



NEMZETI
KÖZSZOLGÁLATI EGYETEM
A HAZA SZOLGÁLATÁBAN

KÖZIGAZGATÁS-TUDOMÁNYI DOKTORI ISKOLA

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**NATIONAL UNIVERSITY OF PUBLIC SERVICE
FACULTY OF PUBLIC ADMINISTRATION**

**DOCTORAL SCHOOL OF
PUBLIC ADMINISTRATION
OPERATING RULES**

2017

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I. Chapter

General provisions

1. §

(1) The Operational Rules of the Doctoral School of Public Administration of the National University of Public Service (hereinafter referred to as KDI or the Doctoral School) (hereinafter referred to as the MSZ) are based on Act CCIV of 2011 on National Higher Education; Act CXXXII of 2011 on the National University of Public Service, Public Administration, Law Enforcement and Military Higher Education; Act 387/2012 (XII.19.(accreditation evaluation criteria) and the Organisational and Operational Rules, Doctoral Regulations and Financial Regulations of the National University of Public Service.

(2) The Doctoral School of Public Administration of the National University of Public Service is an independent teaching and research unit of the National University of Public Service.

(3) The personal scope of the MSZ covers the heads of the School, the persons involved in the training, such as senior lecturers involved in doctoral training and degree acquisition, academic researchers, internal and external staff with academic degrees, doctoral students belonging to the School, individual trainees in matters concerning doctoral training and degree acquisition, and other bodies and persons named in the procedures. The scope of the Statutes covers doctoral training and doctoral studies.

(4) For matters and details not covered by the MSZ, the NKE Doctoral Regulations shall prevail.

2. §

(1) The name of the Doctoral School is Doctoral School of Public Administration (KDI)

(2) Place of operation: National University of Public Service, Faculty of Public Administration and Public Administration 1083 Budapest, Üllői út 82. (Education Centre 350.)

Telephone: 00 36 1 432 9000 / 20197

Postal address: 1441 Budapest, Pf. 60

(3) Year of creation: 2012.

Final accreditation date: 01.03.2013 MAB Decision

No: 2013/3/VIII/2/2/538

MAB code number: 217

(4) Foreign language terms:

English: Doctoral School of Public Administration Sciences

French: École Doctorale des Sciences Administratives

Német: Doktorschule für öffentliche Verwaltungs-Wissenschaften

Orosz: Докторская Школа Науки об государственного управление

(5) The Head of the Doctoral School is responsible for its management, while the Dean of the Faculty of Public Administration of the National University of Economics and Social Sciences is responsible for its legal supervision.

3. §

(1) On the basis of the preliminary opinion of the University Doctoral Council (hereinafter referred to as the EDT), the person proposed as the head of the KDI shall submit the application for the establishment of the KDI to the Senate for approval through the Rector.

(2) The Senate decides on the dissolution of the Doctoral School on the initiative of the EDT or the Rector. In the case of an initiative by the Rector, the Senate shall obtain the opinion of the EDT before making its decision.

(3) In matters falling within the competence of the Doctoral School, the Doctoral School Council (hereinafter: DIT) or the Head of the Doctoral School, taking into account the opinion of the DIT, shall decide in accordance with the relevant legislation.

(4) The Statute of the Doctoral School.

II. Chapter

Purpose and tasks of the Doctoral School

4. §

(1) The purpose of the Doctoral School is to plan, organise, manage and implement the training and preparation of doctoral students and individual candidates for the award of a doctorate (PhD) in the field of "public administration".

(2) The Doctoral School conducts doctoral training in close cooperation with the faculties, institutes and educational departments of the University, and in order to ensure the quality of its training and research activities, it also involves the academic staff of other universities, research institutes and public administration bodies in Hungary and abroad.

(3) The tasks of the Doctoral School:

- a) commenting on research topics proposed for publication by doctoral topic authors and supervisors and submitting them to the EDT for approval;
- b) preparing, organising and conducting admission interviews, notifying applicants of the date of admission; inviting and notifying admission committee members on the basis of the decision of the EDT;
- c) the development of the structure and documents for organised doctoral training;
- d) developing and publishing information materials on training;
- e) the personal registration of the student admitted to the doctoral programme for the first semester of study, and from the second semester of study onwards, the justified case-by-case registration of the student in the Neptun unified study system;
- f) managing, managing and recording the study affairs of doctoral students in the Neptun unified study system;
- g) issuing certificates (student status, transcripts/copies of electronic transcripts);
- h) financial and administrative tasks related to the teaching of doctoral studies;

- i) managing the preparation of the four-year individual study and research programmes and the half-yearly study and research plans, and keeping a copy of the plans;
- j) management of students, document collectors;
- k) collecting and accepting the "Information Data" produced by the students each semester, including the subject leaders' semester reports;
- l) preparing presentations for DIT and EDT meetings;
- m) coordinating and managing the activities of the research areas;
- n) preparing reports on the activities of the KDI;
- o) notifying the persons concerned of the DIT's decisions;
- p) updating the KDI website;
- q) organising the complex examination, announcing it, notifying participants, conducting the examination
- r) the issue of the Absolutórium;
- s) active participation in the doctoral candidate's degree procedures;
- t) organising scientific conferences.

(4) The KDI works with the Office of Scientific Affairs to carry out its tasks

5. §

(1) The Doctoral School decides:

- a) the KDI training programme and the curricula;
- b) the subjects and their credits;
- c) credits earned at another university or on a study trip (part of a course) abroad;
- d) about the credit transfer;
- e) on changes to the title of the doctoral thesis (draft), the last date of which may be the workshop discussion;
- f) on student deferment, academic, disciplinary and examination matters.

(2) The Doctoral School makes a proposal:

- a) approving the names of the authors, supervisors and teachers of the doctoral school;
- b) to accept doctoral research topics that have been approved by the DIT;
- c) admission to the different forms of doctoral training and the related doctoral topics;
- d) accepting the outcome of the workshop discussion of the draft PhD thesis and the application for the PhD degree;
- e) the composition of the committees for the complex examination;
- f) for the subjects of the complex exam;
- g) to accept requests for changes to the subject leader;
- h) to accept requests for changes to the research topic, based on the new draft topic;
- i) accept applications for the establishment of new research areas;
- j) to terminate the student's student status.

(7) The language of doctoral studies shall be Hungarian. For foreign students, the Doctoral School also organises courses in English, German, French and Russian.

III. Chapter

Organisation, management and bodies of the Doctoral School

Organisation of the Doctoral School

6. §

- (1) The training, research and related planning, management and coordination tasks of the KDI are carried out by senior lecturers with academic degrees working full-time in the university departments (institutes, departments, research groups) and by the coordinator employed by the TŰI.
- (2) Heads of the KDI: the Head of the KDI and his Deputy.
- (3) KDI senior staff: the KDI scientific secretary, the KDI coordinator
- (4) At KDI, training and research work is carried out in research areas. The Doctoral School is made up of seven research areas, headed by research area directors who oversee the training and research activities of doctoral students and individual trainees. A research area can be established if it has a sound scientific basis for its establishment, a well-developed programme of subjects, representatives (DSc, CSc, PhD), successful research topics and scientific publications, and topic leaders. The detailed description of the research areas of the Doctoral School is set out in the KDI Training Plan.
- (5) The research areas are:
 - a) History of state and public administration
 - b) Law
 - c) Public Administration and Sociology
 - d) Economics
 - e) Political science and governance
 - f) International and European studies
 - g) Staff of the public administration
- (6) The supervisor shall guide and assist the doctoral student in his/her study and research.

