



**NATIONAL UNIVERSITY OF PUBLIC SERVICE FACULTY OF PUBLIC
GOVERNANCE AND INTERNATIONAL STUDIES**

**DOCTORAL SCHOOL OF PUBLIC ADMINISTRATION - RULES
OF PROCEDURE**

(Consolidated with amendments and additions)

General provisions

1. §

(1) The rules of operation of the Doctoral School of Public Administration of the Faculty of Public Governance and International Studies of the National University of Public Service (hereinafter referred to as KDI or the Doctoral School) (hereinafter referred to as the MSZ) are based on

- a) Act CCIV of 2011 on National Higher Education;
 - b) Act CXXXII of 2011 on the National University of Public Service and on Higher Education in Public Administration, Law Enforcement and Military;
 - c) the Government Decree 387/2012 (XII.19.) on doctoral schools, the order of doctoral procedures and habilitation;
 - d) the Organisational and Operational Regulations, the University Doctoral and Habilitation Regulations (hereinafter referred to as EDHSZ) and the Financial Regulations (hereinafter referred to as GSZ) of the National University of Public Service.
- (2) The KDI is an independent teaching and research unit of the Faculty of Public Governance and International Studies of the National University of Public Service (hereinafter referred to as the FNPS). The legal status of the KDI within the CCS is laid down in the Rules of Procedure of the CCS.
- (3) The scope of the MSZ covers the head and staff of the KDI, the lecturers involved in doctoral training and the doctoral students of the KDI.
- (4) In matters not covered by the MSZ, the provisions of the EDHSZ and the KDI TVSZ apply.

2. §

(1) The name of the Doctoral School is Doctoral School of Public Administration; abbreviation: KDI.

(2) Foreign language terms for KDI:

a) English: Doctoral School of Public Administration Sciences

b) French: École Doctorale des Sciences Administratives

c) German: Doctoral School of Public Administration Sciences

d) Russian: Doctoral School of Nayki on Governance

(3) The KDI is located at the Faculty of Public Governance and International Studies of the National University of Public Service

1083 Budapest, Üllői út 82. Educational Centre 350.

(4) Contact details of KDI:

Postal address: 1441 Budapest, Pf. 60

Telephone: 00 36 1 432 9000 / 20197

Email address: kdi@uni-nke.hu

(5) Operational data of the KDI:

Year founded: 2012

Final accreditation date: 01.03.2013 MAB Decision

No: 2013/3/VIII/2/2/538

MAB code number: 217

Purpose and tasks of the KDI

3. §

(1) The KDI's mission is to plan, organise and implement the training and preparation of doctoral candidates for the award of a PhD degree in the field of "public administration".

(2) Research areas of the KDI:

a) History of state and public administration

b) Law

- c) Public Administration and Sociology
- d) Economics
- e) Political science and governance
- f) International and European studies
- g) Staff of the public administration

(3) The KDI conducts doctoral training in close cooperation with the faculties, departments and educational units of the University, and in order to ensure the quality of training and research, it also involves the academic staff of other universities, research institutes and public authorities in Hungary and abroad.

(4) The basic provisions on the operation and tasks of the KDI are laid down in Articles 15 to 16 of the EDHSZ.

Foreign language requirements § 3/A

(1) To apply for a KDI doctoral programme, you must have at least one intermediate level (B2) complex, state-recognised language exam.

(2) The KDI requirements for obtaining a doctorate

- a) two intermediate (B2) complex state-recognised language exams, or
- b) a state-recognised language examination at the upper level (C1) and at the lower level (B1).

(3) The language accepted in paragraphs (1) to (2) is:

- a) official languages of all European countries
- b) Arabic
- c) Hebrew
- d) Japanese
- e) Chinese
- f) Korean
- g) Latin
- h) ancient greek.



The head of KDI

4. §

The head of KDI

- a) is responsible for the quality of training and research in the doctoral school,
- b) leads the work of the Doctoral Council in Public Administration (TDT) and is responsible for implementing the decisions taken by the TDT;
- c) manages the definition and implementation of the KDI's quality policy and quality objectives, the organisation of its national accreditation and international assessment, the process of self-evaluation and the validation of the Quality Assurance Plan;
- d) directing the activities of the academic secretary, the study officer and the coordinator;
- e) represents the doctoral school;
- f) liaises and exchanges information with the University Doctoral and Postdoctoral Council.

The Deputy Head of the

KDI § 4/A

The Deputy Head of the KDI is elected by the EDPS from among the core members who meet the requirements set out in the EDPS, on the proposal of the TDT, for an indefinite term. His/her appointment shall terminate upon revocation, resignation, termination of his/her membership and death by the EDPS.

