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**UNIVERSITY DOCTORAL AND HABILITATION REGULATIONS  
OF THE UNIVERSITY OF PUBLIC SERVICE**



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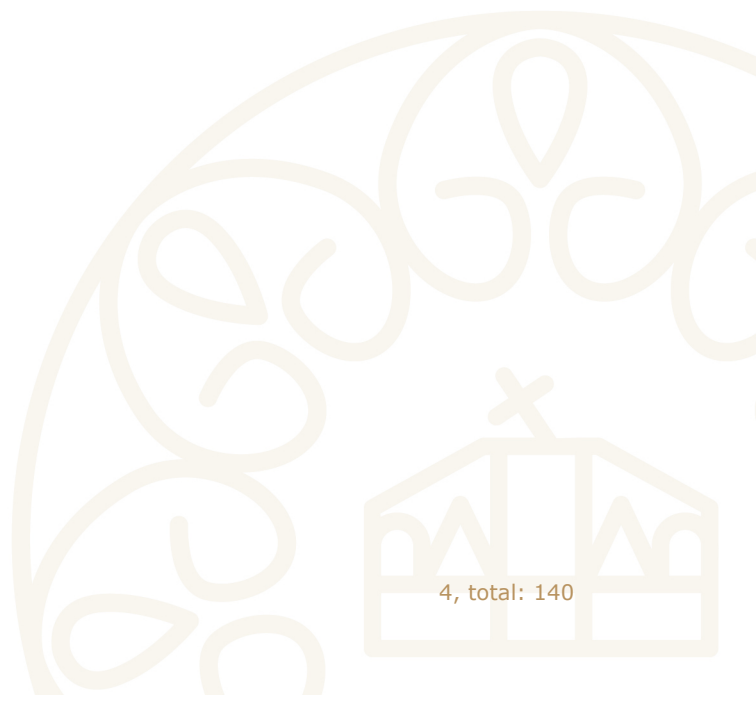
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## TABLE OF CONTENTS

<b>TABLE OF CONTENTS</b> .....	2
<b>PART 1</b> .....	5
<b>COMMON PROVISIONS</b> .....	5
<b>I. CHAPTER</b> .....	5
<b>GENERAL PROVISIONS</b> .....	5
<b>Scope of the University Doctoral and Habilitation Regulations</b> ..	6
<b>Regulatory background</b> .....	6
<b>Terms and Definitions</b> .....	7
<b>Ethical rules</b> .....	10
<b>CHAPTER II</b> .....	10
<b>THE UNIVERSITY DOCTORAL AND HABILITATION COUNCIL</b> .....	10
<b>Composition and election of the University Doctoral and Habilitation Council</b> .....	10
<b>Powers and responsibilities of the University Doctoral and Habilitation Council</b> .....	13
<b>Rules of operation of the University Doctoral and Habilitation Council</b> .....	15
<b>PART 2</b> .....	16
<b>PROVISIONS RELATING TO DOCTORAL PROGRAMMES AND DEGREE AWARD PROCEDURES</b> .....	16
<b>CHAPTER III</b> .....	16
<b>ORGANIZATIONAL UNITS AND BODIES PARTICIPATING IN THE DOCTORAL PROCEDURE</b> .....	16
<b>The Doctoral Council of the Discipline</b> .....	17
<b>The doctoral school</b> .....	19
<i>Establishment and members of the doctoral school</i> .....	19
<i>Operation and tasks of the doctoral school</i> .....	23
<b>The Doctoral Student's Committee on Social Affairs</b> .....	26
<b>Institutes, departments</b> .....	27
<b>Tasks of the Office of Academic Affairs related to doctoral procedures</b> .....	27
<b>Bodies and persons indirectly involved in the doctoral procedure</b>	
27	
<b>CHAPTER IV</b> .....	28
<b>THE DOCTORAL PROGRAMMES</b> .....	28
<b>Forms of the programmes</b> .....	29
<b>Applying for doctoral programmes</b> .....	29
<b>Application requirements</b> .....	31
<b>Other application requirements for internal and sectoral applicants</b> .....	33
<b>The admission interview</b> .....	33
<b>Assessment of the applicants</b> .....	33
<b>The admission decision</b> .....	35
<b>The organized programmes</b> .....	36
<b>The student status</b> .....	37

The Rector's right to grant leniency .....	41
Rights and obligations of the doctoral students .....	42
Doctoral students in full-time organized programmes .....	44
Doctoral students participating in organized part-time programmes .....	45
Different provisions for individual training .....	45
Individual preparation .....	46
The complex examination .....	47
The absolutorium .....	50
Transfers, change of supervisor, title and research topic.....	50
<b>CHAPTER V.....</b>	<b>53</b>
<b>OBTAINING THE DOCTORAL DEGREE.....</b>	<b>53</b>
General conditions for obtaining the doctoral degree.....	53
The doctoral dissertation .....	55
Workshop discussion of the doctoral dissertation.....	58
Application for a degree award procedure .....	60
Review of the doctoral dissertation .....	62
Defence of the doctoral dissertation .....	64
Conflict of interest.....	66
Awarding of the doctoral degree.....	66
The doctoral diploma and the conferral of the doctoral degree.....	67
Registration of the programmes, the degree award procedure and the degree holders.....	68
Withdrawal of the doctoral degree.....	69
<b>CHAPTER VI .....</b>	<b>71</b>
<b>SPECIAL DOCTORAL PROCEDURES.....</b>	<b>71</b>
Conferral of the title of doctor with distinction ( <i>Promotio sub   auspiciis praesidentis Rei Publicae</i> ) .....	71
Granting the title of Doctor Honoris Causa .....	72
Naturalization of academic degrees obtained abroad .....	73
<b>CHAPTER VII .....</b>	<b>74</b>
<b>OTHER RULES CONCERNING DOCTORAL PROGRAMMES AND DEGREE AWARD PROCEDURES.....</b>	<b>74</b>
Quality assurance for doctoral programmes and degree award procedures.....	74
Payments and benefits related to the doctoral programmes and degree award procedures .....	74
Exemptions and allowances.....	75
The University's cooperation with other institutions.....	75
<b>PART THREE.....</b>	<b>76</b>
<b>PROVISIONS RELATING TO THE HABILITATION PROCEDURE .....</b>	<b>76</b>
<b>CHAPTER VIII.....</b>	<b>76</b>
<b>GENERAL PRINCIPLES OF HABILITATION AND THE HABILITATION REQUIREMENTS.....</b>	<b>76</b>
General principles of habilitation .....	77
Habilitation requirements .....	78
<b>CHAPTER IX .....</b>	<b>81</b>
<b>BODIES PARTICIPATING IN THE HABILITATION PROCEDURE.....</b>	<b>81</b>

<b>The Habilitation Evaluation Committee</b> .....	81
<b>Tasks of the Office of Academic Affairs related to habilitation procedures</b> .....	82
<b>CHAPTER X</b> .....	83
<b>THE HABILITATION PROCEDURE</b> .....	83
<b>The habilitation application</b> .....	83
<b>Launching the habilitation procedure</b> .....	85
<b>Assessment of the applicant’s personal qualities, evaluation of the habilitation theses (work of art)</b> .....	85
<b>Opening the public part of the procedure</b> .....	86
<b>The habilitation lecture</b> .....	87
<b>The public discussion</b> .....	87
<b>Awarding of the habilitated doctor title</b> .....	88
<b>Withdrawal of the habilitated doctor title</b> .....	89
<b>Legal remedies</b> .....	89
<b>CHAPTER XI</b> .....	89
<b>HABILITATION DIPLOMA, RIGHTS AND OBLIGATIONS</b> .....	89
<b>The Habilitation Diploma</b> .....	89
<b>Rights and Obligations of the Habilitated Doctors</b> .....	90
<b>PART FOUR</b> .....	90
<b>MISCELLANEOUS AND CLOSING PROVISIONS</b> .....	90
<b>ANNEXES</b> .....	93





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

## PART 1

### COMMON PROVISIONS

#### I. CHAPTER

#### GENERAL PROVISIONS

##### Article 1

For the purposes of the Regulations:

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

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

***Article 3 (1) of the Higher Education Act: The successive training cycles of higher education, leading to a higher education degree, are as follows:***

- a) ***bachelor's degree programme,***
- b) ***master's degree programme,***
- c) ***doctoral programme.***

***Article 12 (3) of the Higher Education Act: The Senate (...) e) shall adopt the institution's (...) eb) the Organisational By-laws, the doctoral regulations, (...).***

## **Scope of the University Doctoral and Habilitation Regulations**

### **Article 2**

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

The material scope of the Regulations applies to doctoral programmes, doctoral degree award procedures and habilitation procedures, and the personal scope applies to students, teachers, researchers and doctoral schools participating and assisting in doctoral programmes and degree award procedures, persons participating in the habilitation procedures, applicants for the title "Habilitated Doctor" as well as Habilitated Doctors and other departments, bodies and individuals named in the procedures.

### **Regulatory background**

#### **Article 3**

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

- a) The Higher Education Act;
- b) The UPS Act;
- c) The Act on Recognition;
- d) Act CCV of 2012 on the Status of Military Personnel;
- e) Act XL of 1994 on the Hungarian Academy of Sciences;
- f) Government Decree 137/2008 (V. 16.) on the state-recognised language examination certifying foreign language proficiency and on the naturalisation in Hungary of language examination certificates issued abroad certifying foreign language proficiency;
- g) The Decree;
- h) The Higher Education Act Implementing Regulation;
- i) The Admission Procedures Decree;
- j) Decision 2016/6/V/1 of the Hungarian Accreditation Committee for Higher Education (hereinafter referred to as HAC): Guide to submitting an application for establishment of a doctoral school and updating the data of an existing doctoral school;
- k) Annex V/1 to the 9th Session of HAC in year 2017: Accreditation Requirements of HAC, accreditation assessment criteria (ABSZ) in the evaluation of Doctoral Schools;
- l) University of Public Service – Rules of Admission;
- m) University of Public Service – Student Payment and Benefit Policy;
- n) University of Public Service – Study and Examination Regulations;

- o) University of Public Service – Recognition, Credit Transfer and Validation Regulations;
- p) University of Public Service – Regulations on the exercise of student rights and performance of obligations, the evaluation of applications related to student status, and student redress procedures;
- q) University of Public Service – Code of Ethics.

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

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

## Terms and Definitions

### Article 4

For the purposes of the Regulations:

1. *Sectoral applicants*: employees of organisations under the control of the Ministry of the Interior, Ministry of Defence, Ministry of Justice, Ministry of Foreign Affairs and Trade or the Prime Minister's Office applying for doctoral programmes;
2. *State scholarship*: financial support for doctoral students of Hungarian nationality participating in full-time organized programmes or doctoral students of foreign nationality subject to the same treatment as Hungarian doctoral students on the basis of law or international agreements;
3. *Internal applicants*: candidates applying for a doctoral programme, who is employed by the University of Public Service;
4. *Doctoral student status*: a legal relationship between a doctoral student and the University, the content of which consists of the rights and obligations of the doctoral student and the University as defined in the laws applicable to higher education;
5. *Doctoral student*: a student in a PhD programme preparing for the academic degree, who has the rights and obligations set out in the higher education legislation;
6. *Doctoral dissertation*: **Article 108. 1a. of the Higher Education Act – doctoral dissertation: a piece of writing, work of art or work produced by a doctoral student demonstrating that he or she is capable of independently solving an academic problem in line with the requirements of the degree;**

7. *Thesis booklet of a doctoral dissertation*: a summary of the doctoral dissertation for the scientific community, which presents the scientific achievements of the person submitting the doctoral dissertation, which provide evidence of his/her readiness to obtain the academic degree in the course of the degree award procedure;
8. *Doctoral degree*: an academic degree awarded by the University Doctoral and Habilitation Council, the obtainment of which is subject to the requirements laid down in the University Doctoral and Habilitation Regulations, within the framework of the Higher Education Act. The doctoral degree can be obtained through a doctoral degree award procedure;
9. *Doctoral degree award procedure*: **Article 53 (2) of the Higher Education Act: During the doctoral programmes, after the complex examination, the doctoral student shall take part in the doctoral degree award procedure by completing the research and dissertation phase, the aim of which is to obtain the doctoral degree;**
10. *Doctoral School* (hereinafter referred to as DS): an organized framework for doctoral programmes that provides preparation for obtaining the academic degree;
11. *Doctoral programmes*: programmes, research and reporting activities in preparation for a doctoral (PhD) degree, tailored to the specifics of the field of science and the needs of the doctoral student;
12. *Doctoral class*: in doctoral programmes, the time spent on research or creative activity in the higher education institution or in an institution which has concluded a cooperation agreement with it is also considered a class (contact hour);
13. *Doctoral topic*: **Article 13 (1) of the Decree: A doctoral topic is a partial research area suitable for the doctoral student, under the leadership of the supervisor, to master the application of scientific methods, to obtain valuable scientific results, and to provide assurance of it in the form of scientific publications, scientific lectures and finally, a doctoral dissertation, a work of art;**
14. *Individual preparation*: a form of preparation in which the candidate may be partially or totally exempted from the duties of the training and research phase of the doctoral programme;
15. *Individual self-funded programme* (48 months, 240 credits): doctoral programme with exemption from contact hours and with a consultation requirement;
16. *University Doctoral and Habilitation Council* (hereinafter referred to as UDHC): a body set up by the Senate for the award of doctoral degrees and carrying out the habilitation procedures and for the awarding of the habilitated doctor title, which body has decision-making powers regarding doctoral programmes and habilitation procedures;
17. *Semester*: Article 108 (5) of the Higher Education Act: semester: a five-month education organisation period; in the case of doctoral programmes, the period of education from 1 September to 31 January and from 1 February to 31 August of each year;

18. *Student (applicant) with a disability*: Article 108 (6) of the Higher Education Act: Student (applicant) with a disability: a student who has a motor, sensory or speech disability, or, in the case of a combination of several disabilities, a cumulative disability, autism spectrum disorder or other mental developmental disorder (severe learning, attention or behavioural disability);
19. *Habilitation: Article 108 (7) of the Higher Education Act: Habilitation: habilitation is the institutional recognition of lecturing/presentation ability and academic performance;*
20. *Habilitation Evaluation Committee*: a committee appointed by the UDHC to conduct a habilitation procedure and prepare a decision on the habilitated doctor title;
21. *Habilitation lecture*: the first event of the public part of the habilitation procedure, during which the applicant demonstrates his/her teaching and knowledge transfer skills in Hungarian and in a foreign language;
22. *Training programme: Article 108 (19) of the Higher Education Act - Training programme: the training document of an institution, which contains*
  - a) detailed training and study requirements for the bachelor's, master's and undivided vocational programmes and higher education vocational training and postgraduate programmes,*
  - b) the doctoral programme plan,**and the detailed rules for the programme, in particular the curriculum and the educational programme and the subject programmes, as well as the assessment and monitoring methods, procedures and rules;*
23. *Complex examination: Article 53 (1) of the Higher Education Act ... During the doctoral programme, at the end of the fourth semester, as a conclusion of the training and research phase of the programme and as a condition for the commencement of the research and dissertation phase, a complex examination shall be taken which measures and evaluates the academic and research progress;*
24. *Part-time training abroad*: the part of the doctoral programme in which a doctoral student may participate related to his or her doctoral topic, approved by his or her supervisor, based on a work programme that ensures the validity of the study period in the University's doctoral programme;
25. *External applicant*: any person applying for a doctoral programme who is not an internal or applicant;
26. *MTMT Database*: national scientific bibliographic database as defined in Article 3 (1) (o) of Act XL of 1994 on the Hungarian Academy of Sciences;
27. *Workshop discussion*: a (research organisation) dispute organized and conducted by the supervisor in the presence of the applicant prior to the public discussion of the doctoral dissertation, which includes the preliminary assessment of the draft dissertation;
28. *Public discussion in the doctoral degree award procedure*: the defence of the doctoral dissertation is part of the doctoral degree award procedure, in which the

person submitting the doctoral dissertation presents the theses of his/her dissertation (work of art), then answers the comments and questions of the opponents, committee members and those present. The date, venue and other information of the doctoral dissertation defence necessary in order to inform the academic community and the public, the exact location where the dissertation is available are published on the DS website, the Hungarian Doctoral Council (HDC) website, and in other customary means, in a timely manner – one month in advance;

29. *Public discussion in the habilitation procedure*: the second event of the public part of the habilitation procedure, a scientific-professional discussion organized for the academic community, in which the applicant presents the scientific and professional achievements of his or her career;
30. *Organized self-funded programme* (48 months, 240 credits): full-time or part-time doctoral programme, in which the hours (contact hours) prescribed by special legislation do not exceed one-third of those prescribed in full-time programmes;
31. *Organized scholarship programme* (48 months, 240 credits): full-time doctoral programme, in which the hours (contact hours) prescribed by special legislation account for at least one-fifth (1/15) of all student study time;
32. *Academic year: Article 108 Point 40 of the Higher Education Act: academic year*: in the case of doctoral programmes, the education organisation period of twelve months;
33. *Study points (credits) in doctoral programmes*: the unit of study, research and – if the doctoral student undertakes teaching duties – teaching work aimed to fulfil the student's obligations;
34. *Doctoral Council of the Discipline*: a body established by the UDHC for each discipline, with its own powers and responsibilities, which meets regularly.

## **Ethical rules**

### **Article 5**

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

## **CHAPTER II**

### **THE UNIVERSITY DOCTORAL AND HABILITATION COUNCIL**

#### **Composition and election of the University Doctoral and Habilitation Council**

##### **Article 6**

***Article 16 (5) of the Higher Education Act: The organization of doctoral programmes and the awarding of the doctoral degree (hereinafter referred to as***



**doctoral procedure) is the right of the doctoral council of the higher education institution. The doctoral council of the institution may establish a doctoral council for each science discipline or branch of art of each field of science, within the science disciplines or branches of art defined in the doctoral regulations of the higher education institution. All members of the doctoral council, with the exception of doctoral students, must have an academic degree.**

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

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

**a) those lecturers or research staff members employed at the institution of higher education full-time, in employment relationship or as civil servants shall have a habilitated doctor title,**

**b) at least two thirds shall be university professors, and**

**c) one third, but not less than two of the members shall not have an employment relationship with that higher education institution concerned.**

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

**Article 23 (2) The higher education institution may stipulate in its Organisational By-laws that the functions of the habilitation committee shall also be carried out by the doctoral council if composition of the doctoral council meets the conditions of Article 22 (2).**

(1) The UDHC is a scientific body set up to organize, coordinate, authorize and supervise doctoral programmes, to award doctoral degrees, to conduct habilitation procedures, and award the habilitated doctor title.

(2) At least eight members of the UDHC are persons who are not in employment relationship with the University, who are eminent teachers or researchers in their research areas, and represent the disciplines taught at the Doctoral Schools of the University.

(3) Voting members of the UDHC shall be persons with at least a habilitated doctor title, who fulfil the conditions for core membership, provided that at least two thirds of the UDHC members with voting rights must be university professors.

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

(5) The chair of the UDHC, with voting rights, shall be a university professor of the University with exceptionally high academic reputation, who shall be elected – on the recommendation of the Rector – by the Senate and appointed by the Rector for a term of five years.

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

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

- a) on the recommendation of the faculty councils, 2 lecturers or researchers per faculty with voting rights;
- b) on the recommendation of the Eötvös József Research Centre, one lecturer or researcher from the Eötvös József Research Centre with voting rights;
- c) on the recommendation of the DSs, one doctoral student per DS with consultation rights;
- d) on the basis of paragraph (2), with the right to vote, 2-2 persons who are not in employment relationship with the University, on the recommendation of the deans of the faculties.

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

## **Article 7**

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

(2) <sup>1</sup>On the recommendation of the Vice-Rector for Academic Affairs made pursuant to Article 6 (7), the Rector shall submit a proposal for the composition of the UDHC, which shall be approved by the Senate. The credentials shall be issued to the members by the Rector.

(3) <sup>2</sup>The elected members of the UDHC shall serve for a maximum of five years, and such term of office shall be renewable several times.

(4) The removal of the elected members of the UDHC shall be decided by the Senate on the initiative of the UDHC chairperson.

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<sup>1</sup> Amended by Senate Resolution No. 50/2019 (IX. 18.).

<sup>2</sup> Amended by Senate Resolution No. 89/2020 (VII. 15.).



(5) A representative of the Association of Hungarian PhD and DLA Candidates may participate in the work of the UDHC with consultation rights, if invited by the chairperson of the UDHC, if the agenda so requires.

## **Powers and responsibilities of the University Doctoral and Habilitation Council**

### **Article 8**

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

**a) comment on the proposal for establishment of doctoral schools;**

**b) regularly evaluate for the Senate the University's doctoral programmes and degree award procedures, with special regard to Article 84/A (4) of the Higher Education Act;**

**c) where appropriate, initiate the closure of doctoral schools;**

**d) pursuant to Article 16 (5) of the Higher Education Act, it may set up doctoral councils for each field of science – including the scientific disciplines and branches of art defined in the doctoral regulations of the higher education institution (hereinafter collectively referred to as: doctoral council of the discipline) – subject to the conditions on composition and personal requirements set forth in paragraph (1);**

**e) decide on the credit recognition, the requirements of the complex examination, on the award, naturalization and revocation of doctoral degrees as per Article 16 (4) of the Higher Education Act, which powers, except for the award, naturalization and revocation of doctoral degrees, may be delegated to the doctoral council of the discipline;**

**f) in line with the provisions of the doctoral regulations, on the recommendation of the doctoral schools, appoint the members of the doctoral admission committee, members of the evaluation committee and the official opponents, set up the complex examination committee, and approve the names of doctoral supervisors and doctoral school lecturers, which powers may be delegated to the doctoral council of the discipline;**

**g) lay down in the doctoral regulations the language requirements for the degree award procedure, which power may be delegated to the operating regulations of the doctoral school;**

**h) decide, on the basis of the opinion of the evaluation committee, on the application for closed defence, which power may be delegated to the doctoral council of the discipline;**

**i) comment on the proposals made by the Rector for the award of the title of honorary doctor or honorary doctor and professor to the Senate and the proposal to terminate the doctoral school;**

**j) elect the heads of the doctoral schools of the higher education institution, appoint or dismiss the members of the doctoral school councils .**

**22. (4) The habilitation committee shall carry out the habilitation procedures as provided for in the regulations, and within this framework it shall:**

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

(1) Powers and responsibilities of the UDHC:

- a) in relation to the doctoral programmes and the degree award procedures:
  - aa) prepare a plan for the doctoral programmes for the Senate;
  - ab) comment on the proposal to establish and terminate doctoral schools;
  - ac) approve the operating regulations of doctoral schools;
  - ad) establish the doctoral council of the discipline, approve its composition, and appoint and dismiss its members;
  - ae) approve the rules of procedure of the doctoral council of the discipline;
  - af) approve the core members of doctoral schools and terminate their mandate;
  - ag) elect the head of the doctoral schools and initiate the termination of their mandate at the Rector;
  - ah) award and withdraw the emeritus/emera title;
  - ai) approve the full-time doctoral student allocation;
  - aj) regularly evaluate the doctoral programmes and the degree award procedures for the Senate;
  - ak) on the recommendation of the doctoral council of the discipline, decide on the award, naturalization and withdrawal of the doctoral degree;
  - al) define the list of languages which may be accepted as the first foreign language (first language exam) in the foreign language requirements of degree award procedures;
  - am) comment for the Senate on the Rector's proposals for the awarding of the honorary doctor, or the honorary doctor and professor titles, and on the proposal to terminate the doctoral school;
  - an) decision to establish, terminate or modify a research area;
  - ao) approve the annual reports of doctoral schools;
  - ap) develop the quality assurance principles and methods for doctoral programmes and degree award procedures, taking into account the opinion of the doctoral councils of the disciplines;
  - aq) <sup>3</sup> with the exception of the decision on the admission of students, evaluate the appeal against the decision of the doctoral council of the discipline, uphold or annul it and instruct the doctoral council of the discipline to start a new procedure.

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<sup>3</sup> Enacted by Senate Resolution No. 89/2020 (VII. 15.).

- b) in relation to the habilitation procedure:
- ba)* establish and review, within the framework of the Regulations, the minimum habilitation requirements;
  - bb)* decide whether to initiate a habilitation procedure or to reject the application;
  - bc)* appoint the official opponents and the Habilitation Evaluation Committee (hereinafter referred to as the Evaluation Committee);
  - bd)* evaluate the report of the Evaluation Committee;
  - be)* decide, upon the proposal from the Evaluation Committee, to start the public part of the procedure;
  - bf)* decide on the award and revocation of the habilitated doctor title.

(2) <sup>4</sup> The UDHC is an independent body on scientific matters. In the event of a violation of the law, of the Regulations or other University rules or in the event of a procedural error, an appeal may be lodged against the decisions of the UDHC in matters related to the doctoral and habilitation procedures, within 15 days of the notification of the decision or, failing that, of the decision coming to the knowledge of the person concerned. The Rector shall be responsible for conducting the internal appeal procedure. If the Rector finds any irregularity, he/she shall annul the decision and order the commencement of a new procedure by the UDHC.

### **Rules of operation of the University Doctoral and Habilitation Council**

#### **Article 9**

- (1) The UDHC shall meet as necessary and shall regulate its operation by establishing its rules of procedure. The UDHC shall have a quorum when the majority of the voting members of the council are present at the respective meeting.
- (2) The UDHC is represented in the HDC by the chair of the UDHC.
- (3) The meetings of the UDHC are open to the citizens of the University.
- (4) <sup>5</sup>A meeting shall be held in closed session at the request of more than half of the members of the UDHC with voting rights or when it is necessary due to the handling of classified information. In addition to the members with voting and consultation rights, only the secretary of the UDHC, the keeper of the minutes and the persons concerned may attend the closed meeting, provided that they comply with the personal security conditions set out in the University's Security Regulations. Persons attending a closed meeting are required to keep confidential the words spoken there.
- (5) As a general rule, the UDHC shall pass its decisions by open vote, by a simple majority (unanimous vote of more than half of the members present), whereas it shall decide on the awarding of a doctoral degree by a two-thirds majority of the members present.

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<sup>4</sup> Established by Senate Resolution No. 89/2020 (VII. 15.).

<sup>5</sup> Established by Senate Resolution No. 50/2019 (IX. 18.).

(6) Open voting can be done by show of hands or by pressing the voting button when using the voting counter. One can vote yes, no or abstain. The votes shall be counted by the secretary of the UDHC.

(7) The UDHC shall decide by secret ballot on the following matters:

- a) awarding and withdrawing a doctoral degree;
- b) naturalization of a doctoral degree;
- c) commenting on the award of an Doctor Honoris Causa title;
- d) electing the head of the DS, initiating the termination of their appointment with the Rector;
- e) the appointment and termination of the members of the Doctoral Council of the Discipline;
- f) approval and termination of the DS core members;
- g) initiation of the habilitation procedure or rejection of the application;
- h) opening of the public part of the habilitation procedure or rejection of the application;
- i) awarding and withdrawal of the habilitated doctor title.

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

### **Article 10**

(1) The chair of the UDHC shall be responsible for the content and technical preparation of the meetings of the UDHC and the enforcement of the decisions.

(2) The meeting shall be chaired by the chair or, in his or her absence, by the vice-chair designated by the chair.

(3) <sup>6</sup>The decisions of the UDHC are public and must be published on the University's website, in compliance with the privacy rules.

(4) The OAA shall keep a copy of the minutes of the meetings of the UDHC.

## **PART 2**

### **PROVISIONS RELATING TO DOCTORAL PROGRAMMES AND DEGREE AWARD PROCEDURES**

#### **CHAPTER III**

### **ORGANIZATIONAL UNITS AND BODIES PARTICIPATING IN THE DOCTORAL PROCEDURE**

#### **Article 11**

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<sup>6</sup> Established by Senate Resolution No. 93/2021 (VII. 7.).

- (1) Bodies, organizational units and persons directly involved in the doctoral procedure:
  - a) the UDHC;
    - aa) Chair of the UDHC;
    - ab) Vice-chairs of the UDHC;
    - ac) Secretary of the UDHC;
    - ad) Members of the UDHC;
  - b) the Doctoral Council of the Discipline (hereinafter referred to as DCD);
  - c) the DS;
    - ca) the head of the DS;
    - cb) core members of the DS;
    - cc) the heads of the research areas;
    - cd) the doctoral supervisors;
    - ce) the lecturers of the DS;
  - d) the Doctoral Student's Committee on Social Affairs (hereinafter referred to as "DSC");
  - e) the departments, institutes;
  - f) the OAA;
  - g) the complex examination committee;
  - h) the doctoral evaluation committee;
  - i) the official opponent;
  - j) <sup>7</sup> the International Office.
- (2) University bodies and persons indirectly involved in the doctoral procedure:
  - a) the Senate;
  - b) the Rector;
  - c) the Dean.

### **The Doctoral Council of the Discipline Article 12**

- (1) The DCD is a regularly meeting body established by the UDHC for each discipline, with its own powers and responsibilities. The operation of the DCD is governed by the rules of procedure approved by the UDHC.
- (2) The core members of the DS are ex-officio members of the DCD. Further members are proposed by the head of the DS, with at least 2 external persons not employed by the

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<sup>7</sup> Enacted by Senate Resolution No. 89/2020 (VII. 15.). Established by Senate Resolution No. 62/2022 (IV. 20.).

University. The composition and staffing of the DCD shall be governed by the provisions of Article 9 (1) of the Decree.

(3) The DCD is chaired by the head of the DS, and in case multiple DSs are operating in the same discipline, the election of the DCD chair – out of the DS heads – is decided by the UDHC. One doctoral student invited by the Doctoral Student Union (hereinafter referred to as DSU) is also a member of the DCD in an advisory capacity. The DCD may appoint a academic secretary, who shall attend meetings of the DCD in an advisory capacity. The permanent invitees of the DCD – in an advisory capacity – are the Dean of the faculty of the discipline and the heads of the research areas of the DS.

(4) If the chair of the DCD is prevented from attending, the deputy head of the DS – if there is a deputy head in the DS headed by the chair – shall replace him/her with voting rights. If there is no deputy head of the DS, a person appointed from among the DS's core members is entitled to act as deputy.

(5) The composition of the DCD is proposed by the head of the DS and approved by the UDHC.

(6) The term of office of members shall be five years and may be renewed several times.

(7) The appeal forum for the DCD is the UDHC.

(8) Powers and responsibilities of the DCD:

- a) decide on research topics and supervisors for doctoral programmes;
- b) prepare the discipline-specific part of the doctoral programme plan;
- c) decide on the lecturers;
- d) decide on approval of unannounced individual research topics;
- e) decide on the principles and framework of the supervisors' work and determine the tasks of the supervisors related to doctoral students during and after the academic term;
- f) appoint the members of the doctoral admission committee;
- g) <sup>8</sup>decide on the admission of candidates applying for doctoral programmes and on the acceptance of students transferred from other institutions to the doctoral programme;
- h) decide on credit recognition;
- i) <sup>9</sup>decide on postponement (suspension), study, disciplinary and examination matters of doctoral students, and termination of the student status, if it is not automatically terminated by law;
- j) decide on the doctoral student's doctoral topic and the title of the dissertation;
- k) <sup>10</sup> decide on requests for change of supervisor or co-supervisor;
- l) decide on the requirements of the complex examination;

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<sup>8</sup> Established by Senate Resolution No. 93/2021 (VII. 7.).

<sup>9</sup> Amended by Senate Resolution No. 89/2020 (VII. 15.).

<sup>10</sup> Amended by Senate Resolution No. 89/2020 (VII. 15.).

- m) decide on the admission of students for complex examination;
- n) decide on the subjects of the complex examination on the basis of the training plan, establish the complex examination committee;
- o) decide on the commencement of the doctoral degree award procedure;
- p) decide on the official opponents of the doctoral dissertation, appoint the members of the evaluation committee;
- q) decide on the application for closed defence on the basis of the opinion of the evaluation committee;
- r) make a recommendation to the UDHC on matters within the competence of the UDHC.

## **The doctoral school**

*Establishment and members of the doctoral school*

### **Article 13**

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

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

**(2) When establishing a doctoral school, the field of science, and more specifically the discipline or branch of art in which the doctoral programme is to be pursued must be indicated. Intra-disciplinary and interdisciplinary research area can be used to identify the professional activities reflecting the operational framework of the doctoral school.**

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

**(2) A doctoral school operating in multiple disciplines shall have at least nine core members and at least three core members per discipline, the majority of whom shall be university professors and shall carry out their research activities in the discipline concerned. In doctoral schools in the field of educational science, there may also be a core member of the discipline related to teacher training.**

**(3) Core members must meet the following requirements:**

**a) hold an academic degree;**

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



**c) in the case of a habilitation that is based on a work of art, his or her works are known and recognized nationally and internationally, as evidenced by the positive feedback from leading (benchmark) international art forums;**

**d) he/she has demonstrated the ability to lead and supervise doctoral students by having at least one doctoral student who obtained a doctoral degree under his/her supervision; and**

**e) be employed as a lecturer or scientific researcher at the given higher education institution, full-time, in employment relationship or as civil servant, who has designated this higher education institution pursuant to Paragraph (3) of Article 26 of Act CCIV of 2011 on National Higher Education (hereinafter: Higher Education Act) for the purpose of considering the existence of the operating conditions of the higher education institution.**

**(4) If the conditions of points (a) to (d) of Paragraph (3) are met, a Professor Emeritus, or Professor Emerita (hereinafter jointly referred to as Professor Emeritus) as per Article 32 (1) of the Higher Education Act, may become core member of the doctoral school of the higher education institution in which he or she has emerited, for the establishment of a doctoral school, with the approval of the doctoral council (hereinafter referred to as doctoral council) of the higher education institution. One of the Professor Emeritus members may be considered for the core members defined in Article 2 (1), and one member per discipline for the core members defined in Article 2 (2).**

**(5) In addition to fulfilling the conditions set forth in points (a) to (d) of Paragraph (3), a scientific advisor or a research professor employed at the research institute full-time, in employment relationship or as a civil servant, holding the title "Doctor of the Hungarian Academy of Sciences" may also be a core member, if the higher education institute has entered into an agreement with the research institute to that effect. A maximum of two of these members may be considered for the core members as defined in Article 2 (1), and one member per discipline for the core members as defined in Article 2 (2).**

### **Article 3 The core member**

**a) must comply with the requirements of Article 2 for at least one training cycle and for the duration of the doctoral degree award procedure of that cycle, and**

**b) must undertake to be a supervisor in the doctoral school.**

**Article 4 (1) The head of the doctoral school shall be elected by the doctoral council from among the university professor core members of the doctoral school, on the recommendation of the majority of the core members, and shall be appointed by the Rector for a period of maximum five years. The appointment may be renewed several times.**

**(2) The lecturers of the doctoral school shall be the lecturers and researchers with an academic degree who, on the recommendation of the head of the doctoral school, are considered by the doctoral council to be capable of performing teaching, research and supervisory duties within the doctoral school.**



**Article 5 (1) The documents establishing the doctoral school shall be prepared by the core members, which documents shall include:**

**a) the field of science and discipline classification of the doctoral school;**

**b) the master's degree programmes based on which the higher education institution meets the requirements of Article 16 (2) of the Higher Education Act;**

**c) the name of the research areas of the doctoral school;**

**d) the name of the doctoral degree that may be awarded as a result of the doctoral degree award procedure;**

**e) the name of the person nominated to become head of the doctoral school, the core members of the doctoral school, the proposed supervisors for the first four years of the doctoral school, the other lecturers of the doctoral school, invited Hungarian and foreign lecturers (artists in the case of an art doctoral school), researchers, their scientific or artistic curriculum vitae, the documentation of the most important scientific (scientific or artistic in the case of an art doctoral school) achievements and works of art of the previous five years;**

**f) the training plan of the doctoral school corresponding to level 8 of the Hungarian Qualifications Framework;**

**g) the international relations of the doctoral school, which are expected to be taken into account during its operation;**

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

**i) the operating regulations of the doctoral school.**

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

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

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

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

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

**a) the documents establishing the doctoral school;**

**b) the opinion of the doctoral council;**

**c) the development concept of the research area of the higher education institution affected by the establishment of the doctoral school;**

**d) the doctoral regulations of the higher education institution;**

**e) a statement that the doctoral school's website provides regular and public information on doctoral programmes on an annual basis, and that the admission requirements shall be published annually on the website and also in the manner customary at the higher education institution; and**

**f) a statement that the data of the doctoral school will be continuously updated to reflect the current status of the doctoral school.**

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

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

**Article 7 Changes in the doctoral school's data shall be notified to the Office within the time limit specified in Article 11 (2) of Government Decree 87/2015 (IV. 9.) on the implementation of certain provisions of Act CCIV of 2011 on National Higher Education.**

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

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

(2) A DS can be established in those disciplines in which the institution is pursuing a master's degree programme. The programmes, with the indication of the field of study, must be included in the application for establishment and also the number of the HAC accreditation decision issued for the master's degree programme(s).

(3) When establishing a DS, the conditions specified in the currently effective legislation and/or in the HAC assessment criteria must be met.

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

(5) A lecturer may undertake teaching duties in several doctoral schools, but may only be a core member of a single doctoral school of the higher education institution where pursuant to Article 26 (3) of the Higher Education Act, he or she was taken into consideration for purpose of verifying the existence of the operating conditions of the higher education institution.

(6) <sup>11</sup>At the proposal of the head of the DS, a founding member or a person accepted as a core member at least 5 years previously, who has a documented relationship with the University, but no longer undertakes to act as a supervisor, may be awarded a core member emeritus title in the DS based on the decision of the UDHC. The emeritus core member is not allowed to be a member of the UDHC and may not be involved in HAC assessment procedures, and shall not be counted towards the requirements on the number of core members. The emeritus core member is not required to meet the HAC criteria for 5 new publications and to include publication and citation data in the MTMT Database. The core member emeritus title is awarded by the UDHC for a definite (fixed) or indefinite (open-ended) period of time and this fact is displayed in the doctoral database by the head of the DS. Neither a HAC resolution nor a separate notification is required for the awarding of a core member emeritus title. The title will be withdrawn by the UDHC if the emeritus member's relationship with the University is terminated. The withdrawal of the title may also be requested by the emeritus member. After withdrawal, the emeritus core member's data is no longer visible in the public doctoral database, but will continue to be retained and counted in the performance of the DS.

#### **Article 14**

(1) A research area can be established if it has a baseline study that scientifically supports the establishment of the area and if it has well-developed subject programmes, representatives (with DSc, CSc, PhD degrees), well-researched research topics and scientific publications, as well as supervisors.

(2) The head of the doctoral school is elected by the UDHC and appointed by the Rector for a maximum of five years.

(3) <sup>12</sup> The supervisor or lecturer of the doctoral school can be a person who has held an academic degree for at least 2 years and the supervisor has a scientific publication in the topic not older than three years, as per the classification of the Library of Hungarian Scientific Works.

(4) The documentation for the establishment and start-up of the DS shall be in accordance with the legislation in force at the time of the decision and the HAC assessment criteria.

#### *Operation and tasks of the doctoral school*

#### **Article 15**

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

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<sup>11</sup> Amended by Senate Resolution No. 93/2021 (VII. 7.).

<sup>12</sup> Established by Senate Resolution No. 89/2020 (VII.15.).

**(4) The announcer of the doctoral topic shall be the lecturer or researcher with an academic degree whose topic offer has been approved by the council of the doctoral school.**

**(5) The supervisor of the doctoral topic shall be the lecturer or researcher with an academic degree, the topic offer of whom has been approved by the council of the doctoral school, and who, on this basis, shall be responsible for directing and assisting the doctoral student in preparing for his or her studies, research activity and preparation of the doctoral students for obtaining the academic degree.**

**(6) A doctoral student may have two supervisors at the same time, subject to the approval of the doctoral council. The title page of the doctoral dissertation shall clearly state the name(s) of the supervisor or supervisors.**

(1) The DS is an organizational unit of the university accredited by the HAC to provide a uniform and organized training framework for doctoral education and research, as well as to provide the organizational framework for mastering independent scientific research and preparing for obtaining a doctoral degree. The Faculty (hereinafter referred to as the Responsible Faculty) responsible for the basic conditions of operation of the DS as an organisational unit is designated by the University's Organisational By-laws (hereinafter referred to as the Organisational By-laws).

(2) The development of the scientific quality of the DS and the general duties of the DS shall be directed by the head of the DS who is responsible for the general representation of the doctoral school and the other responsibilities assigned to the head of the DS by these Regulations.

(3) The administrative tasks of the DS are:

- a) continuous and complete documentation of accreditation conditions;
- b) drawing up the training plan, the curriculum and the timetable;
- c) compilation of the research topic list;
- d) organization of programmes, student administration, liaising with lecturers and students;
- e) keeping the records of the DS, managing the Neptun system;
- f) editing of the admission information, complete administration of the admission process with the exception specified in Article 19 (2) a) and b);
- g) preparing and implementing the DCD decisions;
- h) preparation of UDHC proposals/petitions and execution of decisions;
- i) managing institutional cooperation relations;
- j) DS and HDC website content editing;
- k) full administration of the examination procedures, workshop discussions and degree award procedures, with the exception provided for in point b) of Paragraph (2) of Article 19.

(4) On the recommendation of the DCD, the UDHC may elect the deputy head of the DS. The requirements and tasks are the same as for the head of the DS, except for the requirement of the title "doctor of the Hungarian Academy of Sciences". The head of the DS – in his/her absence – shall be replaced by the deputy head of the DS at the meetings of the UDHC, with voting rights. In the event of permanent absence of the head of the DS, the Rector may, at the request of the deputy head of the DS, and on the recommendation of the UDHC, appoint the deputy head of the DS as a full replacement with full powers for the given period.

(5) The head of the research area shall be a full-time university professor or associate professor who has been considered at the University for the verification of the conditions of operation of the higher education institution. At the University, one person can be the head of one research area.

### **Article 16**

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

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

(2) Tasks of the doctoral supervisor:

- a) supervise the doctoral student's study and research activities responsibly;
- b) certify the completion of the study and research tasks by signing the semester prospectus and academic transcript (electronic academic transcript) each semester;
- c) support the doctoral student in obtaining foreign scholarships;
- d) assist the doctoral student in the preparation and high quality implementation of his/her study and research plan;
- e) before the complex examination, and upon completion of the programme, prepare a summary report on the study and research work carried out by the doctoral student, and then make a proposal for admission to the complex examination, or for the issuance or refusal of the absolutorium;
- f) prepare and conduct, in cooperation with the head of department, the workshop discussion of the draft doctoral dissertation;

- g) responsible for verifying that the doctoral student has met the minimum PhD research requirements and has considered the scientific evaluation provided at the workshop discussion upon application for the degree. In the case of application for the degree, he/she recommends the acceptance or rejection of the application to the DCD;
- h) propose, with the agreement of the head of the research area, the subjects of the complex examination, the chair, the members and the official opponents of the complex examination committee and the evaluation committee;
- i) manage responsibly the doctoral student's preparation for the degree award procedure.

