

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

Study and examination regulations

2021.

¹⁸⁸Inserted by Senate Resolution 93/2021 (VII. 7.)



The Senate of the National University of Public Service of Hungary has adopted the University Doctoral and Habilitation Regulations

20. § (1) c) of the Faculty of Public Governance and International Studies, the Regulations for Studies and Examinations of the Doctoral School of Public Administration (hereinafter referred to as KDI) (hereinafter referred to as KDI TVSZ) are hereby established as follows:

Scope of the KDI TVSZ

1. §

(1) The personal scope of the KDI DPS covers Hungarian students (hereinafter referred to as doctoral students) and lecturers involved in doctoral studies, unless otherwise provided by law or international agreement.

(2) The scope of the KDI TVSZ covers the study and examination matters of doctoral students.

Legal background of the KDI TVSZ

2. §

On matters not covered by the KDI TVSZ

- 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 the Military,
- c)* of Decree No. 387/2012 on doctoral schools, the order of doctoral procedures and habilitation. (XII. 19.) Government Decree,
- d)* Government Decree 423/2012 (XII. 29.) on the higher education admission procedure,
- e)* the Regulations on Studies and Examinations of the National University of Public Service (hereinafter referred to as the NKE TVSZ),
- f)* the University Doctorate and Habilitation Regulations of the National University of Public Service (hereinafter referred to as the DHSZ), and
- g)* the rules of the KDI Training Plan and Rules of

Procedure shall apply mutatis mutandis.

Data protection consent forms

2/A. §

The publication of personal data of doctoral students on the University's website within the scope of the KDI TOS is based on the following consent forms, according to their content:

- a)* a declaration of consent for doctoral students who have passed a complex examination at the doctoral schools of the National University of Public Service, have obtained a diploma, are starting the degree procedure and have obtained a doctoral degree;

- b) a declaration of consent in connection with the announcement of the workshop and the public defence by the doctoral school;
- c) a declaration of consent to the inclusion of the dissertation and thesis in the database of the National Doctoral Council (doktori.hu).

The language of doctoral training

3. §

The languages of doctoral studies are Hungarian and English. Unless otherwise provided for in the Training Plan, the English-language course may not deviate from the Hungarian-language course in terms of subject matter. In the case of English-language training, the lecturers and the designated subject leaders may be persons with an academic degree who are qualified to lecture in the relevant language.

Doctoral student enrolment and semester registration

4. §

(1) Admitted doctoral students must register in person at the KDI secretariat during the registration period.

(2) From the second semester of their studies, doctoral students register in the Neptun Unified Study System during the registration period, at the same time declaring whether they will continue their studies or discontinue their student status. If the doctoral student fails to register during the registration period through no fault of his/her own, he/she will be liable to pay a late registration surcharge. Doctoral candidates who are enrolled in a self-financed course shall provide proof of payment of the training costs at the same time as they register. Failing this, the KDI Secretariat will pass the semester on the first day of the academic term.

(3) Student status is suspended in accordance with the provisions of Article 32 of the NUES Regulations. You must notify the KDI of your request for suspension

- a) by 31 August for the autumn semester;
- b) by 31 January for the spring semester.

(4) The KDI may authorise a break in student status for a maximum of three times for a total of four semesters. At the request of the doctoral student, the head of the KDI may authorise the suspension of the student status on the basis of Article 31 of the DHSZ and Article 32 of the NKE TVSZ.

(5) During the break, the doctoral student may collect data, conduct scientific research, publish, participate in scientific conferences and proposals. The doctoral student shall receive credits for the activities carried out during the break in the first active semester following the break.

(6) The student status is continuous even if the doctoral student participates for a longer period in part-time studies abroad or at another university in Hungary, where the sub-tasks agreed with the supervisor are completed in full and can be assessed with credits.

The organised training

5. §

(1) In the framework of the structured training, doctoral students attend contact hours, consult individually or in groups with the supervisor, carry out scientific research, publish and teach in the basic training. The structured training includes the development of teaching and research skills of doctoral students.

(2) A doctoral student on a part-time basis may pursue teaching activities at any higher education institution. The doctoral student shall present official evidence of his/her teaching activity at another higher education institution to the subject supervisor and the head of the research area.

(3) The credit register is kept by the KDI coordinator.

Individual training

6. §

(1) Doctoral students participating in individual training may be awarded credits by the Doctoral Council of the discipline (hereinafter referred to as the "TDT") on the basis of their academic and research achievements prior to their admission, as specified in Article 36 (3) of the DHSZ.

(2) Recognition of academic achievements in courses completed in previous doctoral studies is based on.

(3) The recognition of research results (scientific research work) is based on the doctoral student's publications and conference presentations, as defined in the Training Plan.

(4) Up to two of the compulsory subjects specified in the Training Plan may be recognised.

(5) For doctoral students in individual training, attendance at contact hours is not compulsory but recommended.

Individual preparation

7. §

(1) After passing the complex examination, the individual doctoral student preparing for the research and dissertation phase - based on the result of the credit recognition procedure - must obtain the remaining credits required for the award of the degree by means of scientific research work according to the Training Plan.

(2) The individual doctoral student is also required to participate in the semesterly research forums organised by the KDI.

