council, the obtainment of which is subject to requirements laid down in the University's Doctoral and Habilitation Regulations, within the framework of the NHE Act. A doctoral degree can be obtained through a doctoral degree procedure;*
9. *Doctoral degree procedure: Article 53 (2) NHE Act: During the doctoral programmes, after the complex examination, the doctoral student shall take part in the doctoral decree procedure by completing the research and dissertation phase, the aim of which is obtaining a doctoral decree;*
10. *Doctoral School (hereinafter referred to as DS): an organized framework for doctoral education that provides preparation for the academic degree;*
11. *Doctoral programmes: programmes, research and reporting activities in preparation for a doctoral (PhD) degree, tailored to the specifics of the discipline and the needs of the doctoral student;*
12. *Doctoral class: in doctoral studies, the time spent on research or creative activity in the higher education institution or in an institution which has concluded a cooperation agreement with it is also considered a class;*
13. *Doctoral topic: Article 13 (1) of the Decree: A doctoral topic is a partial research area suitable for the doctoral student, under the leadership of the supervisor, to master the application of scientific methods, to obtain an appreciable scientific result, and to provide assurance of it in the form of scientific publications, scientific lectures and finally, a doctoral dissertation, work;*
14. *Individual preparation: a form of preparation in which the candidate may be partially or totally exempted from the duties of the doctoral programmes and research phase;*
15. *Individual self-tuition programmes (48 months, 240 credits): Doctorate programmes with exemption from contact hours and consultation requirement;*
16. *University Doctoral and Habilitation Council (hereinafter referred to as UDHC): a body set up by the Senate for the award of the doctoral degree and carrying out the habilitation procedures and for the awarding of the habilitated doctor title, which body has decision-making powers regarding doctoral programmes and habilitation procedures;*
17. *Habilitation: Article 108 (7) of NHE Act - Habilitation: Habilitation is the institutional judgment of teaching and lecturing ability and academic performance;*
18. *Habilitation Jury: a committee called by the UDHC to conduct a habilitation procedure and prepare a decision on the title of habilitated doctor;*
19. *Habilitation presentation: the first event of the public part of the habilitation process, during which the applicant demonstrates his / her teaching and knowledge skills in Hungarian and foreign languages;*
20. *Programmes program: Article 108 (19) - programmes program: a complex programmes document of an institution, which contains*
(a) detailed programmes and study requirements for bachelor, master and undivided vocational programmes and higher vocational education and programmes,
(b) the doctoral programmes plan,
the detailed arrangements for programmes, in particular the curriculum and the educational program and subject programs, as well as the methods, procedures and rules for assessment and monitoring;
21. *Complex examination: Article 53 (1) of NHE Act - During the doctoral program, at the end of the fourth semester, as a conclusion of the programmes and research phase of the programmes and as a condition for the commencement of the research and dissertation*

phase, a complex examination shall be taken which measures and evaluates the academic and research progress;

22. *Foreign part-time programmes*: Part of a doctoral program in which a doctoral student may participate related to his or her doctoral subject, approved by his or her supervisor, based on a work program that ensures the validity of the study period in the University's doctoral program;
23. *External applicant*: Any person applying for a doctoral program who is not a candidate for internal or sectoral application;
24. *MTMT Database*: national scientific bibliographic database as defined in Article 3 (1) (o) of Act XL of 1994 on the Hungarian Academy of Sciences;
25. *Workshop disputation*: a (research) disputation organized and conducted by the supervisor in the presence of the applicant prior to the public disputation of the doctoral dissertation, which includes the prior evaluation of the draft dissertation;
26. *Public disputation in the doctoral degree procedure*: The defence of the doctoral dissertation is part of the dissertation process, in which the person submitting the doctoral dissertation presents the theses of his / her dissertation (work), then answers the comments and questions of the jurors, committee members and those present. The date, venue and other information of the dissertation defence necessary in order to inform the scientific community and the public, the exact location of the dissertation is published on the DS website, the National Doctoral Council (NDC) website, and other customary means, in a timely manner - one month in advance;
27. *Public disputation in the habilitation procedure*: the second event of the public part of the habilitation procedure, a scientific-professional disputation for the scientific community, in which the applicant presents the scientific and professional achievements of his or her career;
28. *Organized self-tuition programmes* (48 months, 240 credits): full-time or part-time doctoral programmes, in which the hours prescribed by special legislation (contact hours) do not exceed one-third of those prescribed in full-time programmes;
29. *Organized fellowship programmes* (48 months, 240 credits): full-time doctoral programmes in which the hours specified in separate legislation (contact hours) account for at least one-fifth (1/5) of all student study time;
30. *Study points (credits) in doctoral programmes*: the unit of study, research and, in the case of a doctoral student, instructor - work for the fulfilment of the student's obligations;
31. *Doctoral Council of the Discipline*: A body established by the UDHC for each discipline and meeting regularly in its own capacity and competence.

Ethical rules

Section 5

The University accepts and applies the plagiarism principles and recommendations of the Code of Ethics of the Hungarian Academy of Sciences in doctoral programmes and in the doctoral and habilitation procedures. In the spirit of Article X (2) of the Fundamental Law, decisions on the substance may not be challenged before a judicial or administrative body.

CHAPTER II

THE UNIVERSITY DOCTORAL AND HABILITATION COUNCIL

Composition and election of the University Doctoral and Habilitation Council Section 6

NHE Act 16. (5) The organization of doctoral programmes and award of a doctoral degree (hereinafter referred to as doctoral procedure) is the right of the doctoral council of the higher education institution. The doctoral council of the institution may establish a doctoral council of science or art in each discipline, within the disciplines of science or art defined in the regulations of

the higher education institution. All members of the doctoral council, with the exception of doctoral students, must have a scientific degree.

Article 9 (1) of the Decree: The Senate shall decide on the establishment of the Doctoral Council in accordance with Article 16 (5) of NHE Act. When selecting members of the doctoral council, it shall be ensured that, except for doctoral programs in pure theology, one third, or at least two of the members shall not be employed by the higher education institution operating the doctoral school. For the purposes of this paragraph, the Professor Emeritus of the institution shall be deemed to be a person in an employment relationship with the institution of higher education. Voting members of the doctoral council, with the exception of doctoral student representatives, may only be persons who fulfil the conditions for membership. In the selection of the members of the doctoral council, efforts shall be made to ensure a balanced representation of the disciplines in which the higher education institution is entitled to award doctoral degrees. A quorum shall exist when a majority of the voting members of the council are present.

Article 22 (2) The University shall establish a habilitation jury for the conduct of the habilitation procedure and the awarding of the title of habilitated doctor. When selecting members of the jury, it shall be ensured that out of the members,

- (a) those employed full-time, in employment or as civil servants as lecturers or research staff members at the university shall have a habilitated doctoral degree,*
- (b) at least two thirds of them shall be university lecturers, and*
- (c) one third, but not less than two of the members shall not have an employment relationship with that higher education institution.*

(3) The Habilitation Committee shall be chaired by a university lecturer of the higher education institution. The term of office of the chair and members of the habilitation committee shall be for a maximum period of five years and shall be renewable several times.

Article 23 (2) The higher education institution may stipulate in its organizational and operational rules that the functions of the habilitation committee shall also be carried out by the doctoral council if its composition meets the conditions of Article 22 (2).

(1) The UDHC is a scientific body set up to organize, coordinate, authorize and supervise doctoral studies, award doctoral degrees, conduct habilitation procedures, and award habilitation doctorates.

(2) At least eight members of the UDHC are persons non-employed by the University, who are eminent faculty members in their research field, and represent the disciplines practiced at the University by DSs.

(3) Voting members of the UDHC shall be persons with at least a habilitated doctoral degree, who fulfil the conditions for core membership, provided that at least two thirds of the UDHC members with voting rights are lecturers.

(4) In the selection of the members of the UDHC, efforts shall be made to ensure a balanced representation of all disciplines, for which the University is eligible for awarding a doctoral degree.

(5) The chair of the UDHC, with voting rights, is an academic lecturer at the University with exceptionally high reputation, who is elected by the Senate and appointed by the Rector on a proposal from the Rector for a term of five years.

(6) The heads of DSs are ex officio members of the UDHC, who are also vice-chairs of the UDHC.

(7) Elected members of the UDHC other than the chair:

- a) on the recommendation of the faculty councils, 2 lecturers or researchers per faculty with voting rights;
- b) on the proposal of the Eötvös József Research Center, one lecturer or researcher from the Eötvös József Research Center with voting rights;

- c) on the recommendation of the DSs, 1 doctoral student per DS with consultation rights;
- d) on the basis of paragraph (2), with the right to vote, 2 - 2 persons who are not employed by the University, on the proposal of the deans of the faculties.

(8) If the Chair is prevented from attending, he or she shall be replaced by the vice-chair designated by him or her. The heads of the DS, in their absence or, if they replace the chair, by written authorization, can be replaced by a member of the DS's staff with voting rights.

Section 7

(1) The secretary tasks of the UDHC shall be carried out by the head of the Office of Scientific Affairs (hereinafter referred to as OSA), who shall be a regular participant in the UDHC meetings with consultation rights.

(2) On the basis of the proposal of the Deputy Rector for Science based on Section 6 (7), the Rector shall submit a proposal for the composition of the UDHC, which shall be approved by the Senate. The credentials are issued to the members by the Rector.

(3) The term of office of the elected members of the UDHC shall be five years, which can be renewed several times.

(4) The Senate shall decide on the election of the elected members of the UDHC, on the initiative of the Chair of the UDHC.

(5) A representative of the National Doctoral Students' Association may participate in the work of the UDHC with consultation rights, if invited by the chairman of the UDHC, if the agenda so requires.

Functions and responsibilities of the University Doctoral and Habilitation Council Section 8

Article 9 (2) of the Decree: The Doctoral Council

- a) comments on the proposal for the establishment of doctoral schools;*
- b) regularly evaluates the University's doctoral and graduate degrees, with particular reference to Article 84 / A. (4) of the NHE Act;*
- c) where appropriate, initiates the closure of doctoral schools;*
- d) pursuant to Article 16 (5), it may set up doctoral councils for each discipline area, in detail in the scientific and art disciplines defined in the doctoral regulations of the higher education institution (hereinafter referred to as scientific doctoral council), subject to the conditions on composition and personal requirements set forth in paragraph 1;*
- e) decides on the credit recognition, the requirements of the complex examination, on the award, naturalization and revocation of doctoral degrees as per Article 16 (4) of NHE Act, which powers, except for the award, naturalization and revocation of doctoral degrees, may be delegated to the Doctoral Council of the Discipline;*
- f) on the proposal of the doctoral schools, appoint members of the doctoral selection board, members of the jury and official jurors, set up a complex examination committee, and approve the names of doctoral supervisors and doctoral school lecturers, which powers may be delegated to the Doctoral Council of the Discipline;*
- g) determine the list of languages that may be accepted as the first foreign language (first language exam) among the foreign language requirements for the award of a doctoral degree, which power may be delegated to the Doctoral Council of the Discipline;*
- h) decide, on the basis of the opinion of the jury, on the application for closed defence, which power may be delegated to the Doctoral Council of the Discipline;*
- i) comment on the proposals made by the Rector for the award of the title of Honorary Doctor or Honorary Doctor and Professor to the Senate and the proposal to terminate the Doctoral School;*

j) elect the Heads of the doctoral schools of the higher education institution, appoint or dismiss the members of the Council of the doctoral school.

22. (4) The habilitation jury shall carry out habilitation procedures as provided for in the by-laws, including:

- a) appoint the opponents and the habilitation jury,*
- b) evaluate the report of the jury,*
- c) decide on the award of the title of habilitated doctor.*

(1) Tasks and competencies of the UDHC:

- (a) in relation to doctoral and graduate studies:
 - (aa) prepare a plan for the doctoral programmes for the Senate;
 - (ab) comment on the proposal to establish and terminate doctoral schools;
 - (ac) approve the operating rules of doctoral schools;
 - (ad) the establishment, approval and removal of the members of the Doctoral Council of the Discipline;
 - (ae) approve the rules of procedure of the Doctoral Council of the Discipline;
 - (af) approving and terminating the core membership of doctoral schools;
 - (ag) electing the head of the doctoral schools and initiating the termination of their appointment with the Rector;
 - (ah) donation and withdrawal of the emeritus / emerita title;
 - (ai) approval of full-time doctoral student allocation;
 - (aj) regular evaluation of doctoral and graduate degrees by the Senate;
 - (ak) on the proposal of the Doctoral Council of the Discipline, decide on the award, naturalization and withdrawal of the doctoral degree;
 - (al) defining the list of languages which may be accepted as the first foreign language (first language exam) in the foreign language requirements for the awarding of a doctoral degree;
 - (am) commenting on proposals to the Senate for the award of the Honorary Doctorate, Honorary Doctorate and Professor titles, and the proposal to terminate the Doctoral School;
 - (an) decision to establish, terminate or modify a research area;
 - (ao) approve the annual accounts of doctoral schools;
 - (ap) develop quality assurance principles and methods for doctoral programmes and degrees, taking into account the views of the Doctoral Council of the Discipline;
- (b) as regards the habilitation procedure:
 - (ba) establish and review, within the framework of the Regulations, minimum habilitation requirements;
 - (bb) decide whether to initiate a habilitation procedure or to reject the application;
 - (bc) appoint the official jurors and the Habilitation Jury (hereinafter referred to as the Jury);
 - (bd) evaluate the report of the Jury;
 - (be) decide, on a proposal from the Jury, to open the public part of the procedure;
 - (bf) decide on the award and revocation of the title of habilitated doctor.

(2) The UDHC is an independent body on scientific issues. There is a right of appeal against the decisions of the UDHC in doctoral and habilitation cases in the event of a violation of the law, the Regulation or other university regulations or a procedural error. The Rector shall be responsible for conducting the internal appeal procedure. If the Rector finds any irregularity, the decision shall be annulled and the matter shall be re-ordered by the UDHC.

Rules of operation of the University Doctoral and Habilitation Council

Section 9

(1) The UDHC shall meet as necessary and shall regulate its operation by the rules of procedure. A quorum of the UDHC shall exist when a majority of its voting members is present.

- (2) The UDHC is represented in the NDC by the chair of the UDHC.
- (3) The meetings of the UDHC are open to the citizens of the University.
- (4) A meeting shall be held in closed session at the request of more than half of the members of the UDHC with voting rights or when the handling of classified information so requires. In addition to the members with voting and consultation rights, only the secretary of the UDHC, the registrar and the persons concerned may attend the closed meeting. Persons attending a closed meeting are required to keep confidential any speeches there.
- (5) As a rule, the UDHC decides by open vote, by a simple majority (unanimous vote of more than half of the members present), and on the award of a doctoral title, by a two-thirds majority of the members present.
- (6) Open voting can be done by holding hands or by pressing the voting button when using the voting counter. One can vote yes, no or abstain. The votes shall be counted by the secretary of the UDHC.
- (7) The UDHC shall decide by secret ballot on the following matters:
 - a) awarding and withdrawing a doctoral degree;
 - b) naturalization of doctoral degree;
 - c) commenting on the award of an honorary doctorate title;
 - d) electing the head of the DS, initiating the termination of their appointment with the Rector;
 - e) the appointment and termination of the members of the Doctoral Council of the Discipline;
 - f) approval and termination of the DS core members;
 - g) initiation of the habilitation procedure or rejection of the application;
 - h) opening of the public part of the habilitation procedure or rejection of the application;
 - i) awarding and revocation of the title of habilitated doctor.

Other matters may be voted by secret ballot if more than half of the members of the UDHC with voting rights so decide.

Section 10

- (1) The chair of the UDHC is responsible for the content and technical preparation of the meetings of the UDHC and the enforcement of the decisions.
- (2) The meeting shall be chaired by the chair or, in his or her absence, by the vice-chair so requested.
- (3) The decisions of the UDHC are public and must be published on the University's website.
- (4) The OSA shall keep a copy of the minutes of the meeting of the UDHC.

PART 2

PROVISIONS RELATING TO DOCTORAL STUDIES AND OBTAINING DEGREES

CHAPTER III

ORGANIZATIONAL UNITS AND BODIES PARTICIPATING IN THE DOCTORAL PROCEDURE

Section 11

- (1) Bodies, departments and persons directly involved in the doctoral process:
 - a) UDHC;
 - aa) Chair of the UDHC;
 - ab) Vice-chairs of the UDHC;
 - ac) Secretary of the UDHC;

- ad)* Members of the UDHC;
 - b)* the Doctoral Council of the Discipline (hereinafter referred to as DCD);
 - c)* DS;
 - ca)* the head of the DS;
 - cb)* members of the DS staff;
 - cc)* heads of research areas;
 - cd)* doctoral supervisors;
 - ce)* DS lecturers;
 - d)* the Doctoral Student's Committee on Social Affairs (hereinafter referred to as "DSC");
 - e)* departments, institutes;
 - f)* the OSA;
 - g)* the complex examination jury;
 - h)* the doctoral jury;
 - i)* the opponent.
- (2) University bodies and persons indirectly involved in the doctoral process:
- a)* the Senate;
 - b)* the Rector;
 - c)* the Dean.

The Doctoral Council of the Discipline

Section 12

- (1) The DCD is a disciplinary body established by the UDHC and has its own responsibilities and competencies. The DCD is governed by the rules of procedure approved by the UDHC.
- (2) DCD members are ex officio core members of the DS. Further members are proposed by the head of the DS, with at least 2 persons not employed by the University. The composition and staffing of the DCD shall be governed by the provisions of Article 9 (1) of the Decree.
- (3) The DCD is chaired by the head of the DS, and in the case of multiple DSs operating in the same discipline, the selection of the DCD chair - among the DS heads - is made by the UDHC. A member of the DCD is also a doctoral student with consultation rights called upon by the Doctoral Student Union (hereinafter referred to as DSU). The DCD may request a scientific secretary, who shall attend meetings of the DCD in a consultative capacity. The permanent invitees of DCD - with consultation rights - are the Dean of the faculty of the discipline and leaders of the research areas of the DS.
- (4) In the event of disqualification, the chair of the DCD shall be replaced by the vice-chair of the DS with voting rights if there is a deputy in the chair-led DS. In the absence of a vice-chair of the DS, a proxy member of the DS's core members is eligible.
- (5) The composition of the DCD is proposed by the head of the DS and approved by the UDHC.
- (6) The term of office of members shall be five years and may be renewed several times.
- (7) The appeal forum for DCD is the UDHC.
- (8) Tasks and competencies of the DCD:
- a)* decide on research topics and supervisors for doctoral programmes;
 - b)* prepare the discipline-specific part of the doctoral programmes plan;
 - c)* decide on the lecturers;
 - d)* decide on approval of unpublished individual research topics;
 - e)* decide on the principles, frameworks of the work of the supervisors and determine the tasks of the supervisors during and after the programmes of doctoral students;
 - f)* appoint members of the doctoral selection committee;

- g) decide on the admission of students;
- h) decide on credit recognition;
- i) decide on postponement (pausing), study, disciplinary and examination matters of doctoral students, and termination of the student status, if it is not automatically terminated;
- j) decide on the doctoral student's doctoral topic and the title of the dissertation;
- k) decide on requests for change of supervisor;
- l) decide the requirements for a complex examination;
- m) decide on the admission of students for complex examination;
- n) decide on the subjects of the complex examination on the basis of the programmes plan, establish the complex examination committee;
- o) decide to initiate the degree process;
- p) decide on the official reviewers of the doctoral thesis, appoint the members of the jury;
- q) decide on the application for closed defence on the basis of the opinion of the jury;
- r) make a recommendation to the UDHC on matters within its competence.

Doctoral school

Establishment and members of the doctoral school

Section 13

NHE Act 12. (3) The Senate (...) h) shall also decide on hd) the establishment, dissolution of the doctoral school and the commencement of the doctoral programmes (...).

Article 1 (1) of the Decree: Doctoral programmes may be continued only within the framework of a doctoral school.

(2) When establishing a doctoral school, indicate the discipline area, including the discipline or branch of art in which the doctoral program is to be pursued. Interdisciplinary and cross-disciplinary research can be used to identify professional activities reflecting the operational framework of the doctoral school.

Article 2 (1) The establishment of a doctoral school may be initiated by at least seven core members. Most of the core members are professors. A person may be a member of only one doctoral school at a time.

(2) A multidisciplinary doctoral school shall have at least nine core members and at least three core members per discipline, most of whom shall be university lecturers and shall carry out their research in the discipline concerned. In doctoral schools in the field of education, there may also be a core member of the discipline related to teacher education.

(3) A core member may be who

(a) holds a scientific degree;

b) is engaged in continuous high-level scientific activity in the discipline and research field of the doctoral school, which scientific activity, not including artistic activity, shall be examined in accordance with the National Scientific Bibliographic Database (hereinafter referred to as Database) as defined in Article 3 (1) (o) of Act XL of 1994 on the Hungarian Academy of Sciences.

(c) in the case of habilitation based on artistic works, his or her works are known and recognized nationally and internationally, as evidenced by the positive echoes of international art forums;

(d) he / she has demonstrated the ability to lead doctoral students by achieving at least one doctoral degree under his / her supervision; and

(e) is employed as a lecturer or research staff members at the university, full-time, in employment or as civil servant, who has marked this higher education institution for concerning the existence of operational requirements of higher education institutions, pursuant to Article 26

(3) of Act CCIV of 2011 on National Higher Education; (hereinafter referred to as NHE Act).

