



**ÁLLAMTUDOMÁNYI  
ÉS NEMZETKÖZI  
TANULMÁNYOK KAR**  
PRO PUBLICO BONO

**National University of Public Service Faculty of  
Political Science and International Studies**

**Doctoral School of Public Administration**

# **Operational Rules**

**2019**

## **General provisions**

### **1. §**

- (1) The rules of operation of the Doctoral School of Public Administration of the Faculty of Political Science and International Studies 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
  - 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) on doctoral schools, doctoral procedures and habilitation Government Decree 387/2012 (XII.19.);
  - 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 Political Science and International Studies of the National University of Public Service (hereinafter referred to as the FNPS). The legal status of the KDI within the CCS is laid down in the Rules of Procedure of the CCS.
- (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 Political Science 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) KDI operational data:  
year of foundation:  
2012  
Final accreditation date: 01.03.2013 MAB Decision  
No: 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 laid down in the DHSZ  
§ 15 of the Act.

### **Foreign language requirements<sup>1</sup> § 3/A**

- (1) To apply for a KDI doctoral programme, you must have at least a (B2) complex, state-recognised language examination.
- (2) The KDI requirements for obtaining a doctorate
  - a) two intermediate (B2) complex state-recognised language exams, or
  - b) a higher level (C1) complex and a basic level (B1) complex recognised by the state language testthe existence of.
- (3) The language accepted in paragraphs (1) to (2) is:
  - a) official languages of all European countries
  - b) Arabic
  - c) Hebrew
  - d) Japanese
  - e) Chinese
  - f) Korean
  - g) Latin
  - h) ancient greek.

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<sup>1</sup> Enacted by the Doctoral Council of the School of Public Administration by its Resolution 9/2023 (I. 26.)

## **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)* maintains contact and exchanges information with the University Doctoral and Habilitation Council.

## **Scientific Secretary of the KDI**

### **5. §**

- (1) Scientific secretarial posts may be filled by a person with a PhD degree and computer user 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)* participates in the preparation of the KDI's regulations and monitors the achievement of the objectives of the quality plan;
  - e)* in cooperation with a for students and re-applicants application managing and peer reviewing the files of applicants;
  - f)* in cooperation with a KDI concerning projects preparation of projects and implementation.
  - g)* is responsible for keeping the KDI website up to date;
  - h)* correspond a KDI data, documents at ODT on the website 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 Learning System;
  - d)* helps students with their administrative affairs;
  - e)* in cooperation with a doctoral training education related to financial and administrative tasks.
- (3) The detailed duties of the Study Officer are set out in the job description.

## **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 established by the University Doctoral and Habilitation Council in its Resolution No. approved by a decision of.
- (2) The MSZ will enter into force on 5 November 2019.