The bodies of the Doctoral School

7. §

- (1) The Doctoral School Council is a regularly meeting body that assists the Head of the Doctoral School and is elected by the regular members of the Doctoral School from among the subject leaders registered on the National Doctoral Council website.
- (2) The DIT President is the head of the Doctoral School. The DIT shall be assisted by the Scientific Secretary and the Coordinator of the Doctoral School. The Scientific Secretary of the KDI shall participate in the meetings of the DIT with the right to consult.
- (3) In addition to the above, the work of the KDI may be supported by temporary committees set up to carry out a specific task.

IV. Chapter

Responsibilities of the School's governing bodies and committees The governing bodies of the Doctoral School

8. §

(1) The head of the Doctoral School shall be a full-time professor holding the title of Doctor of Sciences (DSc), who has been a full-time civil servant of the University and who has not reached the age of 70 during the operation of the Doctoral School, or 65 at the time of the establishment of the Doctoral School. The Head of the Doctoral School shall be elected by the University Doctoral Council from among the regular members of the Doctoral School, on the recommendation of a majority of the regular members, and appointed by the Rector, subject to the approval of the MAB, for a maximum term of five years. The mandate may be renewed several times.

(2) The professional competence of the manager is checked by the MAB. In his absence, the Head of the Doctoral School shall be replaced by his deputy, who shall have the right to consult at the meetings of the EDT. In the event of the permanent absence of the Head of the Doctoral School, the Rector may, at the request of the EDT and on the recommendation of the EDT, appoint a substitute with full replacement rights for the period in question.

(3) The responsibilities of the Head of the Doctoral School:

- a) is responsible for the scientific quality of research at the doctoral school and for teaching;
- b) coordinates doctoral training and leads the activities of the coordinator;
- c) directs the work of the DIT and is responsible for implementing the decisions taken by the DIT;
- d) coordinates professional work and is responsible for its quality;
- e) represents the doctoral school;
- f) manages the operation of the Doctoral School and exchanges information with the University Doctoral Council.

(4) The Doctoral School may choose a senior deputy. The requirements and duties of the Deputy Head of the Doctoral School shall be the same as those laid down in paragraphs 1 to 3.

Scientific Secretary and Coordinator of the Doctoral School

9. §

(1) The post of academic secretary at the Doctoral School may be filled by a person with a PhD degree and a computer user qualification.

(2) The duties of the academic secretary of the Doctoral School:

- a) liaises with the Council of the Doctoral School, its members and the scientific secretaries of the other doctoral schools;
- b) makes presentations to the DIT and EDT meetings;
- c) preparing reports on the activities of the doctoral school and preparing the KDI's information brochure on training;
- d) participates in the preparation of the regulations of the doctoral school, monitors the implementation of the objectives of the quality assurance plan;

- e) assisting in the management and peer review of applications from candidates and re-applicants;
- f) contribute to the preparation and implementation of projects involving the Doctoral School.
- g) is responsible for keeping the KDI website up to date;
- h) is responsible for uploading the KDI data and documents to the ODT website.

(3) A person with at least an intermediate level of education and a computer user qualification may be appointed as a coordinator of the Doctoral School.

(4) Tasks of the coordinator:

- a) performs the administrative tasks of the doctoral school;
- b) maintains students' training records;
- c) helps students with their administrative affairs;
- d) The detailed duties of the post are set out in the job description.

The Council of the Doctoral School

10. §

(1) The DIT is a regularly meeting body that assists the Head of the Doctoral School and is elected by the regular members of the Doctoral School from among the topic leaders registered on the National Doctoral Council website. The election and recall of the members is decided by a simple majority of the core members, who are appointed and dismissed by the EDT on the recommendation of the core members. The term of office of the elected members shall be five years, renewable several times.

(2) The Deputy Dean for International and Scientific Affairs of the Faculty, six persons registered as subject leaders on the OTD website as well as three persons not registered as subject leaders on the OTD website as well as three persons not registered as subject leaders on the OTD website participate in the meetings of the DIT with voting rights.

(3) The meetings of the DIT are also attended by the Vice-Rector for Academic Affairs of the National University of Economics and Business, the Dean of the Faculty of Political Science and Public Administration and a doctoral student. The heads of the research areas of the Doctoral School are also permanent guests with the right to deliberate.

(4) The KDI Scientific Secretary attends the meetings of the Council in a consultative capacity. The duties of the Scientific Secretary in relation to KDIT:

- a) preparing the meetings of the KDIT;
- b) participates in the drafting of documents.

(5) The President of the Doctoral School Council is the Head of the Doctoral School. In his absence, the Head of the KDI shall be replaced at the meetings of the Council of the Doctoral School by a deputy elected from among the members of the Council, who shall act as chairperson with voting rights.

(6) Meetings of the DIT are chaired by the President or, in his absence, by his deputy. Acting in his/her capacity:

- a) opens the meeting;
- b) establishes the quorum;
- c) puts the items on the agenda to the vote and the order in which they are discussed;

- d) provides summary information on priority cases and on the implementation of previous decisions taken by the DIT;
- e) chair the meeting and ensure that it is kept in order;
- f) grant or, where justified, withdraw the right to oppose;
- g) orders the vote;
- h) provides information on other current tasks and events;
- i) close the meeting.

11. §

Convening and order of meetings of the DIT

- (1) The DIT, according to its annual meeting schedule, meets at least two weeks before EDT meetings, in line with the EDT's deliberation schedule. An extraordinary meeting of the DIT shall be convened within ten days if the Chairperson or one third of the voting members so request in writing, indicating the agenda.
- (2) The meetings of the DIT are open to the citizens of the University. A closed meeting shall be held at the request of more than half of the voting members of the DIT, if this is justified by the protection of privacy or the handling of classified information. Only the secretary and the minute-taker of the DIT may be present at a closed meeting, except for members with voting and deliberation rights. Persons participating in a closed meeting shall keep the proceedings confidential.
- (3) The invitation and the proposals and annexes containing the necessary information shall be sent to the members and invitees of the DIT by electronic mail at least five days before the meeting.
- (4) As a general rule, only proposals that have been received in advance by the DIT members may be included on the agenda of the meeting. In duly justified cases, the DIT President may allow an extraordinary presentation. This must be notified in writing to the DIT President and the proposal must also be made in writing. The DIT President shall, at the request of any DIT member, allow sufficient time for the study of the material.
- (5) DIT members may comment on the proposal and ask questions to the proposer. Speaking shall take place in the order in which they are registered, and the DIT President shall be entitled to speak out of turn. The President of the DIT may, in the interests of the efficiency of the meeting, limit the time allowed for speeches. If no other speaker has asked questions, made comments or made observations, the DIT Chairperson shall close the debate and, if necessary, call for a vote.