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

(4) <sup>13</sup> One supervisor (at the University) may simultaneously announce up to 2, in justified cases 3, topics and supervise 4 doctoral students – not including doctoral students who have already obtained an absolutorium.

(5) The topic announcer shall consult the relevant department of the University regarding his/her doctoral topic wished to be announced.

(6) A co-supervisor may be chosen if the assistance of two professionals is required in the preparation of the doctoral student's research topic. An active researcher or lecturer with an academic degree who is not yet entitled to supervise and announce a topic on his/her own may also be a co-supervisor.

### **The Doctoral Student's Committee on Social Affairs** **Article 17**

(1) Applications from doctoral students and doctoral candidates in social matters shall be assessed by the DSC. The DSC shall act at first instance in matters within its competence.

(2) The provisions of the Study and Examination Regulations and the Student Payment and Benefit Policy pertaining to social matters shall apply mutatis mutandis to matters within the competence of the DSC.

(3) The DSC shall decide on:

- a) the awarding of applications for social scholarships;
- b) evaluation of applications for payment facilitation;
- c) the accommodation of doctoral students in dormitories.

(4) Appeals against the decision of the DSC may be lodged to the chair of the DSC within 15 days of its notification, addressed to the Student's Appeal Committee.

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

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<sup>13</sup> Established by Senate Resolution No. 89/2020 (VII. 15.).



## **Institutes, departments**

### **Article 18**

Doctoral students are taught by lecturers with academic degrees from institutes, research institutes and departments, as well as by guest lecturers with academic degrees, on the basis of the student's four-year individual study and research programme.

## **Tasks of the Office of Academic Affairs related to doctoral procedures**

### **Article 19**

(1) The OAA shall carry out the tasks of organisation and registration of doctoral procedures and the preparatory, organisational and administrative tasks related to the work of the UDHC within the framework set out in paragraph (2).

(2) Tasks of the OAA:

- a) drafting the admission prospectus based on the decision of the DCDs and publishing it in the call for applications announced by the Rector;
- b) receiving applications for doctoral admission and degree award procedures, and checking the application materials in terms of their formal compliance;
- c) preparing and organising the meetings of the UDHC, managing the files and other documents, drafting, recording and publishing minutes and decisions, and informing stakeholders of the decisions of the UDHC;
- d) issuing the doctoral diplomas;
- e) organising doctoral degree conferment ceremonies (ceremonial meetings of the Senate).

## **Bodies and persons indirectly involved in the doctoral procedure**

### **Article 20**

(1) The Senate shall:

- a) adopt the Regulations;
- b) approve the plan of the doctoral programmes;
- c) approve the Study and Examination Regulations of the doctoral schools;
- d) elect the members of the UDHC;
- e) decide whether to start a doctoral programme;
- f) decide on the establishment and termination of the doctoral school;
- g) decide on the awarding of the title of Doctor Honoris Causa;
- h) decide on the proposal for conferral of the title of doctor with distinction (*Promotio sub auspiciis praesidentis Rei Publicae*);
- i) carry out the ceremonial inauguration of the persons to whom doctoral degrees (PhD) and the doctor honoris causa (*dr. h.c.*) titles are awarded, twice a year.

(2) The Rector shall:

- a) oversee the legality of the doctoral programmes and the degree award procedures;
- b) sends to the Education Authority for registration the application for the establishment of a DS approved by the Senate and the documentation for the establishment of the DS;
- c) after hearing the opinion of the UDHC, make a proposal to the Senate for the awarding of the title of Doctor Honoris Causa and for the submission of a proposal for conferral of the title of doctor with distinction (Promotio sub auspiciis praesidentis Rei Publicae);
- d) initiate the amendment of the Statutes based on the decision of the Senate on the establishment of a DS in a new field of science;
- e) can initiate the termination of the DS;
- f) publish the admission prospectus;
- g) propose the person of the Chair of the UDHC;
- h) appoint the heads of DSs and the members of the UDHC;
- i) approve the rules of procedure of the DSC.

(3) The Dean shall:

- a) the Dean of the Faculty, who is responsible for the basic functioning of the DS, being an organisational unit, according to the Organisational By-laws, is responsible for providing the resources necessary for accomplishment of the tasks of the DS;
- b) provide the financial, infrastructural and professional conditions necessary for doctoral students to pursue their study and research activities in the faculty concerned by their research topic.

## CHAPTER IV

### THE DOCTORAL PROGRAMMES

***Article 16 (1) of the Higher Education Act: Doctoral programmes are part of the training programme, which prepares students for obtaining the doctoral degree within the framework of the training following the Master's degree. At least two hundred and forty credits must be obtained in the doctoral programme. Unless otherwise provided by this Act, the programme duration shall be eight semesters.***

***Article 53 (1) Doctoral programme means training, research and reporting activities in the framework of individual or group preparation adapted to the specificities of the field of science and the needs of the doctoral student, consisting of a training and research phase and a research and dissertation phase. ...***



**(2) During the doctoral programme, after the complex examination, the student shall take part in the doctoral degree award procedure by completing the research and dissertation phase, the aim of which is to obtain the doctoral degree.**

### **Forms of the programmes Article 21**

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

(1) Forms of the doctoral programmes at the University:

1. organized forms of the doctoral programmes:

aa) organized full-time programmes (full-time, scholarship or self-funded) – full-time programme also includes those programmes where the applicant has an employment relationship with the institution or research organisation that has entered into a cooperation agreement with the University and carries out his/her research work in the framework of research, creative activities;

ab) organized part-time (correspondence, self-funded);

ac) individual training (self-funded);

2. individual preparation is a permissible, non-organized programme type.

(2) In all programme types of the doctoral programmes, the fulfilment of the requirements for the award of an absolution must be measured in terms of credits.

### **Applying for doctoral programmes Article 22**

**Article 39 (6) of the Higher Education Act: In the case of applications for postgraduate programmes and doctoral programmes, the higher education institution shall decide on admission on the basis of the applicants' performance and the number of students to be admitted, the maximum number of students per specialised field of study established for the institution in question, and the number of students to be admitted to courses supported by a Hungarian state (partial) scholarship, and the ranking of applicants by the institution. ...**

**Article 40 (6) Doctoral programmes shall be open to those who have a master's degree and professional qualification and at least one state-recognized intermediate level (B2-level) 'type C' complex, or equivalent language examination.**

**(7) Further conditions for admission to master's degree programmes, postgraduate programmes and doctoral programmes may be determined by the higher education institution, with the restriction that the same admission**

**requirements shall have to be applied, regardless of the higher education institution in which the candidate has obtained his or her diploma.**

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

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

**Article 62 (11) of the Higher Education Act Implementing Regulation: Exemption from the level of the language examination shall not be granted to students applying for the doctoral programme, doctoral students and doctoral candidates in terms of the doctoral programme. However, the student applying for the doctoral programme, the doctoral student and the doctoral candidate may be exempted from a part of the language examination requirement depending on the type of disability identified in the expert opinion.**

**Article 63 (1) of the Higher Education Act Implementing Regulation: The student (applicant) with a disability shall certify the type of disability by an expert opinion issued by the body specified in paragraph (2) or (3).**

**(2)–If the student's (applicant's) disability or special educational needs already existed during secondary education, the disability or special educational needs may be certified by an expert opinion issued by the county (Budapest) pedagogical specialist service institutions and their member institutions acting as county or national expert committees.**

**(3) If the disability or special educational needs of the student (applicant) did not exist during the period of secondary education, the disability can be confirmed by an expert opinion issued by the ELTE National Pedagogical Specialist Service.**

(1) Admission to doctoral programmes shall be based on an admission procedure. The organising and conducting of the admission procedure is the responsibility of the DSs and the OAA, according to the division of tasks defined in the Regulations.

(2) <sup>14</sup> Applicants for doctoral programmes must have a master's degree and professional qualifications or equivalent university-level qualifications and a state-recognised intermediate level (B2-level), type 'C', general language, complex or equivalent language examination in at least one of the languages specified in paragraph (3). Exemption from part (but not that of the level) of the language examination may be granted to persons applying for a doctoral programme and to doctoral students, depending on the type of the disability identified in the expert opinion.

(3) The following foreign languages can be accepted upon submission of the application for admission and in the doctoral degree award procedure:

- a) the official languages of all European countries;
- b) Arabic;
- c) Hebrew;

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<sup>14</sup> Established by Senate Resolution No. 89/2020 (VII. 15.).

- d) Japanese;
- e) Chinese;
- f) Korean;
- g) Latin;
- h) Ancient Greek.

(4) Applicants for state scholarships and applicants for self-funded programmes have to meet the same requirements and conditions for admission.

### **Application requirements**

#### **Article 23**

(1) Applications for organized doctoral programmes must be submitted to the Office of Academic Affairs in the manner and by the deadline announced in the admission prospectus, using the application form provided in Annex 1. Applications after the deadline will only be accepted from applicants who have been awarded a scholarship under an interstate treaty or international cooperation.

(2) External applicants, if a state scholarship programme scheme is announced in the admission prospectus, may also apply for full-time programmes.

(3) <sup>15</sup> In all cases, applicants must provide evidence of a Master's degree or equivalent university qualifications, as well as evidence of previous academic research results – including students' associations achievements, if any – and publication activity, demonstrating their relevance to the research topic. It is also necessary to provide proof of at least one state-recognised complex language examination or equivalent certificate of at least level B2 (intermediate) in a language specified in paragraph (3) of Article 22. An applicant with a disability must provide evidence of the type of his/her disability by means of an expert opinion issued by a body specified by law, with the understanding that the exemption (if any) related to this will be adapted to the nature of the disability and will not lead to a total exemption from the admission requirements.

(4) Applications for doctoral programmes are primarily accepted for the topics announced by the DSs, which must be accepted by the announcer of the topic, but it is also possible to apply with a research topic that has not been announced, provided that the supervisor with expertise in the topic in question agrees to supervise the doctoral research work with the approval of the DCD.

#### **Article 24**

(1) The application form shall be accompanied by:

- a) professional curriculum vitae;
- b) a copy of the academic transcript(s) for students completing their master's degree programme during the admission procedure, a copy of the master's degree or equivalent diploma(s) for those with a higher education qualification or, in the case of a master's degree obtained abroad, and a certified translation of the

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<sup>15</sup> Established by Senate Resolution No. 89/2020 (VII.15.).

university (master's) degree obtained abroad (with simultaneous presentation of the original documents);

- c) <sup>16</sup> a copy of the document(s) certifying language proficiency (in the case of foreign language certificate(s), a copy of the decision on naturalisation, simultaneously with the presentation of the original documents, and, in the case of applicants with a disability, an expert opinion stating the type of the disability);
- d) The diploma or a copy of the diploma in the case of a place at the National Scientific Students' Associations Conference (hereinafter referred to as the "National Scientific Students' Associations Conference"), and a list of scientific publications (if any) and their copies (photocopies);
- e) the research topic plan announced or agreed – not published – with the supervisor and proposed to DCD for adoption;
- f) proof of payment of the admission procedure fee;
- g) in the case of applying for a self-funded programme type, a declaration from the employer or individual agreeing to cover the costs;
- h) an official certificate evidencing a clean criminal record, not more than three months old, an equivalent document in the case of foreign nationals;
- i) <sup>17</sup> a declaration of consent to data processing, in case the applicant consents to the publication of his/her name on the university website and to the transfer of data pursuant to paragraph (6) of Article 29.

(2) If the applicant is not applying with a research topic approved and announced by the DCD, its acceptance must be approved (clarified) by the supervisor, the head of the research area and the head of the research organisation – in case of a university research workplace with the head of department – prior to the submission of the application, which they verify by signing the application form, and then admission shall be decided by the DCD.

(3) When applying for individual training, the applicant must document the publication results of his or her scientific research work worth of at least 10 publication points.

(4) At the same time as the doctoral application, the individually preparing student shall also apply for a complex examination, by submitting the necessary documents.

## Article 25

(1) The OAA shall examine the applications received in terms of their compliance with the requirements of form.

(2) <sup>18</sup>In the case of a formally incomplete application, the OAA shall request the applicant to remedy the deficiency. If the deficiency is not remedied by the time announced in the application, the DCD will reject the application. Reasons must be given for such rejection. An appeal against the rejection may be lodged with the Vice-Rector for Academic Affairs within 15 days of notification.

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<sup>16</sup> Established by Senate Resolution No. 89/2020 (VII.15.).

<sup>17</sup> Enacted by Senate Resolution No. 93/2021 (VII. 7.).

<sup>18</sup> Amended by Senate Resolution No. 50/2019 (IX. 18.).

## **Other application requirements for internal and sectoral applicants**

### **Article 26**

- (1) Applicants must notify their employer or superior in writing of the fact that they have applied for the announced doctoral programme. In the notification, the applicant may request to participate in the doctoral programme on a full-time basis and/or to have his/her tuition fees reimbursed by the enrolling or supervising body (ministry).
- (2) Applicants are required to enclose with the application form the opinion and suggestion of the employer or superior on the applicant's participation in the programme.

## **The admission interview**

### **Article 27**

- (1) Applicants who meet the formal requirements will be invited by the head of the DS to an admission interview in the month of May (or August, if necessary). The only exception to this is the admission interview of the applicant applying for individual preparation.
- (2) The purpose of the admission interview is to assess the suitability of the applicant to develop a research topic of his/her choice.
- (3) The annual schedule of admission interviews and the composition of the admission committees in accordance with paragraph (5) shall be proposed by the Head of the DS and approved by the DCD.
- (4) The DSs shall be responsible for preparing and organising the admission interviews and ensuring the conditions for their implementation.
- (5) The admission committee shall consist of at least three members. It shall be chaired by the head or deputy head of the DS – with the provision that the supervisor may not act as the chair of the committee – and its members are the head of the research area and an invited expert of the research area. The supervisor concerned may attend the admission interview, without voting rights.
- (6) A representative of the doctoral students of the DS shall participate in the work of the admission committee, as an invited guest, in an advisory capacity.

## **Assessment of the applicants**

### **Article 28**

***Article 40 (1) of the Admission Procedures Decree: The higher education institution is obliged to carry out the aggregation of the results of the applicants for doctoral programmes and the ranking of the applicants.***

- (1) During the admission interview, the applicant's scientific (professional) personal qualities, his/her previous scientific activities and knowledge of foreign languages shall be assessed, based on a scoring system. A maximum of 100 points can be obtained in the admission interview. The admission committee will assess the applicant according to the following criteria:

- a) assessment of the applicant's scientific (professional) personal qualities, in which the applicant must prove that he/she has comprehensive knowledge in the discipline of the applied research topic, while he/she has in-depth knowledge in the research area, with the provision that a score of 0-60 points can be given for the scientific (professional) personal qualities;
- b) the evaluation of the scientific activities carried out so far, in which the ranking obtained at the National Scientific Students' Associations Conference, exceptionally the special prize awarded at the National Scientific Students' Associations Conference (which shall be examined separately by the admission committee) and the scientific achievements substantiated by academic publications shall be evaluated as follows:
- ba)* 1st place at the National Scientific Students' Associations Conference: 20 points, 2nd place: 15 points, 3rd place: 10 points, special prize: 5 points;
  - bb)* an academic publication which has already been published or which is accepted for publication shall constitute 3 admission points per publication, subject to the submission of a statement by the editorial board or the editor-in-chief of the scientific medium planning to publish the given publication;
  - bc)* applicants applying for individual training and individual preparation form must have a significant research experience and a proven track record of research results supported by publications, which means at least 10 publication points for applicants applying for the individual training and at least 20 publication points for applicants applying for the individual preparation form;
  - bd)* the points available through publication activities are contained in Annex 2;
  - be)* participation rates must be confirmed by co-authors' declarations;
  - bf)* the total number of points that can be awarded for the evaluation of scientific activities: 0-20 points;
- c) assessment of foreign language skills:
- ca)* level B2 (intermediate) state-recognized language exam or equivalent certificate in one of the recognized languages: 0 points (criteria requirement);
  - cb)* points that may be awarded for additional language exams:
    - For B1 (basic level) complex type language exam or other equivalent exam: 5 points;
    - For B2 (intermediate) complex type language exam or other equivalent exam: 10 points;
    - For C1 (advanced) complex type language exam or other equivalent exam: 15 points;
  - cc)* if the first language examination is a C1 (advanced) complex type, an extra 5 points may be awarded;
  - cd)* oral or written language examinations – as separate, partial exams – cannot be assessed in themselves;



ce) pursuant to Article 2 (5) of the Government Decree 137/2008 (V. 16.), partial exams in the same language may be combined;

cf) a maximum of 20 points may be given for foreign language skills.

(2) The following points are required for admission:

a) minimum 60 admission points for full-time and part-time programmes;

b) at least 70 admission points for individual training;

c) at least 80 admission points for individual preparation.

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

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

### **The admission decision Article 29**

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

**a) a student with public service scholarship,**

**b) a student who is not obliged to pay a self-funded tuition fee, who is in a professional legal relationship subject to the Act on the Legal Status of Professional Staff of Law Enforcement Agencies or who is in a contractual legal relationship subject to the Act on the Legal Status of Military Personnel (hereinafter jointly referred to as "professional or contractual legal relationship") or who is an officer candidate,**

**c) a self-funded student, or**

**d) a scholarship student as per Article (2) (f) of Act XLV of 1996 on the Legal Status of Heads, Teachers and Students of Military and Law Enforcement Higher Education Institutions (hereinafter referred to as a law enforcement scholarship student).**

**Article 40 (3) of the Admission Procedures Decree: The institution shall inform the Office of the persons admitted by 15 September of the year in which the programme starts.**

(1) The DCD will decide whether to accept or reject the admission application based on the recommendation of the admission committee and the quota for scholarship programmes, and the point obtained in terms of the self-funded programmes and the individual preparation. The DCD shall decide on the admission of applicants in the organized programmes or in individual training by 30 June in the regular admission procedure and on the admission of individually preparing students twice a year, subject to the provisions of Article 37 (2) (a). The DCD is not bound by the admission committee's proposal when making its decision. If a reserve admission procedure is announced, the deadline for the admission decisions shall be 15 September for the applicants involved in the reserve admission procedure. Reasons shall be given for the rejection of applicants.

- (2) Applicants will be notified of the decision by the DS within 8 working days.
- (3) The decision may be appealed to the Rector through the Chair of the UDHC within fifteen days of receipt or, failing this, of becoming aware of the decision. The Rector shall decide on the matter within fifteen days of receipt of the appeal.
- (4) <sup>19</sup> Those who are admitted to the programme should be sent the prospectus on the programme, the processing of personal data and the relevant rules. The prospectus shall be prepared by the DSs and sent to the students admitted at the same time as the notice on admission.
- (5) The DSs shall provide regular and public information on the doctoral programmes each year; admission requirements shall be published annually on the DSs website and in the usual manner at the University.
- (6) <sup>20</sup> The University may transfer data on applicants for doctoral programmes to the database available on the HDC doktori.hu website, subject to the voluntary, prior and express written consent of the data subject, given by submitting the declaration of consent used for that purpose. By signing the relevant declaration of consent, the applicant agrees to the transfer of his/her data on the basis of the declaration and in accordance with the conditions set out therein.

### **The organized programmes**

#### **Article 30**

- (1) Organized programmes help doctoral students to acquire the knowledge and independent research experience needed to obtain a doctoral degree. To this end, the doctoral student participates in academic programmes, as well as he/she carries out individual research and may undertake teaching assignments.
- (2) The duration of the organized programme is eight semesters, during which a total of minimum 240 credits must be acquired, as well as the fulfilment of other criteria set out in the training plan of the DS and in the SER of the DS, are mandatory. During the programme period, the doctoral student may choose extra subjects worth not more than ten percent of the credits required by the study obligation, without paying any additional costs.
- (3) In the case of scholarship programmes, the duration of the disbursement of the doctoral scholarship shall be maximum eight semesters.
- (4) The sub-areas of the programmes, the minimum and expected credit points to be obtained in these areas, the study obligations, the requirements for the performance of scientific research work, the requirements for the performance of teaching duties (teaching hours), the system for the monitoring of the doctoral student's knowledge, the examination period, the planning and reporting obligations of the doctoral students and the supervisors, the rules for parallel studies and part-time training abroad, the rules for the credit transfer of the doctoral student's credits from subjects taken and completed in the doctoral school of another faculty or institution shall be laid down in the training plan of the doctoral school and in the Study and Examination Regulations of the doctoral school, in accordance with the university regulations.

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<sup>19</sup> Established by Senate Resolution No. 93/2021 (VII. 7.).

<sup>20</sup> Enacted by Senate Resolution No. 93/2021 (VII. 7.).



**The student status  
Article 31**

**Article 39 (3) of the Higher Education Act: The student status shall be established by the decision on admission or by the decision on transfer from another institution, as of enrolment. (...)**

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

**Article 42 (5) No new enrolment is required during the validity of the student status. The student must enrol for the given academic term as specified in the regulations of the institution, before the start of the academic term. Students who have not fulfilled their overdue payment obligations shall not be allowed to enrol.**

**Article 53 (3) Persons who have prepared for the degree award procedure individually may also join the doctoral programme, provided that they have fulfilled the requirements for the admission and the doctoral programme. In this case the student status shall be created by passing the complex examination.**

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

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

- a) even for a continuous period longer than that specified in paragraph (1),**
- b) in the absence of a permissible provision in the institutional regulations, also before the completion of the first semester, or**
- c) until the end of the academic term already started, for the academic term in question**

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

**(2a) If the higher education institution permits the suspension of the student status pursuant to point (c) of paragraph (2), the enrolment for that academic term shall be deemed to be withdrawn, it being understood that that the legal consequences of enrolment for the commenced but suspended academic term cannot be determined.**

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

**(4) The student status shall be suspended for the period of the actual service in the voluntary military reserve forces, during which the student shall be**

**exempted from the obligations laid down in the higher education institution's study and examination regulations.**

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

**(5) All semesters for which the student has enrolled shall be considered as a period of support used by the student.**

**(6) The following shall not be taken into account when calculating the period of support**

**a) the semester started, if the semester could not be completed due to illness, childbirth or any other reason not attributable to the student,**

**b) the semester completed during the period of support, if the higher education institution has been dissolved without the student having been able to complete his/her studies, provided that he/she was not able to continue his/her studies at another higher education institution,**

**c) the semester not recognised by the higher education institution where the studies are continued as being completed at the institution which has been dissolved, ...**

**Article 53 (4) (...) In the doctoral degree award procedure, the suspension of the student status may not exceed two semesters.**

**Article 59 (1) The student status shall be terminated**

**a) if the student has been accepted by another higher education institution, on the date of acceptance (transfer),**

**b) if the student announces the termination of his/her student status, on the day of the respective notification,**

**c) if the student is not allowed to continue his/her studies in a programme supported by a Hungarian state (partial) scholarship and does not intend to continue it at a self-funded programme,**

**d) on the last day of the semester in which the student obtained the final diploma (absolutorium),**

**e) (...)**

**f) if the student's student status is terminated by the Rector on the grounds of payment arrears, after an unsuccessful payment request sent to the student, and after examination of the student's social situation, on the day the decision on the termination becomes final,**

**g) on the date on which the disciplinary decision of exclusion becomes final,**

**h) if the conditions for the establishment of student status laid down in this Act are no longer fulfilled, on the date on which the decision to terminate the student status becomes final,**

- i) if the student participating in the programme supported by a Hungarian state (partial) scholarship withdraws his/her statement as per Article 48/D (2) and does not undertake to participate in a self-funded programme,*
- j) if the doctoral student fails the complex examination, on the day of the failure or on the day of failure to pass the examination,*
- l) at the end of the eighth semester of the doctoral programme for which the student is enrolled.*

**(3) The higher education institution shall also terminate the student status by unilateral declaration of a student, who**

- a) fails to fulfil his/her obligations relating to progress in studies laid down in the study and examination regulations or in the curriculum,*
- b) fails to enrol for the following academic semester on the third consecutive occasion,*
- c) does not start his or her studies after the suspension of the student status,*

*provided that the student has been notified in writing in advance to fulfil his/her obligation within the time limit specified and the student was also informed of the legal consequences of the failure.*

**Article 38 (1) of the Higher Education Act Implementing Regulation: Enrolment may be initiated by completing and signing the enrolment form.**

**(3) The enrolment form shall include:**

- a) the name and institutional identification number of the higher education institution,*
- b) designation of the current academic year-semester,*
- c) the data and student identification number of the student as specified under Annex 3, Subsection I/B, Section 1, point (b) subpoint (ba) of the Higher Education Act,*
- d) the name of the degree programme started, its level, timetable, language, the form of financing and the place of the programme,*
- e) the type of the student status,*
- f) the student's tax identification number, social security identification number,*
- g) in the case of applicants classified for a programme supported by a Hungarian state (partial) scholarship, the applicant's declaration in accordance with Annex 9 that he/she has read and accepts the conditions of the programme supported by a Hungarian state (partial) scholarship as stipulated in the Higher Education Act,*
- h) the student's declaration of having read the institutional prospectus,*
- i) further details concerning the rights and obligations of students, as laid down in the regulations of the institution,*

***j) the date of completion and authentication of the enrolment form, the signature of the student or his/her representative; and***

***k) authentication (certification) in accordance with Article 34 (4).***

***(4) Annexes to the enrolment form:***

***a) a copy of the document(s) submitted as a condition of admission during the admission procedure, which shall be authenticated by the higher education institution after they have been compared to the original document(s),***

***b) an original copy of the study contract between the higher education institution and the self-funded student, signed by all parties,***

***c) any other declaration requested by the higher education institution; and***

***d) in the case of students enrolled through a representative, the representative's power of attorney.***

***(5) If there is no obstacle to the establishment of the legal relationship based on the data of the enrolment form, the higher education institution shall authenticate the enrolment form within the time specified in its regulations, which may not exceed five working days. Enrolment is completed and accomplished as of authentication of the enrolment form.***

***(6) The enrolment form shall constitute an annex to the master sheet.***

(1) The doctoral student's student status is established as a result of enrolment and, in the case of an individually preparing student, upon completion of the complex examination.

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

(3) The head of the DS may authorize suspension of the student status maximum on three occasions, for a total of four semesters. The first suspension can take place only after successful completion of the first semester. During the suspension of the student status, no state doctoral scholarship may be paid, the doctoral student may not take part in the programmes, may not earn credits, and does not have to pay the tuition fee. During the period of suspension, the doctoral student may carry out data collection, scientific research work, may publish, participate in scientific conferences and competitions. The doctoral student may have credits recognised for his/her work accomplished during the period of suspension, in the first active semester following the suspension.

(4) At the request of the doctoral student, the suspension of the student status can be permitted by the DCD pursuant to Article 45 (2) of the Higher Education Act, subject to the doctoral student duly verifying the existence of a circumstance specified therein.

### **Article 32**

(1) The doctoral student shall have a continuous student status, if he or she fulfils the following conditions:

- a) enrolls in the first semester;
- b) announces the continuation of his/her studies in the following semesters and, in the case of a self-funded doctoral student, verifies the payment of the tuition fee;
- c) in each semester he/she earns the credits determined by the doctoral schools.

(2) A doctoral student, taking part in an organized programme – but not in an individual training – who does not fulfil the requirements of paragraph (1)(c), may continue his/her studies with the express written consent of the head of the DS. In this case, the doctoral student shall be required to earn in the next semester the credits he/she failed to earn in the given semester, with the provision that he/she shall be obliged to earn the credits required for fulfilment of the complex examination and fulfil the additional criteria stipulated in the training plan by the end of the 4th semester, and earn all credits required to complete the programme and fulfil the additional criteria stipulated in the training plan by the end of the 8th semester.

(3) The student status is considered to be continuous even if the doctoral student takes part in part-time programmes at a foreign or other Hungarian university, where the part tasks agreed with the supervisor are fully completed by him/her and credits can be awarded for these tasks.

(4) The University may also unilaterally terminate the student status of a doctoral student who fails to fulfil the obligations relating to the progress of studies set out in the Regulations, the study and examination regulations of the doctoral school or in the training plan of the doctoral school, provided that the doctoral student has been given a prior written notice to fulfil his/her obligations by the deadline and has been informed of the legal consequences of the failure.

### **The Rector's right to grant leniency<sup>21</sup>**

#### **Article 32/A<sup>22</sup>**

(1) If the doctoral student has not fulfilled any of his/her study or examination obligations or is unable to meet the deadline for the scientific research, he/she may apply for leniency once during his/her programme concerned, provided that he/she can provide credible evidence of the circumstances justifying the leniency application.

(2) The leniency decision must specify the conditions for remedying the default and indicate that the student will no longer be eligible for another leniency application in the same programme. The leniency allowance must be recorded in the Neptun system.

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<sup>21</sup> Enacted by Senate Resolution No. 18/2021 (II. 17.).

<sup>22</sup> Enacted by Senate Resolution No. 18/2021 (II. 17.).

(3) The leniency application must be lodged by addressing to the head of the doctoral school. The application shall be decided by the Rector. The Rector may delegate this power to the Vice-Rector for Academic Affairs through an individual measure. The holder of the delegated power may not sub-delegate it.

## **Rights and obligations of the doctoral students**

### **Article 33**

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

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

**a) comply with the provisions stipulated in the regulations of the higher education institution,**

**b) respect the traditions of the higher education institution and the human dignity of the staff, fellow students and other persons who have been admitted or transferred to the institution.**

**(3) The student shall be entitled to payment by instalment, deferment or exemption in terms of fulfilment of his/her payment obligations towards the institution of higher education, under the conditions and in accordance with the procedure set out in the organisational by-laws, based on the decision of the Rector, who shall inform the maintainer.**

**Article 57 (1) of the Higher Education Act: In the event of a violation of his/her rights, the student**

**a) may contact the student Students' Union for legal assistance,**

**b) \***

**c) may submit an application for legal remedy, which the higher education institution is obliged to consider in accordance with the provisions of this Act,**

**d) may initiate proceedings before the Commissioner for Education Rights, provided that he or she has exhausted his or her right of appeal – except for the court proceedings – as provided for in this Act.**

**(2) \* The higher education institution shall communicate its decisions concerning the student to the student in writing in the cases specified in this Act, the Government Decree and the organisational by-laws, and if the student requests it. The decision of the higher education institution concerning the student shall be final if the student does not lodge a request for legal remedy (appeal) within the time limit specified in paragraph (3) or has waived the submission of the request.**



**(3) The student may appeal against a decision or measure or failure to take a measure (hereinafter jointly referred to as decision) of the higher education institution within fifteen days of the notification or, failing this, of becoming aware of the decision, except for decisions relating to the evaluation of studies. Proceedings may also be initiated against a decision on the evaluation of studies if the decision was not based on the requirements adopted by the higher education institution, or if the decision is contrary to the organisational by-laws of the higher education institution, or if the provisions on the organisation of the examination have been violated.**

(1) The doctoral student:

- a) may request the programme type of his/her choice (full-time, part-time, individual training, individual preparation);
- b) may suspend his/her studies for the maximum period of 4 semesters;
- c) may request a change in the doctoral topic or the title of his or her doctoral dissertation;
- d) may participate in part-time programmes at a foreign or other Hungarian university;
- e) may undertake teaching duties;
- f) the costs of his/her programmes and the degree award procedure may be assumed (paid) by his/her employer;
- g) may use the University's infrastructure;
- h) may choose his or her supervisor, co-supervisor and lecturer;
- i) with the exception of doctoral students participating in full-time programmes, a research organisation outside the University, meeting the appropriate conditions, may be designated as his/her research site;
- j) may choose the subjects and research seminars, except those which are compulsory;
- k) may comment on the activities of the lecturers;
- l) may participate in competitions, scientific research projects, in the work of scientific forums, and may publish his/her research results;
- m) may receive allowances, exemptions and benefits as provided by law or university regulations;
- n) may make recommendations and request meaningful answers on any matters related to the life of the University and the DS;
- o) may apply for his/her transfer to another doctoral school;
- p) may be elected as a member of the boards of the DSs and the University in an advisory capacity;
- q) may appeal against the decisions or actions of the University or its failure to act;
- r) may exercise other student rights as set forth in the Higher Education Act;



s) is entitled to representation of his/her interests.

(2) The doctoral student shall be obliged to:

- a) comply with the regulations of the University, in particular with these Regulations, and with the requirements of the DS SER and other requirements specified in the training plan of the DS;
- b) participate in the obligatory mergers, except for the individually preparing students;
- c) the sectoral doctoral student must notify his/her superior of his/her intention to change his/her programme type, to suspend his/her student status and to enrol in part-time training abroad;
- d) pay the fees and payments of the doctoral programme in accordance with applicable laws and regulations;
- e) comply with scientific ethics and standards of conduct;
- f) fulfil other student obligations stipulated in the Higher Education Act and the university regulations.

(3) The DSU shall be responsible for the institution-level representation of students participating in doctoral programmes.

### **Doctoral students in full-time organized programmes**

#### **Article 34**

***Article 17 (1) of the Higher Education Act: Full-time programmes shall consist of at least two hundred contact hours per semester and, in the case of doctoral programmes, at least forty contact hours per semester.***

(1) The doctoral student taking part in scholarship programmes will be assigned to the educational organizational unit having competence according to the doctoral student's research topic, where he/she will be provided with the university infrastructure and, if necessary, the working conditions, in accordance with the University regulations. The doctoral student participating in a scholarship programme shall carry out the study and research tasks under the supervision of the supervisor and under the supervision of the Head of Department.

(2) Doctoral students participating in scholarship programmes may be provided with dormitory accommodation under the same conditions as students participating in master's degree programmes.

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

(4) The student shall submit a copy of his or her individual study and research programmes, the subjects to be taken, to the teaching institutes, research institutes and departments that are to be holding the given subject, so that the institutes, research institutes and departments can plan their teaching activities. The student may deviate from the order of taking the subjects indicated in the approved individual study and

research programme with the permission of the head of the research area, and the relevant application must be submitted by 30 October each year for the following calendar year, subject to the approval of the supervisor, in order to allow for budget planning.

(5) If the doctoral student also undertakes teaching activities at the credit value required for the completion of his/her studies, he/she may do so in the subjects related to his/her research topic and with the permission of the head of department competent in the topic. In consideration for holding these classes, the doctoral student shall be eligible to receive the payment of cash benefits as specified in the respective provisions of the Higher Education Act applicable to student employment contracts, but, according to the separate agreement of the parties, the doctoral student may waive payment of these benefits. When concluding the contract, the rules applicable to the work carried out by students shall be applied.

### **Doctoral students participating in organized part-time programmes** **Article 35**

***Article 17 (3) of the Higher Education Act: Part-time programmes are programmes organized according to the work schedule of evening or correspondence programmes. The duration of part-time programmes, excluding postgraduate programmes, may be minimum thirty and maximum fifty percent of the total number of contact hours of full-time programmes. (...)***

(1) No scholarship shall be paid to doctoral students participating in organized part-time self-funded programmes.

(2) Part-time doctoral students may also carry out their individual research work at their place of work, provided that the respective conditions are met.

(3) If the student also undertakes teaching activities at the credit value required for the completion of his/her studies, he/she may do so in the subjects related to his/her research topic and with the permission of the head of the educational organizational unit having competence in terms of the topic. In consideration for holding these classes, the doctoral student shall be eligible to receive the payment of cash benefits as specified in the respective provisions of the Higher Education Act applicable to student employment contracts, but, according to the separate agreement of the parties, the doctoral student may waive payment of these benefits. When concluding the contract, the rules applicable to the work carried out by students shall be applied.

### **Different provisions for individual training** **Article 36**

(1) The aim of individual training is to enable professionals with significant scientific research experience and a documented scientific record (equalling at least 10 publication points) to obtain a doctoral degree (PhD) by facilitated participation in organized doctoral programmes.

(2) Doctoral students participating in individual training shall be exempted from attending contact hours, but their preparation shall be subject to consultation and examination requirements.

(3) The Doctoral Schools may recognise credits to doctoral students participating in individual training on the basis of the results of their studies and research prior to their admission, as follows:

- a) study obligation: maximum 16 credits;
- b) scientific research work: maximum 80 credits.

The credits recognised must be communicated to the student participating in individual training in the notification verifying his/her enrolment.

(4) The number of credits compulsory for the students in individual training shall be recorded in the Study and Examination Regulations of the Doctoral School together with the additional study and research tasks to be carried out during the training period.

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

### **Individual preparation Article 37**

***Article 53 (3) of the Higher Education Act: Subject to the fulfilment of the admission requirements and the requirements of the doctoral programme, participation in doctoral programmes shall be open to candidates who prepare for obtaining a doctoral degree individually. In this case the student status shall be created by passing the complex examination.***

***Article 12 of the Decree: In case of individually preparing students***

***a) the doctoral degree award procedure shall start upon application, after passing the complex examination;***

***b) the conditions of acceptance of applications for the complex examination and the conditions of admission shall be determined in the operating regulations of the doctoral school;***

***c) upon successful completion of the complex examination, the higher education institution shall recognise the minimum credits specified as a condition for admission to the complex examination, with the provision that upon request, additional credits may be recognised on the basis of previously acquired knowledge and competence.***

(1) The aim of the individual preparation is to enable applicants with a master's degree and a diploma certifying professional qualification from a Hungarian or foreign university, as well as with a documented teaching or scientific research record in the disciplines specified in the Regulations for at least 5 years, worth of at least 150 credits, to obtain a doctoral degree (PhD) without participating in organized doctoral programmes.

(2) Specific conditions of application:

- a) applicants applying for individual preparation may apply twice in an academic year, before the complex examinations, during the period determined by the DCD, by submitting the application form as per Annex 1 and the necessary annexes thereto, in accordance with the general rules;

b) deviations from the general rules for individually preparing students:

ba) previous academic achievements must be evidenced by at least 20 publication points (according to Annex 2). If the applicant has more than one publication, he/she must have publications in peer-reviewed journals, worth of at least 20 points, as indicated in the score table in Annex 2, already published by the date of admission, related exclusively to his/her research topic, including at least one publication in a foreign language. The co-authors of co-authored publications must be asked to declare their co-authorship share and the fact that whether the results have been used in other dissertations;

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

(3) Requirements for the admission procedure:

a) the individually preparing student must take part in an admission interview, assessment of the applicant's personal qualities, and ex-ante academic performance assessment;

b) to be admitted, the individually preparing student must have at least 80 admission points;

c) if an applicant for individual preparation does not meet one of the requirements set out above, he/she may enrol for individual training. After at least one academic year in individual training, the applicant can apply for transfer to individual preparation, provided that all the requirements have been met in the meantime. The DCD will decide on the acceptance on the recommendation of the head of the DS.

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

(5) After passing the complex examination, in the research and dissertation phase, the individually preparing student must obtain the missing credits required for the absolutorium and complete his or her doctoral dissertation, based on the results of the credit recognition procedure. If the individually preparing student has all the credits required to obtain the absolutorium based on the results of the credit recognition procedure, the University will award him or her the absolutorium in the semester following the completion of the complex examination.

(6) The preparation of the individually preparing student shall be directed by the designated supervisor.

(7) Otherwise, the general rules shall apply to the individually preparing students.

### **The complex examination Article 38**

***Article 53 (1) of the Higher Education Act: (...) At the end of the fourth semester of the doctoral programme, students shall be required to close the training and***

**research phase by taking a complex examination aimed to measure and assess the progress made in study and research, the completion of which shall be a condition for the commencement of the research and dissertation phase.**

**Article 12/A (1) of the Decree: The complex examination shall be organized pursuant to Article 72 (5) of the Higher Education Act, in accordance with the principles established by the Hungarian Doctoral Council. The requirements of the complex examination shall be published at the time of announcement of the doctoral programme, in the manner defined in the operating regulations of the doctoral school.**

**(2) The complex examination shall be taken in public, before a committee. The committee shall consist of at least three members. With the exception of doctoral schools that provide only religious programmes, at least one third of the members of the Committee shall not be employed by the institution operating the doctoral school. The committee shall be chaired by a lecturer or researcher holding any of the following titles: university professor, university associate professor with habilitation, college associate professor with habilitation, Professor Emeritus, and Doctor of the Hungarian Academy of Sciences. Each member of the committee shall hold an academic degree. The supervisor of the doctoral student taking the examination may not be a member of the committee.**

**(3) The complex examination shall consist of two parts:**

- a) a theoretical part, in which doctoral students shall demonstrate familiarity with the literature of the relevant discipline or branch of art, as well as up-to-date theoretical and methodological knowledge, and**
- b) reporting on scientific or artistic progress.**

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

**(5) Minutes shall be taken of the complex examination. The result of the examination shall be announced on the day of the last part of the examination. The result of the complex examination may be either pass or fail.**

(1) The complex examination aims at evaluating the theoretical knowledge acquired in the training and research phase and at assessing the readiness for the research and dissertation phase.

(2) Students shall apply for the complex examination at the DS using the application form determined in Annex 3. To be admitted to the complex examination, the student must have obtained at least 90 credits in the training and research phase of the doctoral programme, all the additional programme credits required under the training plan of the DS and must have met all the other criteria. The latter requirement does not apply to students individually preparing for the doctoral degree award procedure.

(3)<sup>23</sup> The complex examination committee shall consist of at least three members, at least one third of whom shall not be employed by the University. The chair and members of the committee must be experts in the exam subjects and topics and hold an academic degree. The committee shall be chaired by a lecturer or researcher holding any of the following titles: university professor, university associate professor with habilitation, Professor

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<sup>23</sup> Established by Senate Resolution No. 89/2020 (VII. 15.).

Emeritus, and Doctor of the Hungarian Academy of Sciences. If the DS deems it necessary for reasons of lack of competence, an independent expert may be invited to assist the committee in developing its evaluation. During the complex examination, the doctoral student's supervisor is present in person, and in case of questions from the committee, he or she gives his/her oral opinion on the progress of the doctoral student in the programme and the expected continuation of the doctoral studies. The supervisor of the doctoral student taking the examination, a close relative or anyone who cannot be expected to evaluate the examination objectively for any other reason may not be a member of the committee.

(4) Subject to the requirements set out in paragraph (3), the DS shall propose the composition of the committees and the exam subjects and topics for each research area, and such proposal shall be submitted to the DCD by the Head of the DS. The proposal for the composition of the complex examination committee shall be submitted to the DCD with the nomination of two alternate members in addition to the three regular members, and one of the alternate members shall be a person not employed by the University. The composition of the committees and the admission to the complex examination shall be decided by the DCD. The DS shall be responsible for organising the exam.

### **Article 39**

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

- a) a theoretical part to assess the examinee's theoretical knowledge,
- b) the dissertation part, in which the examinee shall report on his/her academic progress.

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

(3) In the dissertation section of the complex examination, the examinee shall present his/her knowledge of the literature about the discipline and the topic, in the form of a lecture, report on his/her research results, present his/her research plan for the second phase of the doctoral programme, as well as the planned scheduling of the preparation of the doctoral dissertation and the publishing of the results.

