



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

National University of Public Service

Faculty of Public Governance and International Studies

Doctoral School of Public Administration Sciences

Curriculum

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1 General requirements

To obtain a pre-degree certificate in organised training a minimum of 240 credits must be gained by the end of semester 8 as follows:

- a) fulfilment of academic requirements: **minimum of 52 credits;**
- b) scientific research: **minimum of 170 credits;**
- c) teaching duties: **maximum of 12 credits.**

2 Phases of the doctorate programme

The doctorate programme consists of two successive phases:

- a) Semesters 1 to 4: training and research phase (hereinafter T&R phase);
- b) Semesters 5 to 8: research and dissertation phase (hereinafter R&D phase).

3 Training and research phase (Semesters 1–4)

3.1 General description of the training and research phase

The T&R phase consists of four active semesters, during which the doctoral candidate

- a) fulfils academic requirements (compulsory courses), and
- b) completes research scheduled for each semester, the completion of which is confirmed by the supervisor,
- c) may attend a research seminar if it is advertised.

Furthermore, by the application deadline for the comprehensive examination the candidate is obliged in his/her field of research to

- a) produce at least one publication in his/her field of research in a refereed journal and,
- b) deliver a minimum of two conference talks.

To conclude the T&R phase the candidate will take a comprehensive examination at the end of the 4th active semester.

Requirements for application for the comprehensive examination are included in §38 of the Doctoral Habilitation Regulations of the University and §15 of the Study and Exam Regulations of the Doctoral School of Public Administration Sciences.

3.2 Course types

- a) Compulsory courses in the theory of science (7)
These courses are designed to provide an in-depth knowledge of the science of the doctoral school, including the scientific knowledge related to the specific research areas. They are designed to provide the knowledge necessary for multidisciplinary and/or interdisciplinary research within the discipline of the doctoral school.
Total credits to obtain: 37 credits.
- b) Compulsory courses in research methodology (5)
Courses designed to deepen the theory and practice of scientific writing methodology, strategic planning of publications, management of research databases, and the development of research presentation and science communications skills.
Total credits to obtain: 15 credits.
- c) Research seminar: In an academic year two research seminars may be offered per semester. The registration to a research seminar is optional for the student. The aim of the research seminar is to enable lecturers to provide support for the students' research work in their area of specialisation, beyond

the scope of the extra-curricular consultation. Credit value of the research seminar: 2 credits, number of lessons full-time/part-time 10/6.

3.3 Semester 1

3.3.1 Academic requirements

Compulsory courses:

- Scientific writing methodology (3 credits)
- Quantitative-empirical research practice (3 credits)
- Research databases (3 credits)
- Strategies and methods of publication (3 credits)

3.3.2 Scientific research

Preparation of research proposal (5 credits)

Candidates prepare their research proposal using a framework provided. The research proposal must include the description of the relevance and importance of the topic chosen, research questions and/or hypotheses, theoretical framework, methodology used, new research outcome expected (minimum of 1 author's sheet).

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3.4 Semester 2

3.4.1 Academic requirements

Compulsory courses:

- Science of public administration (7 credits)
- Research-presentation practice, teaching methodology, science communications (3 credits)
- History of science, theory of science, ethics of science (3 credits)

3.4.2 Scientific research

Preparation of the annotated bibliography of the research topic (5 credits)

Candidates are required to use a given framework to analyse and summarise the 30 most important Hungarian and foreign scientific literature sources related to their research topic, placing particular emphasis on the usability of each source and their relevance to the research topic (a minimum of 1500 keystrokes per source, altogether 1.5 author's sheets).

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3.5 Semester 3

3.5.1 Academic requirements

Compulsory course

- Legal studies (5 credits)
- Economics (5 credits)
- International and European studies (5 credits)

3.5.2 Scientific research

Theoretical basis of the dissertation (5 credits)

Candidates prepare the theoretical basis of their dissertation with the help of a given framework, introducing the theoretical frameworks that underlie the research (minimum 1.5 author's sheets).

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3.6 Semester 4

3.6.1 Academic requirements

Compulsory course

- Public governance (7 credits)
- History of state and public administration (5 credits)

3.6.2 Scientific research

Creating the methodology of the dissertation (5 credits)

Candidates prepare the methodology chapter of their dissertation with the help of a framework, introducing the research methods to be applied (minimum of 0.5 author's sheet).

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4 Research and dissertation phase (semesters 5-8)

4.1 General description of the research and dissertation phase

In the R&D phase candidates

- engage in publication activity, as a result of which a total of at least four publications – related to their field of research and categorised as “articles” - published in refereed journals will be produced by the end of the 8th active semester, out of which
 - at least one will be in a foreign language, and
 - at least three will be single-author independent journal articles;
- attend conferences, as a result of which they will have given at least six conference talks by the end of the 8th active semester, out of which at least two have to be given in a foreign language;
- are obliged to prepare certain sections of the dissertation in accordance with the supervisor's instructions regarding scope and to submit the research outcome for publication to a refereed journal following consultation with the supervisor;
- present the results of their scientific progress at the research forum;
- may choose to engage in teaching activity (provided teaching preparation courses have been completed);
- participate at least three times in workshop discussions and public defences organised by the doctoral school

4.2 Credits to obtain

Candidates can gain a total of 40 credits for the dissertation sections submitted during semesters 5 to 8, including the dissertation and thesis proposal presented at the end of the 8th semester, as well as for other research activities. This is contingent on the requirement that the student must gain 10 credits per semester for submitting the dissertation sections and engaging in other research activities.