The DIT decision-making process

12. §

- (1) The quorum of the DIT is at least fifty percent of its voting members and one person present. If there is no quorum, the meeting shall be reconvened within five days with the same agenda.
- (2) The DIT shall, as a rule, decide by open ballot, with the unanimous vote of more than half of the members present. In this case, a vote may be taken by affirmative, negative or abstention, which shall be counted by the President.

(3) The DIT decides on personnel matters by secret ballot. Other matters may be decided by secret ballot if more than half of the voting members of the DIT so decide by open ballot. In a secret ballot, only yes and no votes are allowed. The secret ballot may take place on ballot papers. A vote shall be invalid if it does not contain any mark or if the will of the person casting it cannot be clearly ascertained.

(4) An absentee ballot may not be cast in writing, with the exception of electronic voting.

(5) In the event of a tie, the President of the DIT shall have a casting vote.

(6) In exceptionally justified cases, the DIT may also decide by electronic vote. The KDI coordinator shall ensure that the electronic voting is carried out. DIT members may cast their votes from their university e-mail address, which shall be their exclusive access address. External members may cast their votes from their e-mail address verified by their signature.

(7) An appeal against the decision of the DIT may only be lodged with the President of the EDT within fifteen days of the date of publication of the decision, in the event of an infringement of the law or of these rules. The DIT's appeal forum is the EDT.

Decision, he reminds

13. §

(1) The meetings of the DIT shall be minuted and its decisions shall be recorded in a decision. DIT decisions shall be numbered consecutively, indicating the date of the meeting.

(2) At the request of the DIT member, his/her comments should be recorded verbatim in the memo. Any member may also request that his/her dissenting opinion be recorded in the memo.

(3) Only the participants may consult the minutes of the closed meeting. The minutes and decisions shall be authenticated by the President and the Secretary of the DIT. The DIT meeting material shall be documented and stored by the DIT coordinator.

Powers of the DIT

14. §

(1) The Doctoral School Council decides:

- a) about the doctoral school's training programme and subject programmes;
- b) about the subjects and their credits, and about the preliminary credit calculation;
- c) credits earned at another university or on a study trip (part of a course) abroad;
- d) on changes of title of doctoral topics, the last date of which may be the day of the workshop;
- e) on matters relating to the deferment, study, discipline and examinations of doctoral students.

(2) The Council of the Doctoral School makes a proposal:

- a) the doctoral thesis writers, the thesis supervisors and the teachers of the doctoral school;
- b) for the announcement of the topic by the author of the doctoral thesis;
- c) to accept doctoral research topics that have been approved by the DIT;
- d) for doctoral admission and related doctoral topics

- e) the proposed doctoral topics for publication;
- f) admission to doctoral studies and individual preparation;
- g) for the doctoral student's doctoral thesis;
- h) any necessary changes in the content of the doctoral topics;
- i) to change the identity of the subject leaders;
- j) accepting the outcome of the workshop discussion of the draft PhD thesis and the application for the PhD degree;
- k) the composition of the complex examination and assessment boards;
- l) the subjects and topics of the complex examination;
- m) to terminate the student's student status;
- o) accepting applications to create new research areas - or to close existing ones;
- p) the equivalent of a PhD degree obtained abroad.

(3) The Doctoral School's Council continuously evaluates the performance of the training.

V. Chapter

Members of the Doctoral School and persons in training Members of the Doctoral School

15. §

(1) A regular member of the KDI can be:

- a) has an academic degree;
- b) the doctoral school is engaged in continuous, high-level scientific activity in its discipline or research field, which scientific activity is to be examined on the basis of the national scientific bibliographic database (hereinafter: Database) defined in Act XL of 1994 on the Hungarian Academy of Sciences;
- c) has demonstrated his/her ability to supervise doctoral candidates by leading at least one doctoral candidate to a doctoral degree;
- d) an academic or scientific researcher employed full-time, in an employment relationship or in a civil service relationship at the University, who has designated the University as the institution responsible for determining the budget support pursuant to Section 26 (3) of the Nftv;
- e) if the conditions set out above are fulfilled, a Professor Emeritus or Professor Emerita may become a member with the approval of the EDT, in accordance with Section 32 (1) of the Nftv. (hereafter jointly Professor Emeritus) also in the doctoral school in which he is Emeritus. One of the Professor Emeritus members may be counted as a regular member;
- f) if the above conditions are met, a full-time scientific advisor or research professor with the title of Doctor of the Hungarian Academy of Sciences employed by the research institution on a full-time basis, in an employment contract or in a public service relationship may also be a member of the core membership, provided that the University has concluded an agreement to this effect with the research institution. A maximum of two of them may be considered as core members;
- g) It meets the structural requirements of the MAB ODT website.

(2) For the member of the tribe

- a) must comply with the above requirements for at least one cycle of training and for the duration of the degree procedure for that cycle, and
- b) you must undertake to propose a research topic and to act as a supervisor in the doctoral school.

(3) A founding member or a person who has been accepted as a founding member at least five years previously, who has a documented relationship with the institution and who is no longer subject to a subject leader obligation, may be granted the title of Fellow Emeritus in the same DI, as decided by the KDI or the EDT. A regular member emeritus is not required to fulfil the MAB criteria for five new publications and to have his/her publication and reference data entered in the Database. The title of Member Emeritus is either requested by the Member or initiated and granted by the Doctoral School, either for a fixed or indefinite period, and is entered by the Head of the Doctoral School in the Doctoral Database, which is amended accordingly. Without a minimum of five years of regular/founding membership, the title of regular member emeritus alone cannot be requested and granted.

(4) The title of Member emeritus does not require a MAB decision or a specific notification. The title may be withdrawn by the Doctoral School or the EDT at its discretion in the event of the relationship being terminated, or the title may be terminated at the request of the Member emeritus. Thereafter, the data of the Member emeritus will no longer be visible in the public doctoral database, but will be retained unchanged and will be counted in the Doctoral School's performance.

The leading person in the research area

16. §

(1) The head of the research area may be a full-time professor or associate professor of the University, who is considered for accreditation purposes at the University. One person may be the head of one research area at the University. The head of a research area must have at least one doctoral student with a doctoral degree.

(2) Responsibilities of the Research Area Manager:

- a) is responsible for the quality of work in the research area;
- b) propose candidates for admission to doctoral studies;
- c) propose the approval or change of the subject leader;
- d) propose changes to training and new research topics;
- e) approve the doctoral student's individual study and research programme and the semester study and research plan;
- f) manages the professional work of the research area;
- g) participates responsibly in the work of the KDI;
- h) direct, supervise and evaluate in writing the activities of subject leaders, in accordance with the purpose of the KDI.