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

(5) The examination committee shall evaluate the theoretical and dissertation part of the examination separately. The exam shall be evaluated by the members of the committee on a scale of 0 to 5 for each part and for each subject within the theoretical part. A complex examination shall be deemed successful if a majority of the members of the committee consider both parts of the examination to be successful, i.e. the examinee has obtained at least 60% of the points available for each part and at least 60% of the points available for the whole examination.

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



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

### **The absolutorium Article 40**

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

(1) The absolutorium certifies the completion of the study obligation, scientific research work and classroom instruction (contact hours) required by the training plan, as specified in the Study and Examination Regulations of the Doctoral Schools and in the training plan, the successful completion of the required exams other than the language exam and the obtaining of the necessary 240 credits and also certifies, without qualification and evaluation, that the doctoral student has fully complied with the required programme requirements.

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

### **Transfers, change of supervisor, title and research topic Article 41**

**Article 42 (1) of the Higher Education Act: The student (...) (b) may apply for transfer to a degree programme in the same field of study of the same or another higher education institution.**

**(4) Anyone who has been admitted or transferred to an institution of higher education shall be entitled to establish a student status by enrolment after the decision on admission or transfer has become final, and shall be obliged to fulfil the obligations specified in paragraph (2) of Article 43.**

**(5) No new enrolment is required during the period of the student status. The student must enrol for the given academic term as specified in the regulations of the institution, before the start of the academic term. Students who have not fulfilled their overdue payment obligations shall not be allowed to enrol.**

**(6) Except as provided for in the Decree of the Government, transfer as per paragraph (1)(b) may take place only between degree programmes leading to the same level of qualification.**

**Article 52 (1) of the Higher Education Act Implementing Regulation: The transfer pursuant to Article 42 (1) (b) of the Higher Education Act, as well as the change of the degree programme, the specialisation, place of the programme, language of the programme and the work schedule may take place from the end of the previous study period until 15 September for the autumn semester and until 15 February for the spring semester.**

**(2) If a new student status is established, the transfer pursuant to Article 42 (1) (b) of the Higher Education Act shall be effected upon enrolment following the decision of the host higher education institution on the transfer. If no new student status is established, the transfer pursuant to Article 42 (1) (b) of the**

**Higher Education Act shall be effected as of registration to the programme, following the decision of the host higher education institution on the transfer. In the case of a transfer, after the transferred student has been enrolled or registered, the host higher education institution shall send the decision on the transfer and the date of enrolment or registration following the decision on the transfer to the transferring higher education institution and the student. The host higher education institution shall report the date of the transfer and the name of the transferring institution in the FIR, the student shall indicate at the transferring institution and the transferring institution shall indicate in the FIR that the reason for the termination of the training is transfer.**

**(3) During the transfer procedure, the student must have a continuous legal status until enrolment or registration following the decision on transfer, otherwise the higher education institution shall revoke the decision on transfer in accordance with Article 57 (6) of the Higher Education Act.**

**Article 57 (6) of the Higher Education Act Implementing Regulation: Upon request, the higher education institution shall be obliged to conduct the preliminary credit transfer procedure. During the preliminary credit transfer procedure, the credit transfer committee shall decide on the recognition of the credits belonging to the academic requirements (conditional on performance) fulfilled by the applicant or expected to be fulfilled by the applicant by the end of the semester in progress at the time of the submission of the application and also on the existence of the credits (conditional on performance) included in the admission criteria. The higher education institution will consider the credits recognised by the credit transfer committee as duly recognised at the actual start of the studies, without the need to submit any further application.**

**(7) The student may request the higher education institution to recognise his/her competencies acquired in a formal, non-formal or informal manner, as study results of a curriculum unit (hereinafter referred to as recognition of competencies).**

(1) <sup>24</sup> Doctoral students of the University may transfer to another doctoral school of the University, and students enrolled in an organized doctoral (PhD) programme of another higher education institution may apply for transfer to a doctoral school of the University, if the conditions for the research activity to be carried out by the student are met, and the credits obtained there (in whole or in part) can be credited to the programme of the DS, and a supervisor of the given DS undertakes to supervise the student. The student requesting the transfer must attach proof of existing student status to the application.

(1a) <sup>25</sup> The procedure for the transfer:

- a) the application for transfer must be submitted to the Office of Academic Affairs, addressed to the head of the doctoral school;
- b) the Office of Academic Affairs shall formally check the received applications and shall forward the applications meeting the formal requirements to the doctoral school of the doctoral student's choice, for proposals;

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<sup>24</sup> Established by Senate Resolution No. 89/2020 (VII. 15.). Established by Senate Resolution No. 93/2021 (VII. 7.).

<sup>25</sup> Enacted by Senate Resolution No. 93/2021 (VII. 7.).

- c) the chosen doctoral school
  - ca) shall carry out an assessment of the applicant's personal qualities to check that the applicant has the relevant knowledge in the relevant discipline;
  - cb) shall decide on the acceptance of the completed study units and credits in accordance with the provisions of paragraphs (1d) and (1e);
  - cc) shall issue a declaration regarding the programme type applied after the transfer (in the case of transfer of a scholarship holder doctoral student, based on the decision of the heads of the doctoral school);
  - cd) shall propose the supervisor or co-supervisor;
  - ce) shall make a proposal for acceptance/rejection;
- d) the Doctoral Council of the Discipline shall adopt a resolution on the acceptance and the scholarship place.

(1b) <sup>26</sup> The deadline for the submission of the transfer application is 15 July for the autumn semester and 30 November for the spring semester of the academic year. The transfer application must include the following:

- a) name, date and place of birth, address, Neptun code, study details;
- b) name of the current and chosen doctoral school;
- c) name of the research area;
- d) the name of the current and chosen supervisor, research area leader;
- e) statement of reasons.

(1c) <sup>27</sup> The following documents must be attached to the transfer application:

- a) a copy of the university/MA/MSc diploma;
- b) a copy of the state-recognised language examination of intermediate level (B2) complex type (C);
- c) a letter of acceptance from the current and chosen supervisor;
- d) a copy of the academic transcript evidencing previous studies (certified by the previous higher education institution of the applicant), the master sheet extract, the relevant details of the electronic master sheet certified by the previous higher education institution;
- e) a professional curriculum vitae;
- f) a research topic plan (5-7 pages), detailed with progress;
- g) a list of publications and photocopies;
- h) a student's declaration whether he/she maintains/revokes his/her intention of transfer in case he/she loses his/her scholarship grant,
- i) proof of student status not older than 30 days (certificate of status); and

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<sup>26</sup> Enacted by Senate Resolution No. 93/2021 (VII. 7.).

<sup>27</sup> Enacted by Senate Resolution No. 93/2021 (VII. 7.).

j) the documents needed for the recognition procedure.

(1d) <sup>28</sup> The rules for the recognition of credits of completed subjects and knowledge content are set out in the Recognition Policy and the Study and Examination Regulations of the doctoral school. The recognition of competencies is carried out by the credit transfer committee set up by the doctoral school for this purpose. The committee meets as required and is composed of 3 PhD degree holder lecturers participating in the doctoral programme and 1 doctoral student representative.

(1e) <sup>29</sup> The process of the recognition procedure:

- a) the student submits an application to the doctoral school of his/her choice (the application shall include the name of the student, the details of the issuing higher education institution, the name of the subject completed, the topic, the number of credits in the subject, the grade obtained for the subject);
- b) the doctoral school's credit transfer committee shall make the evaluation and the decision;
- c) the Student's Appeal Committee is the forum for appeals against the decisions of the doctoral school's credit transfer committee.

(2) <sup>30</sup> The announced topics, the doctoral students researching them and their supervisors may be transferred between those doctoral schools of the University which have announced topics within the same field of science, with the support of the DSs concerned and the approval of the DCD, if this is sufficiently justified.

(3) If the relationship between the doctoral student and the supervisor jeopardizes the success of the programmes or the degree award procedure, or the supervisor is unable to fulfil his or her duties through no fault of his/her own, and for other important reasons, the doctoral student may initiate a change of topic or supervisor at the DS. The DS shall ask for the opinion of the head of the research area before making its statement. The decision will be made by the DCD on the basis of the proposal from the head of DS.

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

(5) Change of the research topic shall be decided by the DCD by approving the new draft topic, based on the proposal of the head of the DS.

## CHAPTER V

### OBTAINING THE DOCTORAL DEGREE

#### General conditions for obtaining the doctoral degree

#### Article 42

#### ***Article 53 (5) of the Higher Education Act: Conditions for obtaining a doctoral degree:***

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<sup>28</sup> Enacted by Senate Resolution No. 93/2021 (VII. 7.).

<sup>29</sup> Enacted by Senate Resolution No. 93/2021 (VII. 7.).

<sup>30</sup> Amended by Senate Resolution No. 93/2021 (VII. 7.).

- a) fulfilment of the obligations laid down in the doctoral regulations;**
- b) proof of knowledge of two foreign languages as required by the doctoral regulations for practicing the field of science, which in the case of deaf students may include proof of knowledge of non-Hungarian sign language;**
- c) the presentation of independent academic work, or activities in sports science through articles, papers or otherwise, or by presenting the results of independent artistic creative activities as a condition for obtaining an artistic degree (DLA);**
- d) solving independently a scientific or artistic task adapted to the requirements of the degree; presentation of a dissertation or a work of art; defence of the results in a public discussion.**

**Article 13 (3) of the Decree: The operating regulations of the doctoral school may contain the language requirements of the degree award procedure and the method of proving language proficiency, subject to the Doctoral Regulations. The operating regulations of the doctoral school shall specify the list of all foreign languages accepted for the fulfilment of the language requirements and may select from this list a foreign language essential for the study of the field of science, the knowledge of which is necessary for the degree award procedure.**

General conditions for obtaining a doctoral degree:

- a) documentation of independent scientific work, in particular publications in scientific journals, books, scientific conference publications, mostly related to the research topic of the applicant submitting the doctoral dissertation. The required academic achievement shall be evidenced by reaching minimum 20 publication points, summarised according to the score table, of which at least one must be a peer-reviewed publication in a foreign language, and at least four peer-reviewed journal publications;
- b) <sup>31</sup> proof of knowledge of two foreign languages. Two of the languages specified in paragraph (3) of Article 22 shall be certified by a state-recognised, B2 level (intermediate) complex language examination or equivalent. If the applicant has a C1 level (advanced) complex state-recognised language examination (or an equivalent certificate), it will be sufficient if the applicant proves a B1 level (basic level) complex state-recognised language examination (or equivalent certificate) in another language, taking into account that the doctoral student may be exempted from a part of the language examination depending on the type of disability identified in the expert opinion;
- c) applicants of non-Hungarian nationality must pass at least two state-recognized intermediate level language examinations in addition to their mother tongue, or one state-recognized advanced level and one state-recognized basic level complex language exams, or another equivalent language exams;
- d) obtaining the absolutorium;

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<sup>31</sup> Established by Senate Resolution No. 89/2020 (VII. 15.).



- e) solving the scientific task independently, preparing a dissertation, creating a work of art and defending the results in public discussion.

### **The doctoral dissertation Article 43**

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

**Article 53/A (1) The doctoral dissertation - and its theses - shall be accessible to the public. Publication may be postponed until the date of publication of an application for a patent or other protection. The higher education institution awarding the doctoral degree shall ensure the registration and full publication of the doctoral dissertation and its theses in electronic and printed form by depositing one printed and one electronic copy of the doctoral dissertation and its theses in the central library of the higher education institution, in a catalogued way.**

**Article 13 (2) of the Decree: The doctoral student shall report on the results of his/her research related to the doctoral topic in academic publications and through his/her (documented) artistic creative activities. The academic publications, published or approved for publishing, or the documentation of artistic creative activities that the applicant submitting a doctoral dissertation is required to have at the time of submission of the doctoral dissertation shall be specified in the operating regulations of the doctoral school.**

**Article 14 (1) The thesis booklet of the doctoral dissertation shall present a summary of the results of the independent scientific work or the independent artistic creative activity. The results must be presented in a coherent, self-explanatory system, with the new findings itemized, based on the applicant's professional publications and works of art.**

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

**(3) The submission of the doctoral dissertation is also subject to the condition that the applicant submitting the doctoral dissertation does not have a pending doctoral degree award procedure in the same discipline or has not had an unsuccessful doctoral defence within the past two years. Compliance with these additional conditions shall be stated in writing by the applicant when submitting his/her doctoral dissertation.**

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

(2) The dissertation shall contain:



- a) the name of the person submitting the doctoral dissertation and of his/her supervisor;
- b) title of the dissertation;
- c) review of the relevant literature;
- d) formulation of the scientific problem;
- e) the hypotheses;
- f) the research objectives;
- g) the research methods;
- h) a concise description of the study carried out and its part-conclusions, by chapter;
- i) the summarised conclusions;
- j) the new scientific result(s) in a concise, numbered list;
- k) the recommendations;
- l) the practical applicability of the research result(s), if possible;
- m) the list of the literature cited;
- n) a list of the publications on the topic by the applicant submitting the doctoral dissertation.

(3) The dissertation shall contain the scientific problem, the appropriate scientific methodology and the research methods applied, the research objectives, the hypotheses, the evaluation of the relevant national and international academic literature, independently elaborated conclusions, new scientific results that can be interpreted by the Hungarian and international academic community, and their practical applications.

(4) The formal requirements for the dissertation:

- a) the textual part of the dissertation with annexes or appendices (if any) should be consistent with the chosen research topic. The doctoral dissertation must be minimum 200 pages and maximum 250 pages in the social sciences, and must be minimum 130 pages and maximum 200 pages in the technical sciences. The following parts shall not be included for calculating the length of the dissertation: appendices, annexes, bibliography;
- b) should be accompanied by a table of contents and a bibliography, the necessary figures, sketches, tables, and a list of publications to date by the applicant submitting the doctoral dissertation. The dissertation must indicate the name of the University, the title of the dissertation, the name of the person submitting the dissertation and the name of the supervisor, the year and place of writing;
- c) bibliographical references should be given at the end of the dissertation and the source work should be clearly indicated in the text for each occurrence;
- d) <sup>32</sup> the dissertation normally has to be submitted in Hungarian, printed on only one side of the sheet of paper, in Times New Roman font, with the font size of 12, with

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<sup>32</sup> Established by Senate Resolution No. 89/2020 (VII.15.).

numbered pages, 1.5 line spacing, and one copy must be submitted in hardcover and one in electronic format;

- e) <sup>33</sup> with the prior consent of the DCD, and taking into account the criteria set out in Article 50 (2), and in compliance with the provisions of the DS's training plan concerning the language of the programme, the dissertation may be prepared and defended in English in particularly justified cases; in this case, the degree award procedure fee shall be doubled;
- f) space should be provided for the signature of the supervisor at the beginning of the dissertation;
- g) the electronic version of the dissertation shall be submitted to the OAA in the same form and content as the printed version, in MS Word (doc or docx), Rich Text (rtf), OpenDocument (odt) or Portable Document (pdf) format, uncompressed and without any password protection, saved as a single file, on a sealed optical media, in one copy.

(5) Requirements for the realised work of art:

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

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

(6) The qualification procedure for an application with a work of art shall be subject to the same general rules, except that the qualification is based on the work of art itself and on the description of the work of art, which describes its essence and the experience of its practical application.

(7) The doctoral dissertation and the thesis booklet must be made available to the public in electronic form, which shall be ensured by the DS. The thesis booklet shall be prepared by the person submitting the doctoral dissertation.

(8) <sup>34</sup> The thesis booklet should be prepared in Hungarian and English, at least one sheet each. The thesis booklet shall contain:

- a) the name of the person submitting the doctoral dissertation and of his/her supervisor;
- b) title of the dissertation;
- c) formulation of the scientific problem;
- d) the hypotheses;
- e) the research objectives;
- f) the research methods;

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<sup>33</sup> Amended by Senate Resolution No. 93/2021 (VII. 7.).

<sup>34</sup> Established by Senate Resolution No. 93/2021 (VII. 7.).

- g) a concise description of the study/trial carried out, chapter by chapter;
- h) the summarised conclusions;
- i) the new scientific result(s);
- j) the recommendations;
- k) the practical applicability of the research results;
- l) a list of publications of the person submitting the doctoral dissertation on the topic;
- m) a professional and academic curriculum vitae of the person submitting the doctoral dissertation.

(9) <sup>35</sup> In the case of a dissertation written in English, no thesis booklet in Hungarian shall be required.

(10) <sup>36</sup> The person submitting the doctoral dissertation must provide links to the bibliography of the doctoral dissertation in accordance with the rules of the Member obligations (<https://www.crossref.org/member-obligations>).

#### **Article 43/A<sup>37</sup>**

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

(1) The deadline for the submission of the doctoral dissertation may be extended by up to one year in cases of special merit, at the request of the student.

(2) The leniency application shall be addressed to the head of the doctoral school. The application shall be decided by the Rector. The Rector may delegate this power to the Vice-Rector for Academic Affairs through an individual measure. The holder of the delegated power may not sub-delegate it.

(3) If the Senate or the Rector of the University decides to suspend the organisation of certain doctoral activities, the time limit for the respective doctoral activity prescribed by law or by the regulations shall be extended by the duration of the suspension and by a further 30 days without any further action.

### **Workshop discussion of the doctoral dissertation**

#### **Article 44**

(1) Before submitting the dissertation, a workshop discussion shall be conducted. The aim of the workshop discussion is to provide a community of experts who are knowledgeable about the topic of the draft dissertation to identify any deficiencies in the dissertation, to confirm the values of the doctoral dissertation to the applicant, and to help the applicant finalise the doctoral dissertation in the highest quality possible.

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<sup>35</sup> Established by Senate Resolution No. 93/2021 (VII. 7.).

<sup>36</sup> Enacted by Senate Resolution No. 93/2021 (VII. 7.).

<sup>37</sup> Enacted by Senate Resolution No. 18/2021 (II. 17.).

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

(3) The workshop discussion shall be organized and conducted by the supervisor. If the supervisor is unavailable, the head of the DS may invite a knowledgeable and experienced supervisor to lead the discussion. On the recommendation of the head of the DS, and with the agreement of the head of the research area, two qualified and experienced preliminary reviewers shall be invited for the workshop discussion. In the selection of preliminary reviewers, the relevant provisions of the Decree and Article 49 shall be applied *mutatis mutandis*. Preliminary reviewers must be given at least two weeks to prepare their assessment. For the purposes of the preliminary assessment, the provisions of Article 43 (3) to (4) and Article 48 (1) shall be applied *mutatis mutandis*.

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

- a) whether the chosen topic has been covered using state-of-the-art research methods and in all the important details;
- b) whether it meets the requirements of form and content;
- c) whether it is the result of independent scientific research of the applicant submitting the doctoral dissertation;
- d) whether it contains new scientific result(s).

(5) <sup>38</sup>A workshop discussion may be held if the supervisor, at least five persons with academic degrees having relevance in terms of the topic, and at least one preliminary reviewer are present, and the absent preliminary reviewer has sent his or her opinion in writing. The experts with academic degrees participating in the workshop discussion shall make a proposal to the Doctoral Council of the Discipline on the the further proceedings;

(6) In the event of two negative preliminary assessments, the further proceedings shall be decided by an open vote of the academic degree holders present at the workshop discussion. In the event of a repeated workshop discussion, the same two preliminary reviewers shall be invited.

#### **Article 45**

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

(2) The minutes shall include the scope of the participants, the substance of their questions and findings, and a summary statement of the discussion, which may be:

- a) the draft dissertation is suitable to be entered into the next stage of the procedure, without revision (or with minor, non-substantive revisions) and without holding a new workshop discussion;

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<sup>38</sup> Amended by Senate Resolution No. 89/2020 (VII. 15.).

- b) the draft dissertation is suitable to be entered into the next stage of the procedure, with substantive revisions, without holding a new workshop discussion;
- c) the draft dissertation is suitable to be entered into the next stage of the procedure, only with a complete revision, and with holding a new workshop discussion.

(3)<sup>39</sup> Only those persons with an academic degree who have been present throughout the entire workshop discussion may participate in the open vote at the end of the workshop discussion aimed to reach a summary statement of the discussion. The doctoral student's supervisor cannot vote. Opinions received in writing will not be taken into account for the vote. In the event of a tie, the decision of the DCD shall prevail.

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

### **Application for a degree award procedure Article 46**

(1) <sup>40</sup> If the conditions for the award of the degree are fulfilled, one can apply for the degree award procedure by submitting the completed doctoral dissertation (work of art) and the annexes required under these Regulations. The applicant submitting the doctoral dissertation must submit the doctoral dissertation within three academic years of passing the complex examination, i.e. by the last day of the sixth semester following the date of the complex examination (31 January, 31 August). The suspension of the student status during the research/dissertation phase shall not imply an extension of the submission deadline.

(2) The Office of Academic Affairs will conduct a preliminary plagiarism check regarding the dissertation to be submitted by the author of the doctoral dissertation. In order to submit the dissertation, the applicant submitting the doctoral dissertation must have a certificate to this effect. If during the check there is a suspicion of plagiarism, the dissertation may not be submitted until the applicant submitting the doctoral dissertation proves that he or she has properly cited the passages in question or corrected the deficiencies in citation. The OAA shall immediately inform the applicant submitting the doctoral dissertation, his/her supervisor and the DS about the use of passages without citation.

(3) Applications for the degree award procedure shall be made using the form in Annex 5. The application must be submitted to the Office of Academic Affairs, which will carry out a formal check and only accept complete applications and forward them to the relevant DS. Incomplete applications will be returned by the Office of Academic Affairs to the applicant for completion. The application must be accompanied by a certificate from the head of the doctoral school certifying that the applicant has fulfilled all the requirements for admission to the degree award procedure, in addition to the absolutorium, and that his or her application file meets the requirements.

(4) The formally complete application shall be reviewed by the members of the DS and then submitted by the head of the DS to the Doctoral Council of the Discipline for approval.

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<sup>39</sup> Established by Senate Resolution No. 89/2020 (VII.15.).

<sup>40</sup> Established by Senate Resolution No. 89/2020 (VII. 15.). Established by Senate Resolution No. 93/2021 (VII. 7.).

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

- a) professional curriculum vitae;
- b) the absolutorium certifying successful completion of the programme;
- c) a copy of the diploma(s) of the master's degree programme or equivalent university degree (certified translation of the MA diploma of Hungarian citizens obtained abroad and the MA diploma of foreign nationals) (with simultaneous presentation of the original documents);
- d) <sup>41</sup>a copy of the documents certifying the language examination (a copy of the naturalisation decision in the case of foreign language examination certificate(s)), and in the case of a student with a disability, an expert opinion stating the type of the disability and the corresponding documents certifying the language examination, together with simultaneous presentation of the original documents;
- e) a detailed list of publications to document independent scientific work (a certified MTMT abstract approved by the University's MTMT administrator, or in the case of foreigners, a publication database containing data verified by the University's MTMT administrator and separate photocopies of the publications), the score table demonstrating the fulfilment of the minimum publication requirements, signed by the applicant submitting the doctoral dissertation and his/her supervisor, and (if necessary) the co-authors' statements;
- f) <sup>42</sup> the doctoral dissertation or an equivalent work of art (in electronic format plus one copy printed, with hardcover);
- g) <sup>43</sup> the dissertation abstract in Hungarian and English (thesis booklet, in the case of a dissertation in English, the Hungarian thesis booklet is not required) on an electronic data carrier and one hard copy each;
- h) a declaration by the applicant submitting the doctoral dissertation that he/she has no pending doctoral degree award procedures in the same discipline and that he/she has not had two negative reviews or a failed doctoral dissertation defence within the past two years;
- i) a statement that the applicant submitting the doctoral dissertation is not in the process of having his/her doctoral degree withdrawn and that he/she has not had any previously awarded doctoral degree withdrawn within the past 5 years;
- j) a statement that the dissertation is an independent work by the applicant submitting the doctoral dissertation, and the literary citations are clear and complete;
- k) three copies of the minutes of the workshop discussion;
- l) proof of payment of the degree award procedure fee (or an approved application for exemption);
- m) any request for permission to conduct a foreign language procedure (if any);

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<sup>41</sup> Established by Senate Resolution No. 89/2020 (VII.15.).

<sup>42</sup> Established by Senate Resolution No. 89/2020 (VII. 15.).

<sup>43</sup> Established by Senate Resolution No. 93/2021 (VII. 7.).



- n) a supervisor's proposal for the chair and members of the doctoral evaluation committee, approved and signed by the head of the research area–;
- o) an official certificate evidencing a clean criminal record, not more than three months old, an equivalent document in the case of foreign nationals;
- p) a certificate issued by the Office of Academic Affairs confirming that the plagiarism check of the doctoral dissertation to be submitted has been performed;
- q) a statement of approval signed by the head of the DS certifying that the dissertation has been presented to the DS prior to binding – and, if necessary – revised in accordance with the provisions of Article 45 (2).

(6)<sup>44</sup> Based on the recommendation of the DS, the DCD will decide whether to accept the application and start the procedure (to submit the dissertation for review).

(7) Actions relating to the degree award procedure will be suspended from 15 July to 31 August and from 15 December to 5 January. The holding of workshop discussions shall not be an exception to this either.

(8) It shall be the responsibility of the OAA to register the application and it shall be the responsibility of the DS to register the decision of the DCD.

(9)<sup>45</sup> The University may transfer data to the database available on the doktori.hu site of the HDC, based on the voluntary, prior and explicit consent of the data subject. By signing the relevant declaration of consent, the applicant submitting the dissertation agrees to the transfer of his/her data on the basis of the declaration and in accordance with the conditions set out therein.

## **Review of the doctoral dissertation Article 47**

***Article 15 (1) of the Decree: The Doctoral Council shall appoint two official opponents to examine the doctoral dissertation. One of the opponents must not be employed by the higher education institution operating the doctoral school.***

***(2) The two official opponents shall prepare a written evaluation of the dissertation within two months of the submission of the dissertation – within the study period specified in the doctoral regulations of the higher education institution – and shall state whether they recommend that the dissertation be submitted for a public defence. If the recommendation of one of the opponents is negative, the Doctoral Council shall invite a third opponent.***

***Article 17 A person may not participate in the doctoral procedure as an official opponent or as a member of the committee, if he/she***

***a) is a close relative of the person concerned, or***

***b) cannot be expected to give an objective assessment of the case.***

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<sup>44</sup> Established by Senate Resolution No. 89/2020 (VII.15.).

<sup>45</sup> Enacted by Senate Resolution No. 93/2021 (VII. 7.).

- (1) Two opponents shall be invited by the DCD to review the doctoral dissertation. Concerning the invitation of the opponents, the provisions of Article 49 shall be applied *mutatis mutandis*.
- (2) The requirements for the review are set out in the Guidelines adopted by the DCD, sent to the opponents.
- (3) If the invited opponent is unable to provide the review, he or she shall notify the DCD within fifteen days on this matter.
- (4) An invitation for official review may be refused:
  - a) in the case of conflicts of interest or bias;
  - b) if the invited opponent does not have sufficient expertise in the field of the dissertation;
  - c) if the invited opponent is prevented from performing the task due to illness, official absence or other circumstances.

#### **Article 48**

- (1) The review shall include at least the following:
  - a) in the general part of the review (with stating the statement of reasons), the following must be addressed:
    - aa)* whether the dissertation meets the formal requirements;
    - ab)* the relevance and timeliness of the topic;
    - ac)* the amount of literature reviewed on the topic, whether it has been correctly assessed and used in the elaboration of the topic;
    - ad)* whether the objectives, methods and results of the research work are in line;
    - ae)* whether he/she accepts the results of the independent research as new scientific result(s);
    - af)* whether the dissertation as a whole meets the conditions for admission to the public defence;
  - b) if the dissertation is written in a foreign language and the defence is in a foreign language, the review must be prepared in that foreign language as well.
- (2) The applicant submitting the doctoral dissertation shall answer – before the public discussion – in writing the questions asked by the official opponents in the review.
- (3) In the case of two negative reviews, a new doctoral dissertation on the same doctoral topic may be submitted at the earliest after two years, but not more than within three years, on maximum one occasion. The new dissertation should preferably be issued to the original opponents.
- (4) It is the responsibility of the DS to invite opponents, send the dissertation, and keep records of these, and receive the reviews and register them.

**Defence of the doctoral dissertation**  
**Article 49**

***Article 16 (1) of the Decree: The doctoral dissertation shall be defended in a public discussion before the evaluation committee.***

***(2) The Doctoral Council shall establish an evaluation committee to conduct the public discussion of the doctoral dissertation and to decide on its acceptance and to evaluate the public defence. The evaluation committee shall consist of at least three members. The provisions of Article 12/A (2) shall apply mutatis mutandis to the selection of the members of the evaluation committee.***

***(3) The dissertation shall be submitted for public discussion within two months (of the study period) of the date of receipt of the two supporting proposals. The applicant submitting the doctoral dissertation shall receive the reviews in advance and shall respond to them in writing prior to the defence and verbally during the defence, within the framework of the public discussion.***

***(4) The applicant submitting the doctoral dissertation shall present the theses of his or her dissertation within the framework of the public discussion, and shall reply to the comments and questions of those present. At the request of the applicant submitting the doctoral dissertation, based on the favourable opinion of the evaluation committee and with the approval of the doctoral council, a closed defence may be held if the doctoral dissertation contains data that are patent-related (proprietary) or classified for reasons of national security.***

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

***(6) Minutes shall be taken of the defence and of the decision of the committee. Upon request, the higher education institution shall provide a certificate of the result of the defence, indicating therein that the certificate does not imply that a doctoral degree has been awarded.***

***(7) In the case of two negative reviews or an unsuccessful defence, a new doctoral dissertation on the same doctoral topic may be submitted at the earliest after two years, on maximum one occasion.***

(1) The doctoral evaluation committee is a committee appointed by the DCD to conduct the public discussion of the doctoral dissertation and to decide on its acceptance and to evaluate the public defence. The doctoral evaluation committee shall consist of 7 members. The committee shall be headed by the chair, composed of the secretary, two opponents and three members.

(2) <sup>46</sup>Each member of the committee shall have an academic degree obtained at least three years previously. The chair of the committee may be a professionally competent university professor or professor emeritus of the University. At least one third of the committee members shall not be employed by the University. The professional competence of the members of the committee in terms of the topic of the dissertation shall be verified on the basis of the MTMT Database.

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<sup>46</sup> Amended by Senate Resolution No. 89/2020 (VII. 15.).

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

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

(5)<sup>47</sup> The supervisor of the applicant submitting the doctoral dissertation shall be present at the dissertation defence, if possible. The supervisor of the applicant submitting the dissertation may not be a member of the committee. In addition, a person who is a close relative of the person concerned, or who cannot be expected to give an objective assessment of the case, may not take part in the doctoral procedure as an opponent or member of the committee.

(6) The public discussion may also be held if only 5 members are present, provided that the chair, the secretary and one of the opponents are present, and both opponents have given a favourable opinion and at least one third of the members of the committee present are not employed by the University.

## **Article 50**

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

(2) <sup>48</sup>The public discussion – and the defence of the doctoral dissertation within the public discussion – may be conducted in English, in compliance with the provisions in the training plan of the doctoral school governing the language of the programme, provided that the DS has declared in advance in its decision that it is able to set up the evaluation committee necessary for the English public discussion.

(3) At the public discussion, the chair and members of the evaluation committee, as well as the persons present at the discussion, may ask questions and make comments on the content and new scientific result(s) of the doctoral dissertation, to which the applicant submitting the doctoral dissertation shall provide answers after a short (10-20 minutes) preparation time (if this is requested).

(4) After the discussion is closed, the members of the evaluation committee who were present during the whole of the defence shall decide in a closed session, by secret ballot, on a scale of points of 0 to 5, whether to accept or reject the dissertation. At least 60% of the available points are required for acceptance. The results of the vote shall be publicly announced and explained by the chair of the evaluation committee.

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

## **Article 51**

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<sup>47</sup> Established by Senate Resolution No. 89/2020 (VII. 15.).

<sup>48</sup> Amended by Senate Resolution No. 93/2021 (VII. 7.).

(1) Minutes shall be taken of the defence of the doctoral dissertation and the decision of the evaluation committee, and a datasheet shall be filled in. In the minutes the chair and members of the evaluation committee shall record their professional evaluation of the work of the doctoral candidate and the defence of the dissertation. In the case of proceedings in a foreign language, the minutes of the defence shall also be drawn up in the foreign language used in the proceedings. In addition, an attendance sheet shall be recorded regarding the defence.

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

(3) It shall be the task of the DS to notify the evaluation committee, announce the public defence, prepare it directly and record its results.

### **Conflict of interest Article 52**

(1) If a voting member of the University Doctoral and Habilitation Council or a voting member of the Doctoral Council of the Discipline is a supervisor of the applicant submitting the doctoral dissertation involved in the given degree award procedure, he/she may not vote on any matters related to the applicant submitting the given doctoral dissertation during the given doctoral procedure at the session of the UDHC or the DCD.

(2) If the applicant submitting the doctoral dissertation has any observations regarding objective assessment related to the degree award procedure, he or she may submit such observation to the DCD. The DCD shall decide on the observation by secret ballot, by a simple majority, and notifies the applicant submitting the doctoral dissertation in writing of the decision within eight days.

### **Awarding of the doctoral degree Article 53**

(1) The UDHC shall decide on the award of the degree by a two-thirds majority of those present, taking into account the minutes of the complex examination and the defence. In the event of an objection concerning a procedural error, the UDHC may overrule the decision of the committee conducting the defence, and in the event of an objection concerning the merits of the degree award procedure, the UDHC shall be obliged to order the procedure of the competent DCD. The DCD shall be obliged to investigate the objections concerning the merits within 30 days and make a proposal to the UDHC regarding the procedure to be applied. The DCD's proposal shall not bind the UDHC. A member of the UDHC who has participated in the procedure as a supervisor may not take part in the vote on the award of the degree.

(2) Decisions taken in the doctoral degree award procedure may be challenged on the grounds of infringement of the law or of a procedural rule within fifteen days of the date of notification or, failing this, of the date of becoming aware of it. The appeal shall be decided by the Rector. As a result of the examination of the appeal, the Rector may order the annulment of the objected decision or the repetition of the objected procedural act, or order the dismissal of the appeal. The Rector's decision on the appeal may be challenged in an administrative action.

(3) The doctoral title may be used from the date of the decision of the UDHC awarding the degree.

### **The doctoral diploma and the conferral of the doctoral degree**

#### **Article 54**

**Article 16 (4) of the Higher Education Act: The academic degree attested by a diploma awarded in a doctoral programme is the "Doctor of Philosophy" (abbreviated: PhD), in art education the "Doctor of Liberal Arts" (abbreviated: DLA). The diploma is signed by the Rector and the chair of the Doctoral Council.**

**Article 51 (5) A diploma shall be an authentic instrument that includes the coat of arms of Hungary, the name and institution identification number of the awarding higher education institution, the serial number of the diploma, the name, name at birth and place and date of birth of the holder, the specification of the level of qualification, the awarded degree, the programme and the professional qualification, the grade of the diploma, the place, year, month and day of issue, the classification of the degree and the qualification attested by the diploma within the Hungarian Qualifications Framework and the European Qualifications Framework, and the programme duration according to the related programme and output requirements. It shall also bear the original signature of the head of the higher education institution, or the executive officer identified in the study and examination regulations, and the imprint of the stamp of the higher education institution.**

**Article 52 (1) Diplomas shall be issued in Hungarian and English or in Hungarian and Latin or, for national minority programmes in Hungarian and in the language of the national minority, in the case of a programme in a language other than Hungarian in Hungarian and in the language of the programme.**

**Article 53 (7) Persons holding a PhD degree may use the abbreviation "PhD" or "Dr." with their name, while those holding a DLA degree may use the abbreviation "DLA" or "Dr." with their name.**

**Article 16 (8) of the Decree: On the basis of the decision recorded in the doctoral register, the higher education institution shall issue a diploma – designating the field of science, including the discipline and the branch of art – of the doctoral degree awarded by the Doctoral Council, and shall at the same time notify the Office thereof.**

(1) On the basis of the decision recorded in the doctoral register, the Office of Academic Affairs shall issue a diploma on the doctoral degree awarded by the UDHC and shall at the same time notify the Education Authority thereof.

(2) The diploma shall be a public document bearing the coat of arms of Hungary and shall contain the name, institutional identification number and seal of the University of Public Service, the serial number of the diploma, the name of the holder of the diploma suitable for identification, his/her place and date of birth, the name of the degree awarded, the qualification of the doctoral degree, the field of science and within it the discipline, the place, year, month and day of issue. The diploma shall be signed by the Rector and the Chair of the UDHC (Annex 7). For the purpose of qualification of the doctoral degree (PhD), the percentage of the points received in the complex examination shall be



considered in one third ratio, whereas the percentage of the points received in the doctoral defence shall be considered in two thirds ratio. Degrees with a 60-73% rating shall be classified as rite, between 74-90% cum laude and above 91% summa cum laude (Annex 11).

(3) <sup>49</sup> The diploma shall be issued in Hungarian and English by the University within 30 days of the decision of the UDHC, the university body entitled to award the doctoral degree. Doctoral diplomas can be received in the Office of Academic Affairs.

(4) <sup>50</sup> At the ceremonial meeting of the Senate, the person to whom the degree is awarded will receive a certificate of honour in Latin, in A2 size, in a cylinder of honour, which cannot be used in proceedings before the authorities.

(5) Hungarian citizens submitting a doctoral dissertation shall take a doctoral oath at the doctoral degree conferment ceremony, whereas non-Hungarian citizens shall sign a declaration. The text of the oath and the declaration are set forth in Annex 8.

### **Registration of the programmes, the degree award procedure and the degree holders**

#### **Article 55**

***Article 53/A (1) of the Higher Education Act: The doctoral dissertation - and its theses - shall be accessible to the public. Publication may be postponed until the date of publication of an application for a patent or other protection. The higher education institution awarding the doctoral degree shall ensure the registration and full publication of the doctoral dissertation and its theses in electronic and printed form by depositing one printed and one electronic copy of the doctoral dissertation and its theses in the central library of the higher education institution, in a catalogued way.***

***(2) The doctoral dissertation and its theses shall be made accessible to the public in electronic form in the Database, with a (DOI) identifier conforming to the generally accepted international practice.***

***(3) In cases where a doctoral dissertation is involved in a patent procedure or other protection procedure, the disclosure of the doctoral dissertation and the accompanying doctoral theses may be postponed until not later than the date of the registration of the patent or other protection, upon the request of the person submitting the dissertation, subject to the positive opinion of the evaluation committee and the consent of the doctoral council. For national security reasons, if a doctoral dissertation or the accompanying doctoral theses contain classified data, disclosure shall be postponed until the expiry of the classification period.***

(1) The DS shall maintain a register of the complex examinations and the doctoral defences, whereas the OAA shall maintain a register of the awarded doctoral degrees. The register of the awarded doctoral degrees may be consulted by anyone, subject to compliance with the legislation and university regulations on the protection of personal data.

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<sup>49</sup> Established by Senate Resolution No. 93/2021 (VII. 7.).

<sup>50</sup> Established by Senate Resolution No. 93/2021 (VII. 7.).

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

(3) The record of the doctoral dissertation and its theses shall be made accessible to the public in electronic form on the institution's website in a separate database – the Database of Doctoral Theses and Dissertations – in Hungarian and English, or in another language appropriate to the specificities of the discipline, and in the MTMT Database, with a DOI identifier in accordance with generally accepted international practice, in compliance with the legislation and university regulations on the protection of personal data.

### **Withdrawal of the doctoral degree Article 56**

***Article 52/A (1) of the Higher Education Act: The higher education institution shall withdraw a diploma issued by it or its predecessor within five years from the date of issue of the diploma, if the diploma was obtained unlawfully. In all other matters, the provisions of the Act on Administrative Proceedings shall be applied mutatis mutandis to withdrawal.***

***(2) Notwithstanding paragraph (1), if the issuance of the diploma was influenced by a criminal offence, and the commission of the criminal offence has been confirmed by a final and enforceable court decision or the Public Prosecutor's Office has terminated the criminal proceedings because the period of conditional suspension of the prosecution has been successfully completed, the higher education institution shall annul the diploma without any time limitation, provided that the annulment does not affect any right acquired and exercised in good faith. In other respects, the provisions of the Act on Administrative Proceedings shall be applied mutatis mutandis to the annulment.***

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

***(4) An appeal may be brought against the decision as per paragraphs (1) and (2).***

***(5) If the higher education institution issuing the diploma has ceased to exist without a legal successor, the Education Authority shall act in the procedure as per paragraphs (1) and (2).***

***(6) The court or the public prosecutor's office making the final or non-appealable decision as per paragraph (2) shall immediately notify the issuer of the diploma and the Education Authority of the decision.***

***Article 48 (9) of the Higher Education Act Implementing Regulation: The higher education institution shall issue a master sheet extract pursuant to paragraph (10) of Article 36 of the Higher Education Act regarding the studies underlying the diploma withdrawn or annulled pursuant to Article 52/A of the Higher Education Act, upon the decision on withdrawal or annulment becoming final.***

(1) In the doctoral procedure the University accepts and applies the principles and recommendations of the Code of Ethics of the Hungarian Academy of Sciences on plagiarism and the University's Code of Ethics. In the spirit of Article X (2) of the Fundamental Law, decisions on the merits may not be challenged before a judicial or administrative body.

(2) The doctoral degree may be withdrawn by decision of the UDHC if it is established that the conditions for the award of the doctoral degree have not been met.

(3) A doctoral degree may also be withdrawn by decision of the UDHC if the holder of the degree has obtained it by presenting the intellectual work of another person as his/her own, in whole or in part, or by using false or falsified data in his/her dissertation, thereby deceiving or misleading the body or person acting in the doctoral procedure. The procedure for the withdrawal of a degree may be conducted if the holder of the degree is still alive when the procedure is initiated.

(4) The acts referred to in paragraph (3) shall not be time-barred (no limitation period applies), and only the holder of the title may be held liable.

(5) The procedure for the withdrawal of the doctoral degree shall be initiated ex officio or on request. The procedure for withdrawal may be initiated at the chair of the UDHC by any person who proves or has reasonable grounds to believe that the conditions set out in paragraphs (2) or (3) have been met, as well as by any person who holds a doctoral degree or equivalent academic degree in the field of science related to the topic of the disputed dissertation.

## **Article 57**

(1) The UDHC shall decide on the withdrawal of the doctoral degree.

(2) If copyright infringement has already been established by a final judgment in a previous proceeding started at the initiative of the original author, prior to the commencement of the procedure, the UDHC does not have to investigate this issue, the final judgment is sufficient for the withdrawal of the degree.

(3) In the event an appeal is lodged against the decision withdrawing the degree, the UDHC shall appoint an ad hoc committee, composed of DS core members, at least 50% of whom shall not be in employment with the University. The appeal shall be decided by the Senate based on the opinion of the ad hoc committee.

(4) <sup>51</sup>

(5) In the event the doctoral degree is withdrawn, the person concerned cannot apply for another degree award procedure for 5 years.

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<sup>51</sup> Repealed by Senate Resolution No. 93/2021 (VII. 7.).