Tasks:

- a) replaces the Head of the KDI in the cases and with the powers laid down in the DPO;
- b) in the procedures of the doctoral school, acts in the capacity of a deputy delegated to him/her by the head of the KDI;
- c) in collaboration with the Scientific Secretary of the KDI, leading the quality assurance processes and assessments, preparing the Quality Assurance Plan review and the Quality Report;
- d) organising the preparation of the accreditation self-assessment.

Scientific Secretary of the KDI

5. §

- (1) The post of scientific secretary is open to university graduates.

(2) The Scientific Secretary

- a) liaises with the KDI core members and the scientific secretaries of the associated doctoral schools;
- b) prepares proposals for TDT and EHDT meetings;
- c) prepare reports and briefings on the activities of the KDI and prepare the KDI's training information;
- d) participates in the preparation of the KDI's regulations and monitors the achievement of the objectives of the quality plan;
- e) assisting in the management and peer review of applications from candidates and re-applicants;
- f) contribute to the preparation and implementation of projects involving the KDI.
- g) is responsible for keeping the KDI website up to date;
- h) is responsible for uploading KDI data and documents to the ODT website.

The KDI Study Officer

6. §

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

How the TDT works

7. §

The TDT is governed by its Rules of Procedure.

KDI's contacts

8. §

- (1) The KDI collaborates in the field of doctoral training and degree acquisition
- a) with the Dean of the Faculty of Public Governance and International Studies and its departments;
 - b) with the Office of Scientific Affairs;
 - c) with other doctoral schools at the university;
 - d) with all the departments running the research areas;
 - e) with other departments of the University.
- (2) The KDI maintains professional links with doctoral schools at other universities.
- (3) The KDI seeks continuous cooperation with national and international research centres, their doctoral schools and international organisations in its field of expertise.

KDI's management

9. §

The KDI operates on the basis of autonomous financial expenditure planning within the framework of the management of the SNE. The KDI carries out its own planning for grant funding. The detailed rules for its management are set out in the GSZ.

KDI quality assurance design and system

10. §

- (1) The KDI is part of the quality assurance processes of the NUAS, including participation in the definition of the NUAS quality policy, strategic development planning, central quality improvement programmes, the performance evaluation system, and submissions and reports to the Senate and the EDHT. The KDI Quality Assurance Plan is prepared by the core members in accordance with the MAB evaluation criteria.
- (2) The Quality Assurance Plan contains the mission, vision, quality policy, quality objectives, quality indicators, the criteria for assessing, monitoring and improving the performance of the KDI community and individuals, and the definition of the quality organisation, responsibilities, objectives, processes and resources.
- (3) The Head of the KDI will report annually to the TDT and the EDHT on the functioning of the KDI.

(4) The head of the KDI prepares an annual Quality Report to the TDT on the achievement of quality objectives and initiates quality improvement actions. The mandatory contents of the annual report and the annual quality report are defined in the Quality Assurance Plan.

(5) Every six months, the research area leader evaluates the activities of the topic leaders and the progress of the doctoral students. The evaluation procedure is defined in the Quality Assurance Plan. The doctoral student and the supervisor will receive feedback on the evaluation by letter from the research area leader.

(6) The KDI's lecturers and subject leaders employed at the NKE participate in the NKE's performance evaluation of lecturers and researchers. The relevant senior manager of the lecturer or subject leader will take into account the quality of the activities in the KDI and will involve the head of the KDI in the evaluation results.

(7) The management of the KDI continuously monitors and annually reviews the quality composition of the teaching staff, based on student evaluations and information from the subject supervisor. Students assess the quality of training, research support and services at least once a year through anonymous evaluation forms organised by KDI.

(8) The KDI, in cooperation with the Dean of the Faculty of Social Sciences, supports the integration of doctoral students and doctoral candidates into the teaching and research organisations of NUAS.

(9) Every two years, the KDI conducts a survey on the academic careers of degree holders and evaluates it in the Quality Report.

(10) Scope of data to be made publicly available on the doctoral school's website:

- a) information and performance data related to doctoral training and doctoral degrees;
- b) the regulations on doctoral training and the award of degrees;
- c) the names and contact details of the heads of the doctoral school;
- d) the names of the board members,
- e) invitations and documents of workshops, debates and discussions.

(11) The minimum information to be disclosed to university citizens includes:

- a) the doctoral training plan, subject fiches;
- b) the annual report of the doctoral school;
- c) the latest Quality Report.

Final provisions

11. §

The MSZ was approved by the University Council for Doctoral and Postdoctoral Studies by Resolution No. 40/2019 (XI.4.) and entered into force on 5 November 2019. The amendment to § 5 of the MSZ was approved by the EDHT by Resolution No. 115/2024 (XII.09.) and entered into force on the day following its approval.

was approved by the EDHT by decision 74/2025 (12.V.12.) and will enter into force on the day following its approval.