(3) The head of the research area, in agreement with the subject leader and the head of the department concerned, assists the student admitted to doctoral studies in taking up the subject in accordance with the KDI Doctoral Study and Examination Regulations (hereinafter: KDI DTS), in processing the course material and research topic, in obtaining study and - if the doctoral student has undertaken to do so - teaching, research and publication credits.

The topic writer, the topic leader, the topic leader

17. §

- (1) The applicant for a doctoral thesis is a researcher or teacher with a scientific degree, who has been awarded a degree for at least two years and who, during this period, has regularly published his/her own research results and may also be able to act as a co-author of a thesis. The announcement of the topic is approved by the EDT on the proposal of the DIT
- (2) Lecturers, research professors, senior staff members of the National University of Public Service with academic degrees, as well as eminent representatives of public administration science from Hungary and abroad may take on the role of topic leaders, upon the proposal of the DIT and the decision of the EDT. The eligible person must apply to the DIT for the right to lead the topic with a doctoral research topic proposal based on his/her own research achievements.
- (3) A doctoral student can have two supervisors at the same time,
- (4) Responsibilities of the doctoral supervisor:
 - a) responsibly supervise the doctoral student's study and research activities;
 - b) the doctoral student confirms the completion of the study and research tasks by signing the semester prospectus and the course book (electronic course book) each semester;
 - c) supports doctoral students in obtaining scholarships abroad;
 - d) proposes the doctoral student's study and research plan and is responsible for its high-quality implementation;
 - e) at the end of the training, prepare a summary report on the doctoral student's study and research work, and make a recommendation for the award or refusal of the diploma;
 - f) in cooperation with the Head of Department, prepare and conduct the workshop discussion of the draft doctoral thesis;
 - g) verifies the PhD student's fulfilment of the minimum research requirements for the PhD and, in the case of an application for a degree, recommends its acceptance or rejection to the DIT;
 - h) proposes, with the agreement of the Head of the Research Area, the subjects for the complex examination, the chairperson and members of the complex examination committee and the official examiners; is responsible for guiding the preparation of the doctoral candidate for the degree.
- (5) The supervisor is responsible for the publication of the doctoral student's research results in the form of scientific publications and for the quality of the doctoral thesis.
- (6)) One supervisor may simultaneously advertise up to six topics and supervise up to six doctoral students in each of the NUAS doctoral schools.
- (7) The topic leader shall consult with the relevant department of the University on the topic of the doctoral thesis to be announced.
- (8) A co-supervisor may be chosen if the doctoral student needs the joint assistance of two experts in the development of his/her research topic. An active researcher or lecturer who has obtained a doctoral degree but is not yet entitled to supervise and publish a topic on his/her own may also be a co-supervisor. No more than two persons may be appointed to supervise the doctoral candidate.

In the case of co-leadership, one of the co-leaders should be appointed as the responsible co-leader in order to ensure accountability.

(9) If the relationship between the student and the supervisor jeopardises the success of the course and the degree, or if the supervisor is unable to perform his/her duties through no fault of his/her own, or for any other reason, the student may request a change of supervisor or supervisor from DIT. The DIT will seek the opinion of the Head of the research area before making its decision, and the final decision will be taken by the EDT on the basis of a proposal from the Head of the School. To be eligible for quantifiable recognition, the subject leader must have at least one full year of subject leader activity, documented in advance and continuously in the KDI, and the doctoral student must have produced an assessable output (thesis, communication, presentation, poster, etc.) with the help of the subject leader.

Teachers at the Doctoral School

18. §

(1) Doctoral school teachers are those teachers and researchers with at least two years of academic degrees who are considered by the EDT, on the recommendation of the Head of the KDI and on the proposal of the DIT, to be suitable for teaching in the framework of the doctoral school. Doctoral school teachers may announce topics, subjects and teaching sessions in the framework of the organised training.

(2) A lecturer may teach in more than one doctoral school, but may only be a core member of a single doctoral school at the higher education institution where he/she is considered for the budget support.

(3) An external lecturer may be a person who is recommended to the DIT by the responsible research area leader on the basis of an acceptance declaration from the head of the department at the university. The EDT shall approve the appointment of the tutors for the doctoral school.

Other bodies and persons involved in doctoral training

19. §

(1) The Dean:

- a) oversees the legal supervision of the operation of the KDI;
- b) provides the necessary infrastructure and professional conditions for the study and research activities of the KDI, doctoral students and individual trainees;
- c) supervises that the revenues from the doctoral training and degree-awarding process are used primarily to improve the quality of doctoral training and degree-awarding.

(2) The institutes/departments:

- a) are supervised by academics with a PhD degree, based on the student's three-year individual study and research programme;
- b) the student also submits a copy of his/her four-year individual study and research programme to the institutes/departments teaching the subjects to be included, so that the institutes/departments can plan their teaching activities. The student, in accordance with the approved

may deviate from the study and research programme with the approval of the subject leader, who must inform the head of the institute/department without delay.

The KDI Executive Council (KDI EC)

20. §

- (1) The KDI SC consists of the head of the KDI, his deputy, the scientific secretary, one representative of the heads of the research areas and one representative of the doctoral students.
- (2) The KDI SC is a decision-preparatory, proposal-making and opinion-forming body, which meets occasionally at the request of the KDI Head.

VI. Chapter

The status of participants in KDI training

Status of the authors, supervisors and lecturers of the Doctoral School 21.§ 21.

- (1) In the Doctoral School, the duties of topic authors, topic leaders and lecturers are usually carried out by persons with academic degrees who have held positions in the various teaching departments of the University.
- (2) Persons who are not employed by the higher education institution, who are professionally competent and hold an academic degree, as well as visiting lecturers from abroad, may participate in the implementation of the doctoral school's tasks of topic authors, topic leaders and lecturers.
- (3) The assignment of persons to teach and supervise at the doctoral school is approved by the DIT on an academic year basis, taking into account the persons' qualifications.

Duties and rights of the authors, supervisors and lecturers of the Doctoral School

22. §

- (1) It is the responsibility of the sponsor to advertise the research topic.
- (2) It is the responsibility of the sponsor/leader of the research topic:
 - a) to take on the tasks of subject supervisor, develop subject programmes and teaching materials;
 - b) managing the research activities of doctoral students;
 - c) participation in scientific proposals;
 - d) researching and developing a chosen scientific topic in their own field of research;
 - e) to evaluate the academic work and research performance of doctoral students and individual candidates as defined in the Doctoral School's Study and Examination Regulations (KDI TVSZ) and Training Plan, and to assist doctoral candidates in their degree-acquisition activities after obtaining their diploma.

(3) The right of the author/leader of the research topic:

- a) use of the facilities, equipment and equipment of the institution as provided for in the University's regulations.
- b) to make suggestions on any matter relating to the life of the Doctoral School and doctoral training and to request a substantive response.
- c) participation in work related to the research areas of the Doctoral School
- d) eligibility for election to the Council of the Doctoral School and eligibility to hold other posts.

(4) Duties of trainers

- a) the teaching of subjects within the framework of the Training Plan; adhering to and enforcing the study and examination timetable of the Doctoral School.