## CHAPTER VI

### SPECIAL DOCTORAL PROCEDURES

#### Conferral of the title of doctor with distinction (Promotio sub auspiciis praesidentis Rei Publicae)

##### Article 58

**Article 52 (8) of the Higher Education Act: The Rector of the higher education institution shall, with the prior consent of the President of the Republic, confer the title of doctor with the distinction "Promotio sub auspiciis praesidentis Rei Publicae" on students whose performance has been consistently evaluated as excellent throughout their studies at secondary school, at the higher education institution and in the doctoral programme, provided that their performance was also outstanding during the doctoral degree award procedure. The detailed conditions for conferral of the title of doctor with distinction (Promotio sub auspiciis praesidentis Rei Publicae) shall be determined by the Government.**

**Article 18 (1) of the Decree: The title of doctor with distinction shall be conferred on persons who**

**a) only have marks that are excellent (5), including exemplary diligence, in the certificates of compliance with academic requirements received, starting from grade 9, and in each subsequent year of their education under Article 11 of Act CXC of 2011 on National Public Education or Article 29 of Act LXXIX of 1993 on Public Education, as well as in the grammar school graduation exam certificate;**

**b) passed all mandatory examinations with an excellent (5) result, or its equivalent in the system of assessment applied by the higher education institution, throughout the two-cycle bachelor's or master's programme or the single-cycle programme completed; and**

**c) passed all mandatory examinations with an excellent (5) result throughout the doctoral programme completed and – if they were required to take a doctoral final examination – passed that doctoral final examination with a summa cum laude qualification, and obtained the best available assessment for the doctoral defence.**

**(2) The requirements of paragraph (1) shall apply to candidates having completed part of their studies abroad in accordance with the system of assessment applied by the foreign higher education institution, following the recognition of the degree attested by the foreign diploma or following the naturalization of the foreign doctoral diploma.**

**(3) In the case of degrees awarded for the completion of college or university studies, paragraph (1) (b) shall also apply to the results of the college or university studies.**

**(4) The doctoral regulations of the higher education institution may provide for other professional criteria in addition to those set out in paragraph (1) (b) and (c).**

**Article 19 (1) In order to contribute to the conferral of the title of doctor with distinction (Promotio sub auspiciis praesidentis Rei Publicae), the Minister**

**responsible for education shall submit a proposal to the President of the Republic of Hungary, based on the recommendation of the higher education institution.**

**(2) For the proposal, the Rector of the higher education institution shall send to the minister responsible for education the certified copies of the documents attesting to the candidate's compliance with the criteria set out in Article 18.**

**(3) The doctors who have been awarded the title of doctor with distinction (*Promotio sub auspiciis praesidentis Rei Publicae*) shall receive a 14-carat gold ring weighing 8 g and bearing the coat of arms of Hungary.**

**(4) The higher education institution making the proposal shall ensure that the expenses related to the honours ceremony are covered.**

(1) The Rector, with the prior consent of the President of the Republic of Hungary, shall confer the *Promotio sub auspiciis praesidentis Rei Publicae* title on those who meet the conditions set forth in Article 18 of the Decree.

(2) The conferral of the title of doctor with distinction (*Promotio sub auspiciis praesidentis Rei Publicae*) shall be initiated by the person submitting the doctoral dissertation, by submitting a written application to the Head of the DS. The head of the DS shall submit the application to the UDHC, and the Rector, after obtaining the position of the UDHC, shall submit it to the Senate. The application shall be decided by the Senate.

(3) The Rector shall send the University's proposal, together with certified copies of the documents attesting that the applicant submitting the doctoral dissertation meets the conditions set out in paragraph (1), to the minister responsible for education, who shall submit the proposal to the President of the Republic for the approval of the conferral of the title of doctor with distinction.

### **Granting the title of Doctor Honoris Causa Article 59**

**Article 20 of the Decree: On the recommendation of the Rector and in consultation with the doctoral council, the senate of the higher education institution may confer the title of Doctor Honoris Causa or the title of Doctor et Professor Honoris Causa on those deserving it on the basis of the doctoral regulations and in the light of their work in any of the disciplines in which the higher education institution is authorised to award doctoral degrees.**

(1) The University may confer the Doctor Honoris Causa (*Dr. h. c.*) title to deserving Hungarian and foreign professionals, including the University's lecturers and researchers, who have achieved outstanding academic and practical results in the discipline in which the University is authorised to award doctoral degrees.

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

(3) The Rector shall award the diploma authorising the use of the title in a solemn ceremony.



(4) The holder is entitled to bear the title without time limit.

### **Naturalization of academic degrees obtained abroad Article 60**

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

**Article 4 (8) The authority responsible for the recognition of foreign certificates and diplomas, and the educational institution specified in paragraphs (2) to (4) and (6) to (7) shall be deemed to be the competent authority acting in the application of this Act.**

**Article 1 (5) This Act shall be applied unless otherwise provided by an international treaty. During the recognition and naturalization procedure the provisions of the Act on General Administrative Procedures (hereinafter referred to as the General Administrative Procedures Act) shall apply.**

**Article 14/A (4) A foreign diploma may be recognized as a diploma attesting a level of qualification equivalent to the level of qualification of a Hungarian doctoral degree, if:**

- a) the prerequisite for starting the programme leading to the foreign diploma is a foreign higher education qualification within the meaning of paragraph (2),**
- b) the duration of the programme or research leading to the foreign diploma is one year or more, and**
- c) the level of qualification of the foreign diploma is comparable to the level of qualification of the Hungarian doctoral degree.**

**Article 15 (1) The competent authority shall naturalise the academic degree obtained abroad as an academic degree attested by a diploma awarded in a doctoral degree award procedure ("Doctor of Philosophy", abbreviated as PhD) or as a degree awarded in an arts training programme ("Doctor of Liberal Arts", abbreviated as DLA) if**

- a) it has been issued by a foreign educational institution that is entitled to award an academic degree under the law of the foreign country concerned, and**
- b) the requirements for the award of the academic degree correspond or may correspond, by way of stipulating additional requirements, to those required by law and by the doctoral regulations of the competent authority for the award of the degree of "Doctor of Philosophy" or "Doctor of Liberal Arts".**



***(1a) The competent authority shall proceed with the naturalisation procedure without examining the requirements set out in paragraph (2) if the foreign educational institution awarding the academic degree has been accredited by an organisation which is a full member of the European Association for Quality Assurance in Higher Education and is registered in the European Quality Assurance Register for Higher Education.***

***(2) If there is a fundamental difference between the programme completed by the applicant and the programme leading to the corresponding, proper domestic qualification, the competent authority may attach conditions to the naturalisation of the foreign academic degree (doctoral final examination, defence of the doctoral dissertation, etc.).***

***(3) The competent authority shall authorise the applicant to use the doctoral title in the decision on the naturalisation of the academic degree.***

(1) The UDHC may naturalise a foreign academic degree as a doctoral degree if the requirements for obtaining the academic degree correspond or may correspond, by way of stipulating and fulfilling additional requirements, to those required for the awarding of the degree.

(2) The application for naturalisation must be submitted to the UDHC, accompanied by the documents listed in the Recognition, Credit Transfer and Validation Regulations, and those required for applying to the doctoral programme or to the degree award procedure.

(3) The UDHC shall decide on the application on the basis of the proposal of the DS having competence as per the discipline.

(4) For matters not covered in this section, the provisions of the Recognition, Credit Transfer and Validation Regulations shall prevail.

## **CHAPTER VII**

### **OTHER RULES CONCERNING DOCTORAL PROGRAMMES AND DEGREE AWARD PROCEDURES**

#### **Quality assurance for doctoral programmes and degree award procedures Article 61<sup>52</sup>**

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

#### **Payments and benefits related to the doctoral programmes and degree award procedures Article 62**

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<sup>52</sup> Amended by Senate Resolution No. 50/2019 (IX. 18.).

(1) With the exception of doctoral students participating in scholarship programmes, each participant is required to pay the tuition fee (self-funded tuition fee) for all programme types.

(2) The amount of the tuition fee shall be determined in the Rector's instruction, the cases of partial or total exemption, the fees to be paid and the scholarships that can be granted to or claimed by students enrolled in the doctoral programme are contained in the Student Payment and Benefit Policy.

(3) A fee shall be payable:

- a) when applying for organized programmes or individual preparation;
- b) <sup>53</sup> for the doctoral degree award procedure, if the student no longer has a student status at the time of application;
- c) for naturalization.

### **Exemptions and allowances** **Article 63**

(1) The sectoral doctoral student participating in a scholarship programme provided by the sectoral ministries shall conclude a study contract with the employer to cover his/her tuition fee. If the doctoral student continues his or her studies in another programme type, he or she must submit a formal statement regarding the payment or assumption of the tuition fee.

(2) The University may assume all or part of the self-funded tuition fee or the cost of the degree award procedure payable by a doctoral student in employment relationship with the University, subject to the conditions set forth in a separate Rector's instruction.

(3) A full-time doctoral student who does not have an employment relationship with the University may receive a scholarship from the state or from other sources.

(4) During the period of suspension of the studies, no tuition fee are payable and no scholarships are available.

(5) By default, scholarship may be awarded to a scholarship holder student for a maximum period of six months during part-time training abroad. For the interval between 6 to 12 months, the head of the DS shall decide on the grant. Payment of the scholarship for more than one year is subject to DCD approval.

### **The University's cooperation with other institutions** **Article 64**

(1) The University may participate in the following forms of cooperation in terms of doctoral programmes and degree award procedures:

- a) general cooperation with domestic or foreign organizations;
- b) cooperation of the University with a domestic higher education institution;

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<sup>53</sup> Established by Senate Resolution No. 50/2019 (IX. 18.).

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

(2) The University may establish a joint doctoral school with another domestic higher education institution if they separately and individually fulfil the conditions for the establishment of a discipline accredited by the University. The joint doctoral degree diplomas shall be signed by the Rectors of both universities and the chair of the doctoral council.

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

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

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

(6) The DSs can liaise – with regard to doctoral programmes and degree award procedures – with the doctoral schools of other universities and with persons involved in doctoral programmes at foreign educational institutions.

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

### **PART THREE**

#### **PROVISIONS RELATING TO THE HABILITATION PROCEDURE**

##### **CHAPTER VIII**

#### **GENERAL PRINCIPLES OF HABILITATION AND THE HABILITATION REQUIREMENTS**

***Article 28 (5) of the Higher Education Act: The awarding of the title of university professor and the employment in the position of university professor shall be subject to the condition that the person concerned has a doctoral degree, if he/she is a Hungarian citizen, habilitation or equivalent international higher education teaching experience, and is an internationally recognised representative of the given science or artistic field who has had outstanding scientific researcher or artist achievements. On the basis of his/her experience in teaching, research and research organisation, he/she is qualified to supervise the study, academic and artistic work of students, persons participating in doctoral programmes, and junior assistant professors, publish, give seminars and lectures in foreign languages. The conditions for the awarding of the title of***

**university professor and for employment as a university professor shall be fulfilled in accordance with the case-by-case requirements applicable to the person concerned pursuant to Article 69. The university professor shall be entitled to use the title of professor.**

**Article 21 (1) of the Decree: The habilitated doctor title – abbreviated as title “dr. habil.” – (hereinafter collectively referred to as habilitated doctor title) may be obtained as a result of a habilitation procedure conducted on the basis of an application.**

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

### **General principles of habilitation Article 65**

(1) <sup>54</sup> The University may recognise the achievements of a lecturer of the higher education institution by awarding habilitation to him/her, if the lecturer has a broad overview and up-to-date scientific expertise in the field of his/her discipline, can transfer and communicate his/her knowledge orally and in writing to a high standard and in a foreign language, is engaged in continuous, high-level, independent scientific creative activity and contributes to the development of the discipline indicated in his/her habilitation application by new scientific results that are published and recognised in the international scientific community.

(2) <sup>55</sup> When awarding the habilitated doctor title, the UDHC takes into account the teaching and lecturing/presentation ability, curriculum development skills, professional and scientific excellence, national and international teaching, professional and scientific activities, the ability to perform the duties of a leading lecturer and general human character.

(3) <sup>56</sup> According to the Higher Education Act and the Statutes of the University, the University awards the habilitated doctor title in the field of science of social sciences and technical sciences, in the disciplines of public administration science, military science, law enforcement science, and military engineering science, basically in connection with the accredited research areas of the doctoral schools of these disciplines.

(4) <sup>57</sup> The habilitated doctor title may be obtained as a result of a habilitation procedure conducted on the basis of an application submitted to the Chair of the UDHC.

(5) <sup>58</sup> The detailed conditions for the commencement of the habilitation procedure are laid down in the minimum requirements for habilitation by the UDHC. In the definition and individual assessment of the minimum requirements for habilitation, efforts should be made to ensure that the performance of the person applying for the habilitated doctor title approaches the educational and scientific metrics requirements set by the University and

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<sup>54</sup> Enacted by Senate Resolution No. 93/2021 (VII. 7.).

<sup>55</sup> Enacted by Senate Resolution No. 93/2021 (VII. 7.).

<sup>56</sup> Its numbering was amended by Senate Resolution No. 93/2021 (VII. 7.).

<sup>57</sup> Its numbering was amended by Senate Resolution No. 93/2021 (VII. 7.).

<sup>58</sup> Its numbering was amended by Senate Resolution No. 93/2021 (VII. 7.). Established by Senate Resolution No. 93/2021 (VII. 7.).

the Hungarian Accreditation Committee for the qualification (appointment) of university professor in the given field of science, and that the person applying for the habilitated doctor title is given an additional incentive to achieve the title of university professor.

(6) <sup>59</sup>The habilitated doctor title may also be awarded to highly qualified persons who are not members of the University staff and who meet all other requirements for habilitation, provided that their higher education and/or research activities are closely related to the discipline of habilitation and are of outstanding quality.

(7) <sup>60</sup>The habilitation procedure may be conducted in Hungarian or, upon request, in a foreign language accepted by the UDHC.

(8) <sup>61</sup>The habilitated doctor title shall be awarded by the UDHC.

(9) <sup>62</sup>The person may not take part in the habilitation procedure,

a) if he/she is a close relative of the person concerned, or

b) if he/she cannot be expected to give an objective assessment of the case.

### **Habilitation requirements Article 66**

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

**a) holds a doctoral degree and has pursued a high-level independent scientific or artistic activity for at least five years following the date on which he/she obtained the academic degree;**

**b) has performed teaching duties in a domestic or foreign higher education institution for at least eight semesters;**

**c) in the case of habilitation based on a scientific work, regularly publishes high-quality academic literature, which is proven by articles published in prestigious (benchmark) international, peer-reviewed journals and citations (references) in similar journals, examined on the basis of the Database; and regularly participates at international and domestic scientific events with lectures and the presentation of his or her results;**

**d) in the case of habilitation based on a technical creation, he/she regularly carries out high-level creative work, which is confirmed by patents, designs, peer-reviewed journal articles and citations (references) to them; he/she regularly participates in international and national professional events with habilitation lectures and presentations of his/her results; the positive national and international professional feedback of his/her internationally outstanding practical results has been also published in print;**

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<sup>59</sup> Its numbering was amended by Senate Resolution No. 93/2021 (VII. 7.).

<sup>60</sup> Its numbering was amended by Senate Resolution No. 93/2021 (VII. 7.).

<sup>61</sup> Its numbering was amended by Senate Resolution No. 93/2021 (VII. 7.).

<sup>62</sup> Its numbering was amended by Senate Resolution No. 93/2021 (VII. 7.).

***e) in the case of habilitation based on a work of art, his/her works are known and recognized nationally and internationally, as evidenced by the positive feedback from leading (benchmark) international art forums.***

***(3) The habilitation application shall be accompanied by a summary of the results of the scientific, technical or artistic creative activity carried out since the award of the doctoral degree. The habilitation committee may also require the submission of a habilitation dissertation. The results of the selected works should be presented in a coherent, self-explanatory system. The new findings should be recorded in the usual format for scientific theses, with selected scientific publications or works of art linked to the individual thesis points.***

***(4) The habilitated doctor title may be awarded in the discipline corresponding to the applicant's doctoral degree. The initiation of a habilitation procedure may be requested in a discipline other than that of the applicant's doctoral degree if the applicant's activities since obtaining the academic degree justify it.***

(1) Anyone who fulfils the conditions set out in Article 21 (2) of the Decree, and also meets the minimum requirements for habilitation determined and issued by the UDHC, with the appropriate score, may request the commencement of the habilitation procedure. Regular, high quality publication (literature) activities shall be evidenced by articles published in recognised journals (for Hungarian nationals: in journals recognized as category A, B, C or D) and citations/references appearing in the same type of journals, as checked against the MTMT database.

(2) The University shall award the habilitated doctor title to the candidate, who:

a) based on his or her scientific (creative) achievements:

aa) he/she has been engaged in scientific, teaching and creative activities for at least 5 years since obtaining the doctorate (PhD) or the previous candidate's degree. He/she has contributed to the development of the discipline indicated in the habilitation application with new scientific results (findings, works of art) recognised by the Hungarian and international academic community, and has thus demonstrated his/her ability to cultivate the discipline with outstanding results;

ab) he/she regularly publishes articles in Hungarian or foreign journals; participates in Hungarian and international scientific events with lectures or creative activities, or has his/her outstanding practical achievements recognised by the professional public in other ways (e.g. through his/her realised works of art);

ac) he/she is actively involved in the life of the Hungarian and international academic community;

b) based on his or her scientific expertise:

ba) has a broad overview and up-to-date scientific expertise in a research area of the discipline indicated in the habilitation application, taught and researched at the University;

bb) can organise his/her knowledge in a clear, accessible and logical system, i.e. has the ability to form and shape a curriculum;



c) based on his/her teaching and lecturing/presentation ability:

*ca)* can transfer/communicate his/her systematic knowledge orally (lectures) and in writing (coursebooks, textbooks, etc.), i.e. has knowledge transfer skills;

*cb)* is able to transfer his/her knowledge in a language other than his/her mother tongue.

(3) The applicant can demonstrate compliance with the habilitation requirements in the following manner:

a) his or her scientific (creative) achievements:

*aa)*<sup>63</sup> by summarising in thesis points (thesis booklet) the results of his/her works published in academic literature, his/her scientific and technical creative activities carried out since obtaining the academic degree, in which thesis booklet the selected academic publications and new findings are presented in a coherent, self-explanatory system, assigned to the individual thesis points,

and

*ab)* <sup>64</sup>a habilitation dissertation of at least seven sheets, providing a more detailed scientific basis for the theses, which must contain at least 75% of new scientific results, as compared to doctoral dissertations, with the provision that the Habilitation Evaluation Committee may accept – as equivalent to the habilitation dissertation – a monograph submitted by the applicant for this purpose, but already published, or a collection of the applicant's studies/papers already published, which meet the content and formal requirements of the habilitation dissertation;

b) his or her scientific expertise:

*ba)* by a public (scientific/professional) discussion conducted in the presence of the Habilitation Evaluation Committee (hereinafter referred to as the "Evaluation Committee") invited by the UDHC, and

*bb)* with its own higher education textbooks, coursebooks, teaching aids, reference books, and

*bc)* by developing the curriculum and syllabus of the subject he/she teaches;

c) his or her teaching and lecturing skills:

*ca)* by holding a public lecture (habilitation lecture), equivalent to one contact hour, in Hungarian or in the case of a foreign language procedure, in the language of the procedure, held in the presence of the Evaluation Committee and the students of the University,

*cb)* part of which (at least 15 minutes) shall be held in a foreign language (other than the applicant's mother tongue) accepted by the UDHC.

(4) In the case of a doctoral degree obtained abroad, the diploma certifying the doctoral degree must be naturalised, prior to starting the habilitation, in accordance with the Act on Recognition.

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<sup>63</sup> Established by Senate Resolution No. 93/2021 (VII. 7.).

<sup>64</sup> Established by Senate Resolution No. 93/2021 (VII. 7.).

(5) For foreign applicants:

- a) "domestic and foreign higher education institution, scientific and professional event, community, public life" shall be understood as the higher education institution, scientific and professional event, community and public life of the applicant's country or any other country;
- b) "foreign undergraduate, master's, and doctoral programmes and postgraduate programmes" shall be understood as a programme equivalent to the domestic undergraduate, master's, and doctoral programmes or postgraduate programmes;
- c) "MTMT database" shall be understood as a public, verified publication database. The assessment of a journal's benchmark status is made on an individual basis.

## CHAPTER IX

### BODIES PARTICIPATING IN THE HABILITATION PROCEDURE

#### The Habilitation Evaluation Committee

##### Article 67

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

(1) To conduct the habilitation procedure and prepare the committee decision, the UDHC shall invite an Evaluation Committee. The Evaluation Committee shall be composed of five members, one chair, two opponents and two further members – one of whom shall act as secretary – and two alternate members. The committee members and the alternate members shall be university professors, and in exceptional cases two may be habilitated associate professors, with one of the opponents being a university professor.

(2) The Evaluation Committee shall be chaired by a teaching or researching university professor or Professor Emeritus employed by the University in a full time job, active in the discipline chosen by the applicant. One of the opponents, one of the members and one of the alternate members shall be a person not employed by the University.

(3) The chair and members of the UDHC may also be invited to the Evaluation Committee.

(4) The chair of the UDHC may request additional experts (Hungarian or foreign) to the habilitation procedure, either at his or her own discretion or at the initiative of the Evaluation Committee. The external experts so invited shall give their opinion to the chair of the Evaluation Committee.

(5) Tasks of the Evaluation Committee:

- a) assessing the applicant's scientific (creative) achievements on the basis of the habilitation application and making a proposal to open the public part of the procedure or to reject the application;

- b) assessing the applicant's teaching and lecturing skills on the basis of the habilitation lecture;
- c) assessing the applicant's scientific expertise on the basis of the public discussion and deciding whether or not to continue the procedure;
- d) at the end of the habilitation procedure, making a proposal to award the habilitated doctor title or to reject the application.

(6) The Evaluation Committee shall have a quorum if its chair, secretary and two other members – and in the case of assessment of a habilitation application, at least one of the opponents – are present. The chair of the Evaluation Committee may, in the event a member of the evaluation committee is prevented from attending, replace the given member by an alternate member.

(7) In particularly duly justified cases, where the quorum of the Evaluation Committee cannot be ensured on two consecutive occasions as provided for in paragraph (6), the chair may decide to hold the meeting using an electronic means of communication which allows communication between remote parties. In determining the quorum of a meeting so held, the provisions of paragraph (6) shall be applied *mutatis mutandis*.

### **Tasks of the Office of Academic Affairs related to habilitation procedures**

#### **Article 68**

(1) Administrative support for the habilitation procedures shall be provided by the OAA. The secretary of the UDHC is the head of the OAA.

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

(3) Tasks of the OAA:

- a) collecting and safekeeping the documents of the habilitation procedure for the UDHC;
- b) keeping the doctoral register on the habilitation procedures and the habilitated doctor diplomas;
- c) keeping the records of the decisions;
- d) receiving habilitation applications, verifying their completeness and returning them to the applicant for provision of missing documents/information, if necessary;
- e) keeping a copy of the habilitation applications and procedural documents;
- f) in the course of the habilitation procedure, the sending/submission of the habilitation applications to the chair of the UDHC, the proposer, the chair and members of the Evaluation Committee and the experts invited pursuant to Article 67 (4);
- g) informing applicants of decisions made during the habilitation procedure;

- h) informing those concerned about the place and time of the habilitation lecture and the public discussion;
- i) publishing/disclosing information on the habilitation lectures, the public discussions and the ceremonies for conferring the habilitated doctor titles;
- j) updating the habilitation related information on the university website.

## **CHAPTER X**

### **THE HABILITATION PROCEDURE**

**Article 22 (5) of the Decree: The habilitation procedure shall consist of the following parts:**

- a) the assessment of the applicant's personal qualities, which shall examine whether the conditions laid down in Article 21 (2) have been met,**
- b) evaluation of habilitation theses,**
- c) habilitation lecture in Hungarian and foreign language and its evaluation in accordance with Point 7 of Article 108 of the Higher Education Act,**
- d) the public discussion and its evaluation.**

### **The habilitation application**

#### **Article 69**

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

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

(3) Annexes to the habilitation application:

- a) a copy of the diploma certifying the academic degree or, in the case of a doctoral degree obtained abroad, a copy of the naturalisation decision (the Office of Academic Affairs will certify it based on the original document, on the printed copy No. 1 of the application);
- b) a copy of the master's degree(s) or equivalent university degree(s), or in the case of a university (master's) degree obtained abroad, a certified translation of the diploma (the Office of Academic Affairs will certify it based on the original document, on the printed copy No. 1 of the application);
- c) a valid official certificate evidencing a clean criminal record, an equivalent official document in the case of foreign nationals;

- d) a detailed academic curriculum vitae;
- e) credible and identifiable evidence of fulfilment of teaching duties performed in a higher education institution in Hungary or abroad, as defined in point b) of paragraph (2) of Article 21 of the Decree;
- f) <sup>65</sup> the documents as per point (a) of paragraph (3) of Article 66;
- g) a list of publications and citations/references uploaded and validated in the Library of Hungarian Scientific Works (MTMT), in the case of foreign applicants, available in a public publication database;
- h) a self-assessment of compliance with the minimum habilitation requirements (in the form of a completed table of minimum requirements) and data evidencing compliance, not included in other annexes to the application;
- i) one copy (from each) of the five higher education teaching materials, academic publications, documentation, considered significant or typical in the period following the award of the academic degree;
- j) application (if any) to conduct the proceedings in a foreign language;
- k) a possible application for the award of a habilitated doctor title in a discipline other than that of the academic degree, with detailed reasons;
- l) 3-3 suggestions for the topic of the habilitation lecture and the public discussion (in the case of the lecture, indicating the affected subject and degree programme of the University and the head of the department responsible for teaching the degree programme certifying that the conditions for the lecture are met; in the case of the public discussion, in relation to the theses formulated in the thesis booklet);
- m) a bank transfer receipt evidencing the payment of the application fee or a statement (if any) confirming that the University has undertaken to pay all or part of the application fee and the procedural fee;
- n) <sup>66</sup>declaration of consent for data processing, in case the applicant consents to the publication of the data related to the habilitation procedure on the university website.

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

(5) <sup>67</sup>Upon request, the University may assume payment of all or part of the application and procedural fees payable by its own teaching and research staff. The applicant may submit the request for assumption of the fees to the Vice-Rector for Academic Affairs, addressed to the Rector, before applying for the habilitation procedure. The University's declaration on assumption of payment of the fees (including the amount) shall be part of the documentation of the habilitation procedure.

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<sup>65</sup> Amended by Senate Resolution No. 93/2021 (VII. 7.).

<sup>66</sup> Enacted by Senate Resolution No. 93/2021 (VII. 7.).

<sup>67</sup> Amended by Senate Resolution No. 50/2019 (IX. 18.).

## **Launching the habilitation procedure**

### **Article 70**

(1) The submitted habilitation application will be forwarded to the chair of the UDHC after the OAA has verified that the application is complete and meets the requirements of form. The incomplete application will be returned to the applicant for provision of missing documents/information. The application may be resubmitted at any time after the missing documents/information has been provided.

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

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

(4) At the request of the chair of the UDHC, member of the committee with competence in the field (proposer) will examine the application, evaluate it in accordance with the minimum requirements, and make a proposal in writing for further procedure and also for the official opponents and the composition of the Evaluation Committee. The proposer may request additional clarifying information from the applicant through the OAA for purpose of the evaluation, which should be included in the documentation kept by the OAA.

(5) On the basis of the recommendation of the proposer, the next meeting of the UDHC shall decide by secret ballot whether to start the procedure or to reject the application. In the event of a positive decision, the chair of the UDHC shall ask the members of the Evaluation Committee in writing to carry out the habilitation procedure. The decision to reject the application must be substantiated by detailed reasons.

(6) <sup>68</sup> In the case of Hungarian and foreign applicants, a foreign language procedure, primarily English, may be authorised. In the case of other foreign languages, the language of the procedure and of the foreign language part of the habilitation procedure will be authorised if an Evaluation Committee with the appropriate language skills can be established.

## **Assessment of the applicant's personal qualities, evaluation of the habilitation theses (work of art)**

### **Article 71**

(1) During the assessment of the applicant's personal qualities:

- a) each member of the Evaluation Committee shall examine the complete material of the submitted habilitation application;
- b) the two opponents will make a detailed review of the application (the rejection proposal must be fully justified);

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<sup>68</sup> Established by Senate Resolution No. 93/2021 (VII. 7.).



c) if one of the reviews is negative, the UDHC shall invite a third opponent.

d) <sup>69</sup>

(2) In case of two positive reviews, the Evaluation Committee shall:

a) evaluate the applicant's teaching, scientific research, professional creative work and public scientific and professional activities and its consistency with the discipline of the habilitation, at a meeting of the evaluation committee, held within 60 days of the request;

b) make a proposal in writing, by secret ballot, on the basis of an assessment, by giving whole points (1-5), to open the public part of the procedure or to reject the application;

c) recommend that the habilitation procedure be continued if the sum of the points received reaches 70% of the total maximum points;

d) propose a topic for the habilitation lecture and the public discussion, selected from the topics provided by the applicant.

(3) The Evaluation Committee must propose the rejection of the habilitation application if there are two negative reviews, or if the applicant does not meet the habilitation requirements on the basis of the documents submitted, or if the applicant's scientific activities are not in line with the discipline indicated in the application. The Evaluation Committee must give detailed reasons for its rejection in writing.

### **Opening the public part of the procedure Article 72**

(1) On the basis of the written and verbally supplemented proposal of the Evaluation Committee, the next meeting of the UDHC shall decide by secret ballot whether to start the public part of the procedure or to reject the application. The decision to reject the application must be substantiated by detailed reasons. The decision to reject the application shall close the habilitation procedure: the reasoning for the decision shall be public.

(2) The secretary of the UDHC shall, within a period of 5 working days, notify the applicant of the opening of the public part of the procedure or of the rejection of the application, based on the decision of the committee.

(3) In the event the application has been rejected, a new procedure in the same discipline may be initiated at the earliest two years later, but only on one occasion.

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

(5) If the public part of the habilitation procedure is started, the place and time of the habilitation lecture and the public discussion shall be set by the chair of the UDHC, based on the consultation of the chair of the Evaluation Committee with the applicant and the

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<sup>69</sup> Repealed by Senate Resolution No. 93/2021 (VII. 7.).

head of the organizational unit providing the conditions of the habilitation lecture, for a date at least 30 days after the date of the decision to start the procedure.

(6) The habilitation lecture and the public discussion may be scheduled on the same day, but a minimum of one hour must be allowed between the two parts if the applicant so requests. The OAA shall send a notification about the times/dates to the persons concerned, and shall publish the times/dates on the websites of the University and the Hungarian Doctoral Council. Members of the UDHC must be personally invited for the habilitation lecture and public discussion.

### **The habilitation lecture**

#### **Article 73**

(1) The habilitation lecture is a one contact hour part of the curriculum of a subject already taught or to be taught in the future by the applicant for a habilitated doctor title.

(2) The habilitation lecture must be organized in such a way so that it can be held in the framework of one contact hour included in the curriculum of a degree programme of the University corresponding to the discipline of the applicant, with the contact hour actually held in the presence of the students.

(3) The students who have taken the course and attended the habilitation lecture, as verified by the attendance sheet, shall evaluate the applicant's lecturing/presentation ability and foreign language teaching skills separately, by giving points (1-5). The average of the points given by students shall be taken into account in the evaluation of the applicant's lecturing/presentation ability and foreign language teaching skills as per Article 74 (5), worth of one extra vote in the evaluation committee's assessment.

### **The public discussion**

#### **Article 74**

(1) Applicants shall demonstrate their broad and up-to-date scientific (professional) knowledge – as determined in the habilitation requirements – in the field of the chosen discipline in a public discussion held in the presence of the Evaluation Committee.

(2) The public discussion shall be headed by the chair of the Evaluation Committee. The discussion shall be conducted in such a way that the keynote presentation does not exceed 30 minutes and the total duration of the discussion does not exceed 2 hours, taking into account the theses submitted by the applicant.

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

(4) During the discussion, the applicant first puts forward his or her theses, then the members of the Evaluation Committee and the UDHC present will ask questions, and then all participants in the discussion are entitled to ask questions related to the theses on which the public discussion is based. The applicant shall answer the questions without

preparation time. If the questioner disagrees with the answer, he/she has the right to express his/her opinion in a single reply.

(5) At the end of the public discussion, the Evaluation Committee will evaluate the applicant's teaching and lecturing/presentation ability (based on the habilitation lecture) and scientific knowledge (based on the public discussion) in a closed session and will formulate its opinion by secret ballot, by giving whole points (1-5), separately for the lecturing/presentation ability, separately for the foreign language teaching skills and separately for the scientific knowledge. The evaluations can be considered satisfactory if the sum of the points received in the areas of lecturing/presentation ability, foreign language teaching skills and scientific knowledge reaches 70 % of the total maximum points per area.

(6) If the Evaluation Committee, in its resolution, considers the applicant's preparation for the habilitated doctor title to be insufficient due to failing any part of the evaluation, the applicant shall be given the opportunity to repeat the public part of the habilitation procedure once, at the earliest after one year, but not later than within two years. If the public part is repeated, the applicant is required to give a new habilitation lecture on a new topic. If the second attempt is unsuccessful, the Evaluation Committee shall propose to the UDHC that the application be rejected and that the proceeding be terminated.

### **Awarding of the habilitated doctor title Article 75**

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

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

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

(2) The Evaluation Committee shall put forward its proposal based on a combined, summarised assessment of

- a) the application file submitted (assessment of the applicant's personal qualities);
- b) the lecturing/presentation ability (habilitation lecture);
- c) the ability to transfer knowledge in a foreign language (habilitation lecture), and
- d) the public discussion

(in a scoring system).

(3) The award of the habilitated doctor title may be proposed if the applicant's scores in each of the areas assessed in the procedure reach or exceed 70% of the total maximum points.

(4) The award of the habilitated doctor title is decided by the UDHC by secret ballot. The decision to reject the application must be substantiated by detailed reasons. The applicant

shall be notified of the decision in writing by the secretary of the UDHC within 5 working days.

(5) The habilitation procedure must be completed within one year of the submission of the application. The duration of the habilitation procedure shall not include the possible repetition of certain parts of the procedure, the time elapsed between the proposer's request to provide additional/missing documents/information pursuant to Article 70 (4) and the fulfilment of the request, and the time of the procedural break pursuant to Article 82 (3).

### **Withdrawal of the habilitated doctor title Article 76**

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

The habilitated doctor title may be withdrawn by decision of the UDHC if it is established that the conditions for the award of the title have not been met or if the holder of the title has become unworthy of it, in particular if he or she has been definitively disqualified from practising the profession or has been sentenced to imprisonment by a court of law in a final and binding manner on the grounds of an intentional criminal offence.

### **Legal remedies Article 77**

***Article 25 of the Decree: The detailed rules of the habilitation and the appeal procedure (legal remedies) are contained in the Habilitation Regulations of the higher education institution. ...***

(1) In the course of the habilitation procedure, the person submitting the habilitation application may appeal against the decision of the UDHC in case of violation of the law or of the provisions of these Regulations to the Rector within fifteen days of receipt of the resolution containing the decision.

(2) The appeal must be decided within thirty days of its submission. As a result of the appeal, the Rector shall repeal the decision of the UDHC and order the UDHC to start a new procedure or reject the application. In the event of a new procedure, the UDHC shall be bound by the criteria set out in the decision of the Rector.

(3) The decision of the Rector shall be notified to the person concerned and to the chair of the UDHC. Delivery will be arranged by the OAA.

## **CHAPTER XI HABILITATION DIPLOMA, RIGHTS AND OBLIGATIONS**

### **The Habilitation Diploma Article 78**

**Article 24 (1) of the Decree: On the basis of the report of the evaluation committee, the higher education institution shall issue a habilitation diploma (*decretum habilitationis*) on the habilitated doctor title awarded by the habilitation committee, based on the decision recorded in the doctoral register, indicating the field of science, including the discipline and branch of art, and it shall at the same time inform the Office thereof.**

(1) After the successful completion of the habilitation procedure, the OAA issues a habilitated doctor diploma (*decretum habilitationis*) in Hungarian and English (or in Hungarian and Latin) indicating the field of science, including the discipline, on the basis of the UDHC decision recorded in the doctoral register, and informs the Education Authority thereof. In the case of a foreign language procedure, the Rector of the University shall issue a diploma in the language of the procedure and in Hungarian. The Hungarian text of the diploma is attached as Annex 15. At the applicant's request (for a fee), the diploma may be issued in another foreign language(s) if the applicant requests so in writing at the OAA at the latest by the time the habilitated doctor title is awarded to the applicant. The issued habilitation diploma is registered by the OAA in the doctoral register.

(2) The Rector of the University hands over the habilitated doctor diploma at a ceremonial session of the Senate. Applicants will take an oath (non-Hungarian citizens will take the oath for their own country instead of Hungary) at the ceremony. The text of the oath is attached as Annex 16.

### **Rights and Obligations of the Habilitated Doctors**

#### **Article 79**

(1) Habilitated Doctors:

- a) may use the abbreviation "dr. habil." (habilitated doctor) before their name;
- b) may exercise the right to announce/deliver an independent lecture (*venia legendi*) in the discipline in which they received the habilitated doctor title.

(2) Habilitated Doctors shall be obliged to:

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

### **PART FOUR**

#### **MISCELLANEOUS AND CLOSING PROVISIONS**

#### **Article 80**

(1) In matters not regulated by the Regulations, the provisions of the Higher Education Act, the Decree and the university regulations governing students and doctoral programmes and the habilitation procedure shall be applied accordingly.

(2) <sup>70</sup> Within the scope of these Regulations, the personal data shall be processed in accordance with the provisions of applicable legislation, these Regulations, the additional regulations falling within the scope of the student requirements of the Organisational By-laws, the Policy on the Protection and Security of Personal Data and Data of Public Interest and – with regard to the Neptun system – the Neptun Policy and the provisions of the relevant data processing notice.

(2a) <sup>71</sup> In the event of any amendments to the legal provisions indicated in these Regulations, the Vice-Rector for Academic Affairs is authorised, in cooperation with the Legal Directorate, to introduce the amendments not affecting the provisions of the Regulations and ensure that the amendments are published.

(3) The Regulations shall enter into force on 1 July 2019, and the provisions contained herein shall be applied – with the exception of the provisions specified in this section – first for doctoral students establishing student status in the first semester of the 2019/2020 academic year, and for habilitation procedures or repeated habilitation procedures initiated on the basis of habilitation applications submitted after 1 July 2019.

(4) The Doctoral Regulations adopted by Senate Resolution No. 123/2016 (IX. 2.), which entered into force on 5 November 2016, shall be repealed with the entry into force of these Regulations.

(5) <sup>72</sup> A doctoral student or doctoral candidate whose doctoral student or doctoral candidate status was established before 1 July 2019 shall be subject to the provisions of the Doctoral Regulations in effect at the date of the establishment of the legal relationship, it being understood that the powers and responsibilities of the organisational units and bodies participating in the doctoral procedure as well as their composition shall be governed by the provisions of these Regulations, *mutatis mutandis*.

(6) In the case of doctoral students and doctoral candidates whose doctoral student or doctoral candidate status was established prior to the first semester of the academic year 2016/2017 and whose degree award procedure includes the doctoral examination, the composition of the doctoral examination committee shall be governed by Article 14 of the Doctoral Regulations that entered into force on 1 February 2016, with the exception that the members of the committee need not meet the requirements for core membership. The DCD has the right to decide on the approval of the subjects of the doctoral examination and the appointment of the examination committee.

(7) <sup>73</sup>

(8) <sup>74</sup> Paragraph (4) of Article 16 of the Regulations, as amended by Senate Resolution No. 89/2020 (VII. 15.), shall be applied in the case of announcements and supervision of topics after the entry into force of the amendment to the Regulations.

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<sup>70</sup> Established by Senate Resolution No. 93/2021 (VII. 7.).

<sup>71</sup> Enacted by Senate Resolution No. 89/2020 (VII. 15.).

<sup>72</sup> Established by Senate Resolution No. 89/2020 (VII.15.).

<sup>73</sup> Repealed by Senate Resolution No. 93/2021 (VII. 7.).

<sup>74</sup> Enacted by Senate Resolution No. 89/2020 (VII. 15.).



(9) <sup>75</sup>The provisions of Articles 13 (5), 19/A-B, 35 (13a)-(13b), 40/A-C and 61 (4a)-(4h) of the Study and Examination Regulations shall apply mutatis mutandis to participants in doctoral programmes.

### **Article 81**

(1) The Habilitation Regulations adopted by Senate Resolution No. 116/2013 (VII. 10.), which entered into force on 1 August 2013, shall be repealed as of entry into force of these Regulations.

(2) For habilitation applications submitted before 1 July 2019, the provisions of the Habilitation Regulations in force at the time of submission shall apply, with the exception that the body acting in place of the University Habilitation Committee shall be the UDHC.

(3) The composition of the UDHC and any possible changes thereof shall be published by the OAA on the University's website.

(4) The Study and Examination Regulations of the Doctoral Schools must be submitted to the Senate by 31 August 2019. Following the decision of the Senate and the approval of the Maintainer, the Study and Examination Regulations of the Doctoral Schools shall become annexes to these Regulations.

(5) <sup>76</sup>The *Publication Score Table* attached to these Regulations as Annex 2, adopted by Senate Resolution No. 89/2020 (VII. 15.), entering into force on 21 July 2020, may be used for all degree award procedure applicants for whom it allows a more favourable treatment.

### **Article 82**

(1) The minimum requirements for habilitation shall be established by the UDHC after the entry into force of these Regulations and shall be reviewed by 31 December each year by the UDHC, it being understood that until the approval of new minimum requirements, the minimum requirements adopted by the University Habilitation Committee by resolution No. 8/2019 (III. 18.) shall apply.

(2) The Regulations, the minimum requirements for habilitation and the fees related to the habilitation procedure shall be published on the University's website in Hungarian and English.

(3) Habilitation procedures are suspended during July-August and between 15 December and 5 January.

(3a) <sup>77</sup>In the first academic semester of the academic year 2020/2021, in view of the measures taken in connection with the emergency situation, in order not to prejudice the rights of persons participating in the habilitation procedure, the deadlines for habilitation lectures postponed until 30 January 2021 shall be extended by a period equal to the period of postponement.

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<sup>75</sup> Enacted by Senate Resolution No. 112/2020 (XI. 19.). Amended by Senate Resolution No. 117/2020 (XII. 17.). Established by Senate Resolution No. 18/2021 (II. 17.). Established by Senate Resolution No. 68/2021 (V. 21.).

<sup>76</sup> Enacted by Senate Resolution No. 93/2021 (VII. 7.).

<sup>77</sup> Enacted by Senate Resolution No. 112/2020 (XI. 19.). Established by Senate Resolution No. 18/2021 (II. 17.).

