

Effective: as of 31 October 2013



**NATIONAL UNIVERSITY OF PUBLIC  
SERVICE**

**DOCTORAL REGULATIONS**

**(IN A UNIFORM FRAMEWORK  
A 146/2013 (30 October)  
reflects amending provisions of the senate  
resolution)**

**2013**

## TABLE OF CONTENTS

I. Chapter .....	4
General Provisions .....	4
Scope of the Doctoral Regulations.....	4
Legal Framework.....	4
Section 2 .....	4
Provisions on interpretation.....	5
II. Chapter.....	7
Bodies, Organisations and Persons Acting in PhD Matters .....	7
The Doctoral Council.....	8
Members and election of the members of the Doctoral Council .....	8
Operating Principles of the Doctoral Council .....	8
Operating Order of the Doctoral Council .....	9
The Doctoral School .....	10
Order of Procedures of Establishing a Doctoral School .....	10
Tasks of Doctoral Schools .....	12
The Doctoral School Council, the Head of the Doctoral School.....	14
And the Head of the Research Field.....	14
The Researcher Offering a PhD Topic, the PhD Supervisor, Criteria for the Supervisor's Appointment.....	15
Other Organisations and Boards Acting in the Doctoral Procedure .....	16
Institutes/Departments.....	16
Academic Organisational Centre of the University.....	16
The Final Examination Committee and its Tasks .....	17
The Review Committee and its Tasks.....	17
Bodies and Persons Acting Indirectly in a Doctoral Procedure .....	18
III. Chapter .....	18
Rules of the PhD Programme .....	18
Admission to Doctoral School.....	18
Applying for a PhD Programme .....	19
The Interview .....	21
The Order of Evaluation in Entrance Procedures .....	21
Decisions Regarding Acceptance .....	22
General Requirements of Organised Study Programmes .....	23
Transfers, Change of the Supervisor, the Title or the Research Topic.....	24
Completion of a Programme .....	24
Individual PhD Programmes .....	25

Individual PhD Preparation .....	26
Student Status.....	27
The legal status of a PhD student enrolled in a full-time organised .....	28
programme funded either via a state stipend or from own funds .....	28
The legal status of a PhD student enrolled in a self-funded part-time programme.....	29
IV. Chapter.....	29
The Doctoral Degree Procedure .....	29
General Requirements of Applying for a Doctoral Degree Procedure.....	29
General Requirements of Obtaining the PhD Degree .....	30
Submitting Applications for the Degree Procedure .....	31
Other Requirements of the Degree Procedure .....	32
The Final Examination .....	33
The doctoral dissertation .....	34
Preliminary defence of the doctoral dissertation .....	36
Review of the doctoral dissertation .....	37
Defence of the doctoral dissertation .....	38
Conferring the PhD degree .....	38
Conferment of doctoral diploma and inauguration of PhD.....	39
Registration of PhD programmes; conferment of degrees; and the holders of the degrees.....	39
Withdrawal of the doctoral degree.....	40
Chapter V.....	41
Special cases of conferment of the doctoral degree .....	41
Conferring doctoral degree with honours.....	41
Conferment of the title of honorary doctor (doctor honoris causa) .....	41
Homologation of scientific degrees obtained abroad.....	42
Chapter VI.....	42
Other rules concerning the doctoral programme and the obtaining of degrees .....	42
Quality assurance in the doctoral programme and the obtaining of degrees .....	42
Fees and reimbursements payable .....	43
Supports, exemptions and releases .....	43
Rights of PhD students, individually preparing persons and PhD candidates .....	43
Obligations of PhD students, individually preparing persons and PhD candidates .....	44
Cooperation of the University with other institutions.....	44
Chapter VII.....	45
Miscellaneous and closing provisions .....	45
ANNEXES .....	46

Pursuant to Act CCIV of 2011 on Higher Education (hereinafter: the Higher Education Act) and in accordance with those contained the deed of foundation of the National University of Public Service (hereinafter: University) is entitled to confer academic degrees in the fields of social sciences and technical sciences.