(5) The rights of instructors are the same as in paragraph (3).

Rights and obligations of doctoral

students Rights of doctoral

students

23. §

(1) Doctoral students, including those in individual training, are students of the University and therefore have all the rights and benefits of other students of the institution.

(2) The doctoral student

- a) can request the type of training (full-time, part-time, individual training, individual preparation);
- b) may take a three-year break (deferment) from their studies, except for individual candidates;
- c) may request a change to the title of your doctoral thesis or dissertation;
- d) take part in a course abroad - or at another university in your home country;
- e) interrupt your studies;
- f) can take on teaching duties;
- g) the cost of the training and the degree procedure can be covered by your workplace;
- h) use the university's infrastructure;
- i) choose your own subject leader, subjects and research seminars, except for compulsory subjects.

(3) The doctoral student

- a) may comment on the activities of trainers,
- b) participate in competitions, scientific research projects and scientific forums;
- c) may benefit from allowances, exemptions and benefits under laws and regulations;
- d) may make suggestions on any matter relating to the life of the University, including the KDI, and request a substantive response;

(4) The doctoral student

- a) may apply to transfer to another doctoral school.
- b) may be elected to the doctoral schools and other bodies of the University with consultative rights.

(5) The rights of doctoral students in all other respects are governed by Articles 39-63 of the Nftv.

(6) The Doctoral Students' Self-Government (DÖK) is responsible for the institutional representation of doctoral students.

(7) As an individual trainer is not a student of the university, he/she may only exercise rights which are not by their nature exercisable only on the basis of student status.

Duties of the doctoral student

24. §

(1) The doctoral student must

- a) comply with the KDI Study and Examination Regulations;
- b) to comply with the study and examination schedules and disciplinary regulations laid down in the legislation on doctoral training and the University's regulations;
- c) publish the results of your research;
- d) pay the doctoral training fees in accordance with the law and regulations.

(2) The doctoral student must fully comply with the scientific ethical standards

(3) The rights of doctoral students in all other respects are governed by Articles 39-63 of the Nftv.

VII. Chapter

For participation in the Doctoral School

Provisions Forms of training and rules for admission to the Doctoral

School § 25

(1) Doctoral training is a training, research and reporting activity, which consists of a training and research phase and a research and dissertation phase, in the context of individual or group preparation adapted to the specificities of the discipline and the needs of the doctoral candidate.

(2) Forms of doctoral training:

- a) Organised forms of doctoral training:
 - aa) organised full-time (full-time, scholarship or self-financed) - full-time training is also training where the applicant is employed by an institution or research centre with a cooperation agreement with the University and carries out research and creative work within the framework of such an agreement;
 - ab) organised part-time (correspondence, at cost);
 - ac) individual training (at cost);

b) Individual preparation without training is allowed.

- (3) All forms of doctoral training require the award of a doctoral degree.
The fulfilment of the requirements of the programme is measured in credits.

Rules for the admission procedure

26. §

- (1) Admission to doctoral studies is based on an admission procedure. The admission procedure is organised and managed by the doctoral school and the TŪI. You can apply for organised doctoral training and for a degree without training.
- (2) Candidates for doctoral studies must have a Master's degree and a diploma certifying professional qualifications or an equivalent diploma certifying university-level education and professional qualifications and a state-recognised intermediate complex-type or equivalent language examination in at least one of the languages specified in paragraph 9.
- (3) In addition to the conditions set out in paragraph 2, the EDT shall also make admission conditional on performance in the admission interview.
- (4) Applicants for state scholarships and self-financed courses are subject to the same requirements and conditions for admission.
- (5) The DI provides regular and public information on doctoral training on an annual basis; the admission requirements are published annually in the admission information for doctoral training, on the KDI website and in the usual manner at the University.
- (7) The EDT decides on the admission or refusal of applicants on the basis of a recommendation from the doctoral school. The decision is notified to the applicant in writing within eight working days.
- (8) The KDI publishes the list of candidates admitted and their results on the KDI website and in the usual way at the University.
- (9) The following foreign languages are accepted when applying for admission and for the degree procedure:
- a) the official language of all European countries;
 - b) Arabic;
 - c) Hebrew;
 - d) Japan;
 - e) Chinese;
 - f) Korean;
 - g) latin;
 - h) ancient greek.

Application for doctoral studies

27. §

- (1) Prerequisites for participation in doctoral studies:

- a) the submission of the application;
- b) unanimous approval by the head of the research area and institute concerned;
- c) a favourable recommendation from the selection board;
- c) an acceptance recommendation by the DIT on the suitability for organised training or individual preparation and an approval decision by the EDT on the admission
- e) the availability of financial resources for the training.

(2) General application requirements:

- a) Applications for organised doctoral studies must be submitted to the TŰI in the manner and by the deadline specified in the admission information, using the application form set out in Annex 1 of the DSZ.
- b) External applicants can also apply for full-time (full-time) training if a publicly funded training framework is announced in the admission notice.
- c) In all cases, applicants must provide evidence of a Master's degree or equivalent university education and professional qualifications, and a minimum of B2 level (intermediate) in one of the languages specified in Article 19(9) of these Rules, or equivalent certificate, and your previous scientific research, any student research projects and publications.
- d) In the case of organised doctoral training, applications may be submitted for KDI's advertised topics, which must be accepted by the advertiser of the topic, while in the case of individual training and individual preparation, applications may be submitted for a research topic that has not been advertised but has already been started by the applicant, provided that the topic leader with expertise in the given topic agrees to supervise the doctoral research work with the approval of the EDT.
- e) The aim of the individual preparation is to enable applicants with a Master's degree and a diploma attesting professional qualification from a Hungarian or foreign university, as well as a documented teaching or scientific research record in the disciplines specified in the Doctoral Regulations, for at least 5 years and a minimum of 150 credits, to obtain a doctoral degree (PhD) without participating in organised doctoral training. Individual preparation may be used only in particularly justified cases.

(3) It must be attached to the application form:

- a) your professional curriculum vitae;
- b) for graduate students, a copy of the transcript(s), for diploma holders, a copy of the diploma(s) obtained in a master's degree or equivalent university course, or in the case of a master's degree obtained abroad, a certified translation of the diploma(s);
- c) a certified copy of the certificate(s) of language proficiency (in the case of foreign language certificate(s), a copy of the decision of the Department of Equivalence and Language Examination Accreditation of the Education Office on the naturalisation);
- d) in the case of placements at the National Scientific Student Conference (NSC), their diplomas or a copy of the diploma, and in the case of scientific publications, a list of them and their copies (photocopies);

- e) the research agenda, which is either announced by the topic leader or, in the case of applicants for individual training, agreed with the topic leader - not announced - and proposed for approval by the EDT. The research agenda should include the title of a sub-topic of the chosen topic, the research objective and the outline of the planned development;
- f) proof of payment of the admission fee;
- g) an official statement from the employer or individual agreeing to cover the costs if you are applying for a self-pay course;
- h) an official certificate of good conduct not more than three months old, or, for foreign nationals, an equivalent document.