(4) <sup>78</sup>The costs of experts as per Article 67 (4) shall be charged to the budget of the Vice-Rector for Academic Affairs. The remuneration payable to the expert shall be governed by the provisions of the relevant Rector's Instruction.

(5) Except for corrections (misspelling, miscalculation), additions (lack of mandatory content required by law, university regulations), the Doctoral and Habilitation Council of the University shall not be entitled to put on the agenda and discuss, revise, amend and repeal final (binding) decisions made by the University Habilitation Committee before the entry into force of these Regulations. In the case of such decisions, the Rector shall be entitled to proceed in accordance with Article 76 of these Regulations, and no appeal shall lie within the University against the decision of the Rector made within these powers.

(6) The rules of procedure of the UDHC shall be established at the first meeting of the UDHC after the entry into force of these Regulations.

### **ANNEXES<sup>79</sup>**

Annex 1: Application form for doctoral (PhD) programmes (template)

Annex 2: Publication Score Table

Annex 3: Application for the complex examination (template)

Annex 4: Minutes of the Complex Examination (template)

Annex 5: Application for a doctoral degree award procedure (template)

Annex 6: Minutes of the public defence (template)

Annex 7: Doctoral Diploma (template)

Annex 8: Text of the Doctoral Oath and Declaration

Annex 9: Doctor Honoris Causa diploma (template)

Annex 10: Calculating the evaluation of the public discussion

Annex 11: Calculating the qualification of the diploma

Annex 12: Doctoral schools at the University

Annex 13: Application form for habilitation procedure (template)

Annex 14: Minutes of the Habilitation Procedure (template)

Annex 15: Sample Habilitated Doctoral diploma (template)

Annex 16: Text of the Habilitation Oath

Annex 17: Study and Examination Regulations of the Doctoral School of Military Sciences

Annex 18: Study and Examination Regulations of the Doctoral School of Military Engineering

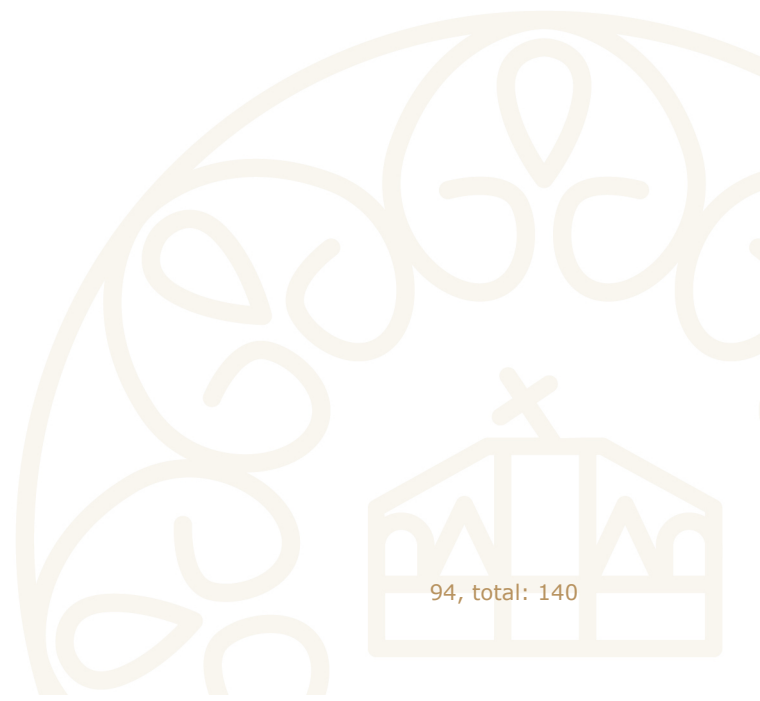
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<sup>78</sup> Amended by Senate Resolution No. 50/2019 (IX. 18.).

<sup>79</sup> Established by Senate Resolution No. 50/2019 (IX. 18.).

Annex 19: Study and Examination Regulations of the Doctoral School of Public Administration Sciences

Annex 20: Study and Examination Regulations of the Doctoral School of Law Enforcement



University of Public Service

Institution Identification Number: FI 99859

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

**1. Personal data**

Name: .....

Military rank: ..... (Name at birth): .....

Mother's name at birth: .....

Place of birth: ..... (day) ..... (month) 19... (year)

ID Card No: .....

Nationality: .....

Permanent address and phone number: .....

.....

Mailing address, telephone number and e-mail address: .....

.....

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

.....

Position: .....

**2. Education, scientific activities**

University degree (degree programme): .....

Institution issuing the diploma: .....

Number of diploma: .....

Date of issue of the diploma: .....

Language skills:

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

Numerical data on previous scientific activities <sup>\*81</sup>

National Scientific Students' Associations Conference thesis:

.....

Scientific publication: .....

Conference presentation: .....

Other: .....

**3. The type of the programme (preparation) the applicant is applying for:\*\***

- a) organized full-time programme: scholarship / self-funded;
- b) organized part-time (correspondence) programme;
- c) individual training;
- d) individual preparation.

<sup>80</sup> Established by Senate Resolution No. 89/2020 (VII. 15.). Established by Senate Resolution No. 93/2021 (VII. 7.).

\*Previous scientific and publication activities (subject, place and date of publication, location, length) and photocopies thereof must be attached by the applicant as a separate annex.

\*\* Underline as appropriate!

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

Doctoral School of Military Sciences                      Doctoral School of Public Administration Sciences  
Doctoral School of Military Engineering                  Doctoral School of Law Enforcement

**5. The research area of the programme applied for:\*\*\***

.....

**6. The announced research topic for which the applicant is applying:\*\*\***

.....

**7. The title of the dissertation chosen and planned to be developed within the framework of the announced research topic:**

.....  
.....

**8. Other information:**

.....  
*Aware of my criminal responsibility, I declare that the above information is true and I acknowledge that I will be held liable for any disadvantages resulting from the disclosure of untrue information.*

*I declare that I have read the University's notice on the processing of personal data and I have acknowledged it.*

Place and date: ....., ..... 20.....

.....  
(signature of the applicant)

**9. Position on the provision of the material conditions for the programme and on the acceptance of the unannounced topic of the individually preparing student:**

.....  
.....

Place and date: ....., ..... 20.....

.....  
(signature of the head of department / head of the research organisation)

**10. Assessment of the applicant's choice of topic:**

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

Place and date: ....., ..... 20.....

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

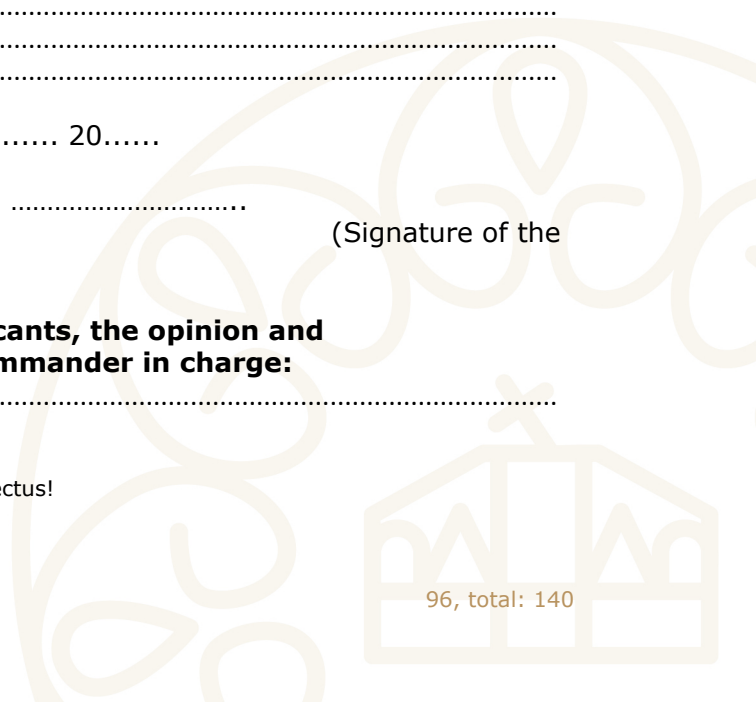
.....  
(Signature of the

**11. In the case of internal or sectoral applicants, the opinion and recommendation of the employer or the commander in charge:**

.....

\*\*\* With the serial number published in the admission prospectus!

\*\* Underline as appropriate!



.....  
.....

Place and date: ....., ..... 20.....

.....  
(Signature of the head / superior)

**12. Applicant's note:**

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

Place and date: ....., ..... 20.....

.....  
(signature of the applicant)

**13. Proposer's submission:\***

.....  
.....

Place and date: ....., ..... 20.....

.....  
(Signature of the proposer)

\* *Proposer:* In the case of applicants applying for state scholarship programmes under the Ministry of Defence and the Hungarian Defence Forces, the Scientific Working Group of the Ministry of Defence and Hungarian Defence Forces. In the case of other internal or sectoral applicants, the head of the body permitting enrolment.

**14. Result of the admission interview:**

- a) personal qualities: ..... points
- b) foreign language skills: ..... points
- c) previous scientific activity: ..... points

Total: ..... points

**15. Summary opinion of the admission committee:**

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

**16. The committee's recommendation:**

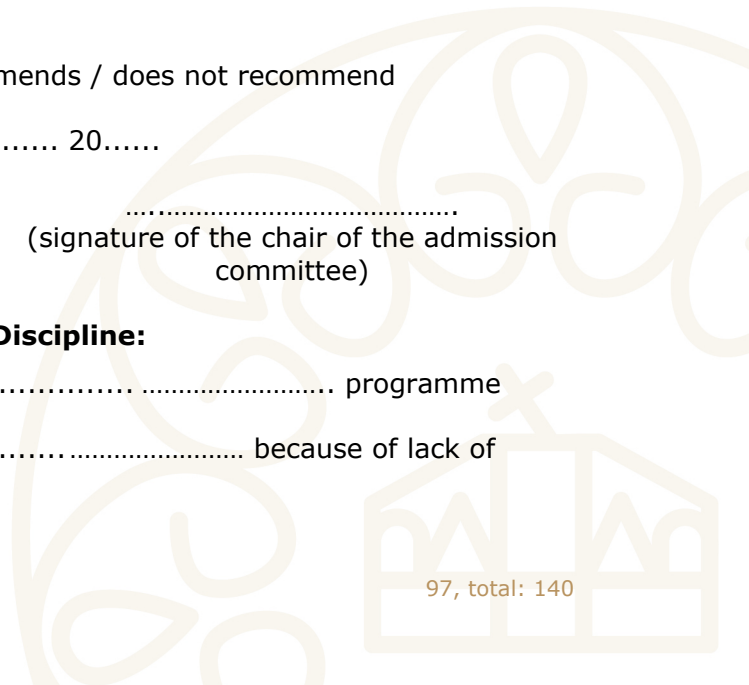
recommends / conditionally recommends / does not recommend

Place and date: ....., ..... 20.....

.....  
(signature of the chair of the admission committee)

**17. Decision of the Doctoral Council of the Discipline:**

- a) Has been admitted for the ..... programme
- b) Has not been admitted: ..... because of lack of places

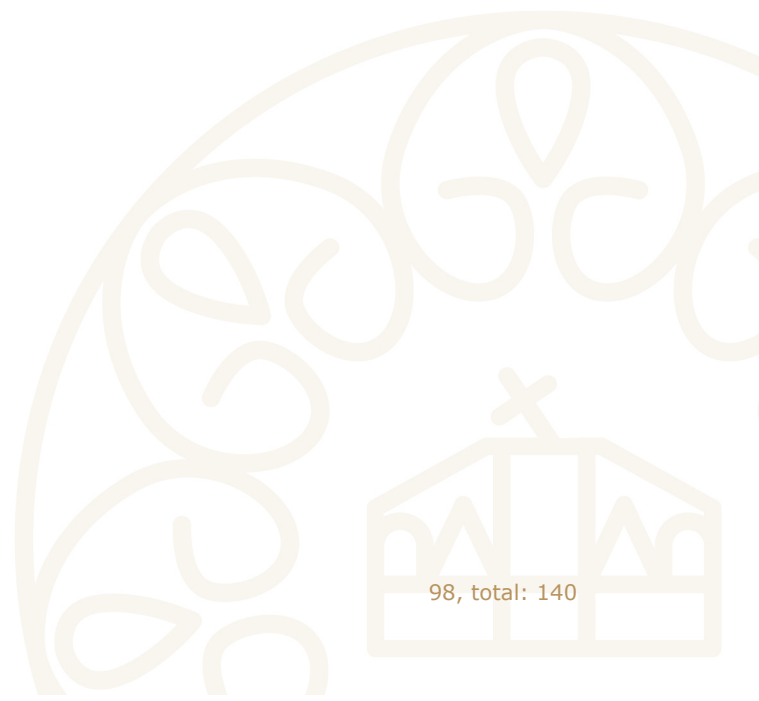




..... failed.

Place and date: ....., ..... 20.....

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



## Annexes

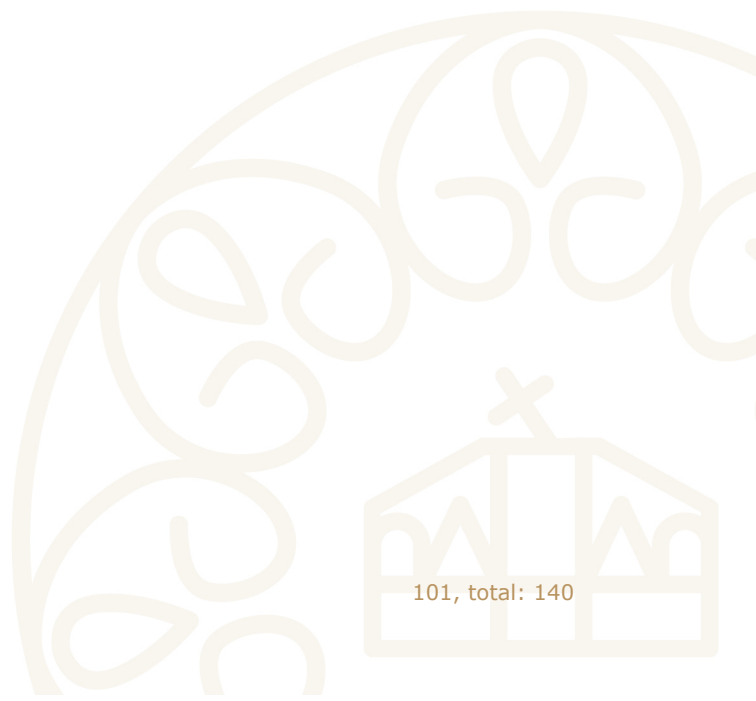
1. In the case of graduate students, the academic transcript(s), for diploma holders a copy of the diploma(s) obtained in the Master's programme or equivalent university programme, in the case of a university degree obtained abroad, its naturalisation. In the case of students, proof of previous academic achievements, a recommendation from the Scientific Students' Associations Council. (Original documents must be presented.)
2. A copy of the certificate(s) verifying language proficiency. (Level "C" state recognised intermediate – intermediate (B2 level) general language, complex – or equivalent, or an expert opinion attesting the type of disability and, depending on this, the verification of the language examination section, and the decision of the University Equal Opportunities Committee) (Original documents must be presented.)
3. An official certificate evidencing a clean criminal record, not more than three months old, an equivalent document in the case of foreign nationals.
4. Proof of payment of the admission procedure fee.
5. An official declaration of commitment to cover the costs of the doctoral programme (it can also be provided in section 8 of the Application Form.)
6. Professional curriculum vitae.
7. Research topic plan published by the supervisor or agreed with the supervisor and proposed for adoption by the Doctoral Council of the Discipline, in up to five pages.
8. In the case of an internal or sectoral applicant, the opinion and suggestion of the employer or superior for participation in the programme.
9. In the case of placements at a National Scientific Students' Associations Conference, the respective diplomas or copies of the diplomas, in the case of academic publications, their list and their special copies (photocopies).
10. Privacy Notice.

**PUBLICATION SCORE TABLE**

Type of publication	Score	Participation rate (%)	Points
<b>Book</b>			
<b>Peer-reviewed book, textbook, coursebook (also online)</b>			
Foreign language book	12 points		
Foreign language book chapter	6 points		
Foreign language textbook	8 points		
Foreign language textbook chapter	5 points		
Coursebook in foreign language	4 points		
Hungarian language book	8 points		
Book chapter in Hungarian	4 points		
Textbook in Hungarian	6 points		
Textbook chapter in Hungarian	4 points		
Coursebook in Hungarian	3 points		
<b>Journal article</b>			
<b>In a foreign-language peer-reviewed journal published abroad</b>			
In MTA category A-B journal	6 points		
In MTA category C-D journal	4 points		
In other professional journal in a foreign language	3 points		
<b>In a peer-reviewed journal published in Hungary</b>			
In a foreign language MTA category A-B journal	4 points		
In a foreign language MTA category C-D journal	3 points		
In other professional journal in a foreign language	3 points		
In a Hungarian language MTA category A-B journal	3 points		
In a Hungarian language MTA category C-D journal	2 points		
In other professional journal in Hungarian	2 points		
<b>Publications published in Q rated journals</b>			
Q1-Q2 category	8 points		
Q3-Q4 category	6 points		
<b>Conferences</b>			
<b>Published in an international professional conference publication (also online)</b>			
Presentation in a foreign language published in a peer-reviewed conference publication	4 points		
Presentation in a foreign language published in a non-peer-reviewed conference publication	2 points		
Foreign language abstract/poster	1 point		
Supplementary lecture ( <i>Korreferat</i> ) in a foreign language, published in writing	1 point		
<b>Published in a Hungarian professional conference publication (also online)</b>			
Lecture in a foreign language	2 points		
Lecture in the student's own language	1 point		
Foreign language abstract/poster	1 point		
Abstract/poster in the student's own language	0.5 point		
<b>Competition</b>			
Winning an international (foreign language) academic competition	4 points		
Participation in a national level academic competition (1st - 3rd places)	3 points		
Participation in a university-level academic competition (1st place)	1 point		
<b>Other academic activities</b>			

<sup>82</sup> Established by Senate Resolution No. 89/2020 (VII. 15.).

Foreign patent	6 points		
Work of art, patent-based industrial production	4 points		
Patent granted in Hungary	3 points		



## Supplement to the publication score table<sup>83</sup>

The range of academic publications accepted

I. When applying for the doctoral degree award procedure, we take into consideration the publication of **printed and/or electronic publications** (journal articles<sup>84</sup>, university / college textbooks, university, college coursebooks, technical books, academic monographs, book excerpts, translations from ancient classical languages, conference abstracts and extracts, etc.) which:

- a) present the results of the author's own research work (in the case of a book, he/she also cites them in detail);
- b) include precise references to the literature;
- c) have an ISBN or ISSN number;
- d) are peer-reviewed;<sup>85</sup>
- e) are published as part of a professional publication or as a publication, and this publication
  - ea) is by an internationally or at least nationally listed publisher<sup>86</sup>;
  - eb) is preferably in a foreign language commonly used in professional circles;
  - ec) can be found and is accessible in major public libraries;
  - ed) can be ordered or purchased.
- f) are short (one-page) abstracts in a conference material or on a poster.

II. In the case of **multiple authors**, the declaration from the co-author(s) is required as well. The scores of the co-authored publications are calculated in the proportions set out in the declaration. In the absence of a declaration, the points will be calculated in equal proportions.

III. In calculating the points, publications must meet the following **length requirements**:

- A. The minimum length of the **book** is more than 3 author's sheets. The length of an author's sheet is gross 40,000 characters.
- B. The length of the **book chapter** exceeds 7 journal pages (27 thousand characters including spaces).

We take into account as publication the completed technical creation, the accepted domestic and foreign patent; and as reference the documented realisation of the patent, its industrial mass production.

IV. The following are **not taken into account** when applying for the doctoral degree award procedure:

- writing published in a daily newspaper or a non-professional weekly (even if the topic is of a professional nature);
- a self-published work (if it is neither linguistically nor professionally peer-reviewed);
- handout, compendium, compilation, editing, text management, etc.;
- (book) translation, except translation of the ancient classic authors with proofreading;
- review (book review) or critique (except for a lengthy analysis);
- research report drawn up in the framework of a competition or on request;
- thesis, diploma thesis, dissertation (dr.univ., CSc);
- other manuscript-like dissertation, writing;
- popular science writing (e.g. in *Life and Science*);
- non-research interviews (neither as a reporter nor as an interviewee).

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<sup>83</sup> The concepts in the score table are interpreted on the basis of the following documents:

- decision No. 2016/6/V/1 of the HAC (Guide to submitting an application for establishment of a doctoral school and updating the data of an existing doctoral school);
- the journal classification of Department IX of the Hungarian Academy of Sciences;
- a guide on the classification of document types in the Library of Hungarian Scientific Works (MTMT), prepared by the Bibliographic Committee of the MTMT;

<sup>84</sup> Journals: a publication published periodically, typically at least four times a year, but in any case at least twice a year, with articles written for the journal in question, and numbered by volume.

<sup>85</sup> Peer-reviewed, refereed publication: the work has been reviewed by independent reviewer(s) before publication. Acceptance of a conference presentation based on an abstract and publication in a conference publication does NOT constitute peer-review.

<sup>86</sup> Publication published in Hungary but distributed internationally: a publication that has been published in an official periodical (subscription-based), large-circulation publication with international distribution.

University of Public Service

Institution Identification Number: FI 99859

**APPLICATION FOR THE COMPLEX EXAMINATION****1. Personal data:**

Name: .....  
 Military rank: ..... (Maiden name): .....  
 Mother's name at birth: ... .....  
 Place of birth: ....., ..... (day) ..... (month)  
 ..... (year)  
 ID Card No: .....  
 Nationality: .....  
 Permanent address and phone number: .....  
 .....  
 Mailing address, telephone number and e-mail address: .....  
 .....  
 Place of employment (place of service), (service telephone number): .....  
 .....  
 Position: .....

**2. Education:**

University degree (degree programme): .....  
 Institution issuing the diploma: .....  
 Number of diploma: .....  
 Date of issue of the diploma: .....  
 Language skills:

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

**3. The doctoral programme:**

Form:\* a) organized full-time programme: scholarship / self-funded;  
 b) organized part-time (correspondence) programme;  
 c) individual training;  
 d) individual preparation.

**Doctoral school:\***

Doctoral School of Military Sciences	Doctoral School of Public Administration
Sciences	
Doctoral School of Military Engineering	Doctoral School of Law Enforcement

\* *Underline as appropriate!*

Field of science/discipline: .....  
 Research area: .....

**4. Numerical data on previous scientific activities (according to the score table, piece/point):**

Book, competition, coursebook: ... Peer-reviewed journal article: .....  
 Non-peer-reviewed journal article: .....  
 Lecture published in an international conference publication in foreign language: .....  
 Material published in a Hungarian conference publication .....



Other academic activities: .....

*Aware of my criminal responsibility, I declare that the above information is true and I acknowledge that I will be held liable for any disadvantages resulting from the disclosure of untrue information.*

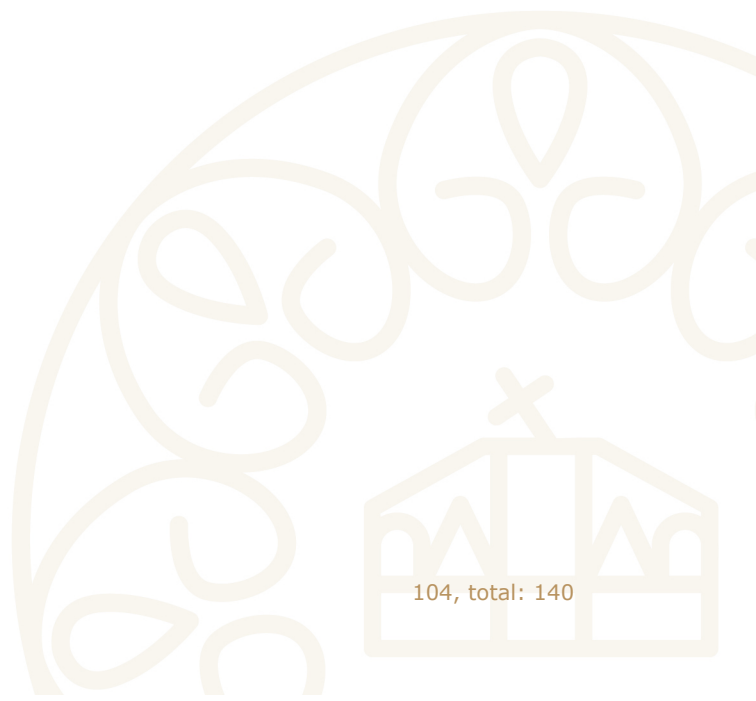
Place and date: ....., ..... 20.....

.....  
(signature of the applicant)

**To be completed by the Doctoral School**

The Doctoral Council of the Discipline has accepted the application:

Place and date: Budapest, ..... 20.....



University of Public Service  
Institution identification number: FI 99859  
number:

Student ID:  
Master sheet

**MINUTES  
ON THE COMPLEX EXAMINATION**

**1. Personal data**

Name: .....  
Military rank: ..... (Name at birth): .....  
Mother's name at birth: .....  
Place and date of birth: ....., ..... (day) ..... (month) ..... (year)  
Nationality: .....  
  
University degree:.....  
Field of science/discipline: .....  
Supervisor's name and academic degrees:.....

**2. Date of the complex examination: .....**

**3. Subjects and topics of the complex examination:**

First subject / topic: .....  
Second subject / topic: .....

**4. Questions asked and answers:**

First subject / topic: .....  
.....  
.....  
.....  
.....

Second subject / topic: .....  
.....  
.....  
.....  
.....

Dissertation section: .....  
.....  
.....  
.....  
.....



**5. Evaluation:**

Description	Subjects			Total points earned	Maximum total points	Average of points received (%)
	S. 1	S. 2	Diss.			
Committee Chair					15	
Committee Member					15	
Committee Member					15	
Total points earned per part					-	
Maximum total points per part	15	15	15	-	45	

Passed (60-100% of maximum points)

Failed (0-59% of maximum points)

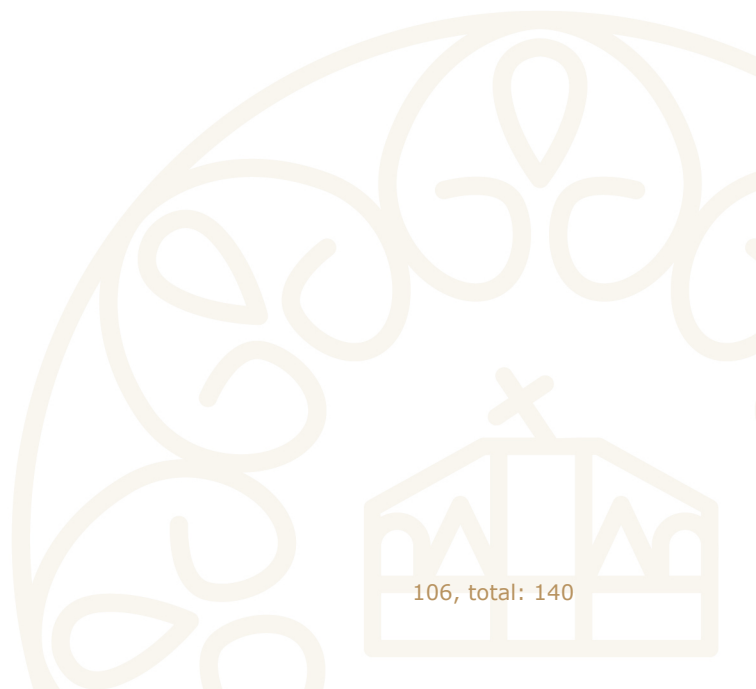
*(The result achieved should be underlined!)*

Place and date: Budapest, ..... 20.....

committee member

committee member

chairperson of the committee



University of Public Service

Institution Identification Number: FI 99859

**APPLICATION FOR A DOCTORAL DEGREE AWARD PROCEDURE****1. Personal data:**

Name: .....  
 Military rank: ..... (Maiden name): .....  
 Mother's name at birth: ... .....  
 Place of birth: ....., ..... (day) ..... (month)  
 ..... (year)  
 ID Card No: .....  
 Nationality: .....  
 Permanent address and phone number: .....  
 .....  
 Mailing address, telephone number and e-mail address: .....  
 .....  
 Place of employment (place of service), (service telephone number): .....  
 .....  
 Position: .....

**2. Education:**

University degree (degree programme): .....  
 Institution issuing the diploma: .....  
 Number of diploma: .....  
 Date of issue of the diploma: .....  
 Language skills:

Language	Level	Certificate number, date
.....	.....	.....
.....	.....	.....

**3. The doctoral programme:**

Form: \* a) organized full-time programme: scholarship / self-funded;  
 b) organized part-time (correspondence) programme;  
 c) individual training;  
 d) individual preparation.

Doctoral school issuing the absolutorium (research area): .....  
 .....  
 Date of issue of the absolutorium: .....

\* *Underline as appropriate!***4. The doctoral procedure:**

Field of science/discipline: .....  
 Research area: .....

**5. Title of the dissertation:**

.....  
 .....

**6. Numerical data on previous scientific activities (according to the score table):**

<sup>87</sup> Established by Senate Resolution No. 89/2020 (VII.15.). Established by Senate Resolution No. 93/2021 (VII. 7.).

Book, competition, coursebook: ... Peer-reviewed journal article: .....  
Non-peer-reviewed journal article: .....  
Lecture published in an international conference publication in foreign language: .....  
Material published in a Hungarian conference publication: .....  
Other academic activities: .....

**7. Declaration by the applicant:**

I am applying for the degree award procedure in accordance with Article 46 (1) of the Doctoral and Habilitation Regulations.

*Aware of my criminal responsibility, I declare that the above information is true and I acknowledge that I will be held liable for any disadvantages resulting from the disclosure of untrue information.*

*I declare that I have read the University's notice on the processing of personal data and I have acknowledged it.*

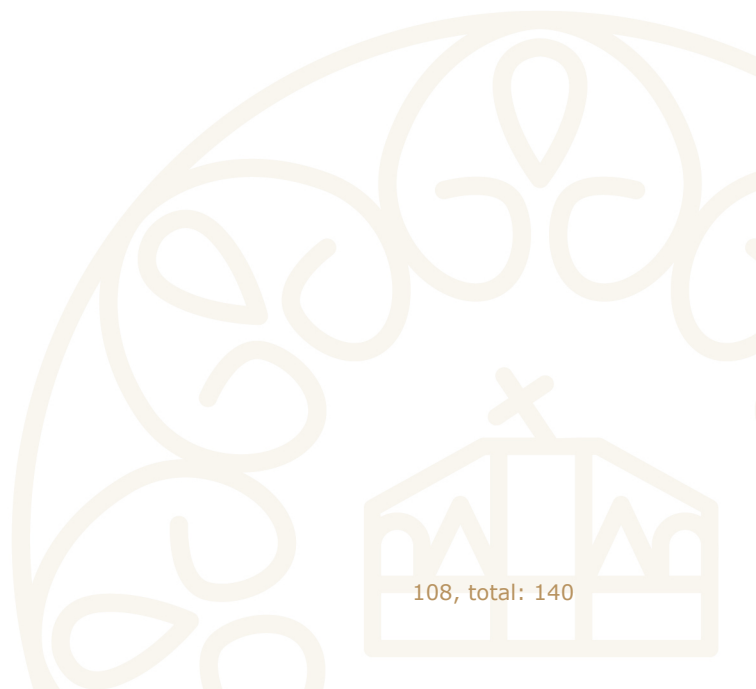
Place and date: ....., ..... 20.....

.....  
(signature of the applicant)

**To be completed by the Doctoral School**

The Doctoral Council of the Discipline has accepted the application:

Place and date: Budapest, ..... 20.....



	<b>ANNEXES</b>	<b>Status</b>
1.	Application form	
2.	Proof of payment of the procedural fee (or an approved exemption request)	
3.	Copy of the absolutorium	
4.	Copy of a university diploma or equivalent certificate (original document must be presented)	
5.	I. A copy of a state recognised or equivalent language certificate (B2, C1 complex) (original document must be presented)	
6.	II. A copy of a state recognised or equivalent language certificate (B1, B2, C1 complex) (original document must be presented)	
7.	Expert opinion, decision certifying the type of disability	
8.	An official certificate evidencing a clean criminal record, not more than three months old / an equivalent document in the case of foreign nationals	
9.	Declaration	
10.	Minutes of the workshop discussion in 3 copies	
11.	Professional curriculum vitae, in third person singular, as a written text	
12.	Publication Score Table	
13.	Publication list (detailed, MTMT) and publications, as well as co-authors' declarations and photocopies	
14.	Author's abstract (thesis) in Hungarian 1 copy	
15.	Author's abstract (thesis) in English 1 copy	
16.	Dissertation 1 copy in hardback	
17.	Dissertation in electronic format (containing the dissertation, the Author's abstract (in Hungarian and English))	
18.	Proposal for complex examination subjects/subject areas and committee, defence committee and official opponents	
19.	Application for English language procedure (if available)	
20.	A certificate issued by the Office of Academic Affairs confirming that the plagiarism check of the doctoral dissertation to be submitted has been performed.	



University of Public Service  
Institution identification number: FI 99859  
.....

Student ID: .....  
Master sheet number:

**MINUTES  
ON THE DEFENCE OF THE DOCTORAL DISSERTATION**

**1. Personal data:**

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

**2. Field of science/discipline:** .....

**3. Form of the doctoral programme:** .....

**4. Supervisor's name and academic degree(s):** .....

**5. Title of the dissertation, work of art:** .....  
.....

**genre:** dissertation, description of the work of art

**6. Place of the public discussion:** .....

**Date:** .....

**language (if not Hungarian):** .....

**7. Members of the evaluation committee and their academic degrees:**

Chair: .....  
Secretary: .....  
Members:.....  
.....  
.....

**Opponents and their academic degrees:**

.....  
.....

**8. Issues or items disputed in the public discussion** (essence of the questions, speeches):

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

a) the names of the participants in the discussion:

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

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

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

**9. Suggestions made by the opponents after the discussion has been closed:**

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

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

b/ recommends the rejection of the application: (name)

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

**10. Questions that arose after the public discussion, in the closed session of the evaluation committee, information that may have been requested from the person submitting the doctoral dissertation and opponents in the closed session, and the evaluation committee's position on the issues in question:**

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

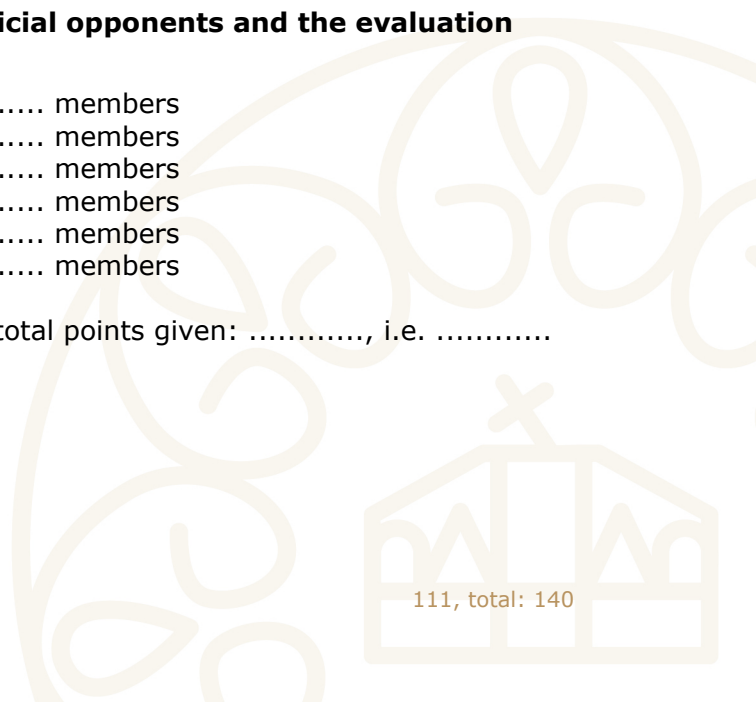
**11. A summary of the new scientific results, an evaluation of the work in terms of its content and methodology, possible dissenting opinions, and the position of the evaluation committee on the issues discussed in the public discussion:**

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

**12. The result of the secret ballot of the official opponents and the evaluation committee:**

- 5 points given by ..... members
- 4 points given by ..... members
- 3 points given by ..... members
- 2 points given by ..... members
- 1 points given by ..... members
- 0 points given by ..... members

Maximum number of points available: ....., total points given: ....., i.e. ....  
% of maximum points.



**Qualification of the defence of the doctoral dissertation:**

Summa cum laude

Cum laude

Rite

Place and date: Budapest, ..... 20.....

Official opponents and members of the evaluation committee:

.....  
official opponent

.....  
official opponent

.....  
member of the evaluation committee

.....  
member of the evaluation committee

.....  
member of the evaluation committee

.....  
chair of the evaluation committee

.....  
secretary of the evaluation committee



Institution identification number: FI 99859  
 ../20..  
 MKKR level: 8  
 EKKR level: 8

Diploma number: PhD-

# DIPLOMA

## Pro Patria

*We, the Rector of the University of Public Service and the Chairperson of the University Doctoral and Habilitation Council, salute the Reader!*

Once, when estates and orders discussed the matter of the defence of the country, the debate was extended to not only the present but also the future, and to enable their sons and successors serve the nation and the homeland with power and also with more efficiency by means of the science, and fight for the homeland, the ancestral constitution and the nation led by the love of the fatherland, the Ludovika Academy was established by means of Act VII of 1808.

Following the traditions of our predecessors, by Act XXXVI of 2011, the National Assembly of our country established the University of Public Service to be the home and unshakeable bastion for cultivating the military, law enforcement and public administration sciences and ultimately any political science both on domestic and international relations, and to train and educate the officers of the future and collect all the necessary knowledge and to let the best ones in cultivating such sciences to increase their knowledge to the maximum level.

It is the commendable ordinance of our forefathers that those who have given themselves to respectable studies before turning to serve public good and practical matters, should receive the due testimony of their education in a lawful manner. With pride and recognition we let every person know that

.....,

born in the city/village of ..... on the .... day of the month of ..... of year 19.... (mother's name: .....), has credibly demonstrated a high level of knowledge in the field of technical sciences / social sciences, in the discipline of military sciences / military engineering sciences / public administration sciences / law enforcement sciences, and the ability to cultivate such sciences with new results and individual research. The duration of the programme according to the programme and output requirements is 8 semesters. Having been duly examined as to the fulfilment of the prescribed requirements, as a result of rigorous examination, he/she has demonstrated his/her academic achievements by obtaining the summa cum laude / cum laude / rite degree. Therefore, in virtue of the powers vested in us, we have conferred on him/her the right to use the

### Doctor of Philosophy (PhD) title.

In witness whereof, we have affixed the seal of our university and our signature to this diploma and delivered it to its holder.

Place and date: Budapest, ..... (day) ..... (month) 20... (year)

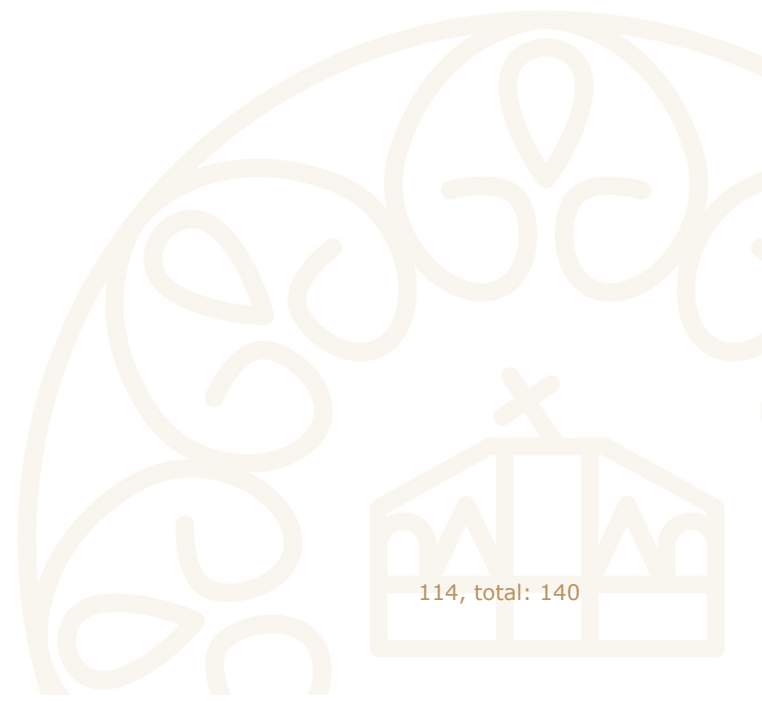
L.S.

Dr. Tekla Papp  
 Chair  
 of the University Doctoral and Habilitation

Dr. András Koltay  
 Rector  
 of the University of Public Service

<sup>88</sup> Established by Senate Resolution No. 89/2020 (VII.15.). Established by Senate Resolution No. 93/2021 (VII. 7.).

Council



**Pro Patria**

*We, the Rector of the University of Public Service and the Chairman of the University Doctoral and Habilitation Council salute the Reader!*

Once, when estates and orders discussed the matter of the defence of the country, the debate was extended to not only the present but also the future, and to enable their sons and successors serve the nation and the homeland with power and also with more efficiency by means of the science, and fight for the homeland, the ancestral constitution and the nation led by the love of the fatherland, the Ludovika Academy was established by means of Act VII of 1808.

Following the traditions of our predecessors, by Act XXXVI of 2011, the National Assembly of our country established the University of Public Service to be the home and unshakeable bastion for cultivating the military, law enforcement and public administration sciences and ultimately any political science both on domestic and international relations, and to train and educate the officers of the future and collect all the necessary knowledge and to let the best ones in cultivating such sciences to increase their knowledge to the maximum level.

It is the commendable ordinance of our forefathers that those who have given themselves to respectable studies before turning to serve public good and practical matters, should receive the due testimony of their education in a lawful manner. With pride and recognition we let every person know that  
Ms. / Mrs. / Mr. .....,

born in the city/village of ..... on the .... day of the month of ..... of year 19.... (mother's name: .....), has credibly demonstrated a high level of knowledge in the field of technical sciences / social sciences, in the discipline of military sciences / military engineering sciences / public administration sciences / law enforcement sciences, and the ability to cultivate such sciences with new results and individual research. The duration of the programme according to the programme and output requirements is .. semesters. Having been duly examined as to the fulfilment of the prescribed requirements, as a result of rigorous examination, he/she has demonstrated his/her academic achievements by obtaining the summa cum laude / cum laude / rite degree.

Therefore, in virtue of the powers vested in us, we have conferred on him/her the right to use the

**Doctor of Philosophy (PhD) title.**

In witness whereof, we have affixed the seal of our university and our signature to this diploma and delivered it to its holder.

In Budapest, on the ..... day of ..... of 20..

L.S.