(4) If the conditions of (3) (a) to (d) are met, a Professor Emeritus, or Professor Emerita (hereinafter jointly referred to as Professor Emeritus) as per Article 32 (1) of the NHE Act, may become core member of the doctoral school of the higher education institution in which he or she has emerited, for the establishment of a doctoral school, with the approval of the doctoral council

(hereinafter referred to as Doctoral Council). One of the Professor Emeritus members may be considered for the core members defined in Article 2 (1), and one member per discipline for the core members defined in Article 2 (2).

(5) In addition to the conditions set forth in 3 (a) to (d), a core member may also be a research advisor or research professor employed full-time, in employment or public-service with the title "Doctor of Hungarian Academy of Sciences", if the higher education institute has entered into an agreement with the research institute concerning this topic. Up to two of them may be considered for the core members defined in Article 2 (1), and for the core members defined in Article 2 (2), one member per discipline.

Article 3 The core member

a) must have complied with the requirements of Article 2 for at least one programmes cycle and for the duration of the cycle qualification procedure, and

b) has to undertake to carry out supervision at the doctoral school.

Article 4 (1) *The head of the doctoral school shall be elected by the doctoral council from among the staff members of the doctoral school, on the proposal of the majority of the core members, and shall be appointed by the rector for a period not exceeding five years. The appointment may be renewed several times.*

(2) *The teaching staff of the doctoral school shall be the lecturers and researchers of scientific degree who, on the proposal of the head of the doctoral school, are considered by the doctoral council to be capable of performing teaching, research and supervising duties within the doctoral school.*

Article 5 (1) *Core members shall prepare the documents establishing the doctoral school, which shall include:*

a) the doctoral school's discipline area and discipline classification;

b) the master degree programs on which the higher education institution meets the requirements of Article 16 (2) of the NHE Act;

(c) the name of the research area of the doctoral school;

(d) the title of doctoral degree awarded as a result of the doctoral process;

(e) the names of the candidate for the post of doctoral school, the core members of the doctoral school, the supervisors proposed for the first four years of the doctoral school, additional lecturers of the doctoral school, invited domestic and foreign lecturers, documentation of the most important scientific (in case of an artistic doctoral school, scientific or artistic) achievements and works of the previous five years;

f) the curriculum of the doctoral school corresponding to the 8th level of the Hungarian Qualifications Framework;

g) the international relations of the doctoral school, which may be taken into account in its operation;

h) the doctoral school's quality assurance plan; and

i) the operating rules of the doctoral school.

(2) *The documentation shall be accompanied by a declaration by the persons concerned that they accept the invitation and meet the conditions laid down in this Decree for them.*

(3) *The cooperation documents relating to the activities of the doctoral school, in particular those referred to in Article 2 (5), shall form part of the establishment documentation of the doctoral school.*

(4) *The preliminary opinion of the doctoral council is required for the person proposed to the head of the doctoral school to submit the application for the establishment of the doctoral school to the Senate for approval, through the Rector.*

Article 6 (1) *After the decision of the Senate to establish a doctoral school, the Rector of the higher education institution shall request the Education Office (hereinafter referred to as Office) to register the doctoral school.*

(2) *The application for registration shall be accompanied by*

a) the documents establishing the doctoral school;

b) the opinion of the doctoral council;

c) the development concept of the research area of the higher education institution involved in the establishment of the doctoral school;

- d) the doctoral regulations of the higher education institution;*
- e) a statement that the doctoral school's website provides regular and public information on doctoral studies on an annual basis, and that the admission requirements are published annually on the website and in a customary manner at the higher education institution; as well as*
- f) a statement that the records of the doctoral school are kept up to date to reflect the state of the doctoral school.*

(3) The Hungarian Higher Education Accreditation Committee (hereinafter referred to as HAC) shall examine in particular, in order to substantiate its expert opinion under Article 67 (4) of the NHE Act, the fulfilment of the necessary requirements in respect of Article 2 (3) (b), the agreement referred to in Article 2 (5) and Article 5 (3), and the fulfilment of other requirements set out in its professional judgment criteria.

(4) Paragraphs 1 to 3 shall apply mutatis mutandis to the registration of a new discipline in a doctoral school.

Article 7 Changes in the doctoral school's records shall be notified to the Office within the time limit specified in Article 11 (2) of the Government Decree (IV. 9.) on the implementation of certain provisions of Act CCIV of 2011 on National Higher Education.

Article 8 The Senate shall decide on the dissolution of the doctoral school on the initiative of the doctoral council or the Rector. Upon the Rector's initiative, the Senate shall obtain the opinion of the Doctoral Council before making its decision. The Rector shall, at the decision of the Senate, initiate the modification of the doctoral school's records at the Office. The doctoral school shall be removed from the register by the Office without any need for proof.

(1) The University may have one or more DSs per discipline.

(2) A DS can be established in the discipline in which the institution is pursuing a master's degree program. The programmes courses, indicating the programmes area, must be included in the application for establishment and include the number of the HAC accreditation decision for the master's degree program (s).

(3) When establishing a DS, the conditions specified in the applicable legal regulations or in the HAC evaluation criteria must be met.

(4) The conditions for becoming a core member shall be fulfilled in accordance with the legislation in force at the time of the decision and the HAC criteria.

(5) An instructor may take on teaching duties in several doctoral schools, but may only be a member of a single doctoral school in a higher education institution where pursuant to Article 26 (3) of the NHE Act, he or she was taken into consideration when considering the existence of the operating conditions of a higher education institution.

(6) At the proposal of the head of the DS, a founding member or a person accepted at least 5 years previously as a member of the DS who has a documented relationship with the University, but no longer supervises the subject, may be awarded a core member emeritus title. Core member emeritus persons are not involved in HAC assessment procedures, nor do they count into requirements on the number of core members. Core member emeritus is not required to meet the HAC criteria for 5 new notices and to include publication and citation information in the MTMT Database. The core member emeritus title is assigned by the UDHC for a definite or indefinite period of time and is displayed in the doctoral database by the head of the DS. Neither a HAC resolution nor a separate notification is required for the granting of a Core Member Emeritus title. The title will be revoked by the UDHC if the emeritus member's relationship with the University is terminated. The revocation of the title may also be requested by the emeritus member. After revocation, core member emeritus data is no longer visible in the public doctoral database, but will continue to be retained and credited to the DS's performance.

Section 14

- (1) A research area can be established if it has a baseline study that scientifically supports the establishment of the area and has developed subject programs, representatives (with DSc, CSc, PhD degrees), well-researched research topics and scientific publications, as well as supervisors.
- (2) The head of the doctoral school is elected by the UDHC and appointed by the Rector for a maximum of five years.
- (3) A doctoral school supervisor or lecturer can be someone who has a scientific degree for at least 3 years.
- (4) The documentation for the establishment and start-up of the DS shall be in accordance with the legislation in force at the time of the decision and the HAC assessment criteria.

Operation and tasks of the doctoral school

Section 15

Article 13 (1) of the Decree: A doctoral topic is a research area suitable for the doctoral student, under the leadership of the supervisor, to master the application of scientific methods, to obtain an appreciable scientific result, and to provide assurance of it in the form of scientific publications, scientific lectures and finally, a doctoral dissertation. The doctoral topic is approved by the council of the doctoral school.

(4) The publisher of the doctoral topic shall be the lecturer or researcher with a scientific degree whose topic offer has been approved by the Council of the Doctoral School.

(5) The supervisor of the doctoral topic shall be the lecturer or researcher with a scientific degree, the topic offer of which is approved by the Council of the Doctoral School, and who, on this basis shall be responsible for directing and assisting the doctoral student prepare for his or her studies, research activity and preparation of the doctoral student for the scientific degree.

(6) A doctoral student may have two supervisors at the same time, subject to the approval of the Doctoral Council. The title of the doctoral dissertation should clearly state the name of the supervisor or supervisors.

(1) The DS is an university organizational unit accredited by the HAC to provide a single, structured programmes framework for doctoral education and research, as well as to provide the organizational frameworks for mastering independent scientific research and preparing for a doctoral degree. The Faculty responsible (hereinafter: the Faculty responsible) for the basic operating conditions of the DS as an organizational unit is designated by the University's Rules and Regulations (hereinafter: RR).

(2) The development of the scientific quality of the DS and the general duties of the DS are directed by the DS who is responsible for the overall representation of the doctoral school and the other responsibilities assigned to the DS by this Regulation.

(3) The administrative tasks of the DS are:

- a) continuous and complete documentation of accreditation conditions;
- b) drawing up a programmes plan, curriculum and timetable;
- c) compilation of research topics;
- d) organization of programmes, student administration, liaison with instructors and students;
- e) keeping records of the DS, managing the Neptun system;
- f) editing of the application information, complete the administration of the application process with the exception specified in Section 19 (2) a) and b);
- g) preparation and execution of DCD decisions;
- h) preparation of UDHC referrals and execution of decisions;
- i) managing institutional cooperation relationships;
- j) DS and NDC website content editing;
- k) complete organization of exams, workshops and degree procedures, with the exception provided for in Section 19 (2) (b).

(4) On the recommendation of the DCD, the UDHC may select a deputy head of DS. The requirements and tasks are the same as for the head of the DS, except for the doctoral title of the Hungarian Academy of Sciences. In his absence, the deputy head of the DS replaces the head of the DS with voting rights on the meetings of the UDHC. In the event of the permanent absence of the head of the DS, the Rector may, at his request and on the recommendation of the UDHC, appoint a full replacement for a given period.

(5) The head of the research area may be a full-time university lecturer or associate professor considered at the University for the conditions of operation of the higher education institution. A person at the University can be the leader of one research field.

Section 16.

(1) Tasks of the head of the research area:

- a)* responsible for the quality of work in the research field;
- b)* make a proposal for admission to doctoral studies;
- c)* make a proposal to approve or change the supervisor;
- d)* make a proposal to changes in programmes and new research topics and the inclusion of new subjects in the research field;
- e)* approve the doctoral student's individual study and research program and semester study and research plan;
- f)* supervise the professional work of the research area and coordinate the activities of the lecturers of the research area;
- g)* guide, supervise and annually evaluate the activities of the supervisors on the guidance of the DCD.

(2) The tasks of the doctoral supervisor:

- a)* supervise the doctoral student's study and research activities responsibly;
- b)* certify the completion of the completed study and research tasks by signing the semester's semester information and lesson book (electronic lesson book);
- c)* support doctoral students in obtaining foreign scholarships;
- d)* assist doctoral students in the preparation and high quality implementation of their study and research plans;
- e)* prepare a summary report on the study and research work carried out by the doctoral student before and after completion of the complex examination, and then make a proposal for admission to the complex examination, or the issuance or refusal of the absolutorium;
- f)* prepare and conduct, in cooperation with the head of department, a workshop discussion of the final draft of the doctoral dissertation;
- g)* is responsible for checking that the doctoral student has met the minimum PhD research requirements and has considered the scientific evaluation of the workshop discussion when applying for the degree. When applying for a degree, recommends that the DCD shall approve or reject it;
- h)* propose, with the agreement of the Head of Research, the subjects of the complex examination, the chair, the members and the official reviewers of the complex examination committee and the jury;
- i)* manage the doctoral student's preparation for the degree with responsibility.

(3) The supervisor is responsible for the effective promotion of the dissertation's research results in the form of scientific publications and for the high quality preparation of the doctoral dissertation.

(4) One supervisor (at the University) can publish up to 6 topics and can supervise 6 doctoral students at a time.

(5) The subject publisher coordinates his / her doctoral topic with the relevant department of the University.

(6) A co-supervisor may be selected if the assistance of two professionals is required in the development of the doctoral student's research topic. A doctoral co-supervisor may also be an active researcher or lecturer with a scientific degree who is not yet eligible for independent supervision and topic announcement.

Doctoral Student's Committee on Social Affairs

Section 17

(1) Requests for doctoral students and doctoral candidates in social matters will be considered by the DSC. The DSC shall act at first instance in matters within its competence.

(2) The provisions of the Study and Examination Regulations and the Regulations on Student Compensation and Allowance concerning social matters shall apply *mutatis mutandis* to matters within the competence of the DSC.

(3) The DSC shall decide on:

- a)* the awarding of applications for social scholarships;
- b)* consideration of an application for payment facilitation;
- c)* on the placement of doctoral students in dormitories.

(4) Appeals against the decision of the DSC may be appealed against to the Chair of the DSC within 15 days of its notification.

(5) The composition of the DSC is governed by Article 40 (3) of the RR and its operation is governed by the rules of procedure approved by the Rector.

Institutes, departments

Section 18

Doctoral students are educated on the basis of the student's four-year individual study and research program by lecturers of institutes, research institutes, departments with scientific degrees and guest lecturers with scientific degrees.

Tasks of the Office of Scientific Affairs on doctoral procedures

Section 19

(1) The OSA shall carry out the organization and registration of doctoral procedures as well as the preparatory, organizational and administrative tasks relating to the work of the UDHC within the framework set out in paragraph 2.

(2) Tasks of OSA:

- a)* draft the selection leaflet based on the decision of the DCDs and publish it in the call for applications announced by the Rector;
- b)* receive applications for the doctoral admission and degree procedures and formal screening of the application materials;
- c)* preparation and organization of UDHC meetings, filing of submissions and other documents, preparation, recording and publishing of minutes and decisions, and notification of those concerned on UDHC decisions;
- d)* issuance of doctoral degrees;
- e)* organization of doctoral initiations (Senate celebratory meeting).

Bodies and persons indirectly involved in the doctoral procedure

Section 20

(1) The Senate shall:

- a) accept the Regulation;
 - b) approve the doctoral programmes plan;
 - c) approve the study and examination rules of doctoral schools;
 - d) elect the members of the UDHC;
 - e) decide whether to launch a doctoral program;
 - f) decide on the establishment and termination of the doctoral school;
 - g) decide on the awarding of the title of Doctor Honoris Causa;
 - h) decide on the proposal for promotion to the honorary doctorate (Promotio sub auspiciis praesidentis Rei Publicae);
 - i) Biennially inaugurates the PhD and Doctor Honoris Causa (Dr. h.c.) titles.
- (2) The Rector shall:
- a) oversee the legality of doctoral and graduate studies;
 - b) for registration, send to the Education Office a Senate-approved application for the establishment of the DS and the documentation for the establishment of the DS;
 - c) after hearing the opinion of the UDHC, make a proposal to the Senate for the awarding of the title of Doctor Honoris Causa and for the submission of a proposal for the honorary doctorate;
 - d) initiate the amendment of the Statutes upon the decision of the Senate to establish a DS for a new discipline;
 - e) initiate termination of a DS;
 - f) publish the selection leaflet;
 - g) propose the person of the Chair of the UDHC;
 - h) appoint the heads of DSs and the members of the UDHC;
 - i) approve the rules of procedure of the DSC.
- (3) The Dean shall:
- a) the Dean of the Faculty responsible for the basic operation of the DS as an organizational unit as per the RR is responsible for providing the DS with the necessary resources;
 - b) provide the financial, infrastructural and professional conditions necessary for doctoral students to pursue their study and research activities in a relevant subject area.

CHAPTER IV

THE DOCTORAL PROGRAMMES

NHE Act 16. (1) Part of the programmes program shall be the doctoral programmes, which prepares for the obtaining of a doctoral degree following a master degree. At least two hundred and forty credits must be obtained in doctoral studies. Unless otherwise provided in this Act, the duration of the programmes shall be eight semesters.

Article 53 (1) Doctoral programmes is a study, research and reporting activity consisting of programmes and research, as well as research and dissertation phases, in the framework of individual or group programmes tailored to the characteristics of the discipline and the needs of the doctoral student.

(2) During the doctoral programmes, after the complex examination, the doctoral student shall take part in the doctoral decree procedure by completing the research and dissertation phase, the aim of which is obtaining a doctoral decree.

Forms of programmes Section 21

NHE Act Article 17 (1) In higher education, programmes may be organized as full-time programmes, part-time programmes, or distance learning in accordance with the requirements of programmes and output requirements.

- (1) Forms of doctoral programmes at the University:
 - a) organized forms of doctoral programmes:
 - aa) organized full-time (full-time, scholarship or self-financed) - full-time programmes, where the applicant has an employment relationship with an institution or research institute that has entered into a cooperation agreement with the University and carries out its research work in the framework of research and creative activities;
 - ab) organized part-time (correspondence, self-financed);
 - ac) individual programmes (self-financed);
 - b) a permissible, non-organized form of programmes is individual preparation.
- (2) In all forms of doctoral programmes, the fulfilment of the requirements for the award of an absolutorium must be measured in terms of credits.

Applying for doctoral programmes

Section 22

NHE Act Article 39 (6) In the case of admission to professional further education and doctoral programmes, the higher education institution shall take into consideration the applicant's performance and the number of admissible students, the maximum number of students admissible to the given institution, and the number of students admissible for programmes with (partial) scholarship, based on the institutional rankings of the candidates.

Article 40 (6) Doctoral studies shall be open to holders of a master's degree and professional qualification and at least one state-recognized general-level (B2-level) 'C' complex, or equivalent language examination.

(7) Further conditions for admission to master programmes, professional further education and doctoral studies may be determined by the higher education institution, subject to the same admission requirements, regardless of the higher education institution in which the candidate has obtained his or her degree.

Admd. Article 39 (1) The deadline and method of applying for doctoral programmes shall be determined by the regulations of the higher education institution.

Article 40 (2) The higher education institution shall determine the admission requirements and the method of ranking in its regulations.

- (1) One can enter into a doctoral program by applying for admission. Organizing and conducting the application process is the responsibility of the DSs and OSA, in accordance with the division of responsibilities set out in the Regulations.
- (2) Applicants can be holders of a master's degree and professional qualification or equivalent university degree or professional qualification and at least one state-recognized general-level (B2-level) 'C' complex, or equivalent language exam on the language defined in (3).
- (3) The following foreign languages are accepted at the time of applying for admission and during the degree process:
 - a) the official language of all European countries;
 - b) Arabic;
 - c) Hebrew;
 - d) Japanese;
 - e) Chinese;
 - f) Korean;
 - g) Latin;
 - h) Ancient Greek.

(4) Applicants for public scholarships and self-financed programmes will be admitted to the selection procedure under the same requirements and conditions.

Application Requirements

Section 23

- (1) Application for organized doctoral programmes shall be submitted on Annex 1. Application Form to the OSA, as published in the selection leaflet and by the deadline. Applicants who have been awarded a scholarship under an interstate treaty or international cooperation can be admitted after the closing date.
- (2) External applicants, if a public scholarship programmes scheme is announced in the recruitment leaflet, may also apply for full-time programmes.
- (3) Applicants must in any case provide proof of their master's degree or equivalent university degree and professional qualification and the existence of at least one level B2 (intermediate) state-recognized language exam or equivalent of at least one of the languages specified in Section 22 (3) and results of scientific research, possible student groups, and publication activities so far.
- (4) Doctoral programmes are primarily open to announced DS topics that must be accepted by the topic's advertiser, but it is also permitted to apply for an unpublished research topic if the supervisor undertakes to conduct the doctoral research with the approval of the DCD.

Section 24

- (1) The Application Form shall be accompanied by:
 - a) a professional curriculum vitae;
 - b) a copy of the textbook (s) for students completing their masters courses during the admission procedure, or a certified copy of the master's degree or equivalent diploma (s) for those with a higher education qualification or, in the case of a master's degree obtained abroad, a certified translation of it (with the simultaneous presentation of the original documents);
 - c) a copy of the language certificate (s) (in the case of a language certificate (s) obtained abroad, a copy of the decision on naturalization, together with the presentation of the original documents);
 - d) in case of taking any place at the National Conference of Scientific Students (hereinafter referred to as: NCSS) its diploma or a copy of the diploma, in case of scientific publications their list and their copies (photocopies);
 - e) the research topic plan announced or agreed - not published - with the supervisor and proposed to DCD for adoption;
 - f) proof of payment of the application procedure fee;
 - g) a declaration of the employer or individual who undertakes to reimburse the cost of applying for a self-tuition programme;
 - h) an official certificate from the criminal records not more than three months old and an equivalent document in the case of foreign nationals.
- (2) If the applicant is not applying for a research topic approved and published by the DCD, its acceptance must be approved (clarified) by the supervisor, the head of the research area and the head of the research unit - in case of a university research workplace with the head of department, prior to the submission of the application, which they sign on the application form, and admission is decided by the DCD.
- (3) When applying for individual programmes, the applicant must document the publication results of his or her scientific research work of at least 10 publication points.
- (4) At the same time as the doctoral application, the individual applies for a complex examination, submitting the necessary documents.

Section 25

- (1) OSA formally examines the applications received.
- (2) In the case of a formally incomplete application, the OSA shall invite the applicant to remedy the deficiency. If the deficiency is not remedied by the time announced in the application, the DCD will reject the application. Reasons shall be given for any refusal. An appeal against the refusal shall be lodged with the Deputy Scientific Rector within 15 days of the date of notification.

Other application requirements for internal and area applicants

Section 26

- (1) Applicants must notify their employer or service superintendent in writing of the fact that they have applied for the advertised doctoral programme. In the application, the applicant can apply for full-time doctoral programmes and reimbursement of the programme costs by the enrolling or supervising body (ministry).
- (2) Applicants are required to enclose with the application form the opinion and suggestion of the employer or supervisor on the candidate's participation in programmes.