Training and other costs

8. §

- (1) The amount of the co-payment is determined on the basis of the relevant Rector's instructions, and is set out in the Doctoral Admission Guide issued for the academic year in question.
- (2) The doctoral student who pays the co-payment must provide proof of payment on the day of enrolment.
- (3) The provisions of the Student Fee and Benefit Rules apply to all other matters relating to the payment of the co-payment and other fees payable.

Credit allocation

9. §

- (1) The doctoral programme consists of two phases of four to four semesters. In the first four active semesters, an average of 30 credits per semester is required, with a minimum of 21 credits per semester.
- (2) The KDI shall initiate the termination of the student status of a doctoral student who has not achieved a minimum of 42 credits during two consecutive active semesters with the Rector.
- (3) A minimum of 240 credits must be earned during the eight active semesters.
- (4) The deadline for crediting the doctoral student is the last day of the examination period. Courses not yet completed may be repeated in the following semester.

Credit for prior scientific research

10. §

- (1) Credit for prior scientific research is given on the basis of the application of the admitted doctoral student. Only the publication or conference contribution with the highest number of credits will be accepted for evaluation.
- (2) The application deadline is 1 October of the first semester.

Change the research topic

11. §

- (1) You may change the research topic until the last working day of the first month of the third active semester.
- (2) After changing the topic, the doctoral student must, in line with his/her new research topic meet the conditions for admission to the complex test.

The parallel training

12. §

The doctoral student may - with the permission of the supervisor - participate in parallel studies in another doctoral school. Participation in parallel training must be notified to the head of the KDI. The TDT decides on the recognition of the subjects or research activities undertaken in parallel training on the recommendation of the subject leader.

Listening, credit transfer

13. §

- (1) The doctoral student may apply for credit for a course taken and completed in a doctoral school of another faculty or institution, provided that the course is relevant to the doctoral student's research topic.
- (2) Credit transfer is decided by the TDT on the proposal of the subject leader.
- (3) If the subject matter is the same, the substitute subject can be recognised for the number of credits indicated in the KDI Training Plan. A compulsory subject under the Training Plan cannot be replaced by credit transfer.
- (4) When the subject is recognised, the grade obtained cannot be changed.

Examination period and knowledge check

14. §

- (1) Doctoral students participating in organised and individual training may take their examinations during the examination period determined by the NKE. In cases of special merit (e.g. absence abroad), the examination may be taken before the examination period in the semester in question, if the doctoral student so requests and with the permission of the subject supervisor.
- (2) Courses not completed by the last day of the examination period can be re-taken in the next call for applications.
- (3) KDI does not offer examination courses.
- (4) In the case of unsuccessful retakes of the examinations, the provisions of the NKE TVSZ apply.
- (5) The forms and content requirements for monitoring the acquisition of knowledge related to each subject are set out in the subject data sheets.
- (6) The knowledge is assessed by a two-grade assessment for the complex examination and the subjects requiring a signature, and a five-grade assessment for the colloquium. The assessment of the essay to be submitted is graded with a mark out of five.

The complex exam

15. §

- (1) Conditions for applying for the complex exam:
 - a) training credits defined for the training and research phase (minimum 50) fulfilment;
 - b) completion of the minimum number of research credits (minimum 40) set for the training and research phase;
 - c) the academic requirements of the Training Plan for the first four semesters full completion of the research work;

- d)* submission of a written research document of at least 2 author sheets in the format prescribed by the KDI.
- (2) Content of the research documentation:
- a)* a summary of the research activity carried out in semesters 1-4 (minimum 0.25 author's sheet);
 - b)* the research plan for semesters 5-8 (minimum 0.25 author sheets);
 - c)* a partial study on the doctoral student's research topic (minimum 1.5 author's sheets).
- (3) The doctoral student's previous independent publication may be used in the preparation of the partial study.
- (4) In the assessment provided for in Article 39(4) of the DHSZ, the supervisor shall take into account
- a)* the candidate's scientific research;
 - b)* the progress of doctoral research so far;
 - c)* the continuation of doctoral research, the possibility of completing the dissertation;
 - d)* difficulties encountered in the course of the work, suggestions for improvement.
- (5) The doctoral student must include the research documentation and the supervisor's evaluation with his/her application for the examination; in the absence of the latter, the application is invalid.
- (6) Deadline for exam registration
- a)* 15 November in the autumn semester;
 - b)* 15 April for the spring semester.
- (7) Parts of the complex exam:
- a)* compulsory subject: the concept, subject and components of political science; methods of research on the state and public administration;
 - b)* a examinee research topic related to political science, public administration or other social sciences;
 - c)* a 15-minute PowerPoint presentation in accordance with Article 39(3) of the DHSZ.
- (8) The subject area specified in paragraph (7)(*b*) shall be determined by the candidate's subject leader, who shall also compile the examination questions and the literature to assist preparation.

Workshop debate

16. §

- (1) The recommended date for the workshop is the first semester after the graduation.
- (2) In exceptional cases, if the status of the doctoral student's dissertation draft allows it, the workshop discussion may be held in the eighth active semester.

Final provisions

17. §

The KDI TVSZ was adopted by the Senate in its resolution 93/2021 (VII.7.).