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



**Diploma Doctoris**  
Pro Patria

*Nos, Rector Universitatem Officii Publici et Praesidens Consilii Academici Promotionum  
Doctorum Universitatis lectori salutem!*

Eo tempore Status et Ordines, cum de defensione regni agerent, consilia sua non tantum ad praesens tempus, sed ad futuram quoque aetatem extenderunt, utque filii posterique eorum amore erga patriam provocati, non solum viribus, sed arte quoque et ideo efficacius populum et patriam merere, pro patria, avita consuetudine et natione depugnare possint, Academiam Ludoviceam articulo VII. anni MDCCCVIII condiderunt.

Diaeta Patriae Nostrae mores maiorum persequens articulo XXXVI. anni MMXI Universitatem Nationalem Officii Publici condidit, utque domus sit et firmum propugnaculum ingenui et internationalis cultus omnium scientiarum ad rem publicam pertinentium, id est artium militarium, publicarum disciplinarum et rei publicae administrationis, educationis eruditionisque olim praefectorum militum et magistratuum, postremo tantarum ad has artes pertinentium notitiarum collectionis, et detur potestas omnibus, qui artes colendo excellentissimi praebeantur, notitiam suam ad maximum amplificandi.

Laudabile constitutum maiorum nostrorum, ut omnes, qui studiis honestis se tradiderint, antequam in usum et pragma rei publicae verterentur, testimonium eruditionis doctrinaeque suae benemeritum legitime accipiant.

Ob eam causam animose et amplissimis verbis notitiam perferimus,  
ut Domina / Dominus

.....,

qui / quae in civitate ..... die ..... mensis ..... anno anno MCM..... natus / nata est (nomen suae matris:.....), altiori gradu notitiae suae artium *militarium (hadtudományok) / technicarum militarium (katonai műszaki tudományok) / rei publicae administrationis (közigazgatástudományok) / praesidiorum ordinorum (rendészettudomány)* et ingenii sui recentes exitus colendo et liberae pervestigationi apti locupleter testimonium dedisset.

Praesentiaque praescriptorum postulatorum legitime cognita, studiorum suorum effectum pro eventu quaestionis rigorosi summa cum laude / cum laude / rite probatus / probata esset.

Ideo potestate nostra a legibus constituta ius usus tituli

Philosophiae Doctor (PhD)

Ei dedimus.

In quorum omnium fidem hoc Diploma sigillo Universitatis munivimus, manu propria subscriptione nostra firmavimus et Ei dari curavimus.

Datum Budapestini, die ... mensis ..... anno MM.....

L.S.

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

**TEXT OF THE DOCTORAL OATH**

I . . . . . shall dedicate my knowledge to the service of our fatherland.

Inspired by the great example of our predecessors I shall further improve my professional knowledge.

I shall apply my abilities and skills to contribute to the enhancement of the achievements of science.

I shall pursue my work and display a conduct as to earn the respect of my fellow human beings and to enhance the respect and prestige of the University of Public Service, which has conferred on me the academic degree.

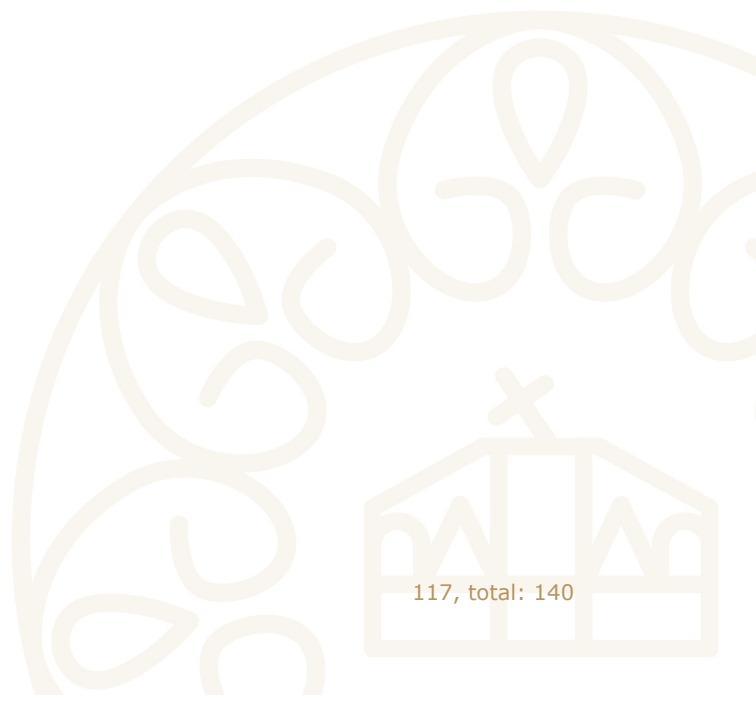
**TEXT OF THE DOCTORAL OATH**

I . . . . . shall dedicate my knowledge to the service of our fatherland.

Inspired by the great example of our predecessors I shall further improve my professional knowledge. I shall apply my abilities and skills to contribute to the enhancement of the achievements of science. I shall pursue my work and display a conduct as to earn the respect of my fellow human beings and to enhance the respect and prestige of the University of Public Service, which has conferred on me the doctoral degree.

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<sup>89</sup> Amended by Senate Resolution No. 89/2020 (VII. 15.).



Institution identification number: FI 99859  
number: .....

Serial

**Doctor Honoris Causa Diploma**

We, the Rector of the University of Public Service and the Chairperson of the University Doctoral and Habilitation Council, salute the reader and hereby credibly inform you that

Mr./Mrs./Ms.  
.....

who was born in the town / village of ..... on the ..... day of the month of ..... in year 19 ....., in recognition of his/her work in the development of . . .  
.....\*

is hereby granted the  
**Doctor Honoris Causa** title  
and the right to use the

Doctor Honoris Causa title and the abbreviation "Dr. h. c."  
In witness whereof, we have affixed the seal of our university and our signature to this diploma and delivered it to its holder.

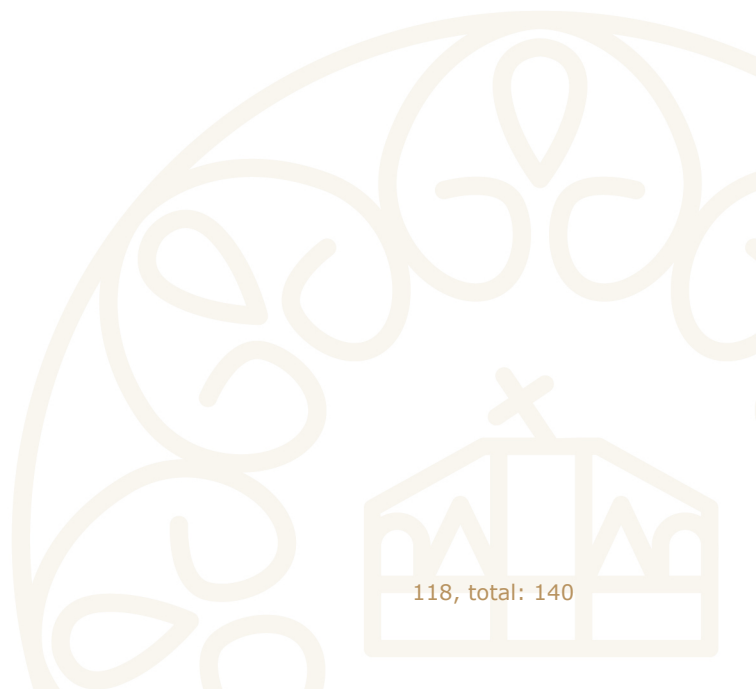
Place and date: Budapest, ..... 20.....

L.S.

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

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

\* *designation of the merit*



**CALCULATING THE EVALUATION OF THE PUBLIC DISCUSSION**

QUALIFICATION	IF THE EVALUATION COMMITTEE HAS					
	5 MEMBERS		6 MEMBERS		7 MEMBERS	
	POINTS RECEIVED		POINTS RECEIVED		POINTS RECEIVED	
	NUMBER OF POINTS	%	NUMBER OF POINTS	%	NUMBER OF POINTS	%
Summa cum laude	25	100	30	100	35	100
	24	96	29	97	34	97
	23	92	28	93	33	94
					32	91
Cum laude	22	88	27	90	31	89
	21	84	26	87	30	86
	20	80	25	83	29	83
	19	76	24	80	28	80
			23	77	27	77
Rite	18	72	22	73	26	74
	17	68	21	71	25	71
	16	64	20	67	24	69
	15	60	19	63	23	66
			18	60	22	63
					21	60

### CALCULATING THE QUALIFICATION OF THE DIPLOMA

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

	Defence p.	35	34	33	32	31	30	29	28	27	26	25	24	23	22	21
C. e. p.	Percent	100	97	94	91	89	86	83	80	77	74	71	69	66	63	60
45	100	100	98	96	94	93	91	89	87	85	83	81	79	77	75	73
44	98	99	97	95	93	92	90	88	86	84	82	80	79	77	75	73
43	96	99	97	95	93	91	89	87	85	83	81	79	78	76	74	72
42	93	98	96	94	92	90	88	86	84	82	80	78	77	75	73	71
41	91	97	95	93	91	90	88	86	84	82	80	78	76	74	72	70
40	89	96	94	92	90	89	87	85	83	81	79	77	76	74	72	70
39	87	96	94	92	90	88	86	84	82	80	78	76	75	73	71	69
38	84	95	93	91	89	87	85	83	81	79	77	75	74	72	70	68
37	82	94	92	90	88	87	85	83	81	79	77	75	73	71	69	67
36	80	93	91	89	87	86	84	82	80	78	76	74	73	71	69	67
35	78	93	91	89	87	85	83	81	79	77	75	73	72	70	68	66
34	76	92	90	88	86	85	83	81	79	77	75	73	71	69	67	65
33	73	91	89	87	85	84	82	80	78	76	74	72	70	68	66	64
32	71	90	88	86	84	83	81	79	77	75	73	71	70	68	66	64
31	69	90	88	86	84	82	80	78	76	74	72	70	69	67	65	63
30	67	89	87	85	83	82	80	78	76	74	72	70	68	66	64	62
29	64	88	86	84	82	81	79	77	75	73	71	69	67	65	63	61
28	62	87	85	83	81	80	78	76	74	72	70	68	67	65	63	61
27	60	87	85	83	81	79	77	75	73	71	69	67	66	64	62	60

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

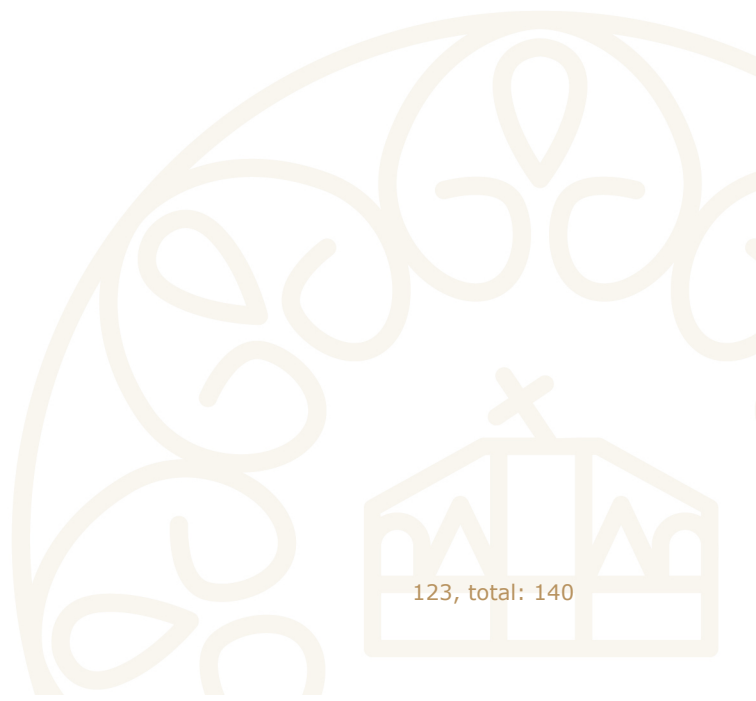
	<b>Defence p.</b>	<b>30</b>	<b>29</b>	<b>28</b>	<b>27</b>	<b>26</b>	<b>25</b>	<b>24</b>	<b>23</b>	<b>22</b>	<b>21</b>	<b>20</b>	<b>19</b>	<b>18</b>
<b>C. e. p.</b>	<b>Percent</b>	<b>100</b>	<b>97</b>	<b>93</b>	<b>90</b>	<b>87</b>	<b>83</b>	<b>80</b>	<b>77</b>	<b>73</b>	<b>71</b>	<b>67</b>	<b>63</b>	<b>60</b>
<b>45</b>	<b>100</b>	100	98	95	93	91	89	87	85	82	81	78	75	73
<b>44</b>	<b>98</b>	99	97	95	93	91	88	86	84	81	80	77	75	73
<b>43</b>	<b>96</b>	99	97	94	92	90	87	85	83	81	79	77	74	72
<b>42</b>	<b>93</b>	98	96	93	91	89	86	84	82	80	78	76	73	71
<b>41</b>	<b>91</b>	97	95	92	90	88	86	84	82	79	78	75	72	70
<b>40</b>	<b>89</b>	96	94	92	90	88	85	83	81	78	77	74	72	70
<b>39</b>	<b>87</b>	96	94	91	89	87	84	82	80	78	76	74	71	69
<b>38</b>	<b>84</b>	95	93	90	88	86	83	81	79	77	75	73	70	68
<b>37</b>	<b>82</b>	94	92	89	87	85	83	81	79	76	75	72	69	67
<b>36</b>	<b>80</b>	93	91	89	87	85	82	80	78	75	74	71	69	67
<b>35</b>	<b>78</b>	93	91	88	86	84	81	79	77	75	73	71	68	66
<b>34</b>	<b>76</b>	92	90	87	85	83	81	79	77	74	73	70	67	65
<b>33</b>	<b>73</b>	91	89	86	84	82	80	78	76	73	72	69	66	64
<b>32</b>	<b>71</b>	90	88	86	84	82	79	77	75	72	71	68	66	64
<b>31</b>	<b>69</b>	90	88	85	83	81	78	76	74	72	70	68	65	63
<b>30</b>	<b>67</b>	89	87	84	82	80	78	76	74	71	70	67	64	62
<b>29</b>	<b>64</b>	88	86	83	81	79	77	75	73	70	69	66	63	61
<b>28</b>	<b>62</b>	87	85	83	81	79	76	74	72	69	68	65	63	61
<b>27</b>	<b>60</b>	87	85	82	80	78	75	73	71	69	67	65	62	60

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

	Defence p.	25	24	23	22	21	20	19	18	17	16	15
C. e. p.	Percent	100	96	92	88	84	80	76	72	68	64	60
45	100	100	97	95	92	89	87	84	81	79	76	73
44	98	99	97	94	91	89	86	83	81	78	75	73
43	96	99	96	93	91	88	85	83	80	77	75	72
42	93	98	95	92	90	87	84	82	79	76	74	71
41	91	97	94	92	89	86	84	81	78	76	73	70
40	89	96	94	91	88	86	83	80	78	75	72	70
39	87	96	93	90	88	85	82	80	77	74	72	69
38	84	95	92	89	87	84	81	79	76	73	71	68
37	82	94	91	89	86	83	81	78	75	73	70	67
36	80	93	91	88	85	83	80	77	75	72	69	67
35	78	93	90	87	85	82	79	77	74	71	69	66
34	76	92	89	87	84	81	79	76	73	71	68	65
33	73	91	88	86	83	80	78	75	72	70	67	64
32	71	90	88	85	82	80	77	74	72	69	66	64
31	69	90	87	84	82	79	76	74	71	68	66	63
30	67	89	86	84	81	78	76	73	70	68	65	62
29	64	88	85	83	80	77	75	72	69	67	64	61
28	62	87	85	82	79	77	74	71	69	66	63	61
27	60	87	84	81	79	76	73	71	68	65	63	60

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





**DOCTORAL SCHOOLS AT THE UNIVERSITY**

<b>Name of the doctoral school</b>	<b>Field of science</b>	<b>Discipline</b>
Doctoral School of Military Sciences	Social Sciences	Military Sciences
Doctoral School of Military Engineering	Technical sciences	Military technical sciences
Doctoral School of Public Administration Sciences	Social Sciences	Public Administration Sciences
Doctoral School of Law Enforcement	Social Sciences	Law enforcement sciences

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

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

**2. Education, scientific activities:**

- a) University degree (degree programme): .....
- b) Institution issuing the diploma: .....
- c) Number of diploma: .....
- d) Academic degree (discipline):.....
- e) Institution issuing the diploma: .....
- f) Number of diploma:.....
- g) Teaching degree: .....
- h) Institution issuing the diploma: .....
- i) Number of diploma:.....

**3. Discipline, research area in which the applicant is applying for habilitation:**

- a) Discipline:.....
- b) Research area: .....

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

.....  
.....

**5. <sup>91</sup> Declarations**

I declare that I did not initiate a habilitation procedure in the discipline indicated in another higher education institution and that I have no ongoing habilitation procedure in the same discipline and that my habilitation application was not rejected within 2 years.

I hereby declare that currently I am not subjected to a process of having my habilitated doctor title revoked and that I have not had a previously awarded habilitated doctor title revoked within 5 years.

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

I declare that I have read the University's notice on the processing of personal data and I have acknowledged it.

**6. Other information:** .....**Annexes:**

- a) certified copy of the diploma of the academic degree;

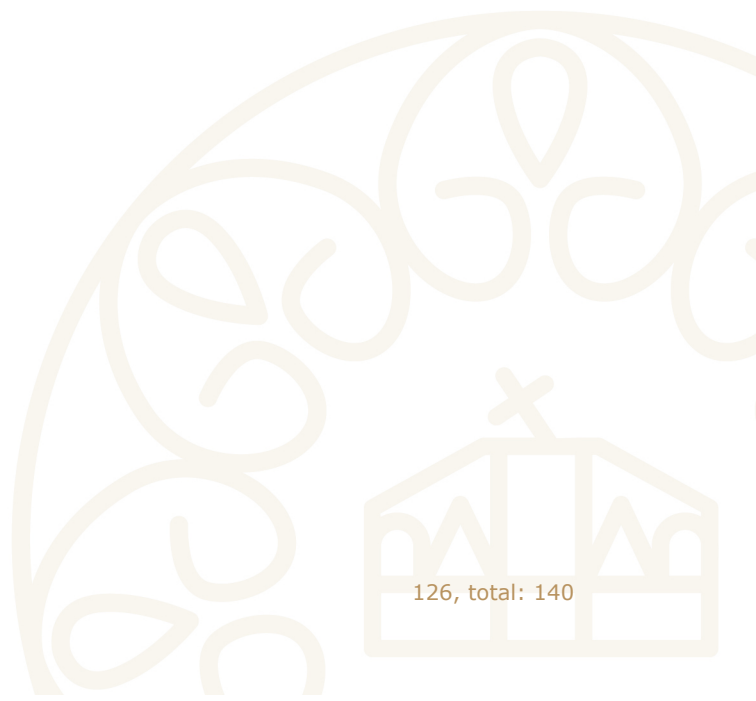
<sup>90</sup> Amended by Senate Resolution No. 89/2020 (VII. 15.). Established by Senate Resolution No. 93/2021 (VII. 7.).

<sup>91</sup> Amended by Senate Resolution No. 89/2020 (VII. 15.).

- b) a copy of the diploma(s) obtained in a master's degree programme or equivalent university programme, or, in the case of a master's degree obtained abroad, a certified translation of the diploma;
- c) a valid official certificate evidencing a clean criminal record (an equivalent official document in the case of foreign nationals);
- d) a detailed academic curriculum vitae;
- e) credible evidence of fulfilment of teaching duties at a higher education institution in Hungary or abroad;
- f) a thesis booklet containing new scientific results;
- g) habilitation dissertation or published monograph or published collective work
- h) publication and reference/citation list;
- i) a self-assessment of compliance with the minimum habilitation requirements and data evidencing compliance;
- j) five higher education teaching materials, academic publications, documentation (one copy from each);
- k) an application for a foreign language procedure;
- l) an application for habilitation in a discipline other than the academic degree;
- m) three suggestions for the habilitation lecture topic and three suggestions for the public discussion topic;
- n) a bank transfer receipt evidencing the payment of the application fee or a statement (if any) confirming that the University has undertaken to pay all or part of the application fee and the procedural fee;
- o) declaration of consent to the processing of personal data.

Budapest, ..... ..

.....  
Applicant's signature



Institution Identification Number: FI 99859  
.....

Master sheet number:

**MINUTES OF THE HABILITATION PROCEDURE**

**1. Personal data:**

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

**2. Decision to start the procedure:**

- a) Decision of the University Doctoral and Habilitation Council: ..... yes ..... no votes:  
starting of the procedure / rejection of the application.

Evaluation Committee:

Chair: .....

opponents: .....

members: .....

alternate members: .....

expert(s): .....

- b) Statement of reasons: .....
- .....
- .....
- .....
- .....

Budapest, ..... (DAY) ..... (month) ..... (year)

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

**3. The result of the assessment of the applicant's personal qualities:**

- b) Assessment of the Evaluation Committee by secret ballot:  
Maximum points: ....., points awarded: ....., ... % of maximum points.
- b) Recommendation of the Evaluation Committee: starting of the public part / rejection of the application.

c) Statement of reasons:.....  
.....  
.....

Budapest, ..... (DAY) ..... (month) ..... (year)

.....  
Chair of the Evaluation Committee

**4. Decision to start the public part of the procedure:**

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

b) Statement of reasons: .....  
.....  
.....

Budapest, ..... (DAY) ..... (month) ..... (year)

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

**5. The public part of the procedure:**

**A) Habilitation lecture**

a) Place and time of the lecture: .....

b) Subject of the lecture: .....

c) Language of the lecture: .....

d) Language of the foreign-language part of the lecture: .....

Budapest, .....

.....  
Chair of the Evaluation Committee

**B) Public discussion**

a) Place and time of the discussion: .....

b) Subject of the discussion:.....

c) Questions asked by the Evaluation Committee: .....

d) Questions asked by participants: .....

e) Which issue has been the subject of scientific (professional) debate: .....

**C) Evaluation of the public part**

a) Evaluation by the Evaluation Committee (and students) by secret ballot  
- on the lecturing/presentation ability:

Maximum points: ....., points awarded: ....., ... % of maximum points;

- ability to transfer knowledge in a foreign language:

Maximum points: ....., points awarded: ....., ... % of maximum points.

b) Evaluation of the Evaluation Committee by secret ballot on scientific knowledge:

- Maximum points: ....., points awarded: ....., ... % of maximum points.
- c) Proposal of the Evaluation Committee: award of the habilitated doctor title / suspension of proceedings
  - d) Statement of reasons: .....

Budapest, .....

.....  
Chair of the Evaluation Committee

**D) Repeated public part**

**D1.) Habilitation lecture**

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

Budapest, .....

.....  
Chair of the Evaluation Committee

**D2.) Public discussion**

- a) Place and time of the discussion: .....
- b) Subject of the discussion: .....
- c) Questions asked by the Evaluation Committee: .....
- d) Questions asked by participants: .....
- e) Which issue has been the subject of scientific (professional) debate: .....

**D3.) Evaluation of the public part**

- a) Evaluation by the Evaluation Committee (and students) by secret ballot
  - on the lecturing/presentation ability:  
Maximum points: ....., points awarded: ....., ... % of maximum points;
  - ability to transfer knowledge in a foreign language:  
Maximum points: ....., points awarded: ....., ... % of maximum points.
- b) Evaluation of the Evaluation Committee by secret ballot on scientific knowledge:  
Maximum points: ....., points awarded: ....., ... % of maximum points.
- c) Proposal of the Evaluation Committee: award of the habilitated doctor title / suspension of proceedings
- d) Statement of reasons: .....



.....  
Budapest, ..... ..

.....  
Chair of the Evaluation Committee

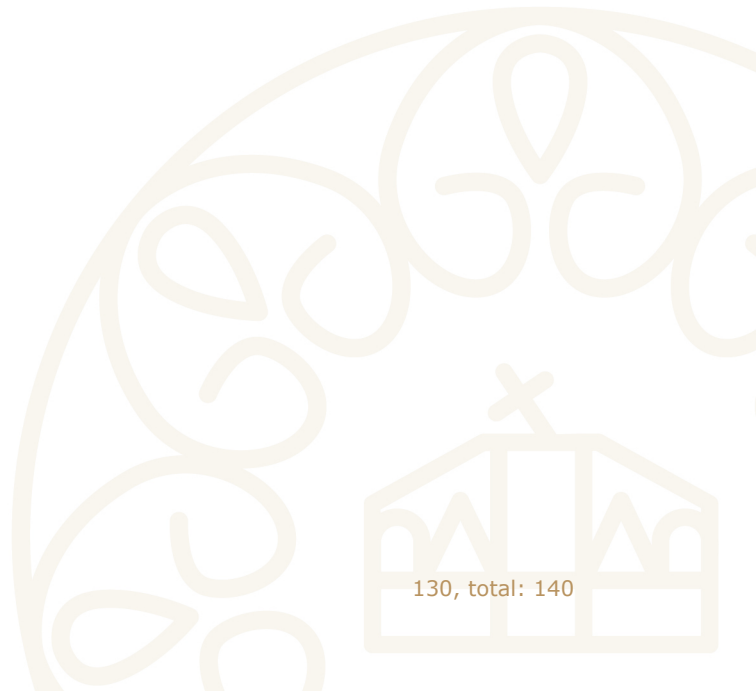
**6. Award of the Habilitated Doctor title:**

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

Statement of reasons: .....  
.....  
.....

Budapest, ..... ..

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



Institution identification number: FI 99859  
number: .....

Serial

**HABILITATED DOCTOR TITLE  
DIPLOMA**

We, the Rector and the  
University Doctoral and Habilitation Council of the University of Public Service  
salute the reader and hereby credibly inform you that Mr./Mrs./Ms.

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

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

habilitated doctor  
(dr. habil.)

and confer him/her the right (venia legendi) to hold independent lectures in the field of  
science of ....., in the discipline of .....

In witness whereof, we have affixed the stamp of the University of Public Service to  
this Diploma on the Habilitated Doctor title, and have confirmed it with our signature and  
delivered it to the holder of the diploma.

Place and date: Budapest, on ... (day) ..... (month) .... (year)

L.S.

.....  
University Doctoral and Habilitation Council  
Chair

.....  
University of Public Service  
Rector



### OATH

*I ....., do swear, that entering the ranks of habilitated doctors of the University of Public Service, I will be faithful to my homeland, to Hungary, to its Fundamental Law and other laws, to the university qualifying me, and to my professional and scientific conviction.*

*I will maintain regular professional relations with the University of Public Service and I am ready to contribute to the solution of educational and research tasks to the best of my ability. I strive to promote the objectives of the University and to enhance the reputation of the University of Public Service in my work and private life.*

Budapest, ..... ..

.....  
Person taking the oath

.....  
University of Public Service  
Rector

### HABILITATION OATH

*I ....., do swear, that entering the ranks of habilitated doctors of the University of Public Service, I will be faithful to my homeland, to Hungary, to its Fundamental Law and other laws, to the university qualifying me, and to my professional and scientific conviction.*

*I will maintain regular professional relations with the University of Public Service and I am ready to contribute to the solution of educational and research tasks to the best of my ability.*

*I strive to promote the objectives of the University and to enhance the reputation of the University of Public Service in my work and private life.*

Budapest, ..... ..

.....  
**Person taking the oath**

.....  
**University of Public Service  
Rector**



**University of Public Service  
Faculty of Military Sciences and Officer Training  
Doctoral School of Military Sciences**

**Study and Examination Regulations**

**2021.**

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<sup>1</sup> Enacted by Senate Resolution No. 93/2021 (VII. 7.).



The Senate of the University of Public Service, pursuant to Article 20 (1) (c) of the University Doctoral and Habilitation Regulations, hereby establishes the Study and Examination Regulations of the Doctoral School of Military Sciences (hereinafter referred to as DSMS) of the Faculty of Military Sciences and Officer Training (hereinafter referred to as DSMS SER) as follows:

### **The scope of DSMS SER**

#### **1. §**

(1) The personal scope of the DSMS SER shall apply to the Hungarian students and, unless otherwise provided by a provision of law or international agreement, students of foreign citizenship (hereinafter referred to as doctoral students) attending the doctoral programme and the lecturers involved in the doctoral programme.

(2) The material scope of the DSMS SER shall cover the study and examination matters of doctoral students.

### **Legal background of the DSMS SER**

#### **2. §**

For matters not covered by the DSMS SER, the provisions of the below legislation and regulations shall be applied, mutatis mutandis:

- a) Act CCIV of 2011 on National Higher Education,
- b) Act CXXXII of 2011 on the University of Public Service and on Higher Education in Public Administration, Law Enforcement and Military,
- c) Government Decree 387/2012 (XII. 19.) on Doctoral Schools, Doctoral Procedures and Habilitation,
- d) Government Decree 423/2012 (XII. 29.) on Higher Education Admission Procedures,
- e) the Study and Examination Regulations of the University of Public Service (hereinafter referred to as: the UPS SER),
- f) the University Doctoral and Habilitation Regulations of the University of Public Service (hereinafter referred to as: the UDHR), and
- g) the Training Plan and Operating Regulations of the DSMS.

### **Declarations of consent for data processing**

#### **2/A §**

The publication of the personal data of doctoral students on the University's website within the scope of the DSMS SER is based on the following consent forms, and shall be carried out according to the content of these forms:

- a) declaration of consent for doctoral students who have successfully passed the complex examination at the doctoral schools of the University of Public Service, who have obtained an absolutorium, who are starting a doctoral degree award procedure and who have obtained a doctoral degree;
- b) declaration of consent in connection with the announcement of the workshop discussion and the public defence by the doctoral school;
- c) declaration of consent to the inclusion of the dissertation and the thesis booklet in the database of the Hungarian Doctoral Council (doktori.hu).

### **Bodies, organizational units and persons involved in the doctoral procedure:**

#### **3. §**

(1) The operation and tasks of the bodies, organisational units and persons directly involved in the doctoral procedure shall be regulated by Articles 11-20 of the UDHR.

The head of the research area:

- d) is responsible for the quality of work in the research area;
- e) proposes the recruitment of lecturers in his/her field;
- f) proposes optional subjects for the lecturers in his/her field;
- g) makes a proposal for admission to the doctoral programme;
- h) approves the doctoral student's individual study and research programme and the semester study and research plan;
- i) together with the supervisor, proposes the subjects for the complex examination, the chair and members of the complex examination committee and the chair and members of the Evaluation Committee;
- j) supervises and conducts the subject entitled "Research Workshop Seminar" aimed to make preparations for the complex examination and the subject entitled "Dissertation Research Work" aimed to ensure the reporting by the doctoral students in semesters 4-8.
- k) the other tasks of the heads of the research areas shall be regulated by Article 16 of the UDHR.

### **The types, language, duration and location of the doctoral programmes**

#### **4. §**

(1) Types of the organized programme:

- aa) organized full-time programme (full-time, with scholarship or self-funded)
- ab) organized part-time (correspondence, self-funded);
- ac) individual training (self-funded);
- ad) individual preparation is a permissible, non-organized programme type.

(2) The languages of the doctoral programme: Hungarian and English. The foreign language programme must not deviate from the approved Hungarian language training programme. In the case of foreign-language subjects, the lecturers and the designated supervisors must be lecturers with an academic degree, who are able to teach in the language concerned.

(3) Organized doctoral programmes shall uniformly consist of a period of 48 months of programme duration, comprising eight active semesters.

(3) The doctoral student may also participate in a part-time programme at a foreign or other Hungarian university. The student may participate in the part-time programme on the basis of a programme approved by the supervisor, which ensures the validity of the given study period within the doctoral programme. The duration of the part-time programme shall be included in the duration of the doctoral programme, and the student status is not suspended. The part-time programme must be recognised for the student with credits.

(4) The doctoral programme shall be held at the campus of the University of Public Service on Hungária körút.

### **Enrolment obligation of the doctoral student and his/her registration obligation for each semester**

#### **5. §**

(1) Admitted doctoral students shall enrol in person at the DSMS secretariat, at the study administrator, during the registration period.

(2) The doctoral student shall register in the Neptun Unified Study System from the second semester of his/her studies during the registration period, at the same time declaring whether he/she will continue his/her studies or suspend his/her student status. If the doctoral student fails to register during the registration period through his/her own fault, he/she will be liable to pay a late registration surcharge. The doctoral student participating in self-funded programmes shall, at the time of registration, provide proof of payment of the tuition fee if he/she continues his/her studies. Failing that, the study administrator of the DSMS will passivate the semester on the first day of the study period.

(3) From the second semester onwards, by the first day of the first month of each semester (1 September and 1 February), the student participating in the programme shall prepare a detailed semester study and research plan in 3 copies, according to the sample document provided in Annexes 3 and 4, which shall be signed off by his/her supervisor and approved by the head of the research area.

(4) Based on the prescribed study, research and examination obligations, the doctoral student shall prepare, under the guidance of the supervisor, a four-year individual study and research programme in 3 copies, by the end of the last month of the first semester of the first academic year (31 January), according to the sample document provided in Annexes 3 and 4. (The individually preparing students are not obliged to do this!). The study and research programme shall be approved by the head of the relevant research area on the basis of the proposal from the supervisor. The 1st copy of the study and



research programme remains with the student, the 2nd copy is kept by the supervisor and the 3rd copy is kept by the secretariat of the doctoral school.

(3) Student status shall be suspended in accordance with the provisions of Article 32 of the UPS SER and Article 31 of the UDHR. The student must report his/her request for suspension to the DSMS

a) until August 31 regarding the autumn semester;

b) by 31 January for the spring semester.

(4) The DSMS may authorise the suspension of the student status on maximum three occasions, for a total of four semesters. At the request of the doctoral student, the Doctoral Council of the Discipline may authorise the suspension of the student status.

(5) During the period of suspension, the doctoral student may carry out data collection, scientific research work, may publish, participate in scientific conferences and competitions. The doctoral student will receive credits for his/her work accomplished during the period of suspension, in the first active semester following the suspension.

(6) The student status is considered to be continuous even if the doctoral student takes part in part-time programmes at a foreign or other Hungarian university for a longer period of time, where the part tasks agreed with the supervisor are fully completed by him/her and credits can be awarded for these tasks.

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

(8) The doctoral student may have a continuous student status, if he or she fulfils the following conditions:

a) enrolls in the first semester;

b) announces the continuation of his/her studies in the following semesters and verifies the payment of the tuition fee;

c) earns a minimum of 21 credits per semester;

d) the credits not completed in a given semester must be completed by the doctoral student in the following semester, provided that the credits required for the complex examination and the additional criteria requirements stipulated in the training plan are completed by the end of the 4th semester.

(9) The content of the student status, the rights and obligations of doctoral students are provided for in Articles 31-33 of the UDHR.

## **The organized programmes**

### **6. §**

(1) Within the framework of the organized programmes, doctoral students shall attend contact hours, consult the supervisor, the head of the research area, individually or in groups, and may conduct scientific research, publication and teaching activities. The organized programmes include developing the teaching and research skills of doctoral

students.

(2) A doctoral student working on a correspondence basis may pursue teaching activities at any higher education institution. The doctoral student must present official proof of his/her teaching activity performed at another higher education institution to the supervisor and the head of the research area.

(3) The credit register shall be checked by the academic secretary of the DSMS every semester and registered by the study administrator.

### **Tasks of the students participating in individual training**

#### **7. §**

(1) The aim of individual training is to enable professionals with significant scientific research experience and a documented scientific record (equalling at least 10 publication points) to obtain a doctoral degree (PhD) by facilitated participation in organized doctoral programmes.

(2) The individual training shall last for four years (48 months).

(3) Students participating in individual training shall be exempted from attending contact hours, but their programme participation shall be subject to consultation and examination requirements. In accordance with the rules of organized programmes, the student participating in individual training shall also prepare in accordance with the provisions of the credit system. To obtain the absolutorium, he/she must also earn at least 240 credits.

(4) The students participating in individual training shall have a student status with the university for the duration of the programme.

(5) The council of the doctoral school may recognise credits to students participating in individual training on the basis of the results of their studies and research results achieved prior to their admission, as follows:

- study obligation: maximum 16 credits;
- scientific research work: maximum 80 credits.

(6) Further study and research tasks to be carried out during the period of the programme shall be determined by the supervisor in consultation with the student, taking into account the student's academic record and previous performance.

(7) The students participating in individual training shall prepare a study and research programme for the four years, which he/she must submit to the doctoral school by the end of the first semester of the first academic year (31 January), with the agreement of his/her supervisor and the approval of the head of the research area.

(8) Students participating in individual training do not have compulsory credits per semester, they carry out their activities according to their own plan, under the guidance of their supervisor. At the end of each semester, the student must submit to the doctoral school the "Information Sheet" on the credits earned.

(9) In all other respects, the provisions of Article 36 of the UDHR shall apply to doctoral students participating in individual training.

## **Individual preparation**

### **8. §**

(1) The aim of the individual preparation is to enable professionals with a master's degree and a diploma certifying professional qualification from a Hungarian or foreign university, as well as with at least 5 years of documented teaching and scientific research experience in military sciences, and with particularly outstanding experience in the organisation of defence bodies or their higher education, to obtain a doctoral degree (PhD), even without participating in organized doctoral programmes. The awarding of a degree on the basis of individual preparation is only possible in particularly justified cases!

(2) Requirements for individual preparation:

- a) the individually preparing student has 20 publication points or the equivalent of at least 150 credits of academic activities, and applies for the complex examination;
- b) he/she may choose the subjects for the complex examination from among those approved by the DCD for the academic year in question;
- c) The student status of the individually preparing student is established upon application for the complex examination and acceptance thereof;
- d) application is possible on two occasions per year for individually preparing students, once before the complex examinations in June and a second time until December, in which case the complex examination will be held in February.
- e) the preparation shall be directed by the designated supervisor;
- f) all the other requirements of the degree award procedure shall be identical to those of students participating in organized programmes;
- g) individually preparing students will not be allowed to postpone a year.

(3) The other rules for individually preparing students are set out in Article 37 of the UDHR.

## **Costs of the programme and other costs**

### **9. §**

(1) The amount of the payable self-funded tuition fee shall be determined on the basis of the relevant Rector's instruction.

(2) The doctoral student who pays the self-funded tuition fee must provide proof of payment on the day of enrolment.

(3) The provisions of the Student Payment and Benefit Policy shall apply to all other matters relating to the payment of the self-funded tuition fee and the doctoral procedural fees.

## **Credit allocation, general requirements for the programmes**

### **10. §**

**(1) The doctoral programme:**

In doctoral programmes, credits can be obtained through the following forms of activities (sub-areas):

- |                             |         |             |
|-----------------------------|---------|-------------|
| a) Study obligation         | minimum | 50 credits  |
| b) Scientific research work | minimum | 180 credits |
| c) Teaching (contact hours) | maximum | 10 credits  |

**(2) General principles of the programmes:**

- a) the four-year programme shall consist of eight semesters, where an average of 30 credits per semester, and a total of 240 credits must be earned. A student participating in individual training can complete the required credits in any optional number of credits per semester;
- b) a minimum of 21 and a maximum of 33 credits can be planned for each semester. An exception to this is if the student has not completed 30 credits for the previous semester for some reason – in this case, in addition to the 33 credits, the remaining credits can also be planned;
- c) if the student does not have any missing credits – i.e. has completed his/her studies according to the model curriculum – the maximum number of credits per semester is 33;
- d) students may continue their studies if they have completed at least 21 credits (70% of the required number) in the semester and have met the specified criteria requirements. If a student does not complete the 21 credits in a given semester, he/she must complete them in the following semester, provided that the credits required for the complex examination and the additional criteria requirements stipulated in the training plan must be completed by the end of the 4th semester.
- e) a minimum of 9 credits in the first semester and minimum 12 credits in the following semesters must be obtained through scientific research work, so that a minimum of 140 credits is obtained by the end of the programme;
- f) a student holding a teaching post may not earn credits for teaching contact hours at his/her own university;
- g) the deadline for the "crediting" of the credits for all students participating in organized programmes is the last working day of the examination period in each semester.
- h) The requirements of the programme are the same for full-time students (scholarship), correspondence students and students participating in individual training.

## **Requirements for fulfilment of the study obligation**

### **11. §**

(1) In the field of studies, all doctoral students participating in organized programmes must take or choose subjects worth 50 credits, in the following order:

- a) In semesters 1 to 4, all doctoral students participating in the University's organized programmes are required to take the compulsory subjects set by the Doctoral Council of the Discipline for each academic year;
- b) In semesters 1 to 2, the students are required to take 1 optional subject per semester, if possible related to the research topic, worth 2 credits per subject.
- c) In semesters 3 and 4, 2 optional research seminars per semester of 2 credits each are compulsory, preferably related to the research topic (the research seminars end with a practical grade).

The aim of the research seminar is to deepen the doctoral student's knowledge in the subject area of the student's choice, related to his or her research topic. The student must search the relevant literature, process it, and should be able to formulate and synthesise an independent opinion on the topic. The seminar will be evaluated and graded by the lecturer who announced the topic. The grade is entered as a practical grade in the NEPTUN system.

- d) The requirements in points a-c are also compulsory for students in individual training, but can be fulfilled according to an individual timetable.

(2) Number of contact hours of the subjects:

- in a full-time programme:

— end-term examination subject	30 hours,
— research seminar	20 hours;

- in correspondence and individual training:
  - end-term examination subject 10 hours,
  - research seminar 6 hours;
- for the module "Scientific research", the supervisor may recognise 15 hours;

(3) A student who is unable to attend the mergers of compulsory subjects due to a long-term absence (e.g. service abroad) may request an exemption (individual study arrangement). However, the student must still take his/her exams during the examination period of the semester in question.

(4) The taking of subjects shall be scheduled from the advertised subjects with the agreement of the supervisor or the head of the relevant research area. The DSMS shall publish the list of subjects and research seminars that can be taken, together with the other information required, on its website and shall send it to students in the "Information Sheet" booklet before the start of each academic year.

### **Requirements for fulfilment of the scientific research work**

#### **12. §**

(1) In order to complete the scientific research work, the subject titled "Scientific Research" belonging to the given semester must be taken in each semester from the subjects outside the research area. These subjects have a core credit value, which is also indicated in the model curriculum. Completion of the core credits ensures the student's average pace of progress. The credit values of these subjects can be changed in the NEPTUN system according to what the student has actually achieved by the end of the semester. This means that the student will be credited with the number of credits – completed – as stated in his/her "Semester Prospectus".

(2) Minimum 9 credits must be acquired in the first semester and minimum 12 credits in the following semesters through scientific research activities, so that by the end of the programme a minimum of 140 credits is obtained, broken down as follows:

- a) one professional article per semester related to the student's own research;
- b) if the student's publication is from another topic, half of the credit value may be awarded;
- c) publications not closely related to the research topic can only be counted in semesters 1-2;
- d) if the student does not publish in a given semester, he/she must make up for it in the following semester.