The admission interview

Section 27

- (1) Applicants who meet the formal requirements will be invited by the head of the DS to an admission interview in May (if necessary August). The only exception to this is the interview of the candidate for individual preparation.
- (2) The purpose of the admission interview is to assess the suitability of the applicant to develop a research topic of his / her choice.
- (3) The annual schedule of admission hearings and the composition of the admission committees in accordance with paragraph 5 shall be proposed by the Head of DS and approved by the DCD.
- (4) The task of the DSs is to prepare and organize the admission hearings and to ensure the conditions of their implementation.
- (5) The admission committee shall consist of at least three members. It shall be chaired by the head or deputy head of the DS, who shall not be the chair of the committee, and shall be composed of the head of the research area and an invited expert. The supervisor concerned may attend the recruitment interview without voting rights.
- (6) A representative of the doctoral students of the DS participates in the work of the admission committee, by invitation and with consultation rights.

Applicant rating

Section 28

Admd.; Article 40 (1) The higher education institution is obliged to carry out the aggregation of the results of the applicants for doctoral programmes and the ranking of the candidates.

- (1) During the admission interview, the candidate will be assessed for his / her scientific (professional) habits, his / her previous scientific activities and knowledge of foreign languages, with a score. One can receive a maximum of 100 points during the admission interview. The admission committee will evaluate the applicant according to the following criteria:

- a) scientific (professional) habitus examination, in which the applicant must prove that he / she has comprehensive knowledge in the discipline of the applied research topic, while he / she has in-depth knowledge in the field of research, given that the scientific (professional) habitus score can be 0-60 points;
 - b) the evaluation of the scientific work carried out so far, in which the NCSS ranking, exceptionally the special prize awarded to the NCSS (which is examined separately by the selection committee) and the scientific results substantiated by scientific publications, shall be valued as follows:
 - ba) NCSS 1st place: 20 points, II. place: 15 points, III. place: 10 points, special prize: 5 points;
 - bb) a scientific publication which has already been published or which is accepted for publication shall constitute 3 entry points per publication, subject to the submission of a statement by the editorial board or the editor-in-chief of the scientific medium planning to publish the publication.
 - bc) applicants for individual programmes and individual preparation must have a proven track record of research and a proven track record of at least 10 publication points in the case of individual programmes and at least 20 publication points in the case of individual preparation;
 - bd) the points available through publication activities are contained in Annex 2;
 - be) participation rates shall be justified by co-authorship declarations;
 - bf) points for evaluation of scientific activities: 0-20 points;
 - c) assessment of foreign language skills:
 - ca) level B2 (intermediate) state-recognized language exam or equivalent in one of the recognized languages: 0 point (criterion);
 - cb) points for further language exams:
 - For the B1 (basic level) complex exam or its equivalent: 5 points;
 - B2 (advanced level) language exam: 10 points;
 - For the language exam C1 (advanced) of the complex type or its equivalent: 15 points;
 - cc) if the first language proficiency examination is of the C1 (advanced) complex type, an additional 5 points may be awarded;
 - cd) language exams of the oral or written type shall not be assessed as partial examinations in themselves;
 - ce) As per Article 2 (5) of the Gov. Decree 137/2008. (V. 16.) partial-exams in the same language may be combined;
 - cf) a maximum of 20 points may be given for foreign language skills.
- (2) The following points are required for admission:
- a) a minimum of 60 entry points for full-time and part-time programmes;
 - b) at least 70 entry points for individual programmes;
 - c) at least 80 points for individual preparation.

(3) The DSs comment, rank the applicants and formulate their position: they recommend, conditionally recommend or not recommend the admission of the applicant.

(4) Following admissions hearings, admissions will be decided by the DCD.

The admission decision **Section 29**

Article 21 / A (1) NUPS Act: Depending on the form of the costs, the participant in the programmes of the University may be

- (a) a student with public scholarship,***
- (b) a student who is not required to pay any cost who is in a professional or contractual relationship (hereinafter collectively referred to as "professional or contractual relationship") or***

in an officer cadet position, under the act in the public service relationship of bodies carrying out defence activities or under the act on patriots,

(c) a self-financed student, or

(d) A scholarship student as per Article (2) (f) of Act XLV of 1996 on the Legal Status of Directors, Teachers and Students in Higher Education and Law Enforcement Institutions (hereinafter referred to as Law Enforcement Scholarship Student).

Admd.; Article 40 § (3) The institution shall inform the Office of the enrolled persons by 15 September of the year of commencement of the programmes.

(1) The DCD will decide whether to accept or reject admission based on the recommendation of the selection committee and the number of points awarded for scholarship programmes, self-cost programmes and individual preparation. The DCD shall decide on the admission of applicants, whether organized or individual, by the normal recruitment procedure by 30 June and on the admission in the case of individual preparation twice a year, subject to the provisions of Section 37 (2) (a). The DCD is not bound by the admission committee's proposal during the decision-making process. In the case of an extended call for applications, the deadline for admission decisions is 15 September. Reasons shall be given for the rejection of applicants.

(2) Applicants will be notified of the decision by the DS within 8 working days.

(3) The decision may be appealed against to the Rector within fifteen days of receipt of the decision or, failing this, of its knowledge through the Chair of the UDHC. The Rector shall decide on the matter within fifteen days of receipt of the appeal.

(4) Successful applicants must be sent a programme handout and associated regulations. The handout is prepared by the DSs and sent to the admitted ones at the same time as the notice on admission.

(5) The DSs provide regular and public information on the doctoral programmes each year; admission requirements are published annually on the DSs website and in the usual manner at the University.

Organized programmes Section 30

(1) Organized programmes help doctoral students to acquire the knowledge and independent research experience needed to obtain a doctoral degree. To this end, the doctoral student is engaged in scientific programmes, as well as doing individual research and undertaking teaching assignments.

(2) The duration of the organized programme is eight semesters, during which a total of at least 240 credits, as well as the other criteria set out in the DS programmes plan and DI SER, are mandatory. During the programme period, the doctoral student may choose extra subjects worth not more than ten percent of the credit required by the study obligation without paying any additional costs.

(3) In the case of scholarship programmes, the duration of the doctoral scholarship is up to eight semesters.

(4) The partial areas of the programmes, the minimum and expected credit points, the study obligations, the requirements of the scientific research work, the holding of classes (teaching), the system of checking the knowledge of the doctoral student, the examination period, the planning and reporting obligations of the doctoral student rules for programmes and foreign part-time programmes, the rules for crediting doctoral students in their doctoral school in another faculty or institution, in accordance with university regulations, shall be set forth in the DS curriculum and in the DS SER.

Student Status Section 31

NHE Act Article 39 (3) The student status shall be established upon enrolment on the basis of the decision on admission or acceptance. (...)

(7) Applicants who have been admitted may establish a student status during the semester for which they were admitted during the admission procedure.

Article 42 (5) No new enrolment is required during the student's status. The student must register for the given programme period as specified in the institutional regulations before the start of the programme period. Students who have not fulfilled their prior due payment obligations may not be enrolled.

Article 53 (3) Doctoral students may also be admitted to the degree program individually, provided they have fulfilled the requirements for admission and doctoral programmes. In this case the student's legal relationship is created by passing the complex examination.

Article 45 (1) If the student declares that he / she does not wish to fulfil his / her student obligation in the next programme period, or if the student does not apply for the following programme period, his / her student status shall be suspended. The period of consecutive suspension of student status may not exceed two semesters. The student may suspend his / her student status several times as specified in the study and examination regulations.

(2) At the request of the student, the higher education institution may authorize the suspension of the student status

- a) for a continuous period longer than that specified in paragraph 1,*
- b) before the completion of the first semester, unless otherwise provided in the institution Regulations, or*
- c) by the end of the programme period already begun, for that period*

provided that the student is not able to fulfil his / her obligations arising from the student relationship due to childbirth, accident, illness or any other unexpected reason beyond his / her own fault.

(2a) If a higher education institution permits the suspension of student status pursuant to paragraph 2 (c) , the enrolment for that programme period shall be deemed to be withdrawn, as the legal consequences of enrolment for the commenced but suspended programme period cannot be determined.

(3) The student status shall be suspended if the student is prohibited from continuing his studies as a disciplinary punishment.

(4) The student status shall be suspended for the period of the effective military service of the voluntary reserve, during which the student shall be exempted from the obligations laid down in the higher education institution's study and examination regulations.

Article 47 (2) The support period of a student participating in a doctoral program shall not exceed eight semesters.

(5) All semesters for which the student has enrolled shall be considered as support periods for the student.

(6) Not to be taken into account in calculating the support period shall be:

- a) the commenced semester, if due to illness, childbirth or any other reason not attributable to the student, the semester has not been completed,*
- b) a semester completed on the support period if the higher education institution was terminated without the student being able to complete his studies, provided that he or she could not continue his studies at another higher education institution,*
- c) semesters which the higher education institution did not recognize on completion of the semesters completed by the discontinued institution,...*

Article 53 (4) (...) In the graduation process, the suspension of the student status may not exceed two semesters.

Article 59 (1) The student status shall be terminated

- a) on the day of admission, if the student was accepted by another higher education institution*
 - b) if the student announces the termination of his / her student status, on the day of announcement,*
 - c) if the student is not allowed to continue his / her studies in Hungarian state (partially) scholarship-supported programmes and does not intend to continue it at self-financed programmes,*
 - d) on the last day of the semester in which the student obtained the final diploma (diploma),*
 - e) (...)*
 - f) if the student's student relationship is terminated by the Rector due to the student's unsuccessful notification on payment default and due consideration of the social status of the student, on the day of the decision on termination,*
 - g) the date on which the exclusion takes effect on the disciplinary decision,*
 - h) if the condition stipulated in this Act for establishing a student status is no longer fulfilled, on the day when the decision terminating the matter becomes final,*
 - i) if the student participating in the programmes supported by a Hungarian state (partial) scholarship withdraws its statement as per Section 48 / D. (2) and does not undertake to participate in self-cost programmes,*
 - j) if the doctoral student fails the complex examination, on the day of failure or failure of the obligation,*
 - l) at the end of the eighth semester of the doctoral program for which the student is enrolled.*
- (3) The higher education institution shall also terminate the student status by unilateral declaration of a student, who*
- a) fails to fulfil the obligations relating to the progress of studies as laid down in the rules of study and examination and in the curriculum;*
 - b) does not enrol for the third time in a row for the next semester,*
 - c) does not commence studies after the suspension of the student status,*
- provided that the student has been notified in writing in advance to fulfil his obligation within the time limit specified and the student was informed of the legal consequences of the omission.*

NHE Act id.) 38. § (1) Enrolment may be initiated by completing and signing the enrolment form.

3. The enrolment form shall include:

- a) the name and institutional identification number of the higher education institution,*
 - b) the name of the current semester,*
 - c) the data and student identification number of the student as specified under Annex 3, I / B 1 (b) (ba) of the NHE Act,*
 - d) the title, level, working schedule, language, form of financing of the commenced major, location of programmes,*
 - e) the type of student status,*
 - f) the student's tax identification number, social security identification number,*
 - g) for applicants supported with Hungarian state (partial) scholarship, a statement by the applicant in accordance with Annex 9 that they have become acquainted with and undertake the requirements of the Hungarian state (part) scholarship-supported programmes in accordance with the NHE Act,*
 - h) a statement by the student about familiarization with the institutional information,*
 - i) further details concerning the rights and obligations of the students, as laid down in the institutional rules,*
 - j) the date of completion and authentication of the enrolment form, the signature of the student or his / her representative; and*
 - k) verification in accordance with Section 34 (4).*
- (4) Attachments to the enrolment form:*

- (a) a copy of the document (s) submitted as a condition of the admission during the application procedure, which shall be authenticated by the higher education institution after they have been compared with the original document;*
 - (b) an original copy of the programmes contract between the higher education institution and the student, signed by all parties,*
 - (c) any other declaration requested by the higher education institution; and*
 - (d) in the case of students enrolled through a representative, the representative's power of attorney.*
- (5) If there is no obstacle to the establishment of the legal relationship based on the data of the enrolment form, the higher education institution shall authenticate the enrolment form within the time specified in its regulations, which may not exceed five working days. Enrolment is accomplished by authenticating the enrolment form.**
- (6) The enrolment form is an attachment to the master sheet.**

(1) The doctoral student's legal status is established through enrolment and, in the case of individual preparation, by the completion of the complex examination.

(2) The PhD student enrolls in the Neptun system during the enrolment period from the second semester and states whether he or she will continue his or her studies or suspend his or her student status. In justified cases registration can take place in the DS in person during the registration period. If the doctoral student fails to register during the registration period due to his / her own fault, he / she shall pay a fee. A doctoral student participating in self-tuition programmes shall, at the time of enrolment, provide proof of payment of the tuition fee if he / she continues his / her studies.

(3) The head of the DS may authorize suspension of student status up to three times for a total of four semesters. The first suspension can only take place after the successful completion of the first semester. During the suspension of the student status the state doctoral scholarship cannot be granted, the doctoral student cannot take part in the programmes, cannot obtain credit points, and does not have to pay the programme costs. During the suspension, the doctoral student may carry out data collection, scientific research, publication, participation in scientific conferences and competitions. For his / her work during the suspension, the doctoral student may award credits in the first semester following the suspension.

(4) At the request of the doctoral student, the suspension of the student status can be granted pursuant to Section 45 (2) by the DCD, subject to the doctoral student duly certifying the existence of certain circumstance there defined.

Section 32

- (1) The doctoral student has a permanent legal status, if he or she fulfils the following conditions:
- a) enrolls in the first semester;*
 - b) announces the continuation of studies in the following semesters and certifies the payment of the programmes costs in the case of self-financed doctoral studies;*
 - c) earns credit points determined by the DSs every semester.*

(2) A PhD student who does not fulfil the requirements of paragraph (1) (c) but does not undertake individual programmes may continue his / her studies with the express written consent of the head of the DS. In this case, the doctoral student is required to complete credits for the semester in the following semester with obtaining credits required to complete the complex exam and additional criteria required by the programmes plan by the end of semester 4, and subject to all credits required to complete the programmes, and additional criteria must be met by the end of semester 8.

(3) The student status is continuous even if the doctoral student takes part in part-time programmes at a foreign or other Hungarian university, where he / she completes the part tasks agreed with the supervisor and which can be evaluated with credit points.

(4) The University shall terminate, by a unilateral statement, the student status of a doctoral student who fails to fulfil his/her academic advancement obligations as specified in the Regulations, in the DS SER or

in the DS curriculum, provided that the doctoral student has been warned in writing in advance to comply with its obligations within the deadline and was advised of the legal consequences of the omission.

Rights and obligations of the doctoral student

Section 33

NHE Act Article 43 (1) It is the right of the student to receive full, accurate and accessible information, as defined by law and in the institutional regulations, for the commencement and continuation of his / her studies, to establish his / her study order and to use the programmes facilities and capacities available at higher education institution, as well as to receive appropriate care according to his / her condition, personal abilities and disability.

(2) It is the obligation of the student to:

- a) comply with the rules of the higher education institution,***
- b) respect the traditions of higher education institutions and the human dignity of the staff, students and associates who have been admitted to, or accepted to the institution.***

(3) The student shall be entitled to the payment of instalments, deferral, exemption on the basis of the decision of the Rector, with the information of the maintainer, in accordance with the conditions and procedure provided for in the organizational and operational regulations.

(1) The doctoral student:

- a) may request the choice of form of programmes (full-time, part-time, individual programmes, individual preparation);**
- b) may suspend his or her studies for a total period not exceeding 4 semesters;**
- c) may request a change in the subject of his or her doctoral dissertation or title;**
- d) may participate in part-time programmes at a foreign or other home university;**
- e) may undertake teaching duties;**
- f) the costs of programmes and graduation of his or her may be borne by the employer;**
- g) may use the University's infrastructure;**
- h) may choose his or her supervisor, co-supervisor and tutor;**
- i) with the exception of full-time doctoral students, research area outside the University may be designated with appropriate conditions;**
- j) may select subjects and research seminars, except as required;**
- k) may comment on the activities of the lecturers;**
- l) may participate in competitions, scientific research projects, work in scientific forums, publish research results;**
- m) may be eligible for grants, exemptions and facilities as specified by law, university regulations;**
- n) may make suggestions and request meaningful answers on any matter related to the life of the University and the DS;**
- o) may apply for admission to another doctoral school;**
- p) may be elected to the Boards of DSs and the University with the right of consultation;**
- q) may appeal against a decision or action or failure to act by the University;**
- r) may exercise other student rights as set forth in the NHE Act;**
- s) is entitled to representation.**

(2) The doctoral student shall:

- a) comply with the regulations of the University, in particular with these Regulations, and with the requirements of the DS SER and other requirements specified in the DS programmes plan;**
- b) participate in the obligatory mergers, except for the individual trainers;**
- c) the sectoral doctoral student must notify his / her service supervisor of his / her intention to change the form of education, to suspend his / her student status and to study abroad for part-time programmes;**
- d) pay the fees and reimbursements for doctoral studies in accordance with applicable laws and regulations;**
- e) adhere to scientific ethical rules and standards of conduct;**

f) fulfil other student obligations stipulated in the NHE Act and the university regulations.

(3) The institutional representation of doctoral students is provided by DSU.

Full-time doctoral students Section 34

NHE Act 17. (1) Full-time programmes consist of at least two hundred lessons per semester and at least forty hours in the case of doctoral studies.

(1) The doctoral student taking part in the scholarship programmes will be placed in an educational organizational unit according to the topic of his / her research, where he / she will be provided with the university infrastructure and working conditions as required by the University. The doctoral student participating in the scholarship programmes shall carry out the study and research tasks under the supervision of the supervisor and under the supervision of the Head of Department.

(2) A doctoral student participating in the scholarship programmes may be placed in a dormitory under the same conditions as a master degree student.

(3) The doctoral student's curriculum is independently compiled and implemented according to the instructions of the DS, with the assistance of the supervisor.

(4) The student submits a copy of his or her individual study and research program to the institutes, research institutes and departments that are to be holding the given subject, so that the institutes, research institutes and departments can plan their educational activities. The student may deviate from the admission procedure of the approved individual study and research program subject to the permission of the head of the research area, the request for which has to be submitted by October 30 of each year for the next calendar year, in order to ensure the budget planning, upon approval of the supervisor.

(5) If the doctoral student undertakes teaching activities at the credit value required for the completion of his / her studies, he / she may do so with the permission of the head of department competent in the subject and from the subjects related to his / her research topic. To hold these classes, the PhD student is eligible for the payment of cash benefits as specified in its student employment contract provisions as per NHE Act, which may be waived by agreement of the parties. When concluding the contract, the rules of student work shall be followed.

Doctoral student in organized part-time programmes Section 35

NHE Act 17. § (3) Part-time programmes may be evening or correspondence programmes organized according to the work schedule. The duration of part-time programmes, excluding advanced professional programmes, may be at least thirty to a maximum of fifty per cent of full-time programmes. (...)

(1) No scholarships shall be awarded to doctoral students participating in organized part-time self-financed programmes.

(2) Part-time doctoral students may also carry out individual research at their workplace, provided the conditions are met.

(3) If the student undertakes teaching activities at the credit value required for the completion of his / her studies, he / she may do so with the permission of the head of educational department competent in the subject and from the subjects related to his / her research topic. To hold these classes, the PhD student is eligible for the payment of cash benefits as specified in its student employment contract

provisions as per NHE Act, which may be waived by agreement of the parties. When concluding the contract, the rules of student work shall be followed.

Different provisions for individual programmes

Section 36

1. The purpose of the individual programmes shall be to enable practitioners with significant scientific research experience and documented scientific performance (equivalent to at least 10 publications) to obtain a PhD in organized doctoral programmes in a facilitated way.

(2) Doctoral students in individual programmes shall be exempt from contact hours, but their preparation shall entail consultation and examination requirements.

(3) On the basis of the academic and research achievements of the individual programme prior to enrolment, DSs may award credit points as follows:

- a) study obligation: up to 16 credit points;
- b) scientific research work: up to 80 credit points.

Recognized credits shall be communicated to the participant of the individual programme in the admission notice.

(4) The compulsory credits for the participant of the individual programme shall be recorded in the DS SER together with the additional study and research tasks to be performed during the programme period.

(5) Otherwise, the general rules shall apply to doctoral students in individual programmes.

Individual preparation

Section 37

NHE Act Article 53 (3) Doctoral students may also be admitted to the degree program individually, provided they have fulfilled the requirements for admission and doctoral programmes. In this case the student's legal relationship is created by passing the complex exam.

Article 12 of the Decree: In case of individual preparation

- a) the doctoral degree procedure begins, upon application, with the completion of a complex examination;***
- b) the conditions of acceptance or admission to the complex examination shall be laid down in the rules of procedure of the doctoral school;***
- c) upon successful completion of the complex examination, the higher education institution shall recognize the minimum credits specified as a condition for admission to the complex examination, on the basis that upon request, additional credits may be recognized on the basis of previously acquired knowledge and competencies.***

(1) The aim of the individual preparation is to have documented teaching and research achievements of at least 5 years and at least 150 credit points in the disciplines covered by the Regulation, both at home or abroad, with a master's degree and qualification allow applicants to obtain a PhD degree without attending an organized doctoral program.

(2) Specific conditions for applying:

- a) Applicants for individual preparation can apply twice a school year, prior to the complex examinations, at a time determined by the DCD; by submitting the application form and its annexes as set out in Annex I;
- b) deviations from the general rules for individual preparation:
 - ba) previous academic achievement must be proven by at least 20 publication points (Annex 2). If the applicant has more than one publication, all publications already published at the date of application, in peer-reviewed journals worth at least 20 points, including at least one in foreign language, which are relevant to the subject matter of the research and which

are published at the time of admission, shall be submitted, with point values as set out in Annex II. Co-authors of publications should be required to make a statement regarding the co-author's share and the fact that the results are used in other dissertations;

bb) the DS examines whether the applicant's scientific and creative performance warrants acceptance of the individual preparation form.