(4) If the applicant for an individual training or individual preparation does not apply with a research topic approved and advertised by the EDT, its acceptance must be agreed (clarified) with the topic leader and the head of the research area and the head of the research site - or the head of the department in case of a university research position - before the application is submitted, which they confirm by their signature on the application form, and the EDT decides on the final acceptance.

(5) In case the full-time applicant intends to develop his/her research topic in a research institution outside the university or if the grant would be paid from other sources (in particular: foundations, institutions, companies), the relevant commitment (request) must be attached to the application.

(6) When applying for an individual training course, you must document the publication results of scientific research work corresponding to at least 10 (ten) publication points. The documents specified in (e) must also be submitted in this application.

The admission interview

28. §

(1) Applicants who meet the formal and substantive requirements will be called for an interview by the Head of the DI in May (August if necessary). Exceptions to this rule are made for the admission interview of applicants for individual preparation.

(2) The purpose of the interview is to assess the applicant's ability to develop the research topic of his/her choice.

(3) The annual schedule of admission interviews and the composition of the admission committees referred to in paragraph 5 shall be proposed by the Head of the DI and approved by the EDT.

(4) The DI is responsible for preparing and organising the admission interviews and ensuring the conditions for their implementation.

(5) The selection board shall consist of at least three members. It is chaired by the head of the DI or his/her deputy, and composed of the head of the research area concerned and an invited expert. The subject leader concerned may be present at the admission interview without the right to vote.

(6) A representative of the DI doctoral students may participate in the work of the admissions committee as an invited member with the right to deliberate.

Evaluation of the admission procedure

29. §

(1) During the admission interview, the candidate's academic (professional) habits, previous academic activities and knowledge of foreign languages are assessed, with a scoring system. A maximum of 100 points will be awarded during the interview. The selection board will assess the candidate according to the following criteria:

a) an academic (professional) background test, during which the candidate must show that he/she has a comprehensive knowledge of the sciences of state and public administration and a thorough knowledge of the field of research. Scores for the scientific (professional) habitus test: 0-60;

b) the evaluation of previous scientific activity, in which case the place at the OTDK, exceptionally the special prize at the OTDK (which is examined separately by the admissions committee) and the scientific achievements as evidenced by scientific publications may be counted as follows:

ba) OTDK 1st place: 20 points, 2nd place: 15 points, 3rd place: 10 points, special prize: 5 points;

bb) one scientific publication already published or accepted for publication is worth 3 admission points per publication. A statement from the editorial board or the editor-in-chief of the scientific medium in which the publication is to be published must be submitted.

c) Applicants for individual training and individual preparation need to provide evidence of significant research experience and a research record in the form of publications, as specified in Article 20(2)(e) of these Regulations, in which the proven publication record must have at least x number of points. The points to be achieved through publication activities are set out in the KDI Training Plan.

d) Assessment of foreign language skills:

a foreign language at level B2 (intermediate) in a foreign language or an equivalent certificate in one of the recognised languages: 0 points (criteria required).

e) Points may be awarded for additional language tests:

ea) B1 (basic) complex or equivalent: 5 points; eb) B2 (intermediate) complex or equivalent: 10 points; ec) C1 (advanced) complex or equivalent: 15 points.

f) If the first language examination is of the C1 (advanced) complex type, an extra 5 points may be awarded. Language examinations of oral or written type may not be marked as a subtest on their own. According to § 2(5) of Government Decree 137/2008 (16 May 2008), subtests in the same language may be combined.

g) Total points for foreign language: maximum 20 points.

(2) To be admitted, you must achieve the following scores:

a) for full-time and part-time courses, a minimum of 60 admission points;

- b) at least 70 admission points for individual training;
- c) at least 80 admission points for individual preparation.

(3) The DI reviews and ranks the applicants and takes a position: recommends, conditionally recommends or does not recommend the admission of the applicant.

(4) Following the admission hearings, the TŰI forwards the DI's proposals to the EDT for a decision.

Decision on recruitment

30. §

(1) On the basis of the DI's proposals and the scores obtained in the regular admission procedure, the EDT decides on admission or refusal of admission to the training or individual preparation by 30 June, based on the number of places for scholarship training, self-financed training and individual preparation. The EDT is not bound by the recommendation of the DI in its decision-making. In the case of a reserve admission procedure, the deadline for the decision on admission for those candidates concerned by the reserve admission procedure is 15 September.

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

(3) An appeal against a decision that violates the law or University regulations may be lodged with the Rector through the President of the EDT within eight working days of receipt. The Rector shall decide on the case within fifteen days of receipt of the appeal.

(4) The DI provides regular and public information on doctoral education on an annual basis; the admission requirements and the list of admitted candidates and their results are published annually on the KDI website and in the usual manner at the University.

VIII. Chapter

The training system of the Doctoral School

31. §

(1) The University shall award the degree of Doctor of Philosophy (PhD) in accordance with international equivalence criteria, on the basis of a full-time, part-time and individual training or individual preparation procedure in disciplines recognised by the MAB.

(2) The doctoral degree is an academic degree conferred by the EDT, the conditions for obtaining which are laid down by the University in the Doctoral Regulations within the framework of the Nftv. The doctoral degree attests to a high level of knowledge of a given field of research, the cultivation of this field in a way that enriches it with new results and the ability to carry out independent research. The doctoral degree may be obtained through participation in doctoral training followed by a doctoral degree procedure. An exception to this is individual preparation, where a doctoral degree may be obtained without doctoral training.

- (3) The procedure for obtaining a doctorate is a series of acts aimed at obtaining a doctorate, based on the content of doctoral training but independent of it in terms of law and procedure.
- (4) Participants in structured training can pursue their studies at KDI in the framework of organised full-time (full-time, scholarship or self-financed), part-time (correspondence, self-financed) or individual (self-financed) training in accordance with the KDI Training Plan and the Study and Examination Regulations.
- (5) The structured training helps doctoral students to acquire the knowledge and skills needed to obtain a doctoral degree and to carry out independent research. To this end, the doctoral student will participate in academic training, carry out individual research and undertake teaching assignments.
- (6) The duration of the structured training is eight semesters, during which a total of at least 240 credits must be acquired. During the period of training, the doctoral student may take or complete courses worth up to 10 % of the total number of credits required, without paying any extra fees, and may be awarded a maximum of 264 credits at the end of the training. Full-time structured training may be either public scholarships or self-financed. In the case of a scholarship, the maximum duration of the scholarship is eight semesters.
- (7) The state doctoral scholarship is a financial support for Hungarian doctoral students participating in full-time studies, or for foreign doctoral students who are subject to the same treatment as Hungarian doctoral students on the basis of legislation or international agreements.
- (8) Individual preparation: a form of preparation which may be used in particularly justified cases, where the candidate may be partially or fully exempted from the training tasks.
- (9) The sub-areas of the training, the minimum and expected credits to be acquired in these areas, the study obligations, the requirements for the performance of scientific research work, the requirements for the performance of teaching duties, the system for monitoring the doctoral student's knowledge, the examination period, the planning and reporting obligations of the doctoral student and the supervisor, the rules for parallel training and part-time training abroad, the rules for credit transfer of the doctoral student's credits for courses taken and completed in the doctoral school of another faculty or institution - in accordance with the university regulations - are laid down in the KDI Training Plan and the Study and Examination Regulations (hereinafter referred to as the "KDI Regulations"): TVSZ).
- (10) The doctoral student, except for those participating in individual preparation, must have a letter of acceptance issued by the department teaching/researching the research topic in question, signed by the head of the department.
- (11) Part-time training abroad: part of the doctoral training in which the doctoral student may participate on the basis of a work programme related to the doctoral topic, approved by the supervisor, which ensures the validity of the period of study in the doctoral training programme of the university.