(3) Credits can be earned through the activities set out in Annex 1 of this DSMS SER.

(4) The same publication or scientific activity may be counted only once during the whole period of the programme.

(5) Those publications can be counted as professional publication which are at least 0.5 sheets long. Exceptions to this rule are posters and supplementary lectures (*Korreferat*)



published in the publication of a scientific conference, which may be less in length.

(6) Rules for counting publications in a given semester:

- a) submitted but not yet reviewed, or if the editor requests a major revision but this has not yet been carried out – is considered an un-peer-reviewed article;
- b) submitted, but not yet published publications must be accompanied by an authentic editorial declaration of acceptance, but must be submitted after publication;
- c) a publication published in a conference publication means the full text of the conference presentation, possibly an abridged abstract, not an outline of the presentation;
- d) co-authored publications must be accompanied by a co-authorship statement, which must specify the proportion of co-authorship. Credit points shall be calculated on the basis of the co-authorship proportion, with fractions rounded to whole points according to the general rules of rounding. Point five (.5) values shall be an exception to this, which must be rounded up to the nearest whole number;
- e) the scientific activity can only be recognised (counted) if the doctoral student can provide credible proof of this (e.g. a photocopy of the study published in a journal, a publication with proof of the download time for an online journal).

(7) It is required that the doctoral student has at least seven articles in Hungarian and one in a foreign language during the period of the programme, published in a peer-reviewed journal (A, B, C class), presenting the results of his/her own research. This also applies to individually preparing students, with the proviso that they must have 20 publication points and 150 credits at the time of application. However, they may publish and do other academic work during the period of the doctoral degree award procedure, which will be recognised for them when they submit their dissertation and the full procedural material.

### **Requirements for the fulfilment of teaching activities (contact hours)**

#### **13. §**

(1) Teaching is an optional – not compulsory – credit option.

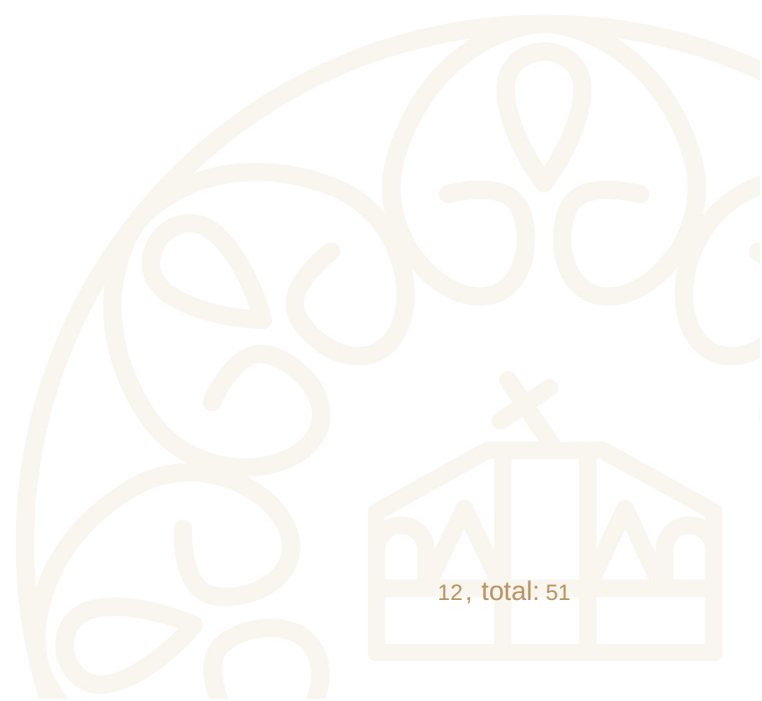
(2) A doctoral student who holds a teaching post may not earn credits for teaching contact hours at his/her own university.

(3) A student who wishes to earn credit by teaching must take the subject titled "Teaching" belonging to the semester in question from the list of subjects outside the research area. The Roman numeral after the subject indicates the semester in which the given subject can be taken. The subjects have a variable credit value similar to the "Scientific research" subjects, therefore they are required to be completed in the same way.

(5) Contact hours may only be held on the student's research topic – or a closely related topic – subject to the permission of the head of department having competence according to the given topic.



- (6) 1 credit may be awarded for holding 4 contact hours.
- (7) A total of 10 credits can be earned by holding contact hours during the programme.
- (8) The holding of the contact hour shall be verified by the head of the department (head/lecturer of the research area) having competence according to the given topic.
- (9) The provisions of this Article do not apply to individually preparing students.



## **Recognition of prior achievements**

### **14. §**

(1) The results of scientific research work carried out in the three years immediately preceding admission to the doctoral school – related to the doctoral student's research topic – may be recognised in the doctoral programme with credits in accordance with Annex 1. If the prior achievements are not related to the student's topic, 50% of the credits determined in Annex 1 may be awarded.

(2) Under such legal title only one paper/study, and only in the first semester of the programme may be recognised, in accordance with Annex 1.

(3) Applications can be submitted to the secretariat of the doctoral school by 1 October each year.

(4) Study activities (e.g. a subject studied) or teaching may not be recognised as prior achievement.

## **Transfer, change of supervisor, title and research topic**

### **15. §**

(1) A student who is participating in a doctoral programme organized at another university may apply for transfer to the DSMS if the conditions of the research activity to be carried out by him/her are ensured and the credits (or part of them) obtained there can be recognised in the programme of the DSMS. The "Rules of Procedure" for the transfer are determined in the University Doctoral and Habilitation Regulations. The recognition of credits during the transfer shall be decided by a committee made of the following members: the academic secretary, the head of the research area and the head of the department concerned.

(2) If the relationship between the student and the supervisor is inadequate, 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 initiate a change of the topic or the supervisor at the Doctoral Council of the Discipline (hereinafter referred to as the DCD). Before the council takes its decision, it shall seek the opinion of the head of the research area, and the final decision shall be taken by the DCD.

(3) The title of the doctoral dissertation may be changed at the request of the supervisor or the student, or on the proposal of the workshop discussion, with the approval of the DCD;

(4) A change of research topic may be permitted only in justified cases, only on occasion in the first or second semester, which must be supported by an elaborate research topic plan. Change of the research topic shall be decided by the DCD by approving the new draft topic, based on the proposal of the head of the doctoral school.

## **Parallel studies**

### **16. §**

(1) The student may – with the permission of the supervisor – participate in parallel studies in another doctoral school. Participation in parallel studies shall be reported to

the Secretary of the Doctoral School of Military Sciences.

(2) The recognition of the subjects taken and the research activities done in parallel studies shall be decided by the DCD on the recommendation of the supervisor.

### **Recognition of credits, taking subjects in another faculty or institution**

#### **17. §**

(1) A student participating in a doctoral programme may request the recognition of credits earned for the subjects taken and completed in the doctoral school of another faculty or institution, which shall be decided by the DCD on the recommendation of the supervisor.

(2) Two subjects shall be considered equivalent if there is at least 75% match between their knowledge content.

(3) If the knowledge content matches, the substitute subject shall be recognised with the number of credits specified in the curriculum of the doctoral programme of the DSMS. A compulsory subject specified in the Training Plan cannot be replaced by recognition of credits.

(4) The application for credit recognition must be submitted by the end of the registration period, after the announcement of the continuation of studies for the semester. The decision to admit or reject the application must be taken by the DCD within one month.

(5) When a subject is recognised, the grade obtained may not be changed.

### **The examination period, assessment of the knowledge acquired**

#### **18. §**

(1) The forms of assessment of the knowledge related to the individual subjects, acquired during the programme are specified in the Model Curriculum, whereas the related content requirements are specified in the Subject Programmes.

(2) The knowledge acquired may be assessed in the following forms:

a) In the area of the study obligation:

- end-term examination with a five-level rating;
- mid-year evaluation with a five-level rating;
- practical grade with a five-level rating;

b) In the area of scientific research, research workshop seminar, dissertation research work and teaching (contact hours):

- the fulfilment of the requirements of the subject taken shall be assessed with a five-level rating.

(3) In the case of the end-of-semester examinations, the grade – in the case of an end-term examination, mid-year assessment and practical grade – shall be determined (and

signed in the academic transcript) by the examiner, the senior lecturer, the supervisor for the “Scientific Research” subjects, the head of the department responsible for the subject taught for the “Teaching” subjects (or the senior lecturer delegated by the head of the department). The modules “Research Workshop Seminar” and “Dissertation Research Work” shall be signed by the head of the research area.

(4) In cases worthy of special consideration (e.g. staying abroad), upon the student’s request – with the permission of the head of the doctoral school – the examination can be taken before the examination period in the given semester. In the case of an examination not passed by the end of the examination period, the entire subject must be carried over to the next semester.

(5) Credits may be awarded only upon successful completion of the examination. The value of the credit does not depend on the result of the successful exam.

(6) In order to have the credits obtained in the semester credited, the student shall submit to the secretariat of the doctoral school the information sheet on the activities carried out, together with a detailed report of the supervisor, in the form specified in Annexes 4 and 5, by the end of the examination period.

(7) The provisions of the Study and Examination Regulations and the Student Payment and Benefit Policy of the University of Public Service shall be applied in terms of the tasks to be carried out in order to retake a failed examination or to improve the grade of a successful examination.

### **Completion of the programme**

#### **19. §**

(1) The final certificate (absolutorium) certifies the completion of the study obligations, the scientific research work and the teaching of contact hours (if the student has chosen this) required by the curriculum, as defined in Articles 11-14, the successful completion of the required exams other than the language exam and the obtaining of the necessary 240 credits and also certifies, without qualification and evaluation, that the doctoral student has fully complied with the required programme and preparation requirements. The student must also have 20 publication points, consisting of seven publications in Hungarian and one in a foreign language.

(2) After the successful completion of the 8th semester, if all the conditions for the issuance of the absolutorium are met, the doctoral school will issue the final certificate. However, the student will only receive this if he/she submits the 4-year summary reports prepared by him/her and his/her supervisor to the school. Applications for the degree award procedure can be submitted within the timeframe specified in the Higher Education Act and in the UDHR.

(3) The four-year academic term may not be shortened, the absolutorium may not be issued earlier, but the workshop discussion may be held in the last year of the programme.

(4) The final certificate shall be signed by the head of the doctoral school in the doctoral student's academic transcript.

(5) On the last day of the semester in which the student obtained the absolutorium, his/her student status shall be terminated. From the date of acceptance of the application for the degree award procedure until the date of the doctoral degree conferment ceremony, the candidate is entitled to use the title "Doctoral Dissertation Submitter".

## **The complex examination**

### **20. §**

(1) During the first four semesters of the doctoral programme, at the end of the training and research phase, doctoral students shall take a complex examination.

(2) Conditions for applying for the complex examination:

- Students can apply for the complex examination by filling in the application form available on the doctoral school's website and submitting it in at the DS;
- The doctoral student must have an evaluation from his/her supervisor about his/her academic progress.
- In the "training and research phase" of the doctoral programme (first four semesters), the student must have acquired at least 120 programme credits (50 study credits and 70 scientific credits).
- The doctoral student must also have 10 publication points (4 scientific articles).
- Prior to the examination, the doctoral student must submit a written research plan for the research and dissertation phase, which, in addition to the requirements set by the DS, must also include a timetable for the preparation of the dissertation and the schedule for the publication of the results.

(3) In the case of individually preparing students, the doctoral degree award procedure begins upon application, by applying for the complex examination and acceptance thereof. At the time of application for the complex examination, the applicant must have documented teaching or scientific research work equivalent to at least 150 credits, and 20 publication points required for the degree award procedure. The applicant applying for the individual preparation programme type shall choose the subjects of the examination from the subjects advertised in the current year and approved by the council of the doctoral school.

(4) Composition of the examination committee

- The complex examination shall be taken in public, before a committee.
- The examination committee shall consist of four members, at least two members shall not be employed by the University (external member).
- The complex examination shall be organised separately for each research area.

- The chair of the examination committee is the head of the school. Further members of the committee: the head of the research area and two external experts.
- Each member of the examination committee shall hold an academic degree.
- The supervisor of the doctoral student taking the examination may not be a member of the examination committee.

(5) Conducting the exam

- The complex examination shall consist of two parts: a part to assess the examinee's theoretical knowledge ("theoretical part"), another part in which the examinee shall report on his/her academic progress ("dissertation part"). The theoretical part consists of two subjects, both of which must be related to the student's research topic. Subjects must be selected from the list approved by the council of the doctoral school for the year in question.
- The second part of the examination is an oral presentation (10-15 minutes) on the doctoral student's academic progress and knowledge of the literature, where a 15-20 page written paper, research plan must be submitted as well in terms of the "*Research and Dissertation*" section (progress in the dissertation, publication plan).
- Prior to the complex examination, the supervisor shall prepare a written evaluation of the doctoral student's study and research activities.
- On the basis of a successful complex examination, the student receives 20 credits, and with these credits he/she starts the two-year course "*Research and Dissertation*" section, and this credit shall be counted in the 5th semester.
- Minutes shall be made of the complex examination, which shall include a textual assessment. The result of the exam must be announced on the day of the oral exam.

(6) The other requirements of the complex examination are regulated by the relevant Articles 38-39 of the Doctoral and Habilitation Regulations.

### **Workshop discussion**

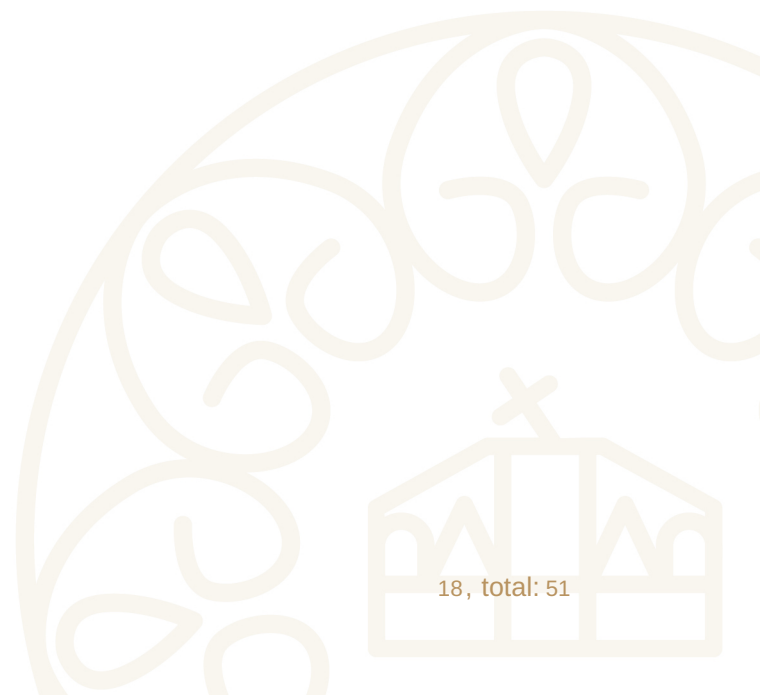
#### **21. §**

- (1) The recommended time for the workshop discussion is the first semester after obtaining the absolutorium.
- (2) In exceptional cases, if the state of the draft dissertation of the doctoral student attending the organized programme allows for it, the workshop discussion may also be held in the eighth active semester.
- (3) The workshop discussion must be submitted to the academic secretary of the doctoral school 15 days before the event using the "workshop discussion notification form".
- (4) Workshop discussions are otherwise governed by Articles 44-45 of the UDHR.

## **Closing provisions**

### **22. §**

The DSMS SER was adopted by Senate Resolution No. 93/2021. (VII. 7.).





## Annex(es)

Annex I – Credit values of the scientific research activities (Available at: <https://rtk.uni-nke.hu/oktatas/rendeszettudomanyi-doktori-iskola/letoltheto-anyagok>)

Annex II – 4-year individual study and research programme (Available at: <https://rtk.uni-nke.hu/oktatas/rendeszettudomanyi-doktori-iskola/letoltheto-anyagok>)

Annex III – Semester study and research plan (Available at: <https://rtk.uni-nke.hu/oktatas/rendeszettudomanyi-doktori-iskola/letoltheto-anyagok>)

Annex IV – Written “Research Report” (Available at: <https://rtk.uni-nke.hu/oktatas/rendeszettudomanyi-doktori-iskola/letoltheto-anyagok>)

**University of Public Service  
Faculty of Military Sciences and Officer Training  
Doctoral School of Military Engineering  
  
Study and Examination Regulations**

**2021.**

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<sup>2</sup> Enacted by Senate Resolution No. 93/2021 (VII. 7.).



The Senate of the University of Public Service, pursuant to Article 20 (1) (c) of the University Doctoral and Habilitation Regulations, hereby establishes the Study and Examination Regulations of the Doctoral School of Military Engineering (hereinafter referred to as DSME) of the Faculty of Military Sciences and Officer Training (hereinafter referred to as DSME SER) as follows:

### **The scope of DSME SER**

#### **1. §**

(1) The personal scope of the DSME SER shall apply to the Hungarian students and, unless otherwise provided by a provision of law or international agreement, students of foreign citizenship (hereinafter referred to as doctoral students) attending the doctoral programme and the lecturers involved in the doctoral programme.

(2) The material scope of the DSME SER shall cover the study and examination matters of doctoral students.

### **Legal background of the DSME SER**

#### **2. §**

For matters not covered by the DSME SER, the provisions of the below legislation and regulations shall be applied, mutatis mutandis:

- a) Act CCIV of 2011 on National Higher Education,
- b) Act CXXXII of 2011 on the University of Public Service and on Higher Education in Public Administration, Law Enforcement and Military,
- c) Government Decree 387/2012 (XII. 19.) on Doctoral Schools, Doctoral Procedures and Habilitation,
- d) Government Decree 423/2012 (XII. 29.) on Higher Education Admission Procedures,
- e) the Study and Examination Regulations of the University of Public Service (hereinafter referred to as: UPS SER),
- f) the University Doctoral and Habilitation Regulations of the University of Public Service (hereinafter referred to as: UDHR), and
- g) the Training Plan and Operating Regulations of the DSME.

### **Declarations of consent for data processing**

#### **Article 2/A**

The publication of the personal data of doctoral students on the University's website within the scope of the DSME SER is based on the following consent forms, and shall be carried out according to the content of these forms:

- a) declaration of consent for doctoral students who have successfully passed the complex examination at the doctoral schools of the University of Public Service,

who have obtained an absolutorium, who are starting a doctoral degree award procedure and who have obtained a doctoral degree;

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

### **The Doctoral Council of the Discipline of the DSME (DSME DCD)**

#### **3. §**

(1) The DSME DCD is the forum established by the UPS UDHC in the military engineering sciences to decide on matters related to DSME programmes, research and degree award procedures.

(2) The dean of the faculty, the heads of the research areas and a representative of the doctoral students shall be members of the council, in an advisory capacity.

### **Tasks of the DSME:**

#### **4. §**

(1) The Organisational By-laws of the University designate the Faculty of Military Sciences and Officer Training of the University of Public Service as the organisational unit responsible for the conditions of operation of the DSME.

(2) In the DSME, programmes take place in eight research areas and each student must belong to one of the research areas. The research areas are as follows:

- a) Military engineering infrastructure;
- b) Military technology and robotics;
- c) Defence electronics, IT and communications;
- d) Military environmental security;
- e) Military logistics and defence economics;
- f) Safety engineering;
- g) Disaster management;
- h) Aeronautics and aeronautical engineering.

(3) Tasks of the DSME:

- a) designing, organising and implementing programmes leading to the award of an academic (PhD) degree in the discipline of "Military Engineering Sciences";
- b) managing the planning, training and scientific activities in the research areas, compiling and continuously updating the research topic list;
- c) developing and updating the structure and documents of the doctoral programme, developing and updating the programme structure;

- d) organising the teaching and research activities of the doctoral school, inviting lecturers and guest lecturers, supervising teaching;
- e) cooperation with the workshops of the programme and research, with the departments in relation to the acceptance of the research topics, the provision of infrastructural conditions for research, the provision of lecturers, the organisation of departmental research workshops for draft dissertations; liaison with the OAA.
- f) commenting on research topics planned by doctoral topic announcers to be announced and submitting them to the DCD for approval;
- g) developing and publishing methodological materials and information materials related to the doctoral programme;
- h) preparing, organising and conducting admission interviews;
- i) the personal enrolment of the student admitted to the doctoral programme for the first study semester, and from the second semester of studies onwards, the justified case-by-case registration of the student in the NEPTUN Unified Study System;
- j) managing, administering and recording the academic affairs of doctoral students and individually preparing students participating in the programme in the NEPTUN Unified Study System;
- k) issuing certificates (student status, issuing academic transcripts/electronic copies of the academic transcripts);
- l) managing the preparation of individual study and research programmes and semester study and research plans, keeping a copy of the plans, keeping the doctoral students' document repositories;
- m) preparing and submitting the contracts of engagement (lecturer, research, consultancy, coordinator, internship);
- n) acceptance of the semester reports of doctoral students and their supervisors;
- o) organising and announcing the complex examination and the "dissertation activity" reports, notifying and hearing the participants;
- p) the issuing of the absolutorium;
- q) preparing reports on the activities of the doctoral school;
- r) managing and updating the school's website, continuous updating of the communications on the doktori.hu website;
- s) organising conferences and scientific forums of the doctoral school;
- t) liaising with university and external research organisations, partners and other doctoral schools.

(4) The head of the school and his/her deputy, the academic secretary, the deputy of the academic secretary, the school administrators, the heads of the research areas, the supervisors and lecturers, and, if necessary, invited lecturers and experts shall participate in the planning, organisation and implementation of the tasks of the DSME.

(5) In the DSME, the professional management of teaching in the research areas is carried out by the heads of the research area, who direct, supervise and annually evaluate in writing the activities of the supervisors;

(6) The research of doctoral students is supervised by the research topic supervisors. Their detailed tasks are set out in the relevant part of the UPS UDHR.

(7) The professional background for the research of doctoral students is provided by the departments of the Faculty of Military Sciences and Officer Training. This is preferably the department of the doctoral student's supervisor. If the chosen topic does not fit the profile of the department in question, or if the doctoral student's supervisor cannot be assigned to a department as an external lecturer, the doctoral student will be assigned to the department to which his/her research topic is most closely related and where he/she can receive the most appropriate professional assistance for his/her work, as agreed between the head of the research area and the head of the department concerned.

(8) The student's assignment (affiliation) to a department shall be decided in consultation with the supervisors at the time of admission.

(9) The DSME shall closely cooperate with the Office of Academic Affairs (hereinafter referred to as the OAA) in the performance of its tasks.

### **Tasks of the head of the DSME**

#### **5. §**

(1) The DSME shall be headed by the head of school. Tasks of the head of the school:

- a) is responsible for the academic quality of research at the doctoral school, as well as for the teaching and research work and for the implementation of the related administrative tasks;
- b) provides data to the dean to ensure the financial, infrastructural and professional conditions necessary for doctoral students to pursue their study and research activities;
- c) directs the doctoral programmes and scientific research in the doctoral school;
- d) directs the work of the DSME DCD and is responsible for the preparation of the DSME DCD meetings and the implementation of its decisions;
- e) coordinates and is responsible for the quality of professional educational, research and research organisation work;
- f) represents the doctoral school;
- g) manages the operation of the DSME and exchanges information with the UDHC.

(2) The work of the head of the doctoral school is assisted by the deputy head of the school, the secretary of the DSME, the deputy secretary and the administrator(s), who work in cooperation with the lecturers, the heads of the research areas, the supervisors and the heads of the departments.

(3) The detailed responsibilities of the persons and units involved in decisions related to doctoral programmes and the persons and organizational units acting in academic

matters are set out in the relevant parts of the UPS UDHR and the UPS SER.

## **Location, phases and language of the doctoral programme**

### **6. §**

(1) The place of the doctoral programme of the DSME is the Zrínyi Miklós Barracks and University Campus. Exceptions to this may be made in the framework of a study trip and institutional visit organised by the school, as well as in the framework of an internship training planned in the doctoral student's 4-year research plan and approved by the supervisor.

(2) The doctoral programme shall take place in two consecutive phases: the training and research phase and the research and dissertation phase, the framework and requirements of which are set out in the Training Plan of the DSME.

(3) Doctoral programmes at the DSME are conducted in Hungarian and English. The rules of procedure and subject area of the foreign language programmes are the same as that of the approved Hungarian programmes, but variations are allowed in the process of implementation.

(4) The doctoral student may also participate in a part-time programme at a foreign or other Hungarian university. The student may participate in the part-time programme on the basis of a work programme approved by the supervisor, which ensures the validity of the given study period within the doctoral programme. The duration of the part-time programme – provided that the student reports it to the doctoral school and proves that the requirements have been met – shall be included in the duration of the doctoral programme, and the student status shall not be suspended. The part-time programme must be completed in accordance with the rules for credit recognition.

## **The types, duration, procedure and requirements of the doctoral programmes**

### **7. §**

(1) Doctoral programmes of the following programme types are conducted at the DSME: organized full-time, organized part-time and individual training.

(2) Organized doctoral programmes shall uniformly consist of a period of 48 months, comprising four academic years, eight active semesters and a maximum of four passive semesters.

(3) The programme at the doctoral school begins with admission and can be divided into several phases. These are: the training and research phase and the research and dissertation phase. The programme ends with the issuance of the absolutorium, which terminates the student status.

(4) After the absolutorium has been obtained, there is a one-year<sup>3</sup> preparation period, which ends with the application for the doctoral degree award procedure. The doctoral degree award procedure is a multi-stage process, from application to public defence to the awarding of the degree. At this stage, the student becomes a doctoral candidate.

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<sup>3</sup> This may be extended with one year in exceptional cases specified in the UPS SER.



(5) In the case of scholarship programmes, the duration of the disbursement of the doctoral scholarship shall be maximum eight semesters.

(6) In all programme types of the doctoral programmes, the fulfilment of the requirements for the award of an absolutorium must be measured in terms of credits.

(7) During the period of the organized programme a total of minimum 240 credits must be acquired, and the fulfilment of the other criteria requirements set out in the training plan of the DSME shall be mandatory as well.

(8) During the programme period, the doctoral student may choose extra subjects worth not more than ten percent of the credits required, without paying any additional costs.

### **The admission procedure, enrolment and semester registration of doctoral students**

#### **8. §**

(1) the doctoral programme shall begin with the admission procedure.

(2) Applications for doctoral school may be submitted by candidates whose dissertation supervision has been undertaken by a supervisor of the doctoral school.

(3) Students can apply for the topics announced by the doctoral school and published each year on its website and on the website at [doktori.hu](http://doktori.hu), by submitting the application form and its annexes (including the research plan).

(4) The detailed conditions and rules of procedure for application to the DSME and the admission procedure are set out in Chapter IV of the UPS UDHR.

(5) The applicant will undergo an admission interview, at which his/her personal qualities, his/her compliance with the requirements, the relevance, research potential and expected results of the chosen topic will be assessed. To be admitted, the applicant must obtain at least 60 admission points for full-time and part-time programmes, at least 70 admission points for individual training and at least 80 admission points for individual preparation.

(6) After the decision of the DCD, the student will receive a resolution on admission, on the basis of which he/she may enrol.

(7) After admission, the doctoral student will enrol and make a declaration regarding the processing of his/her data, using the form available on the DSME website. Based on the prescribed study, research and examination obligations, the doctoral student shall prepare, under the guidance of the supervisor, a four-year individual study and research programme in 3 copies, by the end of the last month of the first semester of the first academic year (31 January), according to the sample document available on the DSME website (individually preparing students are not obliged to do this), which contains the order in which subjects shall be taken up, the schedule for research work and planned publications.

(8) The four-year study and research programme (plan) of students in organized programmes is based on the model curriculum available on the DSME website, but the students may deviate from it with the approval of the supervisor. If this involves an external lecturer, the student must submit his/her application to the doctoral school

secretariat by 30 October in order to ensure financial planning

(9) The study and research programmes shall be approved by the head of the relevant research area on the basis of the proposal from the supervisor. The first copy remains with the student, the second is kept by the supervisor and the third is kept by the secretariat of the doctoral school.

(10) From the second semester onwards, by the first day of the first month of each semester (1 September and 1 February), the student participating in the programme shall prepare a detailed semester study and research plan, according to the sample document available on the DSME website, which shall be signed off by his/her supervisor and approved by the head of the research area, and then submitted to the secretariat of the doctoral school.

(11) If the student fails to submit the research plan by the specified date, he/she may – upon special request – submit it by the end of the fifth week of the semester.

(12) If the student spends the semester in another higher education institution – after having reported it – and wishes to have his/her performance achieved there to be recognised, the provisions of the UPS SER and this DSME SER regulating part-time programmes shall apply. Even in this case, the student must agree the study and research plan with his/her supervisor.

### **Student status, suspension and termination of student status**

#### **9. §**

(1) The student status of the doctoral student shall be established upon enrolment, or, in the case of an individually preparing student, upon application for the complex examination and acceptance thereof.

(2) A doctoral student who enrolls in the first semester, announces the continuation of his/her studies in the subsequent semesters, and (in the case of self-funded doctoral students) provides proof of payment of the tuition fee, fulfils the requirements for the previous semester specified in the training plan and earns at least 20 credits per semester shall have continuous student status.

(3) No new enrolment is required during the period of the student status. From the second semester of studies, the doctoral student shall register in the NEPTUN unified study system during the registration period and declares whether he/she will continue his/her studies or suspend his/her student status. If the doctoral student fails to register during the registration period through his/her own fault, he/she will be liable to pay a late registration surcharge.

(4) The doctoral students participating in self-funded programmes shall, at the time of registration, provide proof of payment of the tuition fee if he/she continues his/her studies. Failing that, the Secretariat will passivate the semester at the end of the first month of the study period.

(5) The student status is considered to be continuous even if the doctoral student takes part in part-time programmes at a foreign or other Hungarian university for a longer period of time, where the part tasks agreed with the supervisor are fully completed by him/her and credits can be awarded for these tasks.

(6) If the doctoral student declares that he/she does not wish to fulfil his/her student obligation in the next academic term, or if the doctoral student does not enrol for the forthcoming academic term, his/her student status shall be suspended. The period of consecutive suspension of the student status may not exceed two semesters.

(7) The conditions for the acquisition of credits and other criteria requirements are set out in the Training Plan of the DSME of the Faculty of Military Sciences and Officer Training and in the subject programmes. The rules on credit earning and recognition must be explained to students at the beginning of the programme.

(8) At the request of the doctoral student, the doctoral school may permit the suspension of the student status for a consecutive period of more than two semesters, even before the completion of the first semester, or until the end of the academic term already started, for the academic term in question, provided that the doctoral student is not able to fulfil his/her obligations arising from the student status due to childbirth, accident, illness or any other unexpected reason beyond his/her own fault, and that he/she provides appropriate evidence of this.

(9) Other detailed rules on passivation are set out in the relevant parts of the UPS SER and the UPS UDHR.

(10) The establishment, suspension and termination of the student status shall be governed by the relevant chapter of the UDHR and the UPS SER.

### **Individual training**

#### **10. §**

(1) The aim of individual training is to enable professionals with significant scientific research experience and a documented scientific record (equalling at least 10 publication points) to obtain a doctoral degree (PhD) by facilitated participation.

(2) The students participating in individual training shall have a student status with the university for the duration of the programme. These students shall be exempted from attending contact hours, but their programme shall include attendance at orientation sessions set by the doctoral school, as well as consultation and examination obligations. The individual training shall last for four years (48 months).

(3) To obtain the absolutorium, he/she must also earn at least 240 credits.

(4) The DCD school may recognise credits to students participating in individual training on the basis of the results of their studies and research results achieved prior to their admission: study obligation: maximum 16 credits, scientific research work: maximum 80 credits.

(5) The student participating in individual training shall prepare a four-year study and research programme, which he/she shall submit to the doctoral school by the deadline set by the doctoral school, but no later than until the end of the first semester of the first academic year (31 January), using the form provided for this purpose, with the agreement of his/her supervisor and the approval of the head of the research area.

(6) Further study and research tasks to be carried out during the period of the programme shall be determined by the supervisor in consultation with the student, taking into account the student's academic record and previous performance.

(7) Students participating in individual training do not have compulsory credits per semester, they carry out their activities according to their own plan, under the guidance of their supervisor. At the end of each semester, the student must submit a report on the credits earned to the doctoral school, even if it is in the negative.

(8) If preparation is successful, the doctoral school will issue an absolutorium to the student in individual training upon completion of his/her studies, provided that he/she has fulfilled the specified conditions.

(9) In all other respects, the provisions of the UPS UDHR shall apply to doctoral students participating in individual training.

### **Individual preparation**

#### **11. §**

(1) The aim of the individual preparation is to enable applicants with a master's degree and a diploma certifying professional qualification from a Hungarian or foreign university, as well as with a documented teaching or scientific research record in the disciplines specified in the Doctoral Regulations for at least 5 years, worth of at least 150 credits, to obtain a doctoral degree (PhD) without participating in organized doctoral programmes. Individual preparation is only possible in particularly justified cases!

(2) In the case of individually preparing students, the doctoral degree award procedure (the research and dissertation phase) begins upon application, by applying for the complex examination and acceptance thereof. The student status of the individually preparing student is established upon application for the complex examination and acceptance thereof.

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

(4) The application for admission and the studies of individually preparing students are governed by the relevant parts of the UPS SER and the UPS UDHR.

### **Rights and obligations of the doctoral students**

#### **12. §**

Doctoral students are required to attend in person the orientation sessions, DSME conferences and the semester credit settlements determined by the doctoral school.

### **Costs of the programme and other costs**

#### **13. §**

(1) The amount of the payable self-funded tuition fee shall be determined on the basis of the relevant Rector's instruction, and shall be specified in the Doctoral Admission Prospectus issued for the academic year in question.

(2) The doctoral student who pays the self-funded tuition fee must provide proof of payment on the day of enrolment.

(3) The provisions of the Student Payment and Benefit Policy shall apply to all other matters relating to the payment of the self-funded tuition fee and other fees payable.

### **General requirements for the programmes**

#### **14. §**

(1) In order to obtain the absolution in the organized programme, by the end of the 8th semester, the minimum of

(2) 240 credits must be obtained according to the following modules:

- a) study obligation minimum 50 programme credits;
- b) scientific research work minimum 170 research credits;
- c) teaching (contact hours) maximum 20 credits. I.e. a total of 240 credits.

(3) The doctoral programme consists of two phases of 4-4 semesters. An average of 30 credits per semester, but least 20 credits per semester, and a total of 240 credits, is compulsory. A student participating in individual training can complete the required credits in any optional number of credits per semester;

(4) By the end of the first phase of the programme (training and research phase), i.e. by the 4th semester, a minimum of 90 credits and 8 publication points must have been obtained. Out of these, a minimum of 50 study credits must be obtained.

(5) At the end of the fourth semester of the training and research phase, the student must pass a complex examination. A successful complex examination is followed by a four-semester research and dissertation phase.

(6) During the programme period, the doctoral student may choose extra subjects worth not more than ten percent of the credits required by the study obligation, without paying any additional costs, i.e. a maximum of 55 credits may be recognised through the study obligation.

(7) Students participating in individual training, with the exception of the first semester, are free to complete the minimum of 240 credits according to their own plan, with the restriction that the study credits must be completed by the end of the training and research phase. Attendance at contact hours is not compulsory for them, but recommended.

(8) At the beginning of the semesters, the doctoral student must attend an orientation session at a time announced by the doctoral school in order to familiarise him/herself with the procedures and the latest developments in the discipline.

(9) The doctoral student shall maintain contact with the supervisor in the manner and at the time specified by the supervisor, but at least on a monthly basis.

(10) In order to clarify the order of contact class attendance and the requirements for each subject, each doctoral student must contact the lecturer of each subject by the end of the first month of the given semester.

### **Evaluation of studies**



## **15. §**

- (1) The exam grade shall be determined on the basis of the oral or written examination taken during the examination period. The student's knowledge can be assessed as follows: a) five-level grades: excellent (5), good (4), average (3), sufficient (2), fail (1), for the report three-level grades can be given: excellent (5), pass (3), fail (1).
- (2) The detailed rules and procedures for examinations and the rules for failed examinations are set out in the relevant parts of the UPS SER.
- (3) The students participating in organized programmes shall end the semester with a credit settlement, which shall be done by submitting the semester credit report form available on the DSME website to the secretariat of the doctoral school.
- (4) The fulfilment of the requirements shall be verified in terms of scientific research by the supervisor, in terms of the teaching duties (contact hours) by the head of the department having competence regarding the topic (in exceptional cases by the head of the research area) – in agreement with the supervisor – and in terms of the subjects by the lecturer, by signing the semester and the examination form/course result sheet in the NEPTUN system.
- (5) A doctoral student may continue his/her studies if he/she has completed at least 20 credits in the semester and has fulfilled the criteria requirements set out in the Training Plan of the DSME of the Faculty of Military Sciences and Officer Training. In exceptionally justified cases, upon the doctoral student's request and on the basis of an individual assessment, the head of the doctoral school may grant an exemption from the fulfilment of 20 credits, however, the missed credits must be completed in the following semester.
- (6) The requirements of the programme and the criteria requirements can be met by fulfilment of study, research, publication and teaching (contact hours) obligations, the proposed scheduling for which is set out in the model curriculum available on the DSME website.

## **Study obligations**

### **16. §**

- (1) The study obligation shall be fulfilled by attending contact hours (classes), fulfilling the requirements of the subjects and successfully completing the report, examination, etc., appropriate to the type of class.
- (2) The contact hour (class) is the unit of time of the sessions of the study obligations included in the recommended curriculum, that require the assistance of an instructor. Types of the contact hours: lecture, seminar, e-seminar, classroom exercise, training facility practice, field exercise/shooting practice, laboratory exercise, workshop exercise, professional (teaching) exercise, consultation, or a combination of these.
- (3) The subject is the basic unit of the curriculum of the doctoral programme: the taking and completion of the subjects shall be subject to conditions. The knowledge to be acquired in the individual subjects is defined in the subject programmes of the subjects that form part of the training plan.
- (4) The DSME updates and publishes the list of subjects that can be taken every year: it is advisable to choose from them and include them in the semester study and research

plan, but in cases justified by the research topic, the student may also take subjects from other doctoral schools, except for the compulsory subjects.

(5) The list of compulsory subjects, compulsory subjects to be chosen from several options and the optional subjects and the plan for taking up the subjects are set out in Section 2.2 of the DSME Training Plan.

### **Requirements for the scientific research work**

#### **17. §**

(1) At least 12 credits per semester must be acquired through scientific research work in the first phase of the programme (semesters 1-4), and at least 20 credits per semester in the second phase of the programme (semesters 5-8) (15 credits: "Scientific research" + 5 credits: "Dissertation activity"), so that by the end of the programme the student must have at least 170 scientific credits. Credits can be earned through the scientific activities and dissertation activities as defined in the Training Plan of the DSME.

(2) Publications also count as points according to the publication score table available on the website of the DSME, which is relevant in terms of the application for the doctoral degree award procedure. Co-authored publications must be accompanied by the co-author's declaration available on the website of the DSME.

(3) In order to complete the scientific research work, the numbered subject titled "Scientific Research I-VIII"<sup>4</sup> belonging to the given semester must be taken in each semester from the subjects outside the research areas.

(4) At the end of each semester, the supervisor shall verify the scientific activity in the "Semester credit report" by recognising the credits. The places where the published publications are accessible in the Library of Hungarian Scientific Works (MTMT) must be attached to the evaluation of the supervisor verifying the scientific activities.

(5) Within the framework of the scientific research work, at the end of the 2nd semester – as a requirement of the Scientific Research II subject – the doctoral student shall present his/her four-year research plan and annual progress, and in the 7th semester – as a requirement of the Scientific Research VII subject – the results of his/her research work to date. The results shall be presented at the doctoral student conferences organised by the DSME. In addition to the above, at the end of semesters V-VIII, at the "Dissertation Activity" reporting workshops, the doctoral student must present the results of his/her research work achieved in the given semester to the lecturers and students of the research area.

(6) The conditions, scheduling, requirements and other criteria requirements for research work and publications are set out in detail in the Training Plan of the DSME of the Faculty of Military Sciences and Officer Training.

### **Requirements for teaching (contact hours) by the students**

#### **18. §**

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<sup>4</sup>The Roman numerals included in the names of the subjects indicate the semester in which the given subject can be taken.



(1) Doctoral students may also earn credits from the 3rd semester of the programme onwards by teaching contact hours related to their topic, provided that contact hours may only be held on the student's research topic – or a closely related topic – subject to the permission of the head of department having competence according to the given topic. A student who holds a teaching post may not earn credits for teaching contact hours at his/her own university.

(2) 1 credit may be awarded for holding 4 contact hours. Credits can be earned for teaching according to the following rules: a maximum of 5 credits can be earned per semester, a maximum of 10 credits can be earned in the first phase of the programme, a maximum of 10 credits can be earned in the second phase of the programme and a total of 20 credits can be earned during the entire programme.

(3) The provisions of this Article do not apply to individually preparing students. The specific rules applicable to them are set out in the currently effective University Doctoral and Habilitation Regulations (UDHR).

### **Recognition of credits**

#### **19. §**

(1) Study activities (e.g. a subject studied) or teaching may not be recognised as prior achievement, but publication activities can be recognised. A maximum of 16 study credits can be recognised for students participating in individual training.

(2) The results of scientific research work carried out in the three years immediately preceding admission to the doctoral school – related to the doctoral student's research topic – may be recognised in the first semester of the doctoral programme with credits upon application (according to the table included in the training plan). If the prior achievements are not related to the student's topic, 50% of the credits may be awarded.

(3) The head of the doctoral school shall decide on the recognition of credits for scientific research work upon the application of the student and with the agreement of the supervisor. The application must be submitted to the secretariat of the doctoral school by the 1st day of the 3rd month of the first semester, but no later than the starting of the examination period, using the form available on the DSME website.

(4) A maximum of 20 scientific credits, whereas for students participating in individual training a maximum of 80 scientific credits may be earned in the first semester through recognition of prior achievements.

### **Transfer, change of supervisor, title and research topic**

#### **20. §**

(1) A student who is participating in a PhD programme organized at another university may apply for transfer to the University of Public Service if the conditions of the research activity to be carried out by him/her are ensured. The procedure and conditions for the transfer are set out in the UPS UDHR.

(2) If the relationship between the student and the supervisor is inadequate, 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 initiate a change of the topic or the supervisor at the

DSME DCD.

(3) The doctoral student may apply for a change of title up to two times during his/her studies in order to narrow down or concretise the topic, but this shall not mean a change of the research topic. A title change may also be suggested by the workshop discussion.

(4) The supervisor or the doctoral student may request the change of the research topic until the beginning of the 5th semester. A change of topic can also be initiated on the recommendation of the complex examination committee and with the agreement of the doctoral student. Change of the topic shall be decided by the DCD by approving the new draft topic, based on the proposal of the head of the DSME.

### **Parallel studies**

#### **21. §**

(1) The student may – with the permission of the supervisor – participate in parallel studies. Participation in parallel studies shall be reported to the DSME.