(3) Requirements for the admission procedure:

- a) take part in an admission interview, habituation examination, and ex-ante academic performance evaluation;
- b) admission for individual preparation requires at least 80 admission points;
- c) if an applicant for individual preparation does not meet one of the requirements set out above, he or she will have the opportunity to enrol for individual programmes. After at least one academic year of individual programmes, he or she can apply for individual preparation if meeting all the requirements in the meantime. The DCD will decide on the acceptance on the recommendation of the head of DS.

(4) By admission to individual preparation, the University recognizes the minimum credits required for admission to the complex examination, with the possibility that additional credits may be granted upon application based on previously acquired knowledge and competencies. The post-admission complex exam is part of the first semester of the research and dissertation phase.

(5) After completing the complex examination, the student in individual preparation must obtain the missing credits required for the completion of the absolutorium and complete his or her doctoral thesis at the research and dissertation stage, based on the results of the credit recognition procedure. If the student in individual preparation has all the credit points required to obtain the absolutorium based on the results of the credit recognition process, the University will award him or her the absolutorium in the semester after completing the complex examination.

(6) The student in individual preparation shall be directed by a designated supervisor.

(7) Otherwise, the general rules shall apply to the student in individual preparation.

The complex examination Section 38

Article 53 (1) of NHE Act: During the doctoral program, at the end of the fourth semester, as a conclusion of the programmes and research phase of the programmes and as a condition for the commencement of the research and dissertation phase, a complex examination shall be taken, which measures and evaluates the academic and research progress;

Article 12 / A (1) of the Decree: The complex examination shall be organized pursuant to Article 72 (5) of NHE Act, in accordance with the principles established by the National Doctoral Council. The requirements of the complex examination shall be published at the announcement of the doctoral program as defined in the regulations of the doctoral school.

(2) The complex examination shall be taken in public, before a committee. The committee shall consist of at least three members. It shall be ensured that, except for doctoral programs in pure theology, at least one third of the members shall not be employed by the higher education institution operating the doctoral school. The chair of the committee may be a university professor, a habilitated university associate professor, a habilitated college professor, Professor Emeritus or a lecturer or researcher with the title of Doctor of the Hungarian Academy of Sciences. All members of the committee shall have a scientific degree. The supervisor of the doctoral student taking the examination may not be a member of the committee.

3. The complex examination shall consist of two parts:

- a) the theoretical part, during which the doctoral student shall demonstrate knowledge of the relevant scientific and artistic literature, current theoretical and methodological knowledge, and***

b) reporting on scientific or artistic progress.

(4) The doctoral student may repeat the failed complex examination once in the same examination period.

(5) Minutes shall be taken of the complex examination. The result of the examination shall be announced on the day of the last part of the examination. The assessment of a complex exam can be either pass or fail.

(1) The complex examination shall be designed to provide a summary of the theoretical knowledge acquired in the programmes and research phase and to assess the level of preparedness for the research and dissertation phase.

(2) One shall apply for the complex examination in the DS on the application form specified in Annex 3. Admission to the complex exam requires at least 90 credits in the PhD programmes and research phase, as well as all additional programme credits and other criteria required by the DS curriculum. The latter requirement does not apply to students in individual preparation for a doctoral degree.

(3) The complex examination committee shall consist of three members, one of whom shall not be employed by the University. The chair and members of the committee shall be experts in the subjects and subjects covered. The chair of the committee may be a university professor, a habilitated associate professor, a professor emeritus, or an educator or researcher with the title of Doctor of the Hungarian Academy of Sciences. The supervisor of the doctoral student taking the examination, a close relative or someone who is not expected to evaluate the examination objectively for any other reason may not be a member of the committee.

(4) Subject to the requirements set out in paragraph (3), the DS shall propose the composition of the committees and the subjects or topics for each research area, to be proposed to the DCD by the Head of the DS. The proposal for the composition of the complex examination board shall be submitted to the DCD by nominating two alternates in addition to the three members, one of whom shall be non-employed by the University. The composition of the committees and the admission for the complex examination are decided by the DCD. The examination is organized by the DS.

Section 39

(1) The complex examination shall consist of two parts:

- a) one part assesses the candidate's theoretical knowledge (theoretical part),*
- b) the second part describes the scientific progress of the candidate (dissertation part).*

(2) In the theoretical part of the complex examination, the candidate shall take an examination in two subjects or subject areas. The list of subjects and topics is included in the DS curriculum. The theoretical exam may also have a written part.

(3) In the dissertation section of the complex examination, the candidate shall present his / her scientific and topic-specific literature knowledge in the form of a lecture, report on his / her research results, present his / her research plan for the second phase of doctoral programmes, as well as the planned scheduling of the doctoral dissertation and the publishing of the results.

(4) The supervisor shall evaluate the candidate in writing in advance according to the criteria set by the DS, as a condition for admission to the complex examination.

(5) The examination committee shall evaluate the theoretical and dissertation part of the examination separately. The members of the committee evaluate the exam in part and within the theoretical part of the subject on a scale from 0 to 5. The complex examination is successful if the majority of the members of the committee deem both parts of the examination to be successful, that is, the candidate has received at least 60% of the points obtained in total and in part.

(6) Minutes shall be made of the complex examination, which shall include a textual assessment. The test result must be announced on the day of the oral test. The registry of exam results is the responsibility of the DS.

(7) The credit value of a successful complex examination is 20 credits, which belongs to the first semester of the research and dissertation phase.

The absolutorium Section 40

NHE Act Article 53 (4a) The institution of higher education shall issue a final certificate (absolutorium) to the doctoral student who has obtained the required credits in doctoral studies.

(1) The absolutorium certifies the completion of the study obligation, scientific research and classroom instruction required by the curriculum, as specified in the DS's SER and curriculum, the successful completion of the required exams other than the language exam and the obtaining of 240 credit points required and certifies, without qualification and evaluation, that the doctoral student has fully complied with the required programme requirements.

(2) The absolutorium shall be signed by the head of the DS.

Acceptance, change of supervisor, title and research topic Section 41

NHE Act Article 42 (1) The student (b) may apply for admission to a degree program in the same field of study of the same or another higher education institution.

(4) Any person who has been admitted to or accepted to a higher education institution shall be entitled to establish a student status by enrolment after the final decision on admission and acceptance, and shall fulfill the obligations specified in Article 43 (2).

(5) No new enrolment is required during the student's status. The student must register for the given programme period as specified in the institutional regulations before the start of the programme period. Students who have not fulfilled their prior due payment obligations may not be enrolled.

(1) Students enrolled in PhD programs of other higher education institutions may apply for acceptance to a doctoral school at the University, provided that the conditions of their research activity are met and the credits obtained there (in whole or in part) may be counted into the DS programmes, and one of the supervisors of the DS undertakes to supervise the student. The student applying for acceptance must enclose with his / her application a certificate from the previous higher education institution stating that he / she is leaving the institution. The acceptance procedure is governed by a rector's order.

(2) Announced topics, doctoral students and their supervisors working in the same subject area, may be transferred between the doctoral schools of the University promoting the same subject area, with good reason, with the support of the relevant DSs and the approval of the UDHC.

(3) If the relationship between the doctoral student and the supervisor jeopardizes the success of the programmes or the degree, or the supervisor is unable to fulfil his or her duties beyond its fault, and for other important reasons, the doctoral student may initiate a change of topic or supervisor at the DS. The DS asks for the opinion of the head of research before making his statement. The decision will be made by the DCD on the basis of a proposal from the Head of DS.

(4) The title of the doctoral dissertation may be modified by with the approval of the DCD, at the request of the supervisor or the doctoral student, or at the request of the workshop discussion, no later than at the workshop discussion, but this shall not imply any modification of the research topic.

(5) Changes in the research topic shall be decided by the DCD on the proposal of the Head of the DS and the approval of the new topic draft.

CHAPTER V

OBTAINING A DOCTORAL DEGREE

General conditions for obtaining a doctoral degree Section 42

NHE Act Article 53 (5) Conditions for obtaining a doctoral degree:

- a) fulfilment of the obligations laid down in the doctoral regulations;*
- b) proof of knowledge of two foreign languages as required by the doctoral regulations for practicing the discipline, which in the case of deaf people may include proof of non-Hungarian sign language;*
- (c) the presentation of independent scientific work, sports science activities through articles, studies or otherwise, as a condition of obtaining an artistic (DLA) degree, by presenting the results of independent artistic creation;*
- d) solving independently a scientific or artistic task commensurate with the requirements of the grade; presentation of a dissertation, a work; defending the results in public debate.*

Article 13 (3) of the Decree: The operating regulations of the doctoral school contain the language requirements for obtaining a doctoral degree, the list of languages accepted for the fulfilment of the language requirements, and the method of certifying the knowledge of the language. The first foreign language must be one of the foreign languages specified by the doctoral council. The language proficiency proof shall be at least B2 level, a complex state-recognized language examination or equivalent.

General conditions for obtaining a doctoral degree:

- a) documentation of independent scientific work, in particular publications in scientific journals, books, scientific conference publications, mostly related to the research topic of the applicant for the doctoral dissertation. The proof of scientific work shall be achieved by obtaining a minimum of 20 publication points, summarized on the basis of the points table, of which at least one peer-reviewed foreign language publication and at least four peer-reviewed publications;*
- b) proof of knowledge of two foreign languages. Certification of two of the languages specified in Section 22 (3) of at least B2 level (intermediate) state-recognized language examinations or equivalent. In the case of a level C1 (advanced) complex state-level examination (or equivalent certificate) from another language, another level B1 (Basic) complex state-recognized language examination (or equivalent) is sufficient;*
- c) applicants of non-Hungarian nationality must pass at least two state-recognized intermediate level language examinations in their mother tongue, or one state-recognized advanced level and one state-recognized elementary complex language exam;*
- d) acquisition of the absolutorium;*
- e) solving the scientific task independently, preparing a dissertation, creating a work and defending the results in public debate.*

The doctoral dissertation Section 43

NHE Act Article 53 (4) Within three years of the complex examination, the doctoral student shall submit a doctoral thesis as defined in the doctoral regulations. This time limit may be extended by up to one year in cases of special merit, as specified in the doctoral regulations. (...)

Article 53 / A (1) The dissertation - and its theses - is open to the public. Publication may be deferred until the date of publication of the patent application or variety right. The higher education

institution awarding the doctoral degree shall ensure that the doctoral dissertation and its theses are recorded in electronic and printed form and published in full in the central library of the higher education institution, in a catalogued way.

Article 13 (2) of the Decree: The doctoral student shall report on the results of his / her research on his / her doctoral topic in scientific publications and in his / her (documented) artistic activity. The rules of operation of the doctoral school contain the scientific publications - published or accepted for publication - and the documentation of the artistic activity of the doctoral candidate required at the time of submission of the dissertation.

Article 14 (1) of the Decree: The thesis booklet of the doctoral dissertation summarizes the results of independent scientific work and independent artistic creative activity. The results must be presented in a coherent, self-explanatory system, with the new findings itemized, based on the applicant's professional publications and artwork.

(2) The prerequisite for the submission of the doctoral dissertation is the acquisition of the absolutorium.

(3) The submission of a doctoral dissertation is also subject to the condition that the doctoral candidate does not have a PhD in the same discipline or has failed to successfully complete his or her doctoral defence within two years. Compliance with these additional conditions shall be stated in writing by the applicant when submitting his / her doctoral dissertation.

(1) The doctoral dissertation presents the research objectives, the summary of the research literature of the research subject, the hypotheses, the research methods and results, the individual conclusions and the new scientific result (results), as well as the practical applications, and recommendations of the author in a summary work, whereby the doctoral candidate demonstrates that he / she is capable of solving a scientific task in line with the requirements of the degree.

(2) The dissertation contains:

- a) the name of the person submitting the doctoral dissertation and of the supervisor;
- b) title of the dissertation;
- c) review of relevant literature;
- d) formulation of the scientific problem;
- e) hypotheses;
- f) research objectives;
- g) research methods;
- h) a concise description of the study performed and its partial conclusions, by chapter;
- i) the summary conclusions;
- j) the new scientific result (s), summarized and numbered;
- k) the recommendations;
- l) the practical applicability of the research result (s), if possible;
- m) a list of references;
- n) the publication list of the author of the dissertation on the topic.

(3) The dissertation should contain the scientific problem, the appropriate scientific methodology and the research methods applied, the research objectives, the hypotheses, the evaluation of the relevant national and international scientific literature, the individual conclusions, the new scientific results interpretable for the domestic and international scientific community, with their practical applications.

(4) The formal requirements of the thesis:

- a) the textual part of the dissertation with annexes or appendices should be consistent with the chosen research topic. The length of the doctoral dissertation can be at least 200 pages, not more than 250 pages in the field of social sciences, at least 130 pages and not more than 200 pages in the field of technical sciences. The following parts are not included in the scope: annexes, appendices, bibliography;

- b) shall be provided with a list of contents and the literature used, with the necessary drawings, sketches, tables, and the list of publications of the person submitting the doctoral dissertation published so far. The title of the dissertation must include the name of the University, the title of the dissertation, the name of the author of the dissertation and the supervisor, the year and place of writing;
- c) bibliographic references for literary references should be given at the end of the dissertation, and the source work should be clearly referenced throughout the text;
- d) the dissertation is usually written in Hungarian, on one side of the page, in Times New Roman font, size 12, with numbered pages, 1.5 line spacing, hardcover, in eight identical copies, out of which two must be submitted in hardcover, the other 6 in spiral binding;
- e) the dissertation may be prepared and defended in a foreign language with the prior consent of the DCD, taking into account the criteria set out in Section 50 (2), and in compliance with the language requirements of the programmes plan of the DS; in this case twice the degree procedural fee is payable;
- f) space should be provided for the signature of the supervisor at the beginning of the dissertation;
- g) the electronic version of the dissertation must be submitted in the same format as the printed version, in MS Word (doc or docx), Rich Text (rtf), OpenDocument (odt) or Portable Document (pdf) format, uncompressed and without password, saved as one file at the OSA, on sealed optical media, in single copy.

(5) Requirements for the work to be completed:

- a) there shall be a proven result of the application of scientific methods;
- b) its creation and development shall demonstrate autonomous creative activity;
- c) it shall meet the needs for practical application of the research area.

A description of the completed work shall be submitted, in which, in addition to the above requirements, the new scientific result (s) created by the work shall be highlighted.

(6) The procedure for qualifying for a work of art is the same as the general rules, except that the qualification is based on the work itself and a description of the work, which demonstrates its essence and experience of its practical application.

(7) The doctoral dissertation and the thesis booklet should be made available to the public electronically, which is provided by the DS. The author of the doctoral dissertation is responsible for the preparation of the thesis booklet.

(8) The thesis booklet shall be written in Hungarian and English in maximum 20 pages. The thesis booklet contains:

- a) the name of the person submitting the doctoral dissertation and of the supervisor;
- b) title of the dissertation;
- c) formulation of the scientific problem;
- d) hypotheses;
- e) research objectives;
- f) research methods;
- g) a concise description of the test carried out, by chapter;
- h) the summary conclusions;
- i) the new scientific result (s);
- j) the recommendations;
- k) practical applicability of research results;
- l) the publication list of the author of the dissertation on the topic.
- m) the professional-scientific biography of the doctoral candidate.

(9) In the case of foreign doctoral students, it is sufficient to prepare an abstract of the thesis booklet (resume) in Hungarian instead of a thesis booklet in Hungarian.

Workshop discussion of the doctoral dissertation

Section 44

(1) Before submitting the dissertation, a workshop discussion shall be conducted. The aim of the workshop discussion is to have a professionally competent community familiar with the topic of the dissertation, to identify the deficiencies of the dissertation, to confirm the doctoral dissertation's values and to assist in the final quality of the final dissertation.

(2) The draft dissertation must be sent at least 15 days prior to the workshop discussion and published on the DS website.

(3) The workshop discussion shall be organized and conducted by the supervisor. If the supervisor is prevented from doing so, the head of the DS may invite a knowledgeable and experienced supervisor to lead the discussion. At the suggestion of the Head of DS, and with the agreement of the head of the research area, two qualified and experienced preliminary reviewers should be invited for the workshop discussion. In the selection of preliminary reviewers, the relevant provisions of the Decree and Section 49 shall apply *mutatis mutandis*. Preliminary reviewers must be given at least two weeks to prepare their judgments. For the purposes of the preliminary assessment, the provisions of Section 43 (3) to (4) and Section 48 (1) shall apply *mutatis mutandis*.

(4) The workshop discussion shall state concerning the draft dissertation:

- a)* whether the chosen topic has been developed using state-of-the-art research methods and covering all the relevant details;
- b)* it meets the content and formal requirements;
- c)* whether it is the result of independent scientific research of the applicant for the doctoral thesis;
- d)* whether it contains new scientific result (s).

(5) A workshop discussion may be held if a supervisor, with at least five major scientific degrees, and at least one preliminary reviewer are present, and the absent preliminary reviewer has submitted his or her opinion in writing. Experts with a scientific background in the workshop will advise the DCD on how to proceed;

(6) In the event of two negative pre-reviews, the proceeding shall be decided by an open vote of the ones holding a scientific grade present in the workshop discussion. In the event of a repeated workshop discussion, the same two preliminary reviewers shall be invited.

Section 45

(1) Minutes of the workshop discussion shall be drawn up and appended to the thesis in triplicate. In addition to the minutes, an attendance sheet must be drawn up, containing the names of the participants, their academic rank, their work place, their contact details and their signatures. In the case of procedure in a foreign language, the minutes of the workshop discussion shall also be drawn up in the foreign language used in the procedure.

2. The minutes shall include the scope of the participants, the substance of their questions and findings, and a summary of the discussion, which may state that:

- a)* the draft dissertation is suitable for further processing without revision (or with minor, non-substantive revisions) without the need for further workshop discussion;
- b)* the draft dissertation is suitable for further processing with substantive revisions without a further workshop discussion;
- c)* the draft dissertation is suitable for the further procedure only with a complete overhaul and with another workshop discussion.

(3) Only persons with a scientific degree who have been present at all times during the workshop may participate in the open voting at the end of the workshop discussion. Opinions received in writing shall not be taken into account in voting. In the event of a tie, the decision of the DCD shall prevail.

(4) As far as possible, preliminary reviewers should be invited as opponents for the final review of the dissertation.

Applying for a degree Section 46

(1) Applying for the degree shall be subject to the submission of the completed doctoral thesis (work) and the annexes provided for in these Regulations, subject to the conditions for granting the degree. Applicants must submit their doctoral dissertation within three years of completing the complex examination. If the doctoral candidate is unable to meet the deadline due to childbirth, accident, illness or any other unexpected cause, due to his / her own fault, it may be extended by up to one year.

(2) In the dissertation to be submitted by the author of the doctoral dissertation, OSA shall conduct a preliminary concordance examination. In order to submit a dissertation, the applicant must have a certificate issued. If during the examination there is a suspicion of plagiarism, the dissertation may not be submitted until the applicant of the doctoral dissertation proves that he or she has properly referred to the passages in question or corrected the deficiencies in the citation. The OSA shall immediately inform the applicant, the supervisor of the doctoral dissertation and the DS about the plagiarism that has occurred.

(3) Applying for a degree must be made using the form set out in Annex 5. The application must be submitted to the OSA, which will carry out a formal check and will accept only the complete application and forward it to the relevant DS. The OSA will return the form that is incomplete to the applicant for completion. The application must be accompanied by a certificate from the head of the DS certifying that the applicant for the doctoral dissertation has fulfilled all the conditions required for applying for the degree program, in addition to completing the course, and that the application material is in full compliance with the requirements.

(4) The full application form shall be submitted to the DCD for approval by the members of the DS and subsequently submitted to the DCD for approval by the head of the DS.

(5) The applicant for the doctoral dissertation must attach the following documents to the application form:

- a) a professional curriculum vitae;
- b) the absolutorium certifying successful completion of the programmes;
- c) a copy of the diploma (s) of the master or equivalent university degree (certified translation of the MA diploma of Hungarian citizens abroad and the MA diploma of foreign nationals) (with presentation of the original documents at the same time);
- d) a copy of the language certificates (in the case of the foreign language certificate (s) obtained abroad), together with the presentation of the original documents;
- e) a detailed list of publications (approved and certified by the University's MTMT Administrator, and, in the case of foreigners, publication database and published specimens containing data verified by the University's MTMT Administrator), the value table certifying the submission of the publication minimal requirements with the signature of the submitter and the supervisor, and (where appropriate) the statements of the co-authors;
- f) doctoral dissertation or equivalent work (in electronic format and in eight copies, in printed-version hard copy);
- g) the Hungarian and English author's theses of the dissertation (a thesis booklet, or, in the case of foreigners, a Hungarian abstract in accordance with Section 43 (9)) on an electronic medium and nine (in the case of co-supervisors, ten) printed copies;
- h) a statement by the doctoral candidate that he is not in the process of obtaining a PhD degree in the same discipline and has not been refused two times or has not had two unsuccessful defences within two years;

- i) a statement that the doctoral candidate is not in the process of withdrawing his / her doctoral degree and does not have any withdrawn, previously awarded doctoral degree within 5 years;
- j) a statement that the dissertation is an independent work by the author of the doctoral thesis, and the literary references are clear and complete;
- k) three copies of the minutes of the workshop discussion;
- l) proof of payment of the degree fee (or approved application for exemption);
- m) any request for permission to conduct a foreign language procedure;
- n) proposal of the supervisor approved and signed by the head of the research field - to the chair and members of the doctoral examination committee;–
- o) an official certificate not more than three months old and an equivalent document in the case of foreign nationals.
- p) a certificate issued by the OSA certifying that the doctoral dissertation submitted for approval has been examined for equivalences;
- q) a statement of approval certifying, by signing the head of the DS, that the dissertation was presented to the DS before binding and, if necessary, revised the dissertation in accordance with Section 45 (2).