Establishing research areas and thematic groups

32. §

- (1) KDI's training system focuses on training in research areas. A research area can be established in a doctoral school if there is a sufficient number of

with relevant publications - and a training plan. Within each research area, research theme groups may be defined, with content as required by the head of the research area.

(2) The KDIT will take the initiative to initiate and terminate the research area training at the EDT.

(4) The main subject of the research area is a specialisation subject, the number of hours, the topics of the lectures, the bibliography and the number of credits to be acquired are specified in the curriculum developed by the head of the research area.

(5) The order of study work, the requirements and the procedure for reporting are set out in detail in the KDI TVSZ.

Organisation and structure of the training

33. §

(1) All students admitted in the first semester of the training period must enrol at the School.

(2) No new enrolment is required during the period of student status. From the second semester of studies, the student can register in the Neptun unified study system, during the registration week, and declare in the Doctoral School on the specified form whether he/she will continue his/her studies or discontinue his/her student status. If justified, you may register in person at the Doctoral School during the registration period.

(3) The doctoral student prepares a 4-year research and study programme and an individual (teaching and research) development plan based on the prescribed study and examination requirements, under the guidance of the supervisor, at the end of the last month of the first semester. The individual research and study plan, broken down into semesters, must be updated at the beginning of each semester. The individual research and study programmes are approved by the head of the relevant research area on the basis of a proposal from the subject leader.

(3) No new enrolment is required during the period of student status. From the second semester of studies, the student can register in the Neptun unified study system, during the registration week, and declare in the Doctoral School on the specified form whether he/she will continue his/her studies or discontinue his/her student status. If justified, you may register in person at the Doctoral School during the registration period.

(4) The administrator of the Doctoral School announces the courses indicated in the Doctoral School's curriculum each semester, and students are obliged to take the courses.

(5) The teaching conditions for each subject and possible research seminars are described in the are provided by subject leaders, the relevant heads of research areas and department heads.

(6) The requirements and examinations of the subjects are certified by the subject supervisor, the completion of the research tasks by the subject supervisor in the electronic course book, and the completed semester is closed by the head of the KDI.

Evaluation and completion of the training

34. §

- (1) At the end of each semester of the training period - by the last working day of the examination period - the doctoral student submits a written information to the academic secretary of the Doctoral School, in which he/she reports on his/her activities during the semester. At the end of each semester, the doctoral student shall report on the progress of his/her doctoral thesis, as specified in the KDI Training Plan. At the end of each semester, the supervisor shall prepare an evaluation of the doctoral student's activities during the semester.
- (2) At the end of the training period, the KDI evaluates the doctoral student's study and research work - based on the proposal of the head of the KDI - and decides on the fulfilment of the training requirements. The candidate will be awarded a diploma on successful completion of eight semesters, or more in exceptional cases. The diploma certifies that the doctoral candidate has fulfilled the study and research obligations of the doctoral programme. The diploma is issued to the candidate by the Head of the Doctoral School. The other conditions for the award of the diploma are laid down in the KDI General Regulations.
- (3) If the student does not have the required 240 credits at the end of the eighth active semester, he/she may take another semester or semesters. Combined duration of the course and the deferral(s) but not more than 12 semesters. The four-year period cannot be shortened and the diploma cannot be awarded earlier.
- (4) The complex examination cannot be taken before the completion of the first two years of the training period; it is part of the degree procedure.
- 5) The tasks of the individual preparation and the evaluation of the preparation are regulated by the University Doctoral Regulations and the KDI TVSZ.

IX. Chapter

The degree procedure The complex examination

35. §

- (1) During the doctoral training, at the end of the fourth semester, before the end of the semester, as a condition for the completion of the first part of the training phase and the research phase, and as a condition for the start of the second part of the research phase and the dissertation phase, a complex examination must be passed, which measures and evaluates the doctoral student's academic and research progress.
- (2) The complex examination should be organised according to the principles set out by the ODT. The requirements for the complex examination shall be published when the doctoral programme is announced.
- (3) You must apply for the complex test on the application form in Annex x at the JTI. To be admitted to the complex examination, candidates must have obtained the research credits specified in the KDI Training Plan for the first part of the training and research phase of the doctoral programme and all the training credits specified in the KDI Training Plan. The latter requirement does not apply to individual doctoral candidates.

(4) The complex exam must be taken in public, in front of a board. The examination board consists of four members, half of whom are not employed by the University. The chairperson and the members of the board are experts in the subjects or subjects covered by the examination. The chairperson of the committee may be a university professor, habilitated associate professor, professor emeritus or researcher with the title of Doctor of the Hungarian Academy of Sciences. The examination committee may not include the subject supervisor of the doctoral candidate, a close relative of the candidate, or a person who cannot be expected to evaluate the examination objectively for any other reason.

(5) The composition of the committees and the examination subjects or topics shall be proposed by the DI, taking into account the requirements set out in paragraph 4, on a research area by research area basis, and submitted by the DIT to the EDT for approval. The composition of the committees and the allocation of the complex examination shall be decided by the EDT. The organisation of the examination is the responsibility of the DI.

(6) In justified cases, the examination may be conducted with three persons if the chairman and at least one external member are present.

(7) The complex examination consists of two main parts: one part assesses the candidate's theoretical knowledge (theoretical part) and the other part reports on the candidate's academic progress (dissertation part).

(8) In the theoretical part of the complex examination, candidates will take two subjects or topics. The list of subjects is set out in the DI curriculum. The theoretical part may also include a written part.

(9) In the second part of the complex examination, the candidate will give a presentation on his/her knowledge of the discipline and the literature of his/her chosen topic, report on his/her research results, present his/her research plan for the second phase of doctoral studies, and outline the timetable for the preparation of the dissertation and the publication of the results.

(10) The subject leader will assess the candidate in advance in writing according to the criteria set by the DI as a condition for passing the complex examination.

(11) The examining board will mark the theoretical and dissertation parts of the exam separately. The board members mark the examination on a scale of 0 to 5 for each part and for each subject within the theoretical part. The complex examination is successful if a majority of the members of the board consider both parts of the examination to be successful, i.e. the candidate has obtained at least 60% of the marks available in each part. The complex examination is graded in two stages, pass or fail.

