



**NEMZETI  
KÖZZSZOLGÁLATI EGYETEM**  
ÁLLAMTUDOMÁNYI ÉS NEMZETKÖZI TANULMÁNYOK KAR  
KÖZIGAZGATÁS-TUDOMÁNYI DOKTORI ISKOLA

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

## **Operational Rules**

**2019**

## **General provisions**

### **1. §**

- (1) The Faculty of Public Governance and International Studies of the National University of Public Service  
Doctoral School of Public Administration (hereafter KDI or Doctoral School)  
Its Rules of Procedure (hereinafter referred to as the "Rules of Procedure") are based on
  - a) Act CCIV of 2011 on National Higher Education;
  - b) Act CXXXII of 2011 on the National University of Public Service and on Higher Education in Public Administration, Law Enforcement and Military;
  - c) of Decree No. 387/2012 on doctoral schools, the order of doctoral procedures and habilitation. (XII.19.) Government Decree;
  - d) the Organisational and Operational Rules, the Doctoral and Habilitation Rules (hereinafter referred to as DHSZ) and the Management Rules (hereinafter referred to as GSZ) of the National University of Public Service.
- (2) The KDI is an independent teaching and research unit of the Faculty of Public Governance and International Studies of the National University of Public Service (hereinafter referred to as the FNPS). The legal status of the KDI within the UAS is laid down in the Rules of Procedure of the UAS.
- (3) The scope of the MSZ covers the head and staff of the KDI, the lecturers involved in doctoral training and the doctoral students of the KDI.
- (4) In matters not covered by the MSZ, the provisions of the DHSZ shall apply.

### **2. §**

- (1) The name of the Doctoral School is Doctoral School of Public Administration; abbreviation: KDI.
- (2) Foreign language terms for KDI:
  - a) English: Doctoral School of Public Administration Sciences
  - b) French: École Doctorale des Sciences Administratives
  - c) German: Doctoral School of Public Administration Sciences
  - d) Russian: Doctoral School of Nayki on Governance
- (3) Where KDI operates:  
National University of Public Service  
Faculty of Public Governance and International Studies  
1083 Budapest, Üllői út 82.  
Education Centre 350.
- (4) Contact details of KDI:  
Postal address: 1441 Budapest, Pf. 60  
Telephone: 00 36 1 432 9000 / 20197  
Email address: kdi@uni-nke.hu
- (5) Operational data of the KDI:  
Year founded: 2012  
Date of final accreditation: 01.03.2013 MAB decision  
number: 2013/3/VIII/2/2/538 MAB code number:  
217

## **Purpose and tasks of the KDI**

### **3. §**

- (1) The KDI's mission is to plan, organise and implement the training and preparation of doctoral candidates for the award of a PhD degree in the field of "public administration".
- (2) Research areas of the KDI:
  - 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
- (3) The KDI conducts doctoral training in close cooperation with the faculties, departments and educational units of the University, and in order to ensure the quality of training and research, it also involves the academic staff of other universities, research institutes and public authorities in Hungary and abroad.
- (4) The basic provisions on the operation and tasks of the KDI are set out in Article 15 of the DHSZ.

## **The head of KDI**

### **4. §**

The head of KDI

- a) is responsible for the quality of training and research in the doctoral school,
- b) leads the work of the Doctoral Council in Public Administration (CDP) and is responsible for implementing the decisions taken by the CDP
- c) direct the activities of the Scientific Secretary and the Coordinator;
- d) represents the doctoral school;
- e) liaises and exchanges information with the University Doctoral and Postdoctoral Council.

## **Scientific Secretary of the KDI**

### **5. §**

- (1) Scientific secretarial duties are performed by PhD holders and computer users can be filled by a person with the necessary skills.
- (2) The Scientific Secretary
  - a) liaises with the KDI core members and the scientific secretaries of the associated doctoral schools;
  - b) prepares proposals for the meetings of the TAB and the EHDT;
  - c) prepare reports and briefings on the activities of the KDI and prepare the KDI's training information;
  - d) Part of participatesa KDI the rules of the preparation of, subject to monitor the achievement of the objectives of the quality 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 KDI.
- g)* is responsible for keeping the KDI website up to date;
- h)* is responsible for uploading KDI data and documents to the ODT website.

### **The KDI Study Officer**

#### **6. §**

- (1) The post of study adviser is open to persons with a university degree and computer skills.
- (2) The study officer
  - a)* performs the administrative tasks of the doctoral school;
  - b)* maintains students' training records;
  - c)* manages the NEPTUN Unified Study System;
  - d)* helps students with their administrative affairs;
  - e)* contributes to the financial and administrative tasks related to the teaching of doctoral studies.
- (3) The detailed duties of the study officer are set out in the job description included.

### **How the RTDT works**

#### **7. §**

The operation of the RTDT is governed by the RTDT Rules of Procedure.

### **KDI's contacts**

#### **8. §**

- (1) The KDI collaborates in the field of doctoral training and degree acquisition
  - a)* with the Office of Scientific Affairs;
  - b)* with other doctoral schools at the university;
  - c)* with all the departments running the research areas;
  - d)* with other departments of the University.
- (2) KDI maintains professional links with doctoral schools at other universities.
- (3) The KDI seeks continuous cooperation with foreign research centres and their doctoral schools, as well as with international organisations.

### **KDI's management**

#### **9. §**

The KDI does not have its own financial management, the financial management of the training costs is carried out by the Faculty of Social Sciences under the supervision of the Dean. The KDI is involved in decisions concerning the use of the funds generated. The detailed rules of management are laid down in the GSZ.

## **Quality assurance at KDI**

### **10. §**

Within the uniform quality assurance system of the National University of Public Service, the KDI develops the principles and methods of quality assurance of doctoral training and degree acquisition in public administration, the details of which are regulated by the Quality Assurance Plan of the KDI.

## **Final provisions**

### **11. §**

- (1) The MSZ was approved by the University Doctoral and Habilitation Council in its resolution No. .../2019 (...).
- (2) The MSZ will enter into force on ... November 2019.