(6) Based on the proposal of the DS, the DCD will decide whether to accept the application and start the procedure (to submit the dissertation for review). The DCD may not reject an application for a graduate who has successfully completed a doctoral program (obtained an absolutorium) at any of the University's doctoral schools if he or she fulfils all the required conditions.

(7) Graduation activities shall be suspended from 15 July to 31 August and from 15 December to 5 January. No exception to this shall be the holding of workshop discussions.

(8) It is the responsibility of the OSA to register the application and the DS to register the decision of the DCD.

Review of the doctoral dissertation Section 47

Article 15 (1) of the Decree: For the review of a doctoral dissertation, the Doctoral Council shall invite two opponents. One of the opponents must not have an employment relationship with a higher education institution that operates the doctoral school.

(2) Within two months of the presentation of the dissertation, the two opponents shall, within the period of time specified in the doctoral regulations of the higher education institution, make a written review of the dissertation and state whether they recommend its presentation for public defence. If one of the opponents' suggestions are negative, the Doctoral Council will invite a further third opponent.

Article 17 No person shall be admitted to the doctoral process as an opponent or member of a committee, who

- a) is a close relative of the person concerned, or***
- b) is not expected to make an objective determination of the case.***

(1) Two opponents are invited by the DCD to review the doctoral thesis. Concerning the invitation of the opponent, the provisions of Section 49 shall apply mutatis mutandis.

(2) The requirements for the review are set out in the Guidelines for opponents, as adopted by the DCD.

(3) If the requested opponent is unable to provide the review, he or she shall inform the DCD within fifteen days on this matter.

(4) An invitation for official review may be refused:

- a) in the case of conflicts of interest or bias;

- b) if the opponent does not have sufficient expertise in the field of the dissertation;
- c) if the opponent is prevented from performing the task due to illness, official absence or other circumstances.

Section 48

- (1) The review shall include at least the following:
 - a) in the general part of the review (with stating the reasons), the following must be addressed:
 - aa) whether the dissertation conforms to the formal requirements;
 - ab) relevance and timeliness of the topic;
 - ac) the amount of literature reviewed on the topic, whether it is appropriate to evaluate it and use it in elaborating the topic;
 - ad) whether the objectives, methods and results of the research work are in line;
 - ae) whether to accept the results of independent research as new scientific result (s);
 - af) whether the dissertation as a whole satisfies the conditions for admission to public defence;
 - b) if the dissertation is written in a foreign language and the defence is being held in a foreign language, the review must be prepared in that foreign language as well.
- (2) Before submitting a doctoral dissertation, the submitter of the doctoral dissertation must answer the questions raised by the opponents in writing.
- (3) In the case of two rejections, the submission of a new doctoral dissertation on the same doctoral topic may be initiated at the earliest after two years, but no later than within three years. The new dissertation should preferably be published to the original opponents.
- (4) It is the responsibility of the DS to invite opponents, send and register a dissertation, receive criticisms and register them.

Defence of the doctoral dissertation Section 49

Article 16 (1) of the Decree: The doctoral dissertation shall be defended in public debate before the jury.

(2) The Doctoral Council shall establish a jury to conduct the public disputation of the doctoral dissertation and to decide on its acceptance and evaluation of the public defence. The jury shall consist of at least three members. In the selection of the members of the jury, the provisions of Article 12 / A (2) shall apply mutatis mutandis.

(3) The dissertation shall be submitted for public consultation within two months of the receipt of the two proposals for support. The person submitting the doctoral dissertation receives the reviews in advance and responds to them in writing prior to the defence and verbally during the defence.

(4) The submitter of the doctoral dissertation shall present the theses of his or her dissertation in the framework of the public disputation, and shall reply to the comments and questions of those present. At the request of the applicant for the doctoral dissertation, based on the supportive opinion of the jury and with the approval of the doctoral council, a closed defence may be held if the doctoral dissertation contains data proprietary or classified for national security reasons.

(5) After the discussion has been closed, the jury shall decide on the approval of the dissertation by secret ballot at a closed meeting. The Chair shall then announce the result publicly.

(6) Minutes shall be kept of the defence and of the decision of the jury. Upon request, the higher education institution shall provide a certificate of the result of the defence, indicating that the certificate does not imply the award of a doctoral degree.

(7) In the case of two negative reviews or unsuccessful defences, the submission of a new doctoral dissertation on the same doctoral topic may be initiated after a maximum of two years, but not more than once.

(1) The doctoral jury shall be a committee appointed by the DCD to conduct the public disputation on the doctoral dissertation and to decide on its acceptance and evaluation of the public defence. The doctoral jury consists of 7 people. The jury shall be chaired by the chair, composed of the secretary, two opponents and three members.

(2) Each member of the jury shall have at least five years' academic qualification. The jury may be chaired by a professional university professor or emeritus professor at the University. At least one third of the jury members shall not be employed by the University. The professional competence of the members of the committee in the topic of the dissertation shall be verified on the basis of the MTMT Database.

(3) The opponent must have the scientific results necessary to make a sound judgment of the new scientific result of the doctoral thesis.

(4) Opponents shall not have any employment relationship with the University. Depending on the specificities of the discipline, the DCD may waive this requirement for one of the opponents.

(5) The supervisor of the author of the dissertation may not be a member of the jury. In addition, a person who is a close relative of the person concerned, or who is not expected to make an objective judgment of the case, may not take part in the doctoral process as an opponent or member of the committee.

(6) The public debate may be conducted in the presence of 5 members, provided the Chair, the Secretary and one of the opponents are present, both have given a favourable review and at least one third of the jury members present are not employed by the University.

Section 50

(1) With the approval of the DCD, a closed defence may be held pursuant to Article 16 (4) of the Decree.

(2) The public debate, including the defence of a doctoral thesis, may be conducted in a foreign language that is relevant to the research area, subject to the language requirements of the DS curriculum, provided that the DS declares in advance to be able to set up a jury to conduct a public debate in a foreign language.

(3) During the public disputation, the chair and members of the jury and the persons present there may submit questions and comments on the content of the doctoral dissertation and its new scientific result (s), to which, after the provision of short preparation time (10-20 minutes) the submitter of the doctoral dissertation shall answer.

(4) Following the conclusion of the discussion, the members of the jury who have been present throughout the defence shall decide by secret ballot, with 0-5 points, whether to accept or reject the thesis. Acceptance requires at least 60% of the available points. The results of the vote shall be publicly announced and explained by the chair of the jury.

(5) The evaluation of the public defence of a doctoral thesis may be *summa cum laude*, *cum laude* or *rite*. The result shall be determined in accordance with the table in Annex 10.

Section 51

(1) The doctoral dissertation and the decision of the jury shall be recorded and a data sheet shall be completed. In the minutes the chair and members of the jury record their professional evaluation of the doctoral thesis and its defence. In the case of proceedings in a foreign language, the minutes of the

defence shall also be drawn up in the foreign language used in the proceedings. In addition, a record of attendance shall be made.

(2) The DS may issue a certificate on the result of the defence in accordance with Article 16 (6) of the Decree.

(3) It is the task of the DS to inform the jury, announce the public defence, prepare it directly and record its results.

Conflict of interests Section 52

(1) If a voting member of an UDHC or DCD is a supervisor of the person submitting a doctoral thesis, the applicant for a doctoral dissertation may not vote on the subject of the doctoral thesis during the doctoral procedure at the session of the doctoral dissertation.

(2) If the applicant for the PhD dissertation has a comment on the objective assessment of the degree, he or she may submit it to the DCD. The DCD decides on the comment by secret ballot, by a simple majority, and notifies the doctoral candidate in writing of the decision within eight days.

Awarding of the doctoral degree Section 53

(1) The awarding of the degree shall be decided by the UDHC, taking into account the complex examination and the minutes of the defence, by a two-thirds majority of those present. In the event of an objection to a procedural defect, the UDHC may override the decision of the defence committee, and in the case of an objection of merit, the UDHC shall order the competent DCD procedure. The DCD is obliged to investigate the substantive objections within 30 days and to recommend to the UDHC that the proceeding be continued. The DCD proposal does not bind the UDHC. An UDHC member who has acted as a supervisor in the procedure may not participate in the vote on the award of the degree.

(2) Decisions taken in the course of a degree procedure may be appealed against within fifteen days of the communication, failing which of the day brought to its notice, for an offense or a procedural irregularity. The appeal shall be decided by the Rector. As a result of the examination of the appeal, the Rector shall order that the decision appealed against be set aside or that the procedural act complained of be repeated, or that the appeal be dismissed. The Rector's decision on the appeal may be challenged in an administrative action.

(3) The doctoral title shall be valid from the date of the UDHC decision to award the degree.

Doctorate and conferment Section 54

NHE Act 16. § (4) The degree awarded by the doctoral degree is "Doctor of Philosophy" (abbreviated as PhD), and in art education by "Doctor of Liberal Arts" (abbreviated as DLA). The diploma is signed by the Rector and the chair of the Doctoral Council.

Article 51 (5) The diploma is a public document bearing the coat of arms of Hungary, which contains the name of the issuing higher education institution, the institution's identification number, the serial number of the diploma, the name, date and place of birth of the diploma holder, the level of education, the name of the awarded degree, programme, qualification, the diploma qualification, the place, year, month and day of issue, the classification of the degree and qualification certified by the diploma according to the Hungarian Qualifications Framework and the European Qualifications Framework, and the duration of the programme as per the programme and output requirements. It shall also bear the original signature of the head of the higher

education institution, respectively the head of the higher education institution specified in the Study and Examination Regulations, and the stamp of the higher education institution.

Article 52 (1) The diploma shall be issued in Hungarian and English or in Hungarian and Latin, in the case of nationality programmes in Hungarian and in the language of nationality, in the case of non-Hungarian language programmes in Hungarian and in the language of the programmes.

Article 53 (7) Persons holding a PhD degree may indicate the abbreviation "PhD" or "Dr." in their name, and persons holding a DLA degree may indicate "DLA" or "Dr.".

Article 16 (8) of the Decree: The higher education institution shall issue a diploma indicating the discipline area, including the discipline or art branch, on the basis of the decision of the doctoral council, which shall be awarded by the Doctoral Council, and shall notify the Office thereof.

(1) The doctoral degree awarded by the UDHC shall be awarded by the OSA on the basis of the decision recorded in the doctor's registry and shall be notified to the Office of Education.

(2) The diploma is a public document bearing the coat of arms of Hungary, which contains the name of the National University of Public Service, its institutional identification number, its seal, the serial number of the diploma, the name of the diploma holder, its place and date of birth, designation of the awarded degree, qualification of the diploma, the discipline area and the discipline, place, year, month and day of issue. The diploma shall be signed by the Rector and the Chair of the UDHC (Annex 7). When qualifying the PhD degree, the percentage of points obtained on the complex examination should compromise one third and the percentage of defence points two thirds. The grade shall be: in the case of 60-73% rite, 74-90% cum laude and over 91% summa cum laude (Annex 11).

(3) The diploma shall be issued by the University in Hungarian and English or in Hungarian and Latin or in Hungarian and German. In case of simultaneous reimbursement, which includes the cost of translating and issuing the diploma, the diploma may be issued in another foreign language if requested by the applicant in writing at the OSA at the latest by the time the doctoral degree is awarded.

(4) Graduates of doctoral degrees shall be conferred by the Rector and the Dean, in accordance with the traditions of the University and predecessor institutions, to doctorate at a solemn session of the Senate.

(5) At the doctoral conferment ceremony, Hungarian submitters of a doctoral thesis shall make a doctoral oath, and non-Hungarian citizens shall sign a declaration. The text of the oath and the statement are set forth in Annex 8.

Programmes, degree procedure and degree records

Section 55

NHE Act Article 53 / A (1) The doctoral dissertation - and its theses - is open to the public. Publication may be deferred until the date of publication of the patent application or variety right. The higher education institution awarding the doctoral degree shall ensure that the doctoral dissertation and its theses are recorded in electronic and printed form and published in full in the central library of the higher education institution, in a catalogued way.

(2) The doctoral dissertation and its theses shall be made available in electronic form in the Database with a generally accepted international practice (DOI) identifier.

(3) In the case of a doctoral dissertation subject to patent or proprietary rights, the publication of the doctoral dissertation and doctoral theses may be deferred until the date of registration of the patent or proprietary rights, upon the request of the person submitting the dissertation, with the supporting opinion of the jury and approval of the Doctoral Council. Doctoral dissertations and doctoral theses containing classified information for national security reasons shall be made public after the expiry of the certification period.

(1) The DS maintains records of complex examinations and doctoral defences and the OSA maintains records of awarded doctoral degrees. Anyone can consult the doctoral degree records, subject to personal data protection laws and university regulations.

(2) After obtaining the degree, two copies of the doctoral dissertation shall be catalogued in the Central Library and Archives of the University, and the other copies shall be returned to the author. The transfer of doctoral dissertations to the library is the responsibility of the DS.

(3) The doctoral dissertation and its theses shall be registered electronically on the institution's website in a separate database - the database of doctoral theses and dissertations - in Hungarian and English, possibly in other languages appropriate to the discipline, and in the MTMT Database, with a DOI identifier, in accordance with generally accepted international practice, accessible to everyone and subject to compliance with personal data protection laws and university regulations.

Revocation of the doctoral degree

Section 56

NHE Act Article 52 / A (1) A higher education institution shall revoke a diploma issued by it or its predecessor within five years of the issue of the diploma if the diploma was obtained unlawfully. Otherwise, the provisions of the Act on general administrative procedures shall apply mutatis mutandis.

(2) By way of derogation from paragraph (1), if the issue of the diploma was influenced by a criminal offense and the offense was established by a final decision of the court or the prosecution terminated the prosecution because the prosecutor's suspension period has passed, the institution shall revoke the diploma without any time limit if the right acquired and exercised in good faith is not affected. Otherwise, the provisions of the Act on general administrative procedures shall apply mutatis mutandis.

(3) The higher education institution shall withdraw the revoked and cancelled diploma. The decision shall be published, without giving reasons, in the official journal of the Ministry led by the Minister and on the website of the Education Office.

(4) An appeal may be brought against a decision under paragraphs 1 and 2.

(5) If the awarding higher education institution has ceased to exist without a legal successor, concerning the procedure of paragraphs 1 and 2, the education authority shall act.

(6) The court or public prosecutor's office making a final or non-appealable decision under paragraph 2 shall immediately inform the diploma holder and the educational authority of the decision.

NHE Act id. Article 48 (9) As per Article 52 / A. of the NHE Act, the higher education institution shall issue a master sheet extract in accordance with Article 36 (10) on the revoking or cancellation of the certificate upon becoming final.

(1) The University shall adopt and apply in the doctoral procedure the principles and recommendations of the Hungarian Academy of Sciences' Code of Ethics in plagiarism and the University Code of Ethics. In the spirit of Article X (2) of the Fundamental Law, decisions on the substance may not be challenged before a judicial or administrative body.

(2) A doctoral degree may be revoked on the basis of a decision of the UDHC, if it is established that the conditions for awarding the doctoral degree have not been fulfilled.

(3) A doctoral degree may also be revoked on the basis of the decision of the UDHC, if it has been obtained by the holder presenting in whole or in part the intellectual work of others as his or her intellectual work or by using false or possibly falsified data and thereby having deceived or mistaken the body or person acting in the procedure of the doctoral title. A revocation procedure may be conducted while the creditor is still alive at the time the procedure is initiated.

(4) The acts referred to in paragraph 3 shall not lapse, and only the holder of the title may be held liable.

(5) Proceedings for the revocation of a doctoral degree shall be initiated ex officio or upon request. Proceedings for revocation may be initiated by the chair of the UDHC, who shall justify or reasonably believe the contents of paragraphs 2 and 3, as well as those who have a PhD or equivalent scientific degree in the field of the subject of the dissertation at issue.

Section 57

(1) The decision to revoke a doctoral degree shall be taken by the UDHC.

(2) If in the proceeding initiated by the original author the copyright infringement has already been determined by a final judgment before the commencement of the proceedings, the UDHC shall not be required to investigate the matter, the final judgment shall be sufficient to invalidate the grade.

(3) In the event of an appeal against a decision revoking the degree, the UDHC shall designate an ad hoc committee composed of DS Core Members and at least 50% of whom do not have any employment relationship with the University. The appeal is decided by the Senate based on the opinion of the ad hoc committee.

(4) The University shall make the final revocation decision public.

(5) In the event of the revocation of a doctoral degree, the person concerned cannot apply for a further degree for 5 years.

CHAPTER VI

SPECIAL DOCTORAL PROCEDURES

Conferment to a Doctor with Honours

Section 58

NHE Act 52. § (8) The Rector of the higher education institution, with the prior approval of the President of the Republic, shall confer the doctoral title "Promotio sub auspiciis praesidentis Rei Publicae" on the basis of being constantly achieving the highest results during studies in secondary and higher education and in doctoral education, provided however, that the person has also excelled in the PhD process. The Government shall determine the detailed conditions for conferment of an doctorate with honour.

Article 18 (1) of the Decree: A person can be awarded the title of a Doctor with Honours, who

a) based on Article 11 of Act CXC of 2011 on National Public Education and Article 29 of Act LXXIX of 1993 on Public Education, in the course of his or her studies, all grades in his or her certificate from the beginning of grade 9 and in his or her certificate of maturity are excellent (5) and the assessment of his or her diligence is exemplary (5);

b) all the compulsory examinations taken during the undergraduate, postgraduate and graduate courses in general education were excellent (5) or are equivalent to excellent (5) in the assessment system used by the higher education institution; as well as

c) he / she has successfully completed his / her compulsory examinations during his / her doctoral studies with grade excellent (5), and, if being subjected to doctoral dissertation, its qualification as summa cum laude, and his/her performance at the doctoral defence was rated the highest awardable in the defined awarding system;

(2) Where the candidate has completed part of his studies abroad, the requirements of paragraph (1) shall be taken into account, following the recognition of the level of education and programmes conferred by the foreign diploma and the degree system of the foreign educational establishment.

(3) In the case of a level of education which results from college or university education, the provisions of paragraph 1 (b) shall also apply to the results of college or university education.

(4) The higher education institution may establish additional professional conditions in addition to those stipulated in paragraph 1 (b) to (c) of the Doctoral Regulations of the higher education institution.

Article 19 (1) In order to contribute to the conferment of the title of Doctor with Honours, the Minister responsible for education shall submit a proposal to the President based on the proposal of the higher education institution.

(2) For submission, the Rector of the higher education institution shall send the Minister responsible for education a certified copy of the documents certifying that the candidate meets the conditions specified in Article 18.

(3) The Doctors with Honours will receive at the conferment a 8 g and 14 karat gold ring bearing the coat of arms of Hungary.

(4) The proposing higher education institution shall cover the expenses of the conferment of doctorate with honours ceremony.

(1) The Rector, with the prior approval of the President, shall award a *Promotio sub auspiciis praesidentis Rei Publicae* title to whom fulfills the conditions laid down in Article 18 of the Decree.

(2) Conferment to a Doctor with Honours shall be initiated by a written application submitted by the doctoral candidate concerned to the head of the DS. The head of the DS submits the application to the UDHC, and the Rector, after having the UDHC resolution, submits it to the Senate. The Senate decides on the request.

(3) The Rector shall forward the proposal of the University, together with a certified copy of the documents certifying that the applicant for the doctoral dissertation meets the conditions referred to in paragraph (1), to the Minister responsible for education, who shall submit it to the President of the Republic.

Granting the title of an Honorary Doctor (Doctor Honoris Causa) Section 59

Article 20 of the Decree: The Senate of the Higher Education Institution may, on the proposal of the Rector, award the title Doctor Honoris Causa or the title Doctor et Professor Honoris Causa upon asking the opinion of the Doctoral Council, to a person who has become worthy for it in the discipline, in which the higher education institution is entitled to award a doctorate.

(1) The University may award *doctor honoris causa* - *Dr. h.c.* titles in the discipline in which the University is entitled to award doctoral degrees to distinguished domestic and foreign professionals who have achieved outstanding theoretical and practical results.

(2) The award of the honorary title shall be initiated by the dean of the relevant faculty, who shall submit the proposal to the Rector, after obtaining the opinion of the Faculty Council. The Rector asks for the opinion of the UDHC and, having received the opinion of the UDHC, submits the proposal to the Senate for decision, so that the title can be conferred at the festive session of the Senate.

(3) The rector shall hand over the diploma authorizing the use of the title during a ceremony.

(4) The holder of the title shall be entitled to it for an unlimited time.

Naturalization of the degree obtained abroad
Section 60

Act on Recognition Article 4 (3) The naturalization of the degree certified by foreign diplomas as per Chapter III of this Act is the responsibility of a domestic higher education institution, which is entitled to award a doctoral degree in a discipline or artistic field equivalent to a foreign diploma under the Act on Higher Education (hereinafter referred to as HE Act.).

Article 4 (8) The authority responsible for the recognition of foreign certificates and diplomas, the educational institution specified in paragraphs (2) to (4) and (6) to (7), and the The Hungarian Academy of Sciences in paragraph (5) shall be deemed to be the Hungarian Academy of Sciences in respect of its budgetary organs under its control.

Article 1 (5) This Act shall apply unless otherwise provided in an international treaty. During the recognition and naturalization procedure the provisions of the Act on general administrative procedures (hereinafter referred to as GAP Act) shall apply.