(12) A report is drawn up on the complex examination, including a written assessment. The result of the test will be announced on the day of the oral test. The TŰI is responsible for recording the results of the examination.

(13) The credit value of a successful complex exam is 20 credits.

(14) The doctoral student may retake the failed complex examination once in the same examination period.

(15) In the doctoral programme, following the complex examination, the student takes part in the degree procedure by completing the second part of the research stage and the dissertation stage, the aim of which is to obtain the doctoral degree.

The absolute giant

36. §

(1) The KDI issues a final certificate (absolutórium) to doctoral students who have earned the required credits in the doctoral programme. The diploma certifies that the doctoral student has fulfilled the curricular requirements, the scientific research work and - if the doctoral student has undertaken to do so - the requirements for teaching as specified in the KDI TOR, has passed all the required examinations except the language examination, and has acquired the 240 credits specified in the requirements, and that the doctoral student has fulfilled the training requirements without any grading or evaluation.

(2) In case the doctoral student does not have the required 240 credits at the end of the eighth active semester, he/she is obliged to take another semester(s). However, the combined duration of the training and the breaks may not exceed 12 semesters.

(3) The diploma is signed by the head of the KDI on the basis of a Final Report prepared by the doctoral student, supplemented by a written evaluation by the supervisor and signed by the head of the research area.

X. Chapter

Other provisions relating to doctoral training and the awarding of degrees Fees, reimbursements, grants, exemptions and discounts payable

37. §

(1) With the exception of doctoral students on scholarship, all participants in all forms of training are required to pay training fees. The amount of the training costs, the cases of partial or full exemption, the fees payable, are determined by the University in a rector's order every semester on the basis of the calculation of the cost price.

(2) Applicants for organised doctoral training and individual preparation, as well as for doctoral degrees, pay a procedural fee, a document delivery fee and a surcharge.

(3) A procedure fee and an exhibition fee will be charged:

- a) apply for organised training or individual preparation;
- b) for a doctorate;
- c) for naturalisation.

(5) A surcharge is payable:

- a) if a third official assessor is invited;
- b) failure to continue studies for a semester during the registration period and late registration.

38. §

(1) To reimburse the training costs of a sectoral doctoral student participating in a scholarship programme provided by the sectoral ministries, the employer of the study

concludes a contract with. If the doctoral student is pursuing studies in another form of training, he/she must submit a formal declaration of reimbursement or assumption of the training costs.

(2) The University may, under the conditions specified in a separate rector's instruction, assume the training costs or the fees for the degree acquisition to be paid by the doctoral student who is employed by the University.

(3) A full-time doctoral student who is not employed by the University may receive a scholarship from public or other sources.

(4) During the period of study interruption, no tuition fees are payable and no scholarships are available.

(5) The student may receive a grant for up to six months during the period of study abroad. For periods between 6 and 12 months, the head of the DI decides on the grant. Scholarships cannot be paid for more than one year.

XI. Chapter

KDI's relations, provisions for cooperation

39. §

(1) The KDI cooperates closely with the TŪI, the other doctoral schools of the University, all the departments operating research areas and other University organisations in the field of doctoral training and degree acquisition. It maintains professional links with the doctoral schools of other universities. It maintains permanent contact with the holders of academic degrees from the ministries and their subordinate bodies which maintain the University, as well as with other academic associations.

(3) The KDI shall strive for continuous cooperation with foreign research institutions and their doctoral schools, as well as with international organisations.

(2) Cooperation agreements with other institutions for doctoral training and degree acquisition are concluded at University level. The University participates in the following forms of cooperation:

- a) general cooperation with national or foreign organisations;
- b) the University's cooperation with national higher education institutions;
- c) the University's cooperation with higher education institutions abroad;
- d) cooperation in doctoral training and research with other research institutions, with the proviso that the doctoral degree is awarded and granted by the University.

(3) With the Rector's consent, the Faculty may also conclude agreements in relation to their respective areas of activity, including certain aspects of doctoral studies, provided that a valid framework agreement exists between the two institutions.

(4) The doctoral school may maintain contact with doctoral schools of other universities and with persons involved in doctoral training at foreign institutions, even without a cooperation agreement.

(5) The research areas also maintain independent links with other University departments and with organisations outside the University in the fields of their training.

- (6) The cooperation of the doctoral school - including the research areas - with other (external) bodies may be carried out with the cooperation and consent of the University.

XII. Chapter

The habilitation procedure

40. §

The habilitation procedure is carried out in accordance with the NU Habilitation Regulations. Faculty members of the Doctoral School will assist in the habilitation procedure.

XIII. Chapter

Management and quality assurance of the Doctoral School

41. §

(1) The Doctoral School does not have its own financial management, the financial management of the training costs is carried out by the Faculty of Public Administration under the supervision of the Dean. The Doctoral School is involved in decisions concerning the use of the funds generated. The detailed rules of financial management are laid down in the NU's Financial Regulations.

(2) The KDI develops the principles and methods of quality assurance for public administration doctoral education and degree acquisition within the unified quality assurance system of the National University of Higher Education.

(3) The Council of the KDI evaluates the doctoral training, the activities of the trainers, subject leaders, core members and occasionally invited lecturers, on the basis of the Performance Evaluation Regulations annexed to the Quality Assurance Plan, and the opinions of doctoral students and doctoral school graduates, including, if necessary
- hires an external expert.

(4) The KDI Council evaluates the functioning and experience of doctoral training on an annual basis. The KDI's monitoring (data collection) system collects all data, factors and opinions (including those of students, clients and other external bodies) that can be evaluated and compared. In defining the professional requirements for the operation of the School and for doctoral training, the School cooperates with other doctoral schools in the frontier areas of public administration and makes use of best practices.

(5) The specific tasks to be carried out in the KDI quality system are regulated in detail in the documents defining the faculty's quality objectives and the KDI Quality Assurance Plan.

(6) In order to improve the soundness and scientific quality of doctoral theses

- a) an integral part of the Training Plan is the discussion of the student's research plan and the theoretical and methodological foundations of the doctoral research topic, as well as one or more draft chapters of the dissertation;
- b) the Council of the KDI and the Head of the Doctoral School will only propose the initiation of the degree-awarding procedure if the participants in the workshop on the doctoral thesis have

either they have supported the initiation of the procedure without revising the thesis, or the supervisor declares in writing that the thesis has been revised in the light of the comments of the researcher's discussion.

XIV. Chapter

Miscellaneous and final provisions

40. §

(1) Doctoral students and doctoral candidates shall be subject to the Regulations for Studies and Examinations, the Disciplinary and Compensation Regulations, the Regulations for Student Fees and Benefits, the KDI Code of Conduct and the student sections of other University regulations, and shall be subject to the provisions of those regulations in matters not covered by these Regulations.

(2) The data of doctoral students and doctoral candidates shall be processed in accordance with the provisions of Article 19 of the Nftv.

(3) The Rules of Procedure of the KDI were adopted by the EDT at its meeting on 17 January 2017. The Rules of Procedure will enter into force on the day following their adoption.