## **I. Chapter**

### **General Provisions**

#### **Scope of the Doctoral Regulations**

##### **Section 1**

The scope of the Doctoral Regulations (hereinafter: DR, or Regulations) — subject to those contained in the Legislative Framework detailed in Section 2 — comprises PhD students, PhD candidates, lecturers and doctoral schools participating in and contributing to PhD programmes and doctoral procedures as well as other organs and persons identified in such procedures.

#### **Legal Framework**

##### **Section 2**

- (1) The following acts, decrees, rules and measures constitute the legislative framework of the DSR:
- a) Act CCIV of 2011 on Higher Education;
  - b) Act CXXXII of 2011 on the National University of Public Service and on the public administrative, police and military corps in higher education;
  - c) Act C of 2001 on the recognition of foreign certificates and degrees;
  - d) Government Decree No. 137/2008 (16 May) on the certified examination of foreign language attainment and on the nationalisation in the Republic of Hungary of certificates of foreign language attainment issued abroad;
  - e) Government Decree No. 387/2012 (19 December) on doctoral schools, the award procedure and on habilitation
  - f) Government Decree No. 79/2006 (5 April) on measures required for the implementation of Act CXXXIV of 2005 on Higher Education;
  - g) Government Decree No. 423/2012. (29 December) on the higher education entrance procedure;
  - h) Ministerial Decree No. 13/2001 (30 May) jointly issued by the Minister of National Defence and the Minister of the Interior regulating the participation of professional staff members of the national defence and home affairs sectors in PhD programmes;
  - i) Resolution 2013/6/III/1 by the Hungarian Accreditation Committee on the establishment and operation of doctoral schools - criteria of accreditation evaluation
  - j) University Admission Regulations;
  - k) University Students' Fees and Grants Regulations;
  - l) University Academic and Examination Regulations;
  - m) Regulation on the recognition and nationalisation of degrees issued in another country with the purpose of further studies and on the transfer and recognition of credits attaching to partial studies (hereinafter: Regulation on Degree and Credit Recognition);
  - n) Order by the Rector announcing the costs and fees of procedures applying to doctoral programmes.

- (2) These Doctoral Regulations also serve as the basis for the elaboration of the supplementary rules and those of implementation specified below:
- a) Doctoral School of Military Science, Doctoral School of Military Technology, Doctoral School of Public Administration;
  - b) And the operating regulations as well as the academic and examination regulations of doctoral schools to be established in the future.

## **Provisions on interpretation**

### **Section 3**

For the purposes of these Regulations:

1. *Doctoral School* (hereinafter DS): the organised framework of doctoral training that facilitates preparation for obtaining the academic degree;
2. *Doctoral Regulations*: the regulations containing detailed rules on doctoral training and on awarding doctoral degrees;
3. *University Doctoral Council* (hereinafter UDC): the board set up by the Senate to organise PhD programmes and to award doctoral degrees, authorised to take decisions with respect to PhD training, in particular, with regard to the approval of the curricula of PhD programmes, admission to PhD programmes, the launch of the degree procedure and the conferral of the doctoral degree;
4. *The DS Council* (hereinafter DSC): the board that assist the activities performed by the head of the DS; it holds its meetings on a regular basis, it consists of members elected by general DS members; its members are appointed and recalled by the University Doctoral Council;
5. *PhD student*: a student enrolled in a PhD programme aimed at obtaining an academic degree (hereinafter: doctoral programme) who is entitled to the rights and is bound by the obligations set forth in the statutes on higher education;
6. *Student status of a PhD student*: the legal relationship existing between a PhD student and a university, involving the respective rights and obligations of the PhD student and the university as set forth in statutes on higher education. The student status is established by university enrolment, is verified by the university via the issuance of the student identity card and by filling out a master file;
7. *Doctoral training programme*: a doctoral programme consists of coursework, research and reporting activities adjusted to the unique character of the scientific discipline and the needs of the PhD student tutored either individually or in a group. Students that have obtained a Master's degree are eligible to enrol in a PhD programme;
8. *Organised (public service) full-time programme funded from a scholarship* (36 months, 180 credits): a PhD programme organised as a full-time programme with study hours (contact hours) defined in a specific statute constituting at least one-fifteenth (1/15) of a student's total term of study;
9. *Organised self-funded programme* (36 months, 180 credits): a part-time PhD programme with study hours (contact hours) defined in a specific statute constituting up to one-third (1/3) of a full-time student's total study time;
10. *Individual self-funded programme* (36 months, 180 credits, with exemption from contact hours and an obligation of consultation);
11. *Individual programme*: a form of study that may be requested in specially justified cases when a candidate can be exempted, either in part or totally, from programme tasks;
12. *Study abroad*: part of the PhD programme; a PhD student may do a study abroad further to a work programme related to his or her thesis topic, approved by the supervisor, that ensures the validity of the given semester within the doctoral programme of the university;