Article 14 / A. (4) A foreign diploma shall be recognized as a diploma certifying a level of education equivalent to the level of education of the Hungarian doctoral degree, which:

- (a) a foreign higher education qualification within the meaning of paragraph 2 is a prerequisite for commencing programmes leading to a foreign diploma,*
- (b) the duration of the programme or research leading to the foreign diploma is at least one year; and*
- c) the degree of the foreign diploma is comparable to the degree of the domestic doctoral degree.*

Article 15 (1) The determining authority shall naturalize a foreign degree acquired as a doctoral degree (Doctor of Philosophy, abbreviated as PhD) or as a Doctor of Liberal Arts (abbreviated as DLA) if

- (a) it has been awarded by a foreign educational institution authorized to award a scientific degree by the law of the foreign State, and*
 - (b) the requirements for obtaining a scientific degree are or may, by way of additional requirements, be equivalent to those required by law and by the doctoral code of the determining authority for the award of the degree of Doctor of Philosophy or Doctor of Liberal Arts.*
- (2) If there is a fundamental difference between the programmes of the applicant and the programmes leading to the appropriate national qualification, the determining authority may make the naturalization of the foreign degree subject to conditions (doctoral examination, defence of a doctoral thesis, etc.).*
- (3) The determining authority shall grant the applicant the right to use the doctoral title in the decision on naturalization of the scientific degree.*

(1) The UDHC may naturalize a foreign degree as a doctoral degree if it fulfils the requirements for obtaining the degree or, subject to and fulfilling additional requirements, it can meet the requirements for the degree.

(2) The application for naturalization must be submitted to the UDHC, including the documents listed in the Recognition, Credit Transfer and Validation Regulations and those required for applying for a doctoral programmes or a degree procedure.

(3) The application will be decided by the UDHC on the basis of a proposal from the DS competent in the discipline.

(4) Issues not regulated in this section shall be governed by the provisions of the Recognition, Credit Transfer and Validation Regulations.

CHAPTER VII

OTHER RULES IN THE FIELD OF DOCTORAL PROGRAMMES AND DEGREE PROCEDURE

Quality assurance for doctoral programmes and degrees Section 61

Quality management tasks related to doctoral programmes are part of the University's quality management system. The quality management system of the University is regulated by the Quality Management Regulations.

Fees and allowances related to doctoral and graduate studies Section 62

- (1) With the exception of doctoral students participating in scholarship programmes, each participant is required to pay for all forms of programmes (self-cost).
- (2) The amount of the tuition fee is determined by the Rector's instructions, the cases of partial or total exemption, the fees to be paid and the scholarships that can be granted to or claimed by students enrolled in the doctoral program are contained in the Student Fees and Allowances.
- (3) A fee shall be payable:
 - a) when applying for organized programmes or individual preparation;
 - b) for a doctoral degree procedure;
 - c) for naturalization.

Exemptions and facilities Section 63

- (1) The doctoral student concludes a study contract with the employer to reimburse the programme costs of the sector doctoral student participating in the scholarship programmes provided by the sectoral ministries. If the doctoral student pursues his or her doctoral studies in another form of programme, he or she must make a formal statement regarding the reimbursement or assumption of programme costs.
- (2) The University may assume all or part of the self-cost or the cost of the degree procedure payable by a doctoral student in employment with the University, subject to conditions set forth in a separate Rector's instruction.
- (3) A full-time PhD student who does not have an employment relationship with the University may receive scholarships from public or other sources.
- (4) There is no tuition fee or scholarship paid during the study suspension period.
- (5) By default, scholarships may be awarded for a maximum period of six months during part-time study abroad. In the interval of 6-12 months, the head of the DS will decide on the grant. Payment of the scholarship for more than one year is subject to DCD approval.

University cooperation with other institutions Section 64

- (1) For the purposes of doctoral programmes and degrees, the University may participate in the following forms of cooperation:
 - a) general cooperation with domestic or foreign organizations;

- b) cooperation of the University with a domestic higher education institution;
- c) cooperation of the University with a foreign higher education institution;
- d) cooperation with other research institutes in the field of doctoral programmes or research, provided that the doctoral degree is always awarded and issued by the University;

(2) The University may establish a joint doctoral school with another domestic higher education institution provided that they individually fulfil the conditions for the establishment of a discipline accredited by the University. The joint doctoral degree is signed by the rectors of both universities and the president of the doctoral council.

(3) The University may establish a joint doctoral school and award a joint doctoral degree (Joint Degree) by written agreement with another foreign university if, like the University, a foreign institution is entitled to award a doctoral degree in its own country. The jointly awarded doctoral degrees are recorded by each institution in accordance with its own rules.

(4) In the case of the forms of cooperation set out in paragraphs 2 and 3, the joint written request to the HAC shall be accompanied by a detailed written agreement to this effect.

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

(6) The DSs can liaise - with regard to doctoral education and degree - with the doctoral schools of other universities and with those involved in doctoral studies in foreign educational institutions.

(7) The research areas of the DSs also liaise independently with other organs of the University and with organizations outside the University in the fields of education they pursue.

PART THREE PROVISIONS RELATING TO THE HABILITATION PROCEDURE CHAPTER VIII

GENERAL PRINCIPLES OF HABILITATION AND HABILITATION REQUIREMENTS

Article 21 (1) of the Decree: The habilitated doctor - abbreviated as title "dr. habil." (hereinafter collectively referred to as habilitated doctor title) may be obtained as a result of a habilitation procedure that has been applied for.

Article 22 (1) The institution of higher education shall be entitled to conduct a habilitation procedure and to award a habilitated doctor title in the discipline area, including the discipline and art branch in which it is entitled to award a doctoral degree.

General principles of habilitation Section 65

(1) According to the NHE Act and the Statutes of the University, the University awards the title of habilitated doctor in the discipline areas of social sciences and technical sciences, in the discipline of public administration, military, law and military sciences, basically related to research areas of doctoral schools active in these disciplines.

(2) The title of habilitated doctor may be obtained as a result of a habilitation procedure conducted on the basis of an application submitted to the Chair of the UDHC.

(3) The detailed conditions for the commencement of the habilitation procedure are laid down in the minimum requirements for habilitation by the UDHC.

- (4) Those persons may also apply for the habilitated doctor degree who are professionally qualified, but not employed by the University, and who meet all other habilitation-related criteria, provided that they are closely associated with the discipline of habilitation through their outstanding higher education and/or research activity.
- (5) The habilitation procedure may be conducted in Hungarian or, upon request, in a foreign language accepted by the UDHC.
- (6) The title of habilitated doctor is awarded by the UDHC.
- (7) A person may not participate in the habilitation procedure, who
- a) is a close relative of the person concerned, or
 - b) who is not expected to make an objective determination of the case.

Habilitation requirements

Section 66

Article 21 (2) of the Decree: Any person who fulfils the following conditions may apply for the initiation of a habilitation procedure:

- (a) holds a doctorate and has pursued a high-level independent scientific or artistic activity for at least five years following the date on which the scientific degree was obtained;*
 - (b) has been teaching in a domestic or foreign higher education institution for at least eight semesters;*
 - c) in the case of habilitation of scientific works, regularly performs high-level scientific literature activity, which is proven by articles published in prestigious international, peer-reviewed journals and references in the same places, examined on the basis of the Database; and regularly participates at international and domestic scientific events with lectures and the presentation of his or her results;*
 - (d) in the case of habilitation based on technical work, engages in regular high-level creative activity, as evidenced by realized patents, designs, and peer-reviewed journal articles and references therein; the habilitating person regularly participates in international and domestic professional events with lectures and presenting his or her results; the positive domestic and international professional echoes of his or her internationally outstanding practical achievements have also appeared in print;*
 - e) in the case of habilitation based on artistic works, his or her works are known and recognized nationally and internationally, as evidenced by the positive echoes of international art forums;*
- (4) The title of habilitated doctor shall be obtained in the discipline corresponding to the candidate's doctoral degree. In a discipline other than that of the applicant's doctoral degree, the initiation of the habilitation procedure may be requested if the applicant's activity since the award of the degree justifies it.***

(1) Anyone who fulfils the conditions set out in Article 21 (2) of the Decree, as well as fulfils the minimum requirements for habilitation determined and issued by the UDHC, with the appropriate score, may request the commencement of the habilitation procedure. Regular high-level literary activity (in the case of Hungarian citizens: A, B, C, or D categories) is justified by articles in recognized journals and by references in the same places, which have been examined on the basis of the MTMT database.

- (2) The University awards the title of habilitated doctor to the person, who:
- a) based on his or her scientific (creative) performance:
 - (aa) has been pursuing scientific, teaching and creative activities for at least 5 years after obtaining the PhD or previous candidate degree. Has contributed to the development of the discipline indicated in the application for habilitation with new scientific*

- achievements recognized by the domestic and international scientific community, thereby demonstrating his or her ability to cultivate it with outstanding efficiency;
 - ab*) regularly publishes publications in domestic and foreign journals; participates in lectures and creative activities at national and international scientific events, or recognizes his or her outstanding practical achievements to the professional public in other ways (eg through his accomplished creations);
 - ac*) actively participates in domestic and international scientific professional life;
 - b*) based on his or her scientific expertise:
 - ba*) has a broad overview and up-to-date scientific expertise in the field of research described in the application for habilitation at the University;
 - bb*) is able to organize his or her knowledge in a clear, learnable, logical system, ie she or he has the skills to form curriculum;
 - c*) Based on his or her teaching and lecturing ability:
 - ca*) is able to transfer his or her systematic knowledge orally (lectures) and writing (notes, textbooks, etc.), that is to say his or her has knowledge transfer skills;
 - cb*) has the ability to transfer his or her knowledge in a language other than his or her mother tongue.
- (3) The applicant can prove the fulfilment of habilitation requirements by:
- a*) His or her scientific (creative) performance:
 - aa*) a thesis booklet of at least 120 000 characters, summarizing the main achievements of his or her literary work since attaining the scientific degree, but at least five years; or
 - ab*) by submitting a single work of not more than two years and with a list of publications and references;
 - b*) his or her scientific expertise:
 - ba*) a public (scientific / professional) discussion in the presence of the Habilitation Jury (hereinafter referred to as the Jury) requested by the UDHC, and
 - bb*) the higher education textbook, note, teaching aids, professional books he or she has written, and
 - bc*) by developing the curriculum and syllabus of the subject he or she has prepared;
 - c*) his or her teaching and lecturing skills by:
 - ca*) a public lecture in Hungarian or in the case of a foreign language procedure, in the language of the case, held in the presence of the Jury and the students of the University (habilitation presentation), equivalent to a class;
 - cb*) part of which (at least 15 minutes) shall be conducted in a foreign language (other than the applicant's mother tongue) accepted by the UDHC.
- (4) In the case of a doctorate obtained abroad, the doctoral degree should be naturalized as per Rec. Act.
- (5) For foreign applicants:
- a*) "domestic and foreign higher education institution, scientific and professional event, community, public life" shall mean the higher education institution, scientific and professional event, community and public life of the applicant country or any other country;
 - b*) "foreign undergraduate, master, and doctorate and postgraduate programmes" shall mean education equivalent to the domestic undergraduate, master, and doctorate or postgraduate programmes;
 - c*) "MTMT database" shall mean a public, controlled publication database. The decisive nature of the journal is judged individually.

CHAPTER IX

BODIES PARTICIPATING IN THE HABILITATION PROCEDURE

The Habilitation Jury Section 67

Article 23 (3) of the Decree: The Habilitation committee shall set up a jury to evaluate the habilitation theses and, if submitted, the habilitation dissertation, the public disputation and the presentation. The rules set out in Article 22 (2) shall apply mutatis mutandis to the selection of the members of the jury. Only a university professor or Professor Emeritus can chair the jury.

- (1) To conduct the habilitation procedure and prepare the committee decision, the UDHC calls on the Jury. The Jury shall be composed of five members, one chair, two opponents and two other members, one of whom shall act as secretary, and two alternates. The jury members and their alternates are university lecturers, and in exceptional cases two may be habilitated associate professors, with one of the opponents being a university lecturer.
- (2) The jury is chaired by a full-time university lecturer employed by the University, researcher or professor emeritus in the discipline of the applicant. One opponent, one member and one alternate person has not to be employed by the University.
- (3) The chair and members of the UDHC may also be invited to the Jury.
- (4) The chair of the UDHC may request additional experts (domestic or foreign) to the habilitation procedure, either by his or her own decision or on the initiative of the Jury. The external experts so invited shall communicate their views to the Chair of the Jury.
- (5) Tasks of the Jury:
 - a) assessing the applicant's scientific (creative) performance on the basis of the habilitation application and making a proposal to open the public procedure or to reject the application;
 - b) assessment of the applicant's teaching and lecturing skills on the basis of the habilitation presentation;
 - c) assessing the applicant's scientific expertise on the basis of the public debate and deciding whether or not to continue the procedure;
 - d) at the end of the habilitation procedure, make a proposal for the award of the habilitated doctor title or reject the application.
- (6) The Jury shall have a quorum if its chair, secretary and two other members are present - at least one of the opponents in the assessment of a habilitation application. The Chair of the Jury may, in the event of a member being prevented from attending, replace a member by an alternate.
- (7) In duly justified cases, where the quorum of the Jury cannot be met twice in succession as per the provisions of paragraph (6), the chair may arrange for the meeting to be held by electronic means of communication. In determining the quorum for the meeting so held, the provisions of paragraph 6 shall apply mutatis mutandis.

Tasks of the Office of Scientific Affairs on habilitation procedures Section 68

- (1) Administrative support for habilitation procedures is provided by OSA. The secretary of the UDHC is the head of OSA.

(2) The secretary of the UDHC participates in the preparation of the meetings, ensures the preparation of the minutes of the meeting, the drafting, recording and execution of the decisions.

(3) Tasks of the OSA:

- a) collecting and preserving the documents of the habilitation procedure for the UDHC;
- b) keeping a doctor's register on habilitation procedures and habilitated doctorates;
- c) keeping records of decisions;
- d) receiving habilitation applications, verifying their completeness and returning them to the applicant for putting in order if necessary;
- e) keeping a copy of the habilitation applications and procedural documents;
- f) transmission of requests for habilitation during the habilitation procedure to the chair of the UDHC, the submitter, the chair and members of the jury and the experts called upon in accordance with Section 67 (4);
- g) informing applicants of decisions made during the habilitation procedure;
- h) informing those concerned about the place and time of the habilitation presentation and public disputation;
- i) publishing information on habilitation presentations, public disputations and habilitation doctoral awards;
- j) updating the habilitation information on the university website.

CHAPTER X THE HABILITATION PROCEDURE

Article 22 (5) of the Decree: The habilitation procedure consists of the following parts:

- (a) habilitation examination, which shall examine whether the conditions laid down in Article 21 (2) have been met,***
- b) evaluation of habilitation theses,***
- c) habilitation presentation in Hungarian and foreign language - and its evaluation as per Article 108 7 of NHE Act,***
- (d) public disputation and its evaluation.***

Application for habilitation Section 69

Article 21 (3) of the Decree: The application for the habilitation shall be accompanied by a summary of the results of the scientific, technical or artistic work carried out since obtaining the doctoral degree. The habilitation committee may also require the submission of a habilitation thesis. The results of the selected works should be presented in a single, self-explanatory system. The new findings must be itemized in a format customary to scientific theses, with selected scientific publications or works assigned to the thesis points.

(1) The habilitation procedure is initiated upon request. The application shall be submitted on the application form in Annex 13, together with its annexes, in six printed copies of the same content, in Hungarian or English, and electronically, addressed to the Chair of the UDHC, at the OSA.

(2) The application for habilitation must specify the discipline in which the applicant is applying for the title of habilitated doctor and the research area of the applicant within the discipline. The research area may be one of the research areas of the doctoral school in the discipline of habilitation.

(3) Annexes to the application for habilitation:

- a) a copy of the naturalization decision in the case of a diploma or doctoral degree obtained abroad (the OSA certifies the original document on copy 1 of the application);
- b) a copy of the diploma (s) of the master's or equivalent university degree, or, in the case of a master's degree obtained abroad, a certified translation (certified by the OSA based on the original document on copy 1 of the application);

- c) an extract from the penal register or, in the case of foreigners, an official certificate having the same content;
- d) detailed scientific professional biography;
- e) certification in a credible and identifiable manner of teaching duties in a domestic or foreign higher education institution as defined in Article 21 (2) (b) of the Decree;
- f) a thesis booklet summarizing the main scientific achievements achieved since the doctoral degree by research topic, or an independent work (assigning the related scientific publications and works to the thesis points);
- g) a list of publications and references uploaded and validated in the Library of Hungarian Scientific Works (MTMT), and available in a public publication database for foreign applicants;
- h) self-assessment of the fulfilment of the minimum habilitation requirements (in the form of a completed minimum requirements table) and evidence of fulfilment not included in other annexes to the application;
- i) one copy of the five higher education curricula, scientific publications and documentation considered significant or characteristic of the period after the acquisition of the degree;
- j) any request for a foreign language proceeding;
- k) any request for the award of a habilitated doctorate in a discipline other than a scientific degree, with giving detailed reasons;
- l) 3 suggestions each for the subject of habilitation presentation and public disputation (indicating the faculty and subject of the University and the head of the department responsible for the education of the presentation confirming the existence of terms of the presentation; in the case of a public disputation, relating to the theses formulated in the thesis booklet);
- m) a proof of payment of the application fee or a statement to the effect that the University has accepted all or part of the application and procedural fees.

(4) The fee for the habilitation procedure specified in the special rector's instruction shall be paid to the account of the University within 30 days after the UDHC decision on the commencement of the procedure.

(5) The University may accept, upon request, all or part of the application and procedure fees to be paid by its own teaching and research staff. Prior to applying for the habilitation procedure, the applicant may submit an application for payment exemption to the Deputy Rector for Research, addressed to the Rector. The University's statement of commitment (which includes its degree) is part of the documentation of the habilitation procedure.

Initiation of the habilitation procedure

Section 70

(1) The submitted habilitation application is forwarded to the president of the UDHC, after completing the OSA form and completeness check. The incomplete application will be returned to the applicant for rectification. The application may be resubmitted at any time after the deficiency has been completed.

(2) The first copy of the habilitation application is kept by the OSA with a registration number, the other copies are available to the participants in the procedure.

(3) In the case of habilitation in a discipline other than the discipline of the doctoral degree, the head of the doctoral school competent according to the discipline of habilitation shall comment on the relevance of the applicant's activity before applying for the habilitation. In the case of a doctoral school core member, the discipline relevance is considered to be proven.

(4) At the request of the chair of the UDHC, a specialist member of the jury (referant) will study the application, evaluate it in accordance with the minimum requirements, and make a proposal in writing

for further procedure and the composition of the official reviewers and the jury. The submitter may request additional clarifying information from the applicant through the OSA for evaluation, which should be included in the documentation kept by the OSA.

(5) On the basis of the suggestion of the author, the next meeting of the UDHC shall decide by secret ballot to initiate the procedure or to reject the application. In the event of a positive decision, the chairman of the UDHC shall ask the members of the Jury in writing for carrying out the habilitation procedure. Reasons shall be given for any negative decision.

(6) In the case of a Hungarian applicant, a foreign language procedure may be permitted in justified cases, primarily in English. In the case of foreign applicants, the English-language procedure is primarily supported. The language of the foreign language part of the procedure and of the habilitation procedure will be allowed if a jury with appropriate language skills can be formed for it.

Habitus examination, evaluation of habilitation theses (creation)

Section 71

- (1) During the habitus examination:
 - a) each member of the Jury shall examine the complete application submitted for the habilitation application;
 - b) the two judges will make a detailed review of the application (the rejection proposal must be fully justified);
 - c) if one of the reviews is negative, the UDHC shall invite a third opponent;
 - d) if the third review is negative, the application must be rejected.
- (2) In case of two positive reviews, the Jury shall:
 - a) within 60 days of the date of the invitation, evaluate the applicant's teaching, research, professional, and scientific and professional life in a jury meeting and its consistency with the discipline of habilitation;
 - b) make a proposal in writing, by secret ballot, on the basis of a whole score (1-5), to open the public part of the procedure or to reject the application;
 - c) recommend that the habilitation procedure be continued if the sum of the points received reaches 70% of the total score;
 - d) proposes a habilitation presentation and a public disputation theme from the topics selected by the applicant.
- (3) The Jury must make a proposal to reject the habilitation application if there are two rejections, or if the applicant does not meet the habilitation requirements on the basis of the submitted documents, or if the applicant's scientific activity is not in line with the discipline indicated in the application. The Jury must give detailed reasons for its rejection in writing.

Opening the public part of the procedure

Section 72

- (1) On the basis of the written and oral proposal of the Jury, the UDHC shall decide by a secret ballot at its next meeting whether to open the public part of the procedure or to reject the application. Reasons shall be given for any negative decision. The rejection decision closes the habilitation procedure and its reasoning is public.
- (2) The secretary of the UDHC shall, within a period of 5 working days, notify the applicant of the opening of the public part of the procedure or of the rejection of the application, as decided by the jury.
- (3) If the application is rejected, another procedure may be initiated in the same discipline within two years at most once.

(4) Applicants may withdraw their application before the announcement of the public part of the procedure. A withdrawn application shall not be considered as a rejected application for the purposes of the limitations set out in paragraph 3, but a further application for a habilitation may not be made before one year has elapsed.

(5) If the public part of the habilitation procedure is initiated, the place and time of the habilitation presentation and the public disputation shall be determined by the chair of the UDHC in consultation with the Jury chair, the applicant and the head of the organizational unit providing the conditions of the habilitation presentation, 30 days after the date of the decision to initiate the procedure.