(2) The recognition of the subjects taken and the research activities done in parallel studies shall be decided by the DSME DCD on the recommendation of the supervisor.

### **Assessment of the knowledge acquired**

#### **22. §**

(1) The end-of-semester grade shall be determined (and signed in the electronic academic transcript) by the supervisor in the case of research activities, by the lecturer in the case of a subject, by the head of the department in the case of teaching activities (taking into account the opinion of the supervisor or the senior lecturer directly supervising the teaching), and by the head of the research area in the case of dissertation activities.

(2) The subject taken and completed by the student shall end with an examination grade, a mid-semester assessment or a practical grade, the scientific research with a practical grade and the dissertation activity with a report. The knowledge shall be assessed by examination, mid-semester assessment and, in the case of a practical grade, by a five-level rating.

(3) The forms of assessment of the knowledge related to the individual subjects, acquired during the programme are specified in the Model Curriculum included in the Training plan, whereas the related content requirements are specified in the Subject Programmes.

(4) If a failed examination is re-taken, the provisions of the UPS SER shall apply.

### **The complex examination**

#### **23. §**

(1) During the doctoral programme, at the end of the fourth semester, as a conclusion of the training and research phase of the programme and as a condition for the commencement of the research and dissertation phase, a complex examination shall be

taken which measures and evaluates the academic and research progress, and the results of which shall be recorded in the minutes available on the DSME website.

(2) To be admitted to the complex examination, the student must have obtained at least 90 credits in the training and research phase of the doctoral programme, including all the required study credits. The latter requirement does not apply to students individually preparing for the doctoral degree award procedure. It is also required to submit the Application form for the complex examination, which can be found on the DSME website, plus the accompanying Research Report and the list of publications available on the DSME website, as well as the separate copies to the secretariat of the doctoral school, and at the same time to declare regarding the publication of personal data on the University's website in accordance with Article 14 (2) (a).

(3) An additional requirement for applying for the complex examination is the completion of at least 8 publication points, and within this, the existence of at least two publications – classified as category A, B, C, D by the Committee on Military Science, Division IX of the Hungarian Academy of Sciences (MTA HB) – published in peer-reviewed journals, of which maximum one publication may be a paper accepted for publication after peer-review.

(4) At the time of application for the examination, the individually preparing student must have documented teaching or scientific research performance/experience equivalent to at least 150 credits, and 20 publication points required for the degree award procedure.

(5) The complex examination shall consist of two main parts: a part to assess the examinee's theoretical knowledge ("theoretical part"), and another part in which the student shall report on his/her academic progress ("dissertation part").

(6) The content of the complex examination, the way it is conducted and the assessment are set out in the DSME Training Plan.

(7) In the case of a successful complex examination, 20 credits may be requested for the student's accepted Research Report, which must be settled in the 5th semester.

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

(9) Further detailed rules on the organisation, conduct and assessment of the complex examination are laid down in the relevant parts of the UDHR.

### **The workshop discussion**

#### **24. §**

(1) Upon the request of the supervisor, the head of the school may authorise the convening of a workshop discussion in the last academic semester for the professional discussion of the doctoral student's draft doctoral dissertation.

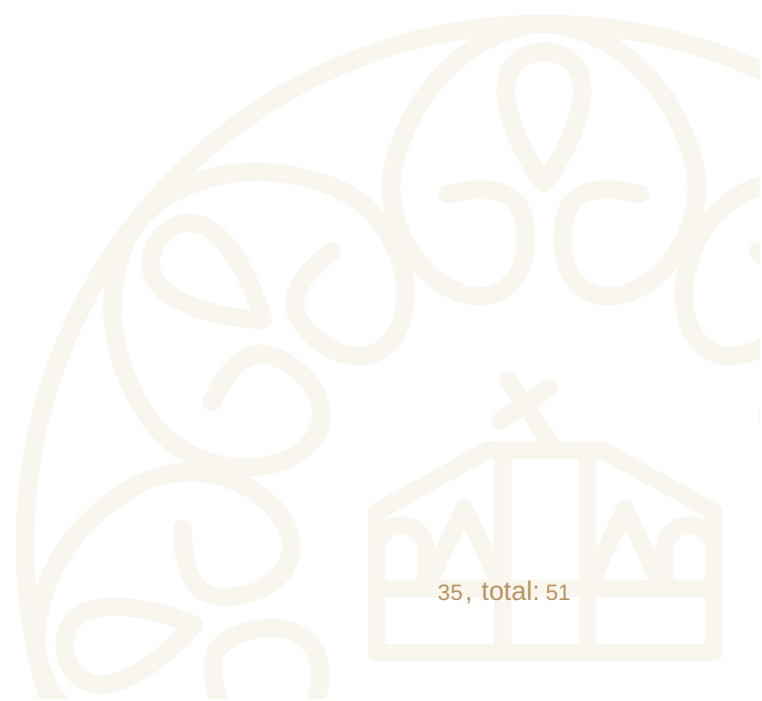
(2) The rules for the organisation of the workshop discussion are regulated in Chapter V of the UPS UDHR.

(3) The application for conducting a workshop discussion shall be submitted to the secretariat of the doctoral school by filling in the declaration form as per Article 14 (2)

(b), available on the DSME website.

(4) Simultaneously with granting the authorisation, the head of the doctoral school may also verify that the minimum publication requirements for the application for the degree award procedure have been met, provided that all the conditions for such requirements are met.

(5) The minutes provided on the DSME website shall be recorded regarding the workshop discussion.



## **Completion of the programme, requirements for obtaining the absolutorium**

### **25. §**

(1) The final certificate (absolutorium) certifies the completion of the study obligations, the scientific research work and the teaching of contact hours (if the student has chosen this) required by the curriculum, the successful completion of the required exams other than the language exam and the obtaining of the necessary minimum 240 credits and also certifies, without qualification and evaluation, that the doctoral student has fully complied with the required programme requirements.

(2) After the successful completion of the 8th semester, if all the conditions for issuing the absolutorium are met, the doctoral school will issue the final certificate. However, the student will only receive it if he/she submits his/her application to that effect and the 4-year final reports (constituting part of such application) prepared by him/her and his/her supervisor, to the head of the doctoral school.

(3) The issuance of the absolutorium is conditional on the possession of at least 240 credits by the end of the period of the programme, and on the fulfilment of the additional criteria requirements set out in the training plan. An additional requirement – according to the publication score table attached to the UDHR as an Annex – is the completion of 20 publication points required for the degree award procedure, including at least five articles in peer-reviewed journals – classified as category A, B, C, D by the Committee on Military Science, Division IX of the Hungarian Academy of Sciences (MTA HB) – presenting the results of the applicant's own research, of which at least one is a professional publication in a foreign language. Maximum one of the publications may be a paper accepted for publication after peer-review.

(4) The four-year academic term may not be shortened, the absolutorium may not be issued earlier, but the workshop discussion may be held in the last semester of the programme.

(5) The final certificate shall be signed by the head of the doctoral school or his/her deputy in the doctoral student's electronic academic transcript.

## **Closing provisions**

### **26. §**

The DSMS SER was adopted by Senate Resolution No. 93/2021. (VII. 7.).

## Annex(es)

Annex I – Credit values of the scientific research activities (Available at: <https://rtk.uni-nke.hu/oktatas/rendeszettudomanyi-doktori-iskola/letoltheto-anyagok>)

Annex II – 4-year individual study and research programme (Available at: <https://rtk.uni-nke.hu/oktatas/rendeszettudomanyi-doktori-iskola/letoltheto-anyagok>)

Annex III – Semester study and research plan (Available at: <https://rtk.uni-nke.hu/oktatas/rendeszettudomanyi-doktori-iskola/letoltheto-anyagok>)

Annex IV – Written “Research Report” (Available at: <https://rtk.uni-nke.hu/oktatas/rendeszettudomanyi-doktori-iskola/letoltheto-anyagok>)



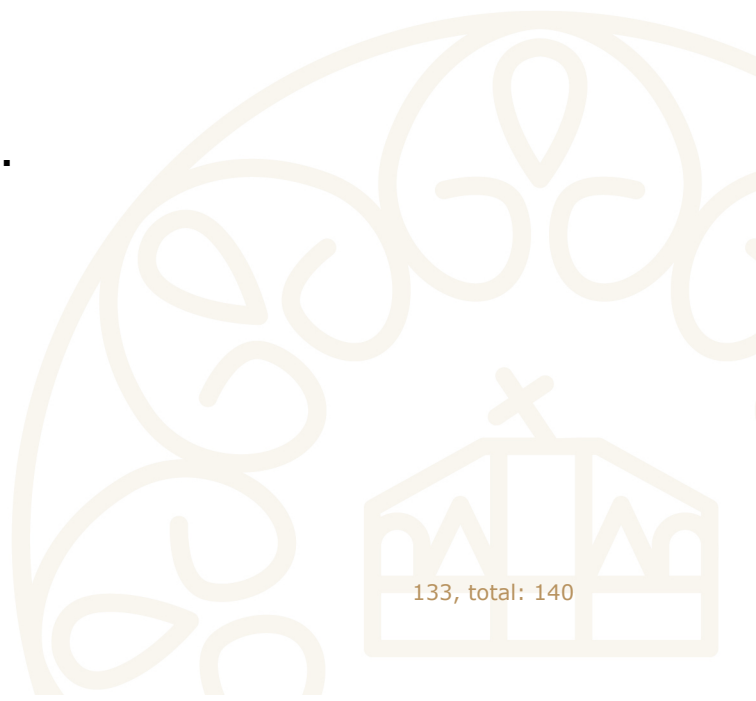
**University of Public Service**  
**Faculty of Public Governance and International Studies**  
**Doctoral School of Public Administration Sciences**

**Study and Examination Regulations**

**2021.**

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<sup>92</sup> Enacted by Senate Resolution No. 93/2021 (VII. 7.).





The Senate of the University of Public Service, pursuant to Article 20 (1) (c) of the University Doctoral and Habilitation Regulations, hereby establishes the Study and Examination Regulations of the Doctoral School of Public Administration Sciences (hereinafter referred to as DSPAS) of the Faculty of Public Governance and International Studies (hereinafter referred to as DSPAS SER) as follows:

### **The scope of DSPAS SER**

#### **1. §**

(1) The personal scope of the DSPAS SER shall apply to the Hungarian students and, unless otherwise provided by a provision of law or international agreement, students of foreign citizenship (hereinafter referred to as doctoral students) attending the doctoral programme and the lecturers involved in the doctoral programme.

(2) The material scope of the DSPAS SER shall cover the study and examination matters of doctoral students.

### **Legal background of the DSPAS SER**

#### **2. §**

For matters not covered by the DSPAS SER

- a) Act CCIV of 2011 on National Higher Education,
- b) Act CXXXII of 2011 on the University of Public Service and on Higher Education in Public Administration, Law Enforcement and Military,
- c) Government Decree 387/2012 (XII. 19.) on Doctoral Schools, Doctoral Procedures and Habilitation,
- d) Government Decree 423/2012 (XII. 29.) on Higher Education Admission Procedures,
- e) the Study and Examination Regulations of the University of Public Service (hereinafter referred to as: the UPS SER),
- f) the University Doctoral and Habilitation Regulations of the University of Public Service (hereinafter referred to as: the DHR), and
- g) the Training Plan and Operating Regulations of the DSPAS

shall be applied, *mutatis mutandis*.

### **Declarations of consent for data processing**

#### **Article 2/A**

The publication of the personal data of doctoral students on the University's website within the scope of the DSPAS SER is based on the following consent forms, and shall be carried out according to the content of these forms:

- a) declaration of consent for doctoral students who have successfully passed the complex examination at the doctoral schools of the University of Public Service,

who have obtained an absolutorium, who are starting a doctoral degree award procedure and who have obtained a doctoral degree;

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

### **The language of the doctoral programme**

#### **3. §**

The language of the doctoral programme is Hungarian and English. The English language programme must not differ from the Hungarian language programme, unless otherwise specified in the Training Plan. In the case of English-language programmes, the lecturers and the designated supervisors must be people with an academic degree who are able to teach in the language concerned.

### **Enrolment of the doctoral student and his/her registration for each semester**

#### **4. §**

(1) Admitted doctoral students shall enrol in person at the DSPAS secretariat during the registration period.

(2) The doctoral student shall register in the Neptun Unified Study System from the second semester of his/her studies during the registration period, at the same time declaring whether he/she will continue his/her studies or suspend his/her student status. If the doctoral student fails to register during the registration period through his/her own fault, he/she will be liable to pay a late registration surcharge. The doctoral student participating in self-funded programmes shall, at the time of registration, provide proof of payment of the tuition fee if he/she continues his/her studies. Failing that, the DSPAS Secretariat will passivate the semester on the first day of the study period.

(3) Student status shall be suspended in accordance with the provisions of Article 32 of the UPS SER. The student must report his/her request for suspension to the DSPAS

- a) until August 31 regarding the autumn semester;
- b) until January 31 regarding the spring semester.

(4) The DSPAS may authorise the suspension of the student status on maximum three occasions, for a total of four semesters. At the request of the doctoral student, the head of the DSPAS may authorise the suspension of the student status on the basis of Article 31 of the DHR and Article 32 of the UPS SER.

(5) During the period of suspension, the doctoral student may carry out data collection, scientific research work, may publish, participate in scientific conferences and competitions. The doctoral student will receive credits for his/her work accomplished during the period of suspension, in the first active semester following the suspension.

(6) The student status is considered to be continuous even if the doctoral student takes part in part-time programmes at a foreign or other Hungarian university for a longer

period of time, where the part tasks agreed with the supervisor are fully completed by him/her and credits can be awarded for these tasks.

### **The organized programmes**

#### **5. §**

(1) Within the framework of the organized programmes, doctoral students shall attend contact hours, consult the supervisor individually or in groups, conduct scientific research, publish and teach in the bachelor's degree programmes. The organized programmes include developing the teaching and research skills of doctoral students.

(2) A doctoral student working on a correspondence basis may pursue teaching activities at any higher education institution. The doctoral student must present official proof of his/her teaching activity performed at another higher education institution to the supervisor and the head of the research area.

(3) The credit record is maintained by the coordinator of the DSPAS.

### **Individual training**

#### **6. §**

(1) The Doctoral Council of the Discipline (hereinafter referred to as the DCD) may recognise credits to doctoral students participating in individual training on the basis of the results of their studies and research prior to their admission, as specified in Article 36 (3) of the DHR.

(2) The recognition of study results shall be based on courses completed in the previous doctoral programmes.

(3) The recognition of research results (scientific research) shall be based on the doctoral student's publications and conference presentations as specified in the Training Plan.

(4) Maximum two of the compulsory subjects specified in the Training Plan can be recognised.

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

### **Individual preparation**

#### **7. §**

(1) After passing the complex examination, the individually preparing doctoral students shall, based on the result of the credit recognition procedure, acquire the remaining credits required for obtaining the absolutorium during the research and dissertation phase, by means of scientific research work in accordance with the Training Plan.

(2) The individually preparing doctoral student shall also be obliged to participate in the semester research forums organized by the DSPAS.

## **Costs of the programme and other costs**

### **8. §**

- (1) The amount of the payable self-funded tuition fee shall be determined on the basis of the relevant Rector's instruction, and shall be specified in the Doctoral Admission Prospectus issued for the academic year in question.
- (2) The doctoral student who pays the self-funded tuition fee must provide proof of payment on the day of enrolment.
- (3) The provisions of the Student Payment and Benefit Policy shall apply to all other matters relating to the payment of the self-funded tuition fee and other fees payable.

## **Credit allocation**

### **9. §**

- (1) The doctoral programme consists of two phases, each of four semesters. In the first four active semesters, an average of 30 credits per semester, but at least 21 credits per semester shall have to be earned.
- (2) The DSPAS shall initiate the termination of the student status of a doctoral student who has not obtained a minimum of 42 credits during two consecutive active semesters with the Rector.
- (3) A minimum of 240 credits shall have to be earned during the eight active semesters.
- (4) For doctoral students, the deadline for the credits to be credited shall be the last day of the examination period. Courses not completed by this deadline can be accomplished in the following semester, by taking the course again.

## **Recognition of previous scientific research work**

### **10. §**

- (1) Previous scientific research work can be recognised on the basis of the admitted doctoral student's application. Only publications or conference participation with the highest number of credits will be accepted during the assessment.
- (2) The deadline for submitting the application shall be 1 October of the first semester.

## **Changing the research topic**

### **11. §**

- (1) The research topic can be changed until the last working day of the first month of the third active semester.
- (2) Following the change of the topic, the doctoral student must fulfil the requirements of the complex examination corresponding to his/her new research topic.

## **Parallel studies**

### **12. §**

The doctoral student may – with the permission of the supervisor – participate in parallel studies in another doctoral school. Participation in parallel studies shall be reported to the head of the DSPAS. The recognition of the subjects taken and the research activities done in parallel studies shall be decided by the DCD on the recommendation of the supervisor.

## **Credit recognition**

### **13. §**

(1) The doctoral student may request the recognition of credits earned for the subject taken and completed in the doctoral school of another faculty or institution, provided that the subject is relevant to the doctoral student's research topic.

(2) The recognition of credits shall be decided by the DCD on the recommendation of the supervisor.

(3) If the knowledge content matches, the substitute subject shall be recognised with the number of credits specified in the Training Plan of the DSPAS. A compulsory subject specified in the Training Plan cannot be replaced by recognition of credits.

(4) When a subject is recognised, the grade obtained may not be changed.

## **The examination period and the assessment of the knowledge acquired**

### **14. §**

(1) Doctoral students participating in organized programmes and individual training shall take their examinations during the examination period determined by the University of Public Service. In cases worthy of special consideration (e.g. staying abroad), upon the doctoral student's request – with the permission of the subject coordinator – the examination can be taken before the examination period in the given semester.

(2) A course not completed until the last day of the examination period may be re-taken at the time such course is announced again.

(3) Examination courses are not announced by the DSPAS.

(4) If a failed examination is re-taken, the provisions of the UPS SER shall apply.

(5) The form of assessment and content requirements for the examination of the acquisition of knowledge related to the individual subjects during the programme are laid down in the subject data sheets.

(6) In case of the complex examination and the subjects requiring a signature, a two-level knowledge assessment, whereas in case of an end-term examination, a five-level assessment method shall be applied. In case of an assignment (a paper to be submitted), an offered, five-level assessment method is applied.

## The complex examination

### 15. §

- (1) Conditions for applying for the complex examination:
  - a) obtaining the programme credits (minimum 50 credits) specified for the training and research phase;
  - b) obtaining the minimum research credits (minimum 40 credits) specified for the training and research phase;
  - c) full completion of the scientific research work required by the Training Plan for the first four semesters;
  - d) submission of a written research document of at least 2 author's sheets in the format prescribed by the DSPAS.
- (2) The content of the research documentation:
  - a) a summary of the research activity carried out during the 1-4 semesters (at least 0.25 author's sheet);
  - b) a research plan for semesters 5-8 (minimum 0.25 author's sheet);
  - c) a partial study on the doctoral student's research topic (minimum 1.5 author's sheets).
- (3) A previous independent publication by the doctoral student can be used in the preparation of the partial study.
- (4) During the assessment specified in Article 39 (4) of the DHR, the supervisor shall consider
  - a) the examinee's scientific research work;
  - b) the progress of the doctoral research so far;
  - c) the continuation of the doctoral research, the possible completion of the dissertation;
  - d) the difficulties encountered in the course of the work, suggestions for improvement.
- (5) The doctoral student shall attach the research documentation and the evaluation by the supervisor to the application for the examination; in the absence of these, the application for the examination shall be deemed invalid.
- (6) The deadline for the application for the examination shall be
  - a) 15 November in the autumn semester;
  - b) 15 April in the spring semester.
- (7) Parts of the complex examination:
  - a) compulsory subject: the concept, subject and components of public governance (political sciences); methods of research on the state and public administration;

- b) the subject area related to the examinee's research topic in public governance, public administration science or other social sciences;
- c) a 15-minute PowerPoint presentation in accordance with Article 39 (3) of the DHR.

(8) The subject area specified in paragraph (7) (b) shall be determined by the examinee's supervisor, who shall also prepare the examination questions and the literature facilitating the preparation for the examination.

### **Workshop discussion**

#### **16. §**

(1) The recommended time for the workshop discussion is the first semester after obtaining the absolutorium.

(2) In exceptional cases, if the state of the draft dissertation of the doctoral student attending the organized programme allows for it, the workshop discussion may also be held in the eighth active semester.

### **Closing provisions**

#### **17. §**

The DSPAS SER was adopted by Senate Resolution No. 93/2021. (VII. 7.).



**University of Public Service  
Faculty of Law Enforcement  
Doctoral School of Law Enforcement  
  
Study and Examination Regulations**

**2021.**

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<sup>5</sup> Enacted by Senate Resolution No. 93/2021 (VII. 7.).



The Senate of the University of Public Service, pursuant to Article 20 (1) (c) of the University Doctoral and Habilitation Regulations, hereby establishes the Study and Examination Regulations of the Doctoral School of Law Enforcement (hereinafter referred to as DSLE) of the Faculty of Law Enforcement (hereinafter referred to as DSLE SER) as follows:

### **The scope of DSLE SER**

#### **1. §**

(1) The personal scope of the DSLE SER shall apply to the Hungarian students and, unless otherwise provided by a provision of law or international agreement, students of foreign citizenship (hereinafter referred to as doctoral students) attending the doctoral programme and the lecturers involved in the doctoral programme.

(2) The material scope of the DSLE SER shall cover the study and examination matters of doctoral students.

### **Legal background of the DSLE SER**

#### **2. §**

For matters not covered by the DSLE SER the provisions of the below legislation and regulations shall be applied, mutatis mutandis:

- a) Act CCIV of 2011 on National Higher Education,
- b) Act CXXXII of 2011 on the University of Public Service and on Higher Education in Public Administration, Law Enforcement and Military,
- c) Government Decree 387/2012 (XII. 19.) on Doctoral Schools, Doctoral Procedures and Habilitation,
- d) Government Decree 423/2012 (XII. 29.) on Higher Education Admission Procedures,
- e) the Study and Examination Regulations of the University of Public Service (hereinafter referred to as: UPS SER),
- f) the University Doctoral and Habilitation Regulations of the University of Public Service (hereinafter referred to as: DHR), and
- g) Training Plan and Operating Regulations of the DSLE.

### **Declarations of consent for data processing Article 2/A**

The publication of the personal data of doctoral students on the University's website within the scope of the DSLE SER is based on the following consent forms, and shall be carried out according to the content of these forms:

- a) declaration of consent for doctoral students who have successfully passed the complex examination at the doctoral schools of the University of Public Service, who have obtained an absolutorium, who are starting a doctoral degree award procedure and who have obtained a doctoral degree;
- b) declaration of consent in connection with the announcement of the workshop discussion and the public defence by the doctoral school;
- c) declaration of consent to the inclusion of the dissertation and the thesis booklet in the database of the Hungarian Doctoral Council (doktori.hu).

### **The language of the doctoral programme**

#### **3. §**

(1) The language of the doctoral programmes is generally Hungarian. However, the programme can also be provided in other languages, mainly English. The foreign language programme must not deviate from the approved programme in its subject matter. In this case, the lecturers and the designated supervisors must be persons with an academic degree, accredited on the HDC website, who are able to teach in the language concerned.

### **The student status of the doctoral student**

#### **4. §**

(1) The legal status of students is regulated under Article 31 of the UDHR.

(2) Continuing student status is regulated under Article 32 of the UDHR.

(3) Only persons holding a Master's degree or a university diploma may participate in the doctoral programmes.

(4) Participants in the organized programmes of the Doctoral School may pursue their studies on a full-time or correspondence basis.

(5) Student status shall be established following successful completion of the admission exam conducted by the Doctoral School, or in the case of an individually preparing student, following successful completion of the complex examination, or following transfer from another doctoral school, as of enrolment. The DCD shall make the decision on the transfer, on the basis of a written application from the applicant. The applicant may appeal against a rejection decision to the University Doctoral and Habilitation Council (UDHC) within 8 days of receipt of the decision.

(6) The student status shall be maintained for the duration of the organized doctoral programme. The starting date of the student status shall be the date of enrolment. No new enrolment is required during the period of the student status. Admitted doctoral students shall enrol in person at the DSLE secretariat during the registration period.

(7) Before the start of each subsequent semester, the student must give a written notification during the registration week and thereby declare whether he/she will continue his/her studies or suspend his/her student status for the semester in question. The students participating in self-funded programmes shall provide proof of payment of the tuition fee if he/she continues his/her studies, simultaneously to this. If the student

fails this notification during the registration period through no fault of his/her own, he/she will be charged a late registration surcharge. In the case of failure of the notification and payment of the surcharge, the student's student status will be suspended and a passive semester will be registered for him/her.

(8) Based on the prescribed study, research and examination obligations, the doctoral student shall prepare, under the guidance of the supervisor, a four-year individual study and research programme, by the end of the first semester. The individually preparing student is not obliged to perform this task.

(9) The study and research programme shall be approved by the head of the relevant research area on the basis of the proposal from the supervisor.

(10) From the second semester onwards, the student shall prepare the study and research plan for the given semester by 20 September and 20 February, respectively. The plan shall be signed off by the supervisor and approved by the head of the research area.

(11) The student may submit the research plan – which he/she failed to submit within the respective time limit – by the end of the fifth week of the current semester. If the research plan is submitted after this deadline, the student's semester will be declared a passive semester.

(12) In the case of full-time doctoral students, the duration of the doctoral scholarship is 8 semesters. In the case of a full-time doctoral student who has transferred from another doctoral school, the time spent as a full-time doctoral student before the transfer is also counted towards the period of student status.

(13) Student status shall be suspended in accordance with the provisions of Article 32 of the UPS SER. The student must report his/her request for suspension to the DSLE

- a) for the autumn semester by 31 August of the year in question;
- b) by 31 January for the spring semester.

(14) Temporary suspension (interruption) of the period of study or of the student's student status may be authorised by the DCD on the basis of the justified request of the student and on the recommendation of the head of the DSLE. A student may exercise his/her right of suspension of his/her student status on maximum three occasions, for a total of four semesters. The period of consecutive suspension of the student status may not exceed two semesters. The first suspension can take place only after successful completion of the first semester. During the passive semesters, the student status shall be suspended, but the semesters count towards the total possible duration of the programme (12 semesters).

(15) At the request of the doctoral student, the DCD may authorise the suspension of the student status

- a) even for a continuous period longer than two semesters;
- b) even before the first semester is completed;
- c) or until the end of the academic term already started, for the academic term in question;

provided that the doctoral student is not able to fulfil his/her obligations arising from the student status due to childbirth, accident, illness or any other unexpected reason beyond his/her own fault, and that he/she provides appropriate evidence of this.

(16) No state scholarship shall be paid during the suspension of the student status, and the fee-paying student may not be obliged to pay tuition fees. In the event of postponing or skipping an academic year, or in the case of other interruption of studies, the doctoral student applying to continue the programme shall receive the grants provided for by law and shall pay the tuition fees and expenses determined by the Doctoral School.

(17) During the period of suspension, the doctoral student may carry out data collection, scientific research work, may publish, participate in scientific conferences and competitions.

(18) The student status shall be terminated in the cases specified in Article 59 of the Higher Education Act.

## **Duration and location of the doctoral programme**

### **5. §**

- (1) Organized doctoral programmes shall be provided throughout the full calendar year.
- (2) The place of the doctoral programmes is the seat of the UPS.
- (3) The proposed duration of fulfilment of the study obligations provided for in these Regulations and in the training plan is 4 years (8 semesters). The student may complete the number of study credits specified in the requirements in a shorter period of time, but not less than in 4 semesters.
- (4) The duration of the organized programme may be extended due to possible suspension of the studies, but may not exceed 6 calendar years (12 semesters).

## **The organized programmes**

### **6. §**

- (1) Within the framework of organized programmes, students attend scientific lectures, consult the supervisor in individual or group settings, carry out scientific research, publication activities and teach in bachelor's degree programmes. The organized programmes include developing the teaching and research skills of students.
- (2) A doctoral student in a correspondence programme may pursue teaching activities at any higher education institution. The doctoral student must present official proof of his/her teaching activities performed at another higher education institution to the supervisor and the head of the research programme.
- (3) The administrator of the DSLE shall keep a record of the doctoral student's credits earned, on the basis of the NEPTUN system, and the doctoral student's semester reports.

## **Individual training**

### **7. §**

- (1) In accordance with the rules of organized programmes, the student participating in individual training shall also prepare in accordance with the provisions of the credit system, and his/her training shall be supervised by a designated supervisor. To obtain the absolutorium, he/she must also earn at least 240 credits.
- (2) The students participating in individual training shall have a student status with the university for the duration of the programme.
- (3) In the case of individual training, the recognition of prior achievements provided for in Article 8 shall not apply.
- (4) The number of credits provided for in Article 10 of these Regulations shall also be compulsory for the students in individual training, who shall also be required to complete the subjects titled "General Theory of Law Enforcement" and "Knowledge of Law Enforcement", "Foundations, Theory and Methodology of Scientific Work 1-4".
- (5) The further study and research tasks to be carried out during the period of the programme shall be proposed by the supervisor in consultation with the student, taking

into account the student's academic record and previous performance. The tasks shall be determined by the DCD individually, by the end of the first semester of the first academic year (31 January).

(6) The students participating in individual training shall prepare a study and research programme for the four years, which he/she must submit to the DSLE by the end of the first semester of the first academic year (31 January), with the agreement of his/her supervisor and the approval of the head of the research area.

(7) Students participating in individual training do not have compulsory credits per semester, they carry out their activities according to their own plan, under the guidance of their supervisor. At the end of each semester, the student is obliged to submit the information sheet on the credits obtained to the Secretariat of the Doctoral School of Law Enforcement, pursuant to Paragraph (6) of Article 15 (even if it is in the negative).

(8) The provisions of points b), c), e) and f) of paragraph (1) of Article 10 shall not apply to persons participating in individual training.

(9) The students in individual training may, like participants in other organized programmes, apply for postponement of the academic year in accordance with Article 4.

(10) A student in individual training may take subjects and possible research seminars in addition to the credits assigned to him or her, and may carry out and complete scientific research in addition to the 160 credits required, as long as it helps him/her in the preparation of his/her dissertation.

### **Individual preparation**

#### **8. §**

After passing the complex examination, the individually preparing doctoral students shall, based on the result of the credit recognition procedure, acquire the remaining credits required for obtaining the absolutorium during the research and dissertation phase, by means of scientific research work in accordance with the Training Plan.

### **Costs of the programme and other costs**

#### **9. §**

(1) The amount of the payable self-funded tuition fee shall be determined on the basis of the relevant Rector's instruction, and shall be specified in the Doctoral Admission Prospectus issued for the academic year in question.

(2) The doctoral student who pays the self-funded tuition fee must provide proof of payment on the day of enrolment.

(3) The provisions of the Student Payment and Benefit Policy shall apply to all other matters relating to the payment of the self-funded tuition fee and other fees payable.

### **Settlement of credits, general principles of the programmes (study, scientific and teaching credits)**

#### **10. §**



(1) General principles of the programmes:

- a) the four-year programme shall consist of eight semesters, where an average of 30 credits per semester, and a total of 240 credits must be earned. A student participating in individual training can complete the required credits in any optional number of credits per semester;
  - aa) The doctoral student must earn at least 160 credits during the duration of the organized programme through his/her research activity. (Research credit)
  - ab) Students may receive up to 20 credits for their teaching activities throughout the entire duration of the organized programme. (Teaching credit)
  - ac) The student must earn at least 60 credits during the duration of the organized programme through his/her study activity. (Study credit)
- b) workload worth of a minimum of 25 and a maximum of 33 credits per semester can be planned. An exception to this is if the student has not completed 30 credits for the previous semester for some reason. In this case, in addition to the 33 credits, the remaining credits can also be planned;
- c) if the student does not have any missing credits – i.e. has completed his/her studies according to the model curriculum – the maximum number of credits per semester is 33;
- d) at the end of the programme, the student may complete up to 10% more than the 240 credits to be acquired, i.e. a maximum of 264 credits can be recognised for him/her;
- e) students may continue their studies if they have completed at least 25 credits in the semester and have met the specified criteria requirements. The DCD may grant an exemption from the fulfilment of the 25 credits in highly justified cases, on the basis of an individual assessment, once during the period of the programme;
- f) at least 12 credits must be obtained through scientific research work in each semester, so that a minimum of 160 credits is obtained by the end of the programme;
- g) the deadline for the "crediting" of the credits for all students participating in organized programmes is the last working day of the examination period in each semester.

(2) The requirements for scientific research shall be determined by the supervisor, and for study obligations and teaching duties (contact hours) – in agreement with the supervisor – by the responsible lecturer of the field of study (the head of the department responsible for the doctoral programme).

(3) In terms of the completion of scientific research tasks, the credits assigned shall be verified by the supervisor, whereas the credits assigned to the study obligations and teaching duties (contact hours) shall be verified by the responsible lecturer of the field of study (the competent head of department), in the case of the subjects, by the lecturer of the given subject indicated in the academic transcript, taking into account the general

principles determined by the DCD.

(4) The requirements of the programme shall be the same for full-time students (scholarship) and correspondence students.

(5) Professional skills development subjects can be used to obtain credits in both research and teaching, as specified in the training plan.

(6) A maximum of 33 credits may be earned in one semester, exceptions may be made with the permission of the DCD.

(7) Only the credits of credibly verified performance may be entered in the register as per paragraph (3) of Article 6. The credit register is kept by the DSLE administrator.

(8) The requirements for the fulfilment of the study obligation are set out in the currently effective Training plan of the DSLE.

(9) During a total of four semesters, each student participating in an organized programme must take at least 10 (8 in correspondence or individual training) optional subjects. The student can take subjects from the range of subjects offered by any research area, in order to broaden his/her horizons. In maximum 2 semesters, the student may take subjects taught in the Master's programme of the Faculty of Law Enforcement of the University of Public Service, instead of the optional subjects of the DSLE, under the following conditions:

- the subject taught in the Master's programme is explicitly advertised as one that can be taken in the doctoral programme as well;
- in the Master's programme, the lecturer in charge of the subject has an academic degree;
- the supervisor gives his/her prior written consent to the taking of the subject;
- the subject to be taken cannot be a subject that the student has already completed in the course of his/her previous studies in the Master's degree programme of the Faculty of Law Enforcement of the University of Public Service.

(10) In addition to the above, additional subjects and, if announced, research seminars may be taken by students in organized programmes (preferably in the first four semesters).

(11) During the period of the programme, no more than 80 credits out of the total minimum of 240 credits may be completed under the title of study obligation. Exception to this rule can be made if the student has completed more than the number of credits required under point (d) of paragraph (10) of this Article.

(12) Number of contact hours of the subjects:

a) in a full-time programme:

- |                               |            |
|-------------------------------|------------|
| - compulsory subject          | 120 hours; |
| - compulsory optional subject | 210 hours; |
| - optional subject            | 300 hours; |

b) in correspondence and individual training:

- compulsory subject 40 hours;
- compulsory optional subject 60 hours;
- optional subject 80 hours.

c) the subjects titled "Scientific Research" and "Teaching", which are outside the research area and do not have contact hours, shall be exceptions.

(13) A student who is unable to attend the mergers of compulsory subjects due to a long-term absence (e.g. service abroad) may request to be exempted from this (individual study arrangement). However, the student must still take his/her exams during the examination period of the semester in question.

(14) The taking of subjects shall be scheduled from the advertised subjects with the agreement of the supervisor or the head of the relevant research area and the head of the relevant department. The list of the subjects and possible research seminars that can be taken up, together with the other necessary information, will be issued by the DSLE and published on the DSLE website.

(15) The requirements for the fulfilment of the scientific research work obligation, the optional teaching credits and the professional skills development are set out in the currently effective Training Plan of the DSLE.

### **Recognition of prior scientific research work**

#### **11. §**

(1) Only first-year doctoral students may apply for recognition of prior scientific research work, which may only be counted in the first semester. The application deadline is 1 October of the first semester.

(2) Prior scientific research work may be recognised for the maximum of 18 credits, which will be verified by the academic secretary of the DSLE.

### **Transfer, change of supervisor, title and research topic**

#### **12. §**

(1) A student who is participating in a doctoral programme organized at another university may apply for transfer to the DSLE if the conditions of the research activity to be carried out by him/her are ensured and the credits (or part of them) obtained there can be recognised in the programme of the DSLE. The conditions and procedures for the transfer are set out in the UDHR.

(2) The student may initiate a change of topic or supervisor at the DCD if the conditions set by the UDHR are met.

(3) The title of the doctoral dissertation may be changed at the request of the supervisor or the student, or on the proposal of the workshop discussion, with the approval of the DCD, but this shall not entail a change in the research topic.

## **Parallel studies**

### **13. §**

(1) The student may – with the permission of the supervisor – participate in parallel studies in another doctoral school. Participation in parallel studies shall be reported to the Secretariat of the DSLE.

(2) The recognition of the subjects taken and the research activities done in parallel studies shall be decided by the DCD on the recommendation of the supervisor.

## **Recognition of credits, taking subjects in another faculty or institution**

### **14. §**

(1) A student participating in a doctoral programme may request the recognition of credits earned for the subjects taken and completed in the doctoral school of another faculty or institution, which shall be decided by the DCD on the recommendation of the supervisor.

(2) Two subjects shall be considered equivalent if there is at least 75% match between their knowledge content. If the knowledge content matches, the substitute subject shall be recognised with the number of credits specified in the curriculum of the doctoral programme of the DSLE. When a subject is recognised, the grade obtained may not be changed.

(3) The application for credit recognition must be submitted by the end of the registration period, after the announcement of the continuation of studies for the semester. The decision to admit or reject the application must be taken by the DCD within one month.

(4) In matters not regulated in this Article, the relevant provisions of the UPS SER shall apply in addition to the UDHR.

## **The examination period and the assessment of the knowledge acquired**

### **15. §**

(1) Doctoral students participating in organized programmes shall take their examinations during the examination period determined by the University of Public Service.

(2) In cases worthy of special consideration (e.g. staying abroad), upon the student's request – with the permission of the head of the DSLE – the examination can be taken before the examination period in the given semester. In the case of an examination not passed by the end of the examination period, the entire subject must be carried over to the next semester.

(3) The lectures and examinations of the subjects compulsory in the first and second semesters shall be organised and conducted by the DSLE in cooperation with the persons responsible for the subjects concerned, whereas the other lectures and examinations shall be organised and conducted by the departments responsible for the subjects concerned.

(4) 30 days prior to the start of the examination period, the student shall contact the department teaching the subject and request an examination date or register for the examination in the NEPTUN system. The head of the department may authorise a change to a previously set examination date.

(5) Credits may be awarded only upon successful completion of the examination. The value of the credit does not depend on the result of the successful exam.

(6) In order to have the credits obtained in the semester credited, the student shall submit to the secretariat of the DSLE the information sheet on the activities carried out, together with a detailed report of the supervisor, in the form specified in Annex 4, by the end of the examination period.

(7) The forms of assessment of the knowledge related to the individual subjects, acquired during the programme are specified in the Model Curriculum, whereas the related content requirements are specified in the Subject Programmes.

(8) The knowledge acquired may be assessed in the following forms:

a) In the area of the study obligation:

- complex examination with a two-level rating;
- end-term examination with a five-level rating;
- mid-year evaluation with a three-level or five-level rating;
- practical grade with a three-level or five-level rating.

b) In the area of scientific research and teaching (contact hours):

- the fulfilment of the requirements of the subject taken shall be assessed with a three-level rating.

(9) In the case of complex examinations, performance shall be assessed by the committee, whereas in the case of end-term examinations, mid-year assessments and practical grades, performance shall be assessed by the senior lecturer examiner, in the case of the “Scientific Research” subjects by the supervisor, and in the case of the “Teaching” subjects by the head of the research area – based on the recommendation of the supervisor.

(10) The provisions of the UPS SER shall be applied in terms of the tasks to be carried out in order to retake a failed examination or to improve the grade of a successful examination.

## **The complex examination**

### **16. §**

(1) The basic rules for fulfilment of the complex examination are laid down in the legislation and in Article 38 of the UDHR. The specific rules for fulfilment of the examination are laid down in this Article and in the DSLE training plan.

(2) Conditions for taking the complex examination in the DSLE:

a) obtaining the study credits specified for the training and research phase, and

- b) obtaining the minimum research credits specified for the training and research phase.

(3) When applying for the complex examination, the applicant must submit a written research documentation of at least 1 author's sheet, excluding footnotes and bibliography. Content of the documentation:

- a) a summary of the research activities carried out in semesters I-IV (at least 10,000 characters),
- b) research plan for semesters V-VIII (at least 10,000 characters),
- c) a partial study of the doctoral student's research topic (at least 30,000 characters excluding footnotes and bibliography).

(4) Subjects of the complex examination:

- a) law enforcement theory, research methodology,
- b) the subject area related to the examinee's research topic in law enforcement or other social sciences,
- c) a presentation on the research activity carried out and the research plan.

### **Completion of the programme**

#### **17. §**

(1) The final certificate (absolutorium) certifies the completion of the study obligations, the scientific research work and – if the student has chosen this – the teaching of contact hours required by the curriculum, as defined in the Training plan, the successful completion of the required exams and the obtaining of the necessary 240 credits and also certifies, without qualification and evaluation, that the doctoral student has fully complied with the required programme and preparation requirements.

(2) After the successful completion of the 8th semester, if all the conditions for the issuance of the absolutorium are met, the DSLE will issue the final certificate. However, the student will only receive this if he/she submits the 4-year summary reports prepared by him/her and his/her supervisor to the DSLE. Applications for the degree award procedure can be submitted from the day the absolutorium is issued, within the timeframe specified in the UDHR.

(3) The four-year academic term may not be shortened – with the exception of the rule set out in paragraph (1) of Article 8 –, and the absolutorium may not be issued earlier, but the workshop discussion may be held in the last semester of the programme.

(4) The complex examination may not be taken before the end of the training and research period.

(5) The final certificate shall be signed by the head of the DSLE or his/her deputy in the doctoral student's academic transcript.

### **Closing provisions**

#### **18. §**

The DSLE SER was adopted by Senate Resolution No. 93/2021. (VII. 7.).





## Annex(es)

Annex I – Credit values of the scientific research activities (Available at: <https://rtk.uni-nke.hu/oktatas/rendeszettudomanyi-doktori-iskola/letoltheto-anyagok>)

Annex II – 4-year individual study and research programme (Available at: <https://rtk.uni-nke.hu/oktatas/rendeszettudomanyi-doktori-iskola/letoltheto-anyagok>)

Annex III – Semester study and research plan (Available at: <https://rtk.uni-nke.hu/oktatas/rendeszettudomanyi-doktori-iskola/letoltheto-anyagok>)

Annex IV – Written “Research Report” (Available at: <https://rtk.uni-nke.hu/oktatas/rendeszettudomanyi-doktori-iskola/letoltheto-anyagok>)