13. *Doctoral state stipend*: funding that may be offered to PhD students that are Hungarian citizens, participate in a full-time organised programme and, in accordance with a statute or an international treaty, to foreign PhD students under equal treatment with Hungarian national PhD students;
14. *Thesis topic*: a research area that is suitable, in its elaboration process for a PhD student, to learn, under direction from his or her supervisor, the application of scientific methods, to achieve results of a scientific merit and to verify such results in the form of scientific publications, academic lectures, a doctoral dissertation, and scientific work;
15. *Credit in doctoral programmes*: the measurement unit of study, research work – and if the PhD student also undertakes lecturing tasks - of lecturing activities performed towards the fulfilment of student obligations;
16. *Doctoral degree procedure*: a series of acts aimed at obtaining a doctoral degree, deemed to be within the framework of a PhD programme with regard to content but independent of the same in respect of legal and procedural aspects;
17. *PhD candidate*: a person involved in a procedure aimed at obtaining a doctoral degree. If a PhD student commences the doctoral procedure prior to the end of the term of study, then, in addition to holding a student status, he/she will also have the status of a PhD candidate;
18. *PhD candidate status*: a legal relationship existing between a PhD candidate and a university, with its substance being the rights and obligations of the PhD candidate and the university as set forth in the statutes on higher education. The PhD candidate status is established by way of accepting the application for a doctoral degree procedure. The university verifies the PhD candidate status in consideration of Section 53 (2)–(4) of the Act on Higher Education;
19. *Final doctoral exam*: a part of the doctoral degree procedure, a form of a summarised, comprehensive examination of a person involved in a doctoral degree procedure regarding the knowledge acquired in his or her scientific discipline. The Doctoral Regulations regulate the grades of such exam by granting traditional qualifications (e.g.: "rite", "cum laude", "summa cum laude");
20. *Preliminary defence*: prior to the open debate of a doctoral dissertation, a debate organised and moderated by the applicant's supervisor is held in the presence of the applicant (at the research institute), where the preliminary evaluation of the draft dissertation is conducted. The scientific experts, holding an academic degree, participating at the preliminary defence submit a proposal to the Doctoral School Council on how to proceed further with the procedure;
21. *Open debate*: the dissertation defence is a part of the doctoral degree procedure, over the course of which the PhD candidate presents the thesis abstract of his or her dissertation (work), and then responds to comments made by and to questions asked by the reviewers, the committee members and the attendees. The date, the time and the venue of the doctoral dissertation defence as well as other information relevant to the academic audience and required for ensuring the public nature of the defence, just as information on how to access the doctoral dissertation are published on the websites of the DS and of the National Doctoral Council and using other standard methods in due time – one month in advance;
22. *Doctoral dissertation*: the document, creation or work completed by the PhD candidate, serving for the PhD candidate to prove, over the course of the doctoral degree procedure, that (s)he is able to solve a scientific task proportionate to the requirements of the academic degree, on his or her own;
23. *Thesis abstract*: contains the summary and the achievements of individual academic research or creative work activities. The achievements must be presented in a uniform, scheme intelligible in itself, with new findings presented in an itemised manner based on the applicant's professional publications or works. It is a summary work prepared for the academic public on the basis of the doctoral dissertation, presenting the PhD candidate's scientific achievements that serve as a basis for the candidate to prove over the course of the doctoral degree procedure, that (s)he has prepared for obtaining the academic degree;

24. *PhD/Doctoral degree*: an academic degree that may be awarded by the University Doctoral Council; the university determines the requisites for obtaining a PhD degree, in compliance with the Act on Higher Education, in the Doctoral Regulations. A PhD degree may be conferred on completion of the doctoral degree procedure;
25. *PhD study-hour*: With regard to a doctoral programme, the time spent performing research/creation activities at a higher education institution or at an institute that has entered into a cooperation agreement with the former shall be deemed study hours.
26. *Internal applicant*: an applicant applying for a doctoral programme, employed, as a public servant, by the National University of Public Service (NUPS);
27. *Sector applicant*: an employee of organisations under the direction of the Ministry of the Interior, the Ministry of Defence or the Ministry of Public Administration and Justice, applying for a programme;
28. *External applicant*: a person other than internal or sector applicants, applying for admission to a doctoral programme.

## **II. Chapter**

### **Bodies, Organisations and Persons Acting in PhD Matters**

#### **Section 4**

The bodies and organisations and individually identified persons acting in the doctoral procedure are as follows:

- a) The University Doctoral Council;
  - aa) The UDC Chair;
  - ab) The UDC Vice-chairs;
  - ac) The UDC secretary, with the right to confer;
  - ad) UDC members;
- b) The Doctoral School (hereinafter: S);
  - ba) The DSC;
  - bb) The head of the DS;
  - bc) General members of the DS;
  - bd) The head of the research field;
  - be) The thesis topic supervisor;
  - bf) Lecturers of the DS;
- c) The Academic Organisational Centre of the University (hereinafter: AOC);
- d) The Departments/institutes;
- e) The examination committee;
- f) The review committee;
- g) The official reviewer;

Bodies and persons acting indirectly in the doctoral procedure:

- a) The Senate;
- b) The Rector;
- c) The Dean.

# **The Doctoral Council**

## **Members and election of the members of the Doctoral Council**

### **Section 5**

- (1) All the members of the UDC — with the exception of PhD students — shall hold an academic degree.
- (2) One-third of the UDC members or at least two members shall be external persons not in employment at the university, who are prominent lecturers, researchers in their fields and also represent the scientific fields studied at the university. For the purposes of this section, a Professor Emeritus of the institute shall be deemed to be employed by the university.
- (3) Each member of the Doctoral Council possessing a voting right - with the exception of PhD students - shall meet the requirements of general membership.
- (4) Over the course of selecting UDC members, efforts must be made towards the proportionate representation of all the scientific disciplines, in which the university is entitled to award academic degrees.
- (5) The ex-officio members of the UDC are:
  - a) The academic Vice-Rector as the chair of the UDC;
  - b) The heads of the Doctoral Schools as vice-chairs of the UDC;
- (6) The elected members of the UDC are:
  - a) 2 lecturers or researchers, each holding an academic degree, per faculty, possessing the right to vote;
  - b) 1 lecturer or researcher holding an academic degree, of each of the Institute of National Security, the Institute for International Studies and the Institute for Disaster Management, per faculty, possessing the right to vote;
  - c) 1 PhD student per DS with the right to confer;
  - d) In accordance with Section 5 (2), 8 members not employed by the university, possessing the right to vote; 2 of these are proposed by each of the faculties, taking into consideration the opinions of the faculty councils, whereas the Rector makes a proposal for 2 additional members.
- (7) In their absence, the members of the UDC who fill their positions ex-officio, may be substituted by a general member of the DS engaged on the basis of a written authorisation, possessing the right to vote and to confer.
- (8) The secretarial tasks of the UDC are performed by the head of the University AOC, who is a standing attendee at UDC meetings with the right to confer.
- (9) The Rector submits a proposal for the composition of the UDC- taking into consideration the recommendations of the faculty councils (on the basis of the proposals made by the Doctoral Schools) and by the institutes listed in Section (6) b), to be approved by the Senate.
- (10) The elected members of the UDC shall be in office for five years. They may be elected for several terms.
- (11) The Senate takes a decision on the recall of elected members of the UDC, as initiated by the chair of the UDC.
- (12) By invitation from the chair of the UDC, a representative of the National Association of PhD Students may participate in the work of the UDC, if affected in an agenda item, with the right to confer.

## **Operating Principles of the Doctoral Council**

### **Section 6**

- (1) The tasks of the UDC are:
  - a) Provides opinions on proposals for establishing a doctoral school;



- b) Regularly evaluates, doctoral programmes and the conferral of PhD degrees at the university for the Senate;
  - c) Initiates the termination of a doctoral school in justified cases;
  - d) Takes decisions regarding the launch of a doctoral degree procedure, the recognition of credits, the subjects of a final examination, the award, nationalisation and the withdrawal of a PhD degree defined in Section 16 (4) of the Higher Education Act;
  - e) In accordance with these regulations, appoints the members of the admission committees as proposed by the doctoral schools, the members of the review committee and the official reviewers, sets up the final examination committees, approves the subjects of final examinations, the supervisors and lecturers of the doctoral school as well as co-supervisors;<sup>1</sup>
  - f) Determines the list of the languages that may be accepted as a first foreign language (first language certificate) with regard to the language proficiency requirements of obtaining a PhD degree;
  - g) Takes a decision, further to the opinion of the review committee on a request made by the PhD candidate regarding a preliminary defence;
  - h) Provides an opinion for the Senate on the Rector's proposals submitted for the award of a honorary doctoral degree and for the termination of a doctoral school;<sup>2</sup>
  - i) Elects the heads of the doctoral schools of the university, engages and dismisses the members of the doctoral school council.
- (2) Further to proposals made by DSCs, the UDC takes decisions with regard to the research topics that may be announced and supervisors' engagements, in accordance with the provisions of the Doctoral Regulations, on an annual basis and publishes these decisions on the web page of the National Doctoral Council (NDC), in the university brochure on admission to doctoral programmes and on the web pages of Doctoral Schools.
- (3) The UDC is a body independent in scientific matters. Appeals may be filed against decisions made by the UDC with regard to matters related to doctoral procedures due to law infringement, a breach of the Doctoral Regulations and a procedural error. Conducting a review procedure is within the Rector's authority. The Rector takes his decision after hearing the opinion of the Senate.
- (4) The UDC also performs the tasks of Doctoral Councils acting in scientific disciplines and branches of science.<sup>3</sup>

## **Operating Order of the Doctoral Council**

### **Section 7**

- (1) The UDC holds its meetings as required but at least every two months and regulates its operation in its rules of procedure. The Council has a quorum if the majority of its members possessing a right to vote are present.
- (2) The UDC Chair represents the University Doctoral Council in the National Doctoral Council.
- (3) The academic Vice Rector as UDC Chair is responsible for preparing UDC meetings with regard to content and technical matters and also for enforcing resolutions.
- (4) The meetings are chaired by the Chair, or, in his absence, by the vice-chair engaged by the Chair.

---

<sup>1</sup> Amended by Senate Resolution 146/2013 (30 October)

<sup>2</sup> Amended by Senate Resolution 146/2013 (30 October)

<sup>3</sup> Enacted by Senate Resolution 146/2013 (30 October)

# The Doctoral School

## Order of Procedures of Establishing a Doctoral School

### Section 8

- (1) Doctoral study programmes may be only conducted in a Doctoral School.
- (2) One or more Doctoral Schools per branch of science may exist at the university.
- (3) A Doctoral School may be established in a branch of science, in which the institute offers master's programmes. The programmes must be specified in the application – as well as the field of study – and the number of the HAC accreditation resolution relating to the major(s) in master's programmes must be also provided.
- (4) The person proposed to act as the head of the DS submits to the Senate, via the Rector, the application for the establishment of a doctoral school along with the preliminary opinion of the UDC. At least seven general members may initiate the establishment of a doctoral school. The majority of the seven general members must be university professors in full-time employment, holding the status of a public servant at the university, who will designate the university as employer with regard to budget funding.
- (5) A general member shall be a member who:
  - a) Holds an academic degree;
  - b) Perform continuous, high-level scientific activities in the branch of study and research field of the DS, and such scientific activity shall be investigated further to the database of the Hungarian Scientific Works Library (hereinafter: HSWL);
  - c) Is a lecturer or research fellow in full-time employment or holding the status of a public servant at the University, who designated the University in accordance with Section 26 (3) of the Act on Higher Education, for the purpose of determining budget funding;
  - d) Has proven his ability to direct PhD candidates via at least one PhD candidate who has obtained a PhD degree under his supervision or as the co-supervisor of at least two PhD students who have obtained a PhD degree;<sup>4</sup>
  - e) Upon meeting the criteria set forth above, a Professor Emeritus or Professor Emerita (hereinafter together: Professor Emeritus) may become a general member, if approved by the UDC, in the DS in which he became a Professor Emeritus or Professor Emerita as set forth in Section 32 (1) of the Act on Higher Education. With regard to general members defined in this paragraph, one of the Professors Emeritus members may be taken into account;
  - f) Upon meeting the criteria set forth above, an academic consultant or research professor holding the title “Doctor of the National Academy of Sciences”, working at the research institute on a full-time basis under an employment contract or a public service contract can become a general member if the University has entered into an agreement with the research institute to that effect. Up two of such consultants may be taken into account with regard to the seven general members that initiate the establishment of a doctoral school.
  - g) A general member:
    - ga) must meet those set forth above over the course of at least one study cycle (3 years) and for the period of the degree procedure attaching to the cycle (an additional period of 2 years), and
    - gb) must undertake to conduct supervisory activity at the doctoral school.
- (6) A founding member or a person accepted as a general member at least five years earlier may be awarded a general member emeritus title in the same DS, in line with a decision by the DSC or the UDC, if (s)he has a documented relation with the institute, and is not bound by an obligation to act as supervisor in the following. The fulfilment of the HAC requirement

---

<sup>4</sup> Amended by Senate Resolution 146/2013 (30 October)

regarding the publication of five new articles and the entry of his or her publication and reference data into the Hungarian Scientific Works Library does not apply in respect of a general member emeritus. A general member emeritus title is awarded by the DS upon request from the general member or initiated by the DS - for a definite or indefinite period of time - and the head of the DS makes an entry to that effect in the doctoral database to be modified accordingly. A general member emeritus title may only be requested and awarded if general membership existed for at least five years in the case of founding members. A general member emeritus title does not require a HAC resolution or a separate announcement to that effect. The DS or the UDC may also withdraw the title in its own authority if the relationship terminates or the general member emeritus may request the cancellation of the title him/herself. In the following, the data of the general member emeritus are not displayed in the public doctoral database but continue to be included in and accounted among the achievements of the DS.

- (7) A lecturer may undertake lecturing activities in a number of doctoral schools but may only be deemed a general member in the single doctoral school of the higher education institution in which (s)he was registered with regard to determining budget funding for the higher education institution as set forth in Section 26 (3) of the Act on Higher Education.
- (8) A research field may be established if there are elaborated modules and programmes existing in it, it is represented by researchers (holding DSc, CSc, PhD degrees), successfully pursued research topics, academic publications and supervisors.
- (9) The head of a doctoral school is elected from among the university professor general members of the DS – as proposed by the majority of the general members by the UDC and is appointed by the rector for a period of up to five years. The appointment may be extended on several occasions.
- (10) The lecturers of a doctoral school are lecturers and researchers, holding academic degrees, deemed suitable by the UDC, in line with a proposal from the head of the doctoral school, to perform lecturing, research and supervisory tasks at the doctoral school.
- (11) The supervisor of a thesis topic is a lecturer, researcher or external person holding an academic degree, whose topic offered has been approved by the UDC and who responsibly directs and assists, further to this assignment, the studies and research activities of the PhD student conducting research in this topic and the preparation of PhD candidates for obtaining the academic degree.
- (12) An application for the approval of founding a DS must be filed to the Senate. The general members of the DS prepare the document initiating the founding of the DS, which contains the following:
  - a) the categorisation of the DS with regard to scientific disciplines and branches of science;
  - b) master's programmes through which the University fulfils the requirements set forth in Section 16. (2) of the Act on Higher Education;
  - c) the description of the DS research field or fields;
  - d) the description of the PhD degree that may be awarded as a result of the doctoral degree procedure;
  - e) the names of the person to be nominated as head of the DS, the general members of the DS, the persons to act as supervisors at the DS over the first three years, additional lecturers and researchers of the DS, Hungarian and foreign invited lecturers, their academic resumes and the documentation of their major academic achievements and works of the past five years;
  - f) the proposed programmes to be offered at the DS;
  - g) the international relations of the DS, which can be expected to be taken into account with respect to the operation of the DS;
  - h) the quality assurance plan of the DS;
  - i) the operating regulations of the DS.

- (13) Statements must be attached to the documentation by those affected proving that they accept the assignment and they fulfil the requirements set forth in Government Decree No. 387/2012 (19 December) on doctoral schools, the award procedure and on habilitation.
- (14) The cooperation agreements entered into by the University with regard to the activities of the doctoral school also form part of the founding documentation of the doctoral school, with special regard to the cooperation agreements listed in Section 8 (5) f) of the Decree.
- (15) The preliminary opinion of the UDC is required for the person proposed to act as the head of the DS to submit the application for the establishment of the DS to the Senate, via the Rector, for approval.
- (16) Following the decision taken by the Senate on founding the DS, the Rector requests the registration of the DS with the Education Authority. The following must be attached to support registration:
  - a) The founding documentation of the DS;
  - b) The opinion of the UDC;
  - c) The development concept of the research fields of the University affected by the founding of the DS;
  - d) The Doctoral Regulations of the University;
  - e) A statement that the DS will provide regular and public information on the programme and will publish entry requirements on its website and at the University in the usual manner, on an annual basis.
  - f) A statement that the DS will regularly update its data to reflect an up-to-date state of the doctoral school.
- (17) In order to substantiate the expert opinion set forth in Section 67 (4) of the Act on Higher Education, the National Higher Education Accreditation Committee (HAC) checks the fulfilment of the requirements, in particular, of those relating to paragraph (5) of this Section, the enforcement of the agreement referred to in paragraph (5) f) (14) and the fulfilment of other expectations contained in the criteria for professional evaluation.
- (18) The Senate takes a decision regarding the launch of the PhD study programme in accordance with the provisions of Section 12 (3) hd) of the Act on Higher Education.
- (19) Changes to registered data of the DS must be reported to the Education Authority without delay.
- (20) Further to the decision by the University to establish a DS, the Rector
  - a) Initiates the amendment of the deed of foundation with the Maintaining Body with regard to the founding of a DS in a new scientific discipline;
  - b) Referring to changes made to the general activities of the University, the University requests the supplementation of the data registered with the registration centre with regard to its activities.
- (21) The UDC or, upon request from the Rector, the Senate takes a decision on the termination of a DS. If termination is requested by the Rector, the Senate requests the opinion of the UDC prior to taking its decision. The Rector initiates the amendment of the data of the DS registered with the Education Authority in accordance with the Senate's decision. The Education Authority deletes the DS from its registry without conducting a procedure to take evidence.

## **Tasks of Doctoral Schools**

### **Section 9**

- (1) A DS is a HAC-accredited organisational unit of the University, established to facilitate the acquisition, within the scope of uniform, organised doctoral study programmes and research, the ability to perform autonomous scientific research activities and to set up an organised framework in preparation to obtain a PhD degree.
- (2) The basic tasks of a DS are as follows:
  - a) Providing opinions to research topics planned to be offered by researchers offering PhD topics and by supervisors and submitting the same