4.3 Teaching requirements

Teaching can be performed in semesters 5-8. Classes may only be held in bachelor programmes in the research field of the candidate's choice– or a field related to that – with the permission of the head of department responsible.

Candidates gain 1 credit for four classes, but a maximum of 6 credits may be awarded in one semester.

A maximum of 12 credits may be awarded for teaching activity. Candidates holding a teaching position may not be awarded credits for classes held at the university that employs them.

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5 Publication and conference attendance

5.1 Categories of publications

The categorisation of publications is based on the system established by the Bibliography Committee of the Collection of Hungarian Professional Works (Magyar Tudományos Művek Tára (MTMT)). In situations of doubt, the head of the doctoral school decides on the category.

The classification of the journal (refereed / not refereed) is determined solely by the MTMT journal search tool². In addition, a journal is also considered refereed if it is listed in the *SCImago Journal Rank*³ database.

5.2 Regulations on conference attendance

A public scientific event organised by a professional organisation or an institution of higher education, whose programme is available on the internet, may be regarded as a conference.

Forms of conference participation:

- a) holding a conference talk
- b) publishing a conference talk in the conference proceedings

In case the talk is published in the conference proceeding, credits are not awarded for holding the talk but for the publication of the talk in the conference proceedings.

If the proceeding includes the abstract of the talk, credits can only be awarded for the proceeding.

Publishing a talk in the conference proceedings is not considered a publication.

5.3 Acknowledgment of publications and conference attendance

Publications and conference attendance are acknowledged at the end of each semester with the help of a format provided (credit acknowledgment form). Publications and conference attendance of the candidate will be awarded credits by the supervisor, considering the maximum credit values established in point 6. Candidates are required to electronically attach to the credit acknowledgment form:

- a) in case of a publication
 - aa) the location of the publication in the MTMT
 - ab) in case of a publication not yet published but accepted for publication, the authentic declaration of acceptance from the publisher, which confirms that the submitted manuscript has undergone the proofreading process and indicates the expected issue in which the publication will appear.
 - ac) in case of a publication published as a co-author, the declaration of co-authoring including the proportion of participation (in this case, credits will be awarded based on the proportion of participation)
- b) in case of a conference talk, the certificate issued by the organiser confirming the talk has been held
- c) in case of a conference proceeding
 - ca) the location of the proceeding in the MTMT
 - cb) in case of a proceeding not yet published but accepted for publication, the authentic declaration of acceptance from the publisher

¹ Available: https://www.mtmt.hu/system/files/tipus_jelleg_besorolas_20170331_4.2.pdf

² Available: <https://support.mtmt.hu/journalsearch>

³ Available: <https://www.scimagojr.com/>

A publication written jointly with the supervisor is not regarded as publication as a co-author in terms of awarding credits.

A publication or scientific activity may only be acknowledged once and in one category during the entire length of the programme.

6 Credits for publications and conference attendance

The tables below include the maximum number of credits that may be awarded for each publication (in case attendance is 100%). It must be considered that 1 credit includes an average of 30 academic hours (section 24 §108 act CCIV of 2011 on National Higher Education).

6.1 Publications

6.1.1 Book publications

	Published in Hungary				Published abroad			
	In Hungarian		In another language		In Hungarian		In another language	
	Refereed	Not refereed	Refereed	Not refereed	Refereed	Not refereed	Refereed	Not refereed
Professional book or monograph	40	13	53	18	48	16	80	27
University course book	33	11	44	15	40	13	66	22
Occasional paper	20	7	27	9	24	8	40	13

Participation as an editor awards the third of the above credits.

6.1.2 Sections of books

	Published in Hungary				Published abroad			
	In Hungarian		In another language		In Hungarian		In another language	
	Refereed	Not refereed	Refereed	Not refereed	Refereed	Not refereed	Refereed	Not refereed
Academic paper	12	4	16	5	14	5	24	8
Chapter of a book	12	4	16	5	14	5	24	8
Chapter of a course book	10	3	13	4	12	4	20	7
Reference entry	5	2	7	2	6	2	10	3
Section of an occasional paper	10	3	13	4	12	4	20	7

6.1.3 Journals

	Published in Hungary				Published abroad			
	In Hungarian		In another language		In Hungarian		In another language	
	Refereed	Not refereed	Refereed	Not refereed	Refereed	Not refereed	Refereed	Not refereed
Article	15	5	20	7	18	6	30	10
Review paper	10	3	13	4	12	4	20	7
Note	5	2	7	2	6	2	10	3
Review	5	2	7	2	6	2	10	3
Conference proceeding	5	2	7	2	6	2	10	3

6.2 Conference attendance

6.2.1 Conference talks

Held in Hungary		Held abroad	
In Hungarian	In another language	In Hungarian	In another language
4	8	5	12

6.2.2 Conference proceedings

	Published in Hungary				Published abroad			
	In Hungarian		In another language		In Hungarian		In another language	
	Refereed	Not refereed	Refereed	Not refereed	Refereed	Not refereed	Refereed	Not refereed
Conference proceeding	8	3	10	3	16	5	20	7
Abstract	2	1	3	1	2	1	4	1