(6) The dates of the habilitation presentation and the public disputation may be set to one day, but at least one hour should be allowed between the two sections if the applicant so requests. The OSA will send notice of the dates to the stakeholders and publish them on the website of the University and of the National Doctoral Council. Members of the UDHC must be personally invited for the habilitation presentation and public disputation.

The habilitation presentation

Section 73

(1) A habilitation presentation is a part of the curriculum of a subject already taught by the candidate for a habilitated doctorate or to be taught in the future.

(2) The habilitation presentation must be organized in such a way that it can be implemented in the framework of one of the classes in the curriculum of the University in accordance with the discipline of the applicant, before its students.

(3) Students enrolling in the course and attending the habilitation presentation attested by an attendance sheet will individually assess the applicant's lecturing ability and ability to communicate in a foreign language by scoring (1-5). The average score of student scores shall be taken into account in the evaluation of the applicant's ability to perform and to communicate in a foreign language under Section 74 (5) as one extra vote.

The public disputation

Section 74

(1) Applicants shall demonstrate their broad and up-to-date scientific (professional) knowledge of the habilitation requirements in the field of the chosen discipline through public disputation in the presence of the Jury.

(2) The public disputation shall be chaired by the Chair of the Jury. The disputation shall be conducted in the light of the theses submitted by the applicant, with a maximum of 30 minutes for the keynote presentation and a maximum of 2 hours for the duration of the disputation.

(3) The keynote presentation must be performed in a completely free presentation (one cannot read a pre-written lecture). The keynote speech should also be summarized in a foreign language chosen for the habilitation presentation in no more than 15 minutes. The foreign summary cannot be completed by reading a pre-written lecture.

(4) During the discussion, the applicant first puts forward his or her thesis, then questions are presented by members of the jury and the UDHC, and then all participants in the debate are entitled to ask questions related to the theses on which the public debate is based. The applicant answers the questions without preparation time. If the author of the question disagrees with the answer, he or she is entitled to express his or her opinion in a one-time response.

(5) After closing the public disputation, the jury will evaluate in a closed session the candidate's teaching and lecturing ability (based on the habilitation presentation) as well as his or her scientific knowledge (based on the public disputation), and assesses the lecturing ability, specifically regarding foreign language transfer ability, and scientific knowledge each by scoring (1-5). Evaluations will be considered satisfactory if the sum of the scores obtained for lecturer ability, foreign language skills and scientific knowledge each 70% of the total score for each sub-field has been reached.

(6) If, in the jury's opinion, a candidate fails to qualify for a habilitation doctorate because of the failure of a partial evaluation, the applicant should be given the opportunity to repeat the public part of the habilitation procedure once, at the earliest after a period of one year but no later than within two years. If the public part is repeated, the applicant is required to give a new habilitation presentation on a new topic. If the second attempt is unsuccessful, the Jury shall recommend to the UDHC that the application be rejected and that the proceeding be terminated.

Award of the Habilitated Doctor **Section 75**

Article 24 (3) of the Decree: The provisions of Article 17 shall also apply in the habilitation procedure.

(4) The habilitation procedure shall be completed within one year of the submission of the application.

(1) After conducting the public part of the habilitation procedure, the Jury shall, at the UDHC meeting convened within 60 days, make a written and oral proposal for the award of the habilitated doctor or the rejection of the application.

(2) The Jury's proposal is based on:

- a) the application file submitted (habitus examination);
 - b) lecturer ability (habilitation presentation);
 - c) foreign language knowledge transfer skills (habilitation presentation), and
 - d) the public disputation,
- in a cumulative assessment (by a scoring system).

(3) The award of the habilitated doctor title is recommended if the candidate scores 70% or more of the total score in each of the assessed areas during the procedure.

(4) The awarding of the title of habilitated doctor is decided by the UDHC by secret ballot. Reasons shall be given for any negative decision. The applicant shall be notified of the decision in writing by the secretary of the UDHC within 5 working days.

(5) The habilitation procedure shall be completed within one year of the submission of the application. The duration of the habilitation procedure does not include the possible repetition of parts of the procedure, the time elapsed between the request for rectification and its completion requested by the submitter as per in Section 70 (4), and the procedural break as determined in Section 82 (3).

Revocation of the habilitated doctor title **Section 76**

Article 24 (2) of the Decree: The title of habilitated doctor may be revoked on the basis of a decision of the habilitation committee if it is established that the conditions for the award of the title have not been met.

The title of habilitated doctor may be revoked on the basis of the decision of the UDHC if it is found that the conditions for the award of the title have not been fulfilled or if the holder of the title has become unfair for it, in particular if the practice has been definitively prohibited by court or due to being sentenced to imprisonment because of an intentional crime.

**Legal remedy
Section 77**

Article 25 of the Decree: The detailed rules for habilitation and remedies are contained in the Habilitation Regulations of the higher education institution. ...

- (1) During the habilitation procedure, the applicant for habilitation may lodge an appeal with the Rector against the decision of the UDHC in the event of a violation of law or of the provisions of these Regulations within fifteen days of receipt of the decision containing the decision.
- (2) The appeal must be dealt with within thirty days of its submission. As a result of the appeal, the Rector shall revoke the decision of the UDHC and order the UDHC to re-open the application or reject the appeal. In the event of a new procedure, the UDHC is bound by the criteria set out in the decision of the Rector.
- (3) The decision of the Rector shall be notified to the person concerned and the chair of the UDHC. Delivery is provided by OSA.

CHAPTER XI

HABILITATION DIPLOMA, RIGHTS AND OBLIGATIONS

**The Habilitation Diploma
Section 78**

Article 24 (1) of the Decree: On the basis of the report of the jury, the higher education institution shall issue a habilitation diploma (decretum habilitationis) indicating the discipline area, including the discipline and branch of art, on the basis of the decision of the habilitation jury, and it shall at the same time inform the Office.

- (1) After the successful completion of the habilitation procedure, OSA will issue a diploma (*decretum habilitationis*) in Hungarian and English (or in Hungarian and Latin) indicating the discipline area and the name of the discipline in accordance with the decision of the UDHC registered in the doctor's registry and it shall at the same time inform the Office. In the case of a foreign language procedure, the rector of the University shall issue a diploma in the language of the procedure and in Hungarian. The Hungarian version of the diploma is contained in Annex 15. At the applicant's request (for a fee), the diploma may be issued in another foreign language (s) if the candidate requests so in writing at the OSA at the latest by the time the candidate is awarded the habilitation doctorate. The issued habilitation diploma is registered by OSA in the doctor's register.
- (2) The rector of the University hands over the diploma of the Habilitated Doctor at a solemn meeting of the Senate. Applicants take an oath at the solemn meeting (non-Hungarian citizens with content relating to their own country instead of Hungary). The text of the oath is contained in Annex 16.

**Rights and Obligations of the Habilitated Doctor
Section 79**

- (1) Habilitated Doctors:
 - a) may use "dr. habil. "(habilitated doctor) before their name;
 - b) may exercise the right to publish a lecture (*venia legendi*) in the discipline in which they received the title of habilitated doctor.
- (2) Habilitated Doctors shall:

- a) publish lectures (optional subjects) on a regular basis until the termination of their employment at the University;
- b) continuously improve their curriculum and participate in curriculum development;
- c) upon request, participate in the final examination and final examination committee, as well as in doctoral (PhD) and habilitation procedures;
- d) observe the rules and ethical norms of the University.

PART FOUR

MISCELLANEOUS AND CLOSING PROVISIONS

Section 80

- (1) In matters not regulated by the Regulation, the provisions of the NHE Act., the Decree and the university regulations concerning students and doctoral studies and the habilitation procedure shall be applied accordingly.
- (2) Doctoral student data is handled as provided in the NHE Act. The Regulations were accepted by the Senate decision .../2019. (...).
- (3) The Regulations shall enter into force on July 1, 2019, with the exception of the provisions of this section, first to be applied for doctoral students establishing student status in the first semester of the 2019/2020, habilitation procedures or repeated habilitation procedures submitted after July 1, 2019.
- (4) The Doctoral Regulation 123/2016. (IX. 2), which entered into force on November 5, 2016, shall be repealed from the date of entry into force of these Regulations.
- (5) A doctoral student, doctoral candidate whose PhD or PhD candidate status was established before July 1, 2019 shall be subject to the provisions of the Doctoral Regulations in effect at the date of the establishment of the legal relationship, with the tasks and scope of the organisational units and bodies participating in the doctoral procedure governed by the provisions entering into force on 1 July 2019.
- (6) For PhD students and PhD candidates who have established their PhD and PhD candidate status prior to the first semester of the 2016/2017 academic year, and are subject to a doctoral examination, Section 14 of the Doctoral Regulation, which entered into force on February 1, 2016, - shall prevail for the composition of the doctoral examination jury, except that the members of the jury do not have to meet the conditions for core membership. The DCD is entitled to decide on the approval of the subjects of the doctoral examination and the appointment of the examination jury.

Section 81

- (1) The Habilitation Regulation No. 116/2013. (VII. 10.) of the Senate, which entered into force on 1 August 2013, shall cease to apply at the same time as these Regulations enter into force.
- (2) For habilitation applications filed before July 1, 2019, the provisions of the Habilitation Regulations in force at the time of filing shall apply, with the body acting in place of the Habilitation Committee of the University being the UDHC.
- (3) The composition of the UDHC and its possible changes are published by OSA on the University website.
- (4) DS SERs must be submitted to the Senate by August 31, 2019. Following the decision of the Senate and the approval of the Managing Body, the DS SERs are annexed to these Regulations.

Section 82

- (1) The minimum requirements for habilitation shall be established by the UDHC after the entry into force of these Regulations and shall be reviewed by 31 December each year, in that until the approval of new minimum requirements, the minimum requirements adopted by the University Habilitation Committee by resolution 8/2019 (III. 18.) shall apply.
- (2) The Regulations, the minimum requirements for habilitation and the fees for habilitation procedures are published on the University's website in Hungarian and English.
- (3) Habilitation procedures are interrupted between July and August and between December 15 and January 5.
- (4) Expert costs under Section 67 (4) shall be borne by the management budget of the Scientific Deputy Rector. The remuneration of the expert shall be subject to the provisions of the relevant Rector's instruction.
- (5) Except for correction (misspelling, miscalculation), supplementation (lack of mandatory content required by law, university regulations), the Doctoral and Habilitation Council of the University shall not be entitled to accept on the agenda and discuss, revise, amend and repeal final (binding) decisions made by the University Habilitation Committee before the entry into force of these Regulations. In the event of such decisions, the Rector shall be entitled to proceed as provided in Section 76 of these Regulations, in which case there shall be no right of appeal within the University against a decision made in this capacity.
- (6) The rules of procedure of the UDHC shall be established at the first meeting of the UDHC after the entry into force of these Regulations.

ANNEXES

- No. 1: PhD Application Form (Sample)
- No. 2: Publication Score Table
- No. 3: Applying for the Complex Examination (Sample)
- No. 4: Minutes of the Complex Examination (Sample)
- No. 5: Applying for the Doctoral Degree Procedure (Sample)
- No. 6: Protocol of the Public Defence (Sample)
- No. 7: Doctoral Diploma (Sample)
- No. 8: Text of Doctoral Vow and Declaration
- No. 9: Honorary Doctorate Diploma (Sample)
- No. 10: Calculating a Public Debate Score
- No. 11: Calculating a Diploma Rating
- No. 12: Doctoral schools at the University
- No. 13: Habilitation Procedure Application Form (Sample)
- No. 14: Minutes of the Habilitation Procedure (Sample)
- No. 15: Sample of Habilitated Doctor's Diploma (Sample)
- No. 16: Text of a Habilitation Vow

National University of Public Service

Institution Identification Number: FI 99859

**APPLICATION FORM
FOR DOCTORAL (PHD) PROGRAMMES**

1. Personal data

Name:
 Military rank: (Birth name):
 Mother's birth name:.....
 Place of birth: month day year 19.. ..
 ID Card No:
 Nationality:
 Permanent address and phone number:

 Mailing address, telephone number and e-mail address:

 Place of employment (place of service), (service telephone number):

 Position:

2. Education, scientific activity

University degree (specialization):
 Diploma issuing institution:
 Number of diploma:
 Time of issue:
 Knowledge of languages:

Language:	Level of knowledge:	Certificate number, date:
.....
.....
.....
.....

Numerical data from previous scientific activities *1

NCSS thesis:
 Scientific Communication
 Conference Presentation:
 Other:.....

3. Applied programmes (preparation):**

- (a) organized full-time (day) programmes: scholarship / self-financed;
 (b) organized part-time (correspondence) programmes;
 (c) individual programmes;
 d) Individual preparation.

* Applicants must enclose the scientific and publication activities to date (subject, place and date of publication, place of invention, extent) and their special prints as a separate attachment.

** Please underline the chosen one!

4. Name of the doctoral school to which the applicant is applying:**

Doctoral School of Military Sciences
Doctoral School of Military Engineering

Doctoral School of Public Administration
Doctoral School of Law Enforcement

5. Applied programmes research area:***

.....

6. Announced research topic being applying for:***

.....

7. Title of the dissertation selected and planned for the research topic:

.....
.....

8. Other information:

.....

In the light of my criminal responsibility, I declare that the above information is accurate and acknowledge that I am suffering the consequences of any disclosure of false information.

Done at:, .. monthday, 20.... year

.....
(signature of the applicant)

9. Opinion on ensuring the material conditions of the programmes and the acceptance of the unannounced subject of the person in individual preparation:

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

Done at:, .. monthday, 20.... year

.....
(signature of head of department / head of
research unit)

10. Assessment of the candidate's choice of topic:

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

Done at:, .. monthday, 20.... year

.....
(Signature of the head of research)

.....
(Signature of the supervisor)

11. In the case of an internal or sectoral applicant, the opinion and suggestion of the employer or the commander in charge:

.....
.....

Done at:, .. monthday, 20.... year

.....
*** Indexed with the serial number as per the Selection Information Leaflet!

.....
(Signature of head / supervisor)

12. Applicant's note:

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

Done at:, .. monthday, 20.... year

.....
(signature of the applicant)

13. Submission of the proposer: *

.....
.....

Done at:, .. monthday, 20.... year

.....
(Signature of the proposer)

** Proposer: For HM and MH subordinate applicants for government scholarship programmes, the HM and MH Scientific Working Group. In the case of other internal or sectoral applicants, the head of the body permitting enrolment.*

14. Result of the selection interview:

- a) habitus: points
- b) foreign language skills: points
- c) previous scientific activity: points

Total: points

15. Summary opinion of the Selection Committee:

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

16. The Commission's proposal:

suggests / conditionally suggests / does not recommend

Done at:, .. monthday, 20.... year

.....
(Signature of the Chair of the Selection Committee)

17. Decision of the Doctoral Council of the Discipline:

- a) Has been admitted for programmes
- (b) Has not been admitted: because of lack of places

..... Failed

Done at:, .. monthday, 20.... year

.....
(President of the Doctoral Council of the
Discipline)

Annexes

1. For graduate students, a copy of the lesson book (s), for those with graduate title, a copy of the diploma (s) of the master's or equivalent university degree, or, in the case of a master's degree obtained abroad, a certified translation; In case of a student, confirmation of the previous academic achievements, recommendation of the Scientific Student Council. (The presentation of original documents are required.)
2. Copy of the language certificate (s). (state level c intermediate state level examination - intermediate level (b2 level) general language examination, complex, or equivalent.) (the presentation of original documents are required.)
3. Official certificate of not less than three months' criminal record or equivalent in the case of foreigners.
4. Proof of payment of the admission fee.
5. Formal declaration of commitment for doctoral studies (can also be done under section 8 of the Application Form)
6. Professional Curriculum vitae.
7. Research topic plan published by the supervisor or agreed with the supervisor and proposed for adoption by the Doctoral Council of the Discipline, in up to five pages.
8. In the case of an internal or sectoral applicant, the opinion and suggestion of the competent employer or supervisor for participation in the programmes.
9. In the case of placements at a national scientific student conference, their diplomas or copies of the diploma, in the case of scientific publications their list and their special copies (photocopies).

PUBLICATION SCORE TABLE

Publication type	Participati on rate (%)	Points
I. PEER-REVIEWED BOOKS, COMPETITION, NOTE (ALSO ONLINE)		
Book (8 points)		
Book Chapter (4 points)		
Edited book article, university note (3 points)		
Material accepted for international or national scientific competition (study) (2 points)		
II. PEER-REVIEWED PROFESSIONAL JOURNAL ARTICLES (ALSO ONLINE)		
In a foreign language journal (6 points)		
In a foreign language journal appearing in Hungary (4 points)		
In a Hungarian-language (MTA category A, B, C, D) renowned periodical (2 points)		
II. NON PEER-REVIEWED PROFESSIONAL JOURNAL ARTICLES (ALSO ONLINE)		
In a foreign language journal (3 points)		
Foreign language article published in a Hungarian journal (2 points)		
Article in Hungarian (1 point)		
IV. PRESENTATION IN AN INTERNATIONAL PROFESSIONAL CONFERENCE MATERIAL (ONLINE, HUNGARIAN AND IN OTHER COUNTRIES AS WELL)		
Peer-reviewed presentation in foreign language (4 points)		
Non-peer reviewed foreign language presentation (3 points)		
Written reference (1 point)		
Foreign language abstract (2 points)		
V. PUBLISHED IN A HUNGARIAN PROFESSIONAL CONFERENCE MATERIAL (ALSO ONLINE)		
Foreign language presentation (2 points)		
Presentation in Hungarian (1 points)		
Foreign language abstract (1 points)		
Extract in Hungarian (0,5 points)		
VI. OTHER SCIENTIFIC ACTIVITIES		
Foreign patent (6 points)		
Creation, patent-based industrial production (4 points)		
Patent granted in Hungary (3 points)		
Study * (1 point)		

* Only during the application or programme period.

SUPPLEMENT TO THE PUBLICATION SCORE TABLE² SCOPE OF SCIENTIFIC PUBLICATIONS ADOPTED

When applying for the degree process, we take into consideration the publication of printed and / or electronic publications (journals³, university / college textbooks, university, college notes, technical books, scholarly monographs, book excerpts, translations from ancient classics, conference abstract and extracts, etc.) which:

- a) present the own research results of the author (in the case of a book he / she also refers to them in detail);
- b) contain precise literature references;
- c) have an ISBN or ISSN number;
- d) are peer-reviewed;⁴
- e) are published in a professional publication or as a publication, and this publication
 - (ea) is at an internationally or at least nationally listed publisher⁵;
 - (eb) in a foreign languages widely spoken by professionals;
 - (ec) found and accessible in major public libraries;
 - ed) can be ordered or purchased.
- f) is a short (one-page) abstract or abstract in conference material or on a poster:

We take into consideration the completed technical work, the accepted domestic and foreign patents as publications; as a reference, documented implementation of the patent, industrial serial production.

The following are not taken into account when applying for the degree procedure:

- writing in a daily newspaper or a non-professional weekly (even if the topic is professional);
- a work published in own edition (if it has not been revised in language or professional terms);
- handout, sample library, compilation, editing, text management, etc.;
- (book) translation, except translation of the ancient classics with word processing;
- review (book review) or critique (except for lengthy art analysis);
- research report drawn up in the framework of a tender or on request;
- thesis, diploma work, dissertation (dr.univ., CSc);
- other manuscript-like dissertations, writing;
- science promotional writing (e.g. in *Life and Science*);
- non-research interviews (either as a reporter or interviewee).

² Based on the Decision MAB 2016/6 / V / 1. on the Application Form for a Doctoral School and the Update of the Data of a Functioning Doctoral School

³ Periodicals: a publication published periodically, typically at least four times a year, but in any case at least twice a year, articles with volumes for the periodical in question.

⁴ Peer reviewed, refereed publication: The work has been reviewed by independent reviewer (s) before publication. Accepting a conference presentation based on an excerpt and publishing it in a conference publication does NOT imply revision.

⁵ Domestic publication with an international appearance: a publication that has been published in an official regular (subscription), larger edition, internationally distributed publication.

National University of Public Service

Institution Identification Number: FI 99859

APPLYING FOR THE COMPLEX EXAMINATION**1. Personal data**

Name:
 Degree: (maiden name):
 Mother's birth name:
 Place of birth: year 19.. ... month day
 ID Card No:
 Nationality:
 Permanent address and phone number:

 Mailing address, telephone number and e-mail address:

 Place of employment (place of service), (service telephone number):

 Position:

2. Qualification:

University degree (specialization):
 Institution issuing the diploma:
 Number of diploma:
 Time of issue:
 Knowledge of languages:

Language	Level of knowledge:	Certificate number, date:
.....
.....

3. Doctoral programmes:

Form:* (a) organized full-time (day) programmes: scholarship / self-financed;
 (b) organized part-time (correspondence) programmes;
 (c) individual programmes;
 d) Individual preparation.

Doctoral school:*

Doctoral School of Military Sciences
 Doctoral School of Military Engineering

Doctoral School of Public Administration
 Doctoral School of Law Enforcement

* Please underline what is applicable.

Discipline area/discipline:
 Research area:

4. Numerical data of previous scientific activities (according to the score table, pieces / points):

Book, competition, note: Peer-reviewed journal article:
 Non-peer-reviewed journal article:
 Presentation in an international conference material in foreign language:
 Hungarian conference publication..

Other scientific activities

In the light of my criminal responsibility, I declare that the above information is accurate and acknowledge that I am suffering the consequences of any disclosure of false information.

Done at:, .. monthday, 20.... year

.....
(Signature of the applicant)

To be completed by the Doctoral School

The Doctoral Council of the Discipline has accepted the application:

Done at:, .. monthday, 20.... year

National University of Public Service
Institution Id Number: FI 99859

Student ID:
Record Number:

PROTOCOL ON COMPLEX EXAMINATION

1. Personal data

Name:
 Military rank:..... Name at birth:
 Mother's birth name:
 Place and date of birth:, month day year
 Nationality:

University degree:
 Discipline area/discipline:
 Supervisor's name and academic degrees:.....

2. Date of complex examination:

3. Subjects and topics of the complex examination:

First subject / subject area:
 Second subject / subject area:

4. Questions asked and answers:

First subject / subject area:

Second subject / subject area:

Dissertation section:

5. Evaluation:

Description	Subjects			Total score	Total points available	Average points received (%)
	S. 1	S. 2	Diss.			
Jury Chair					15	
Jury Member					15	
Jury Member					15	
Total points earned by parts					–	
Total points available for each	15	15	15	–	45	

Passed (60-100% of points available)

Failed (0-59% of points available)

(The result achieved should be underlined!)

Done at Budapest, .. monthday, 20.... year

Jury Member

Jury Member

Jury Chair

National University of Public Service

Institution Identification Number: FI 99859

APPLYING FOR A DOCTORAL DEGREE PROCEDURE**1. Personal data**

Name:
 Degree: (maiden name):
 Mother's birth name:
 Place of birth: year 19.. ... month day
 ID Card No:
 Nationality:
 Permanent address and phone number:

 Mailing address, telephone number and e-mail address:

 Place of employment (place of service), (service telephone number):

 Position:

2. Qualification:

University degree (specialization):
 Institution issuing the diploma:
 Number of diploma:
 Time of issue:
 Knowledge of languages:

Language	Degree	Certificate number, date:
.....
.....

3. Doctoral programmes:

Form:* (a) organized full-time (day) programmes: scholarship / self-financed;
 (b) organized part-time (correspondence) programmes;
 (c) individual programmes;
 d) Individual preparation.

Doctoral school issuing the absolutorium (research area):

 Date of issue of the absolutorium:

* Please underline what is applicable.

4. Doctoral Procedure:

Discipline area/discipline:
 Research area:

5. Title of the dissertation:

6. Numerical data of the scientific activity to date (according to the score table):

Book, competition, note: Peer-reviewed journal article:
Non-peer-reviewed journal article:.....
Presentation in an international conference material in foreign language:.....
Material published in Hungarian conference proceedings:
Other scientific activities:

7. Declaration by the applicant:

I apply for a degree in accordance with Article 46 (1) of the Doctoral and Habilitation Regulations.

In the light of my criminal responsibility, I declare that the above information is accurate and acknowledge that I am suffering the consequences of any disclosure of false information.

Done at:, .. monthday, 20.... year

.....
(Signature of the applicant)

To be completed by the Doctoral School

The Doctoral Council of the Discipline has accepted the application:

Done at: Budapest .. monthday, 20.... year

	ANNEXES	State
1.	Application form	
2.	Proof of payment of the procedure fee (or approved exemption request)	
3.	Absolutorium copy	
4.	Copy of university diploma or equivalent certificate (presentation of original document)	
5.	I. Copy of officially recognized language exam certificate (B2, C1 complex) (presentation of original document)	
6.	II. Copy of state recognized or equivalent language exam certificate (B1, B2, C1 complex) (presentation of original document)	
7.	Official certificate of not more than 3 months' official certificate / equivalent in the case of foreigners	
8.	Declaration	
9.	Workshop disputation protocol - 3 copies	
10.	Professional curriculum vitae as a written text	
11.	Publication Score Table	
12.	List of publications (detailed, MTMT) and publications, as well as co-authors' declarations and special prints	
13.	Author's thesis 9 copies in Hungarian; 10 copies in case of co-supervisor	
14.	Author's thesis 9 copies in Hungarian; 10 copies in case of co-supervisor	
15.	Thesis 8 copies	
16.	CD in one copy (containing the dissertation, Author's Guide (in Hungarian and English)	
17.	Submission for complex examination subjects / topics and committee, defence committee and opponents	
18.	Request for a foreign language diploma and proof of payment	
19.	Request for foreign language proceedings (if any)	
20.	Certificate issued by the Office of Scientific Affairs certifying that the doctoral thesis to be submitted has been examined for equivalences.	

National University of Public Service
Institution Id: FI 99859

Student ID:
Record Number:

PROTOCOL ON DOCTORAL DEFENCE

1. Personal data:

Name of the doctoral candidate:
 Military rank: Name at birth:
 Mother's birth name:
 Place and date of birth:, month day year
 Nationality:
 University degree:

2. Discipline area/discipline:

3. Form of doctoral programmes:

4. Supervisor's name and academic degrees:

5. Title of the dissertation, work:

genre: dissertation, work description

6. Place of public disputation:

Date:

language (if not Hungarian):

7. Members of the jury and their scientific grade:

Chair:
 Secretary:
 Members:

Opponents and their scientific grade:

.....

8. Issues or items contested in public debate (essence of questions, speeches):

.....

a) the names of the participants in the disputation:

.....
.....
.....
b) the essence of the answers of the person submitting the doctoral dissertation:

.....
.....
.....
9. Suggestions made by the opponents after the disputation is closed:

a/ recommends the award of scientific degree: (name)

.....-
.....-

b / recommends rejecting the application: (name)

.....-
.....-

10. Questions that arose after the public debate, in closed session of the jury, information that may have been requested from the applicant of the doctoral thesis and opponents in closed session, and the jury's position on the issues in question:

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

11. Summary of new scientific findings, content and methodological evaluation of the work, possible dissenting opinions, jury resolution on the issues discussed in the public disputation:

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

12. Result of secret ballot by opponents and jury:

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 points awarded by members

Maximum score available:, total points awarded:, meaning the % of points available

Qualification of doctoral dissertation:

Summa cum laude

Cum laude

Rite

Done at: Budapest monthday, 20.... year

Opponents and jury members:

.....
opponent

.....
opponent

.....
member of the jury

.....
member of the jury

.....
member of the jury

.....
chair of the jury

.....
secretary of the jury

Institution identification number: FI 99859

Serial number:....

.....

Doktori Oklevél

Pro Patria serviendo

*Mi, a Nemzeti Közszerológálati Egyetem Rektora és az Egyetemi Doktori és Habilitációs Tanács Elnöke
köszöntjük az olvasót!*

Egykoron, midőn a karok és rendek az ország védelmének ügyét tárgyalták, tanácskozásaikat nem csupán a jelen időre, hanem a jövőre is kiterjesztették, s hogy fiaik és utódaik nem csak erővel, hanem annál hathatósabban tudománnyal is szolgálhassák a nemzetet s a hazát, valamint tudjanak a hazáért, az ősi alkotmányért és a nemzetért harcolni, s mindezt a hazaszeretet vezesse, alapították az 1808-ban hozott VII-dik törvénnyel a Ludovika Akadémiát.

Őseink hagyományait követve, a 2011-ben hozott XXXVI. törvényével Hazánk Országgyűlése megalapította a Nemzeti Közszerológálati Egyetemet, hogy otthona és rendíthetetlen bástyája legyen a hadi, a rendészeti és a közigazgatási tudományok, s végső soron mindenféle államtudományok hazai és nemzetközi művelésének, a jövő tisztjei és tisztviselői nevelésének, kiképzésének, a mindehhez szükséges megannyi ismeret összegyűjtésének, és hogy ennek során mindazok számára, akik a legkiválóbbnak bizonyultak a tudományok művelésében, megadassék a lehetőség a tudásuk legmagasabb szintig való emelésére.

Eleink dicséretes elrendelése, hogy akik a tisztas tanulmányokra adták magukat mielőtt a közélet hasznára és a gyakorlatra fordulnak, műveltségük nekik kijáró tanúbizonyosságát törvényes módon kapják meg. Büszkeséggel és elismeréssel tudatjuk, hogy

.....

úrhölgy / úr

aki városában / nagyközségében / községében, az 19....-ik év havának napján született (anyja neve:), hitelt érdemlően tanúságot tett a műszaki tudományok / társadalomtudományok tudományterület hadtudományok / katonai műszaki tudományok / közigazgatás-tudományok / rendészettudományok tudományág magas színvonalú ismeretéről, azt új eredményekkel gazdagító művelésére és az önálló kutatómunkára való alkalmasságáról. Az előírt követelmények megléte felől kellően megvizsgálatván, a szigorú vizsgálat eredményének megfelelően tudományos teljesítményét summa cum laude / cum laude / rite minősítéssel bizonyította.

Mindezt őt a ránk ruházott hatalomnál fogva a
doktori (PhD) cím
használatára feljogosítottuk.

Ennek hiteléül ezt az oklevelet egyetemünk pecsétjével, valamint saját kezű aláírásunkkal megerősítettük és részére kiszolgáltattuk.

Kelt Budapesten, a 20 -ik év, havának napján

P.H.

<p>... az Egyetemi Doktori és Habilitációs Tanács elnöke</p>	<p>... a Nemzeti Közszerológálati Egyetem rektora</p>
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.....

Doctoral Diploma

Pro Patria serviendo

*We, Rector of the National University of Public Service and Chairman 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

Ms. / Mrs. / Mr.,

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 20..

L. S.

<p>...</p> <p><i>Chair of the University Doctoral and Habilitation Council</i></p>	<p>...</p> <p><i>Rector of the National University of Public Service</i></p>
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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

Frau / Herr

.....

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
Doktorin / Doktor 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) 20.. (Jahr)

L. S.

<p>...</p> <p><i>Vorsitzender des Doktorat- und Habilitationsrats der Universität</i></p>	<p>...</p> <p><i>Rektor der Nationalen Universität für Öffentlichen Dienst</i></p>
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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 Domina / Dominus

.....,

qui / quae in civitate die mensis anno MCM..... natus / nata est (nomen suae matris:.....), altiori gradu notitiae suae artium *militarium* (*hadtudományok*) / *technicarum* (*katonai műszaki tudományok*) / *rei publicae administrationis* (*közigazgatástudományok*) / *praesidiorum ordinum* (*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.

...	...
Praeses Concilii Academici Promotionum Doctorum	Rector Universitatem Nationalem Officii Publici

A DOKTORI FOGADALOM SZÖVEGE

Én fogadom, hogy tudásomat hazánk szolgálatába állítom.
Szakmai ismereteimet tudós elődeink példáján lelkesülve, tovább növelem.
Képességeimmel hozzájárulok a tudomány eredményeinek gazdagításához.
Munkámat úgy végzem, és olyan magatartást tanúsítok, hogy kivívjam embertársaim megbecsülését,
növeljem a doktori tudományos fokozatot adományozó Nemzeti Közzolgálati Egyetem tiszteletét és
tekintélyét.

DOCTORAL DECLARATION

I shall dedicate my knowledge to the service of our fatherland. Inspired by the
great example of our predecessors I shall further improve my professional knowledge. I shall apply my
abilities and skills to contribute to the enhancement of the achievements of science. I shall pursue my
work and display a conduct that would earn me 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.

Institution identification number:

FI 99859 Serial number:.....

Honorary Doctorate Diploma

We, the Rector of the National University of Public Service and the President of the University Doctoral and Habilitation Council, welcome the reader and hereby credibly inform that

..... Ms. / Mr.

who was born oncity / village in year. month. . . day of. .
.....in recognition of his or her work in development of * is declared

Honorary Doctor

and awarded the title

Doctor honoris causa

and the use of the abbreviation "Dr. hc".

In honour of this, we have stamped this Habilitated Doctor's Diploma with the seal of the National University of Public Service, and signed and handed over to him/her.

Done at: Budapest monthday, 20.... year
P.H.

.....
Chair of the University Doctoral and
Habilitation Council

.....
Rector of the National University of Public Service

** the title of merit*

CALCULATING THE EVALUATION OF A PUBLIC DISPUTATION

QUALIFICATION	IF THE JURY HAS					
	5 MEMBERS		6 MEMBERS		7 MEMBERS	
	POINTS RECEIVED		POINTS RECEIVED		POINTS RECEIVED	
	SCORE	%	SCORE	%	SCORE	%
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

CALCULATING THE DIPLOMA QUALIFICATION

A) Diploma qualification in the case of a 3-member complex examination committee and 7-member jury

	Defence - points	35	34	33	32	31	30	29	28	27	26	25	24	23	22	21
CE score	Percent	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

B) Diploma qualification in the case of a 3-member complex examination committee and 6-member jury

	Defence - points	30	29	28	27	26	25	24	23	22	21	20	19	18
CE score	Percent	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

**C) Diploma qualification in the case of a 3-member complex examination committee
and 5-member jury**

	Defence - points	25	24	23	22	21	20	19	18	17	16	15
CE score	Percent	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

Color Code	Diploma qualification
Blue	Summa cum laude
White	Cum laude
Yellow	Rite

DOCTORAL SCHOOLS AT THE UNIVERSITY

Name of the doctoral school	Discipline area	Discipline
Military Sciences Doctoral School	Social Sciences	Military Sciences
Doctoral School of Military Engineering	Engineering	Military engineering
Doctoral School of Public Administration	Social Sciences	Administration Sciences
Doctoral School of Law Enforcement	Social Sciences	Law Enforcement

APPLICATION FORM FOR HABILITATION PROCEDURE**1. Personal data**

- a) Name:
(Birth name):
- b) Mother's name:
- c) Place of birth: date:
- d) Identity card (ID) number:
- e) Nationality:
- f) Address and telephone number of permanent residence:
.....
- g) Postal address and telephone number:
- h) Email Address:
- i) Place of employment (place of service):
- j) Function:

2. Education, scientific activity

- a) University degree (specialization):
- b) Institution issuing the diploma:
- c) Number of diploma:
- d) Degree (discipline):
- e) Institution issuing the diploma:
- f) Number of diploma:
- g) Degree in teaching:
- h) Institution issuing the diploma:
- i) Number of diploma:

3. Discipline, field of research where habilitation is requested:

- a) Discipline:
- b) Research area:

4. Language of the foreign-language part of the lecture:

.....
.....

5. Declarations

I declare that I did not initiate a habilitation procedure in the marked discipline in another higher education institution and that I do not have a current habilitation procedure in the same discipline and that my application for habilitation was not rejected within 2 years.

I declare that I am not in the process of revoking my habilitation doctorate, nor was I revoked my habilitated doctoral title within 5 years.

I declare that the submitted habilitation theses or works are the results of my own independent work and the references in the literature are clear and complete.

6. Other information:

.....

Annexes:

- a) certified copy of the diploma of scientific degree;
- b) a copy of the diploma (s) of the master's or equivalent university degree, or, in the case of a master's degree obtained abroad, a certified translation;
- c) an extract from the penal register or, in the case of foreigners, an official certificate having the same content;
- d) detailed academic CV;
- e) credible certification of teaching assignments at a domestic or foreign higher education institution;
- f) a thesis booklet containing new scientific results or an independent work;
- g) publication and reference list;
- h) self-assessment and evidence of achievement of minimum habilitation requirements;
- i) one copy of five higher education curricula, scientific publications, documentation;
- j) a request for a foreign language procedure;
- k) application for habilitation in a discipline other than the scientific degree;
- l) three suggestions for habilitation lectures and public disputation topics each;
- m) a proof of payment of the application fee or a statement to the effect that the University has accepted all or part of the application and procedural fees.

Budapest, month day year

.....
Applicant's signature

Institution Identification Number: FI 99859

Record Number:

PROTOCOL OF THE HABILITATION PROCEDURE**1. Personal data**

- a) Name:
(Birth name):
- b) Mother's name:
- c) Place of birth: date:
- d) Identity card (ID) number:
- e) Nationality:.....
- f) Address and telephone number of permanent residence:
- g) Postal address and telephone number:
.....
- h) Email Address:
- i) Place of employment (place of service):
- j) Function:
- k) Discipline:
- l) Research area:

2. Decision to open the procedure:

- a) Decision of the University Doctoral and Habilitation Council: yes no votes:

initiation of the procedure / rejection of the application.

Jury:

Chair:

Opponents:

Members:

Diploma qualification in the case of a 3-member complex examination committee and 5-member jury

Expert (s):

- b) Justification:
.....
.....
.....
.....

Budapest, month day year

.....
Chair of the University Doctoral and
Habilitation Council

3. Result of the habitation examination:

- a) Evaluation of the Jury by secret ballot:
Available score:, points awarded:, % of points available.

b) Recommendation of the jury: opening of the public part / rejection of the application.

c) Justification:
.....
.....

Budapest, month day.....year

.....
Chair of the Jury

4. Decision to open the public part of the procedure:

a) Decision of the University Doctoral and Habilitation Council: yes no votes:
opening the public part / rejecting the application.

b) Justification:
.....
.....

Budapest, month day.....year

.....
Chair of the University Doctoral and
Habilitation Council

5. The public part of the procedure:

A) Habilitation presentation

- a) Place and time of the presentation:
.....
b) Subject of the presentation:
.....
c) Language of the presentation:
d) Language of the foreign-language part of the presentation:

Budapest, month day.....year

.....
Chair of the Jury

B) Public disputation

- a) Place and date of the disputation:.....
.....
b) Subject of the disputation:.....
.....
c) Questions asked by the jury:
.....
.....
d) Questions posed by participants:.....
.....
.....
e) On which issue did the scientific (professional) debate arise:
.....
.....

C) Evaluation of the public part

- a) Evaluation of the Jury (and participants) by secret ballot
 - on the ability to perform:
Available score:, points awarded:, % of points available.
 - ability to transfer knowledge in a foreign language:
Available score:, points awarded:, % of points available.
- b) Evaluation of the Jury by secret ballot on scientific knowledge:
Available score:, points awarded:, % of points available.
- c) Proposal of the Jury: award of the habilitated doctor title / suspension of proceedings
- d) Justification:

Budapest, month day year

.....
Chair of the Jury

D) Repeated public section

D1.) Habilitation presentation

- a) Place and time of the presentation:
- b) Subject of the presentation:
- c) Language of the presentation:
- d) Language of the foreign-language part of the presentation:

Budapest, month day year

.....
Chair of the Jury

D2.) Public disputation

- a) Place and date of the disputation:
- b) Subject of the disputation:
- c) Questions asked by the jury:
- d) Questions posed by participants:
- e) On which issue did the scientific (professional) debate arise:

D3.) Evaluation of the public part

- a) Evaluation of the Jury (and participants) by secret ballot
 - on the ability to perform:
Available score:, points awarded:, % of points available.
 - ability to transfer knowledge in a foreign language:
Available score:, points awarded:, % of points available.
- b) Evaluation of the Jury by secret ballot on scientific knowledge:

Available score:, points awarded:, % of points available.
c) Proposal of the Jury: award of the habilitated doctor title / suspension of proceedings
d) Justification:
.....
.....

Budapest, month day.....year

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Chair of the Jury

6. Award of the Habilitated Doctor title:

Decision of the University Doctoral and Habilitation Council: yes no votes:
award of the habilitated doctor title / rejection of the application.

Reasoning:.....
.....
.....

Budapest, month day.....year

.....
Chair of the University Doctoral and
Habilitation Council

Institution identification number: FI 99859

Serial number:....

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**HABILITATED DOCTOR TITLE
DIPLOMA**

We, the Rector and the
University Doctoral and Habilitation Council of the National University of Public Service
welcome the reader and hereby credibly inform that

.....
Doctor (PhD) / Candidate (CSc) Mister / Madam,

who was born in the town / village of in the monthday year 19 ,
and for whom has issued the Ph.D diploma number..... , after having
unquestionably demonstrated his teaching and lecturing abilities as defined by law and by the
applicable standards of the National University of Public Service, acting under the authorisation
conferred by the law, from this present day we shall award him/her the title

habilitated doctor
(dr. habil.)

and confer him/her with the right (venia legendi) to hold independent lectures (colleges) in the
discipline area discipline

In honour of this, we have stamped this Habilitated Doctor's Diploma with the seal of the
National University of Public Service, and signed and handed over to him/her.

Done at Budapest, on ... month on the day of the year

SEAL

.....
University Doctoral and Habilitation Council
Chair

.....
National University of Public Service
Rector

FOGADALOM

Én aki a Nemzeti Közsolgálati Egyetem habilitált doktorainak sorába lépek, fogadom, hogy hazámhoz, Magyarországhoz, annak Alaptörvényéhez és törvényeihez, az engem minősítő egyetemhez, szakmai és tudományos meggyőződésemmel hű leszek.

Rendszeres szakmai kapcsolatot tartok a Nemzeti Közsolgálati Egyetemmel, és erőm szerint kész vagyok közreműködni az oktatási és kutatási feladatok megoldásában. Arra törekszem, hogy tevékenységgemmel elősegítsem az egyetemi célkitűzések megvalósítását, munkámban és magánéletem során öregbítsem az engem habilitáló Nemzeti Közsolgálati Egyetem hírnevét.

Budapest,év.....hó.....nap

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Fogadalomtevő

.....

a Nemzeti Közsolgálati Egyetem
rektora

HABILITATION OATH

I swear, that entering the ranks of habilitated doctors of the National University of Public Service, I will be faithful to my homeland, to its basic law and legal system, to the university qualifying me, and to my professional and scientific conviction.

I will maintain a regular professional communication with the National University of Public Service and I will be ready to participate in its educational and research activities.

I will orientate my activities to foster the achievement of the objectives of the university and through my work and social life I will increase the reputation of the National University of Public Service, habilitating me.

Budapest, month day year

.....

Swearer

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National University of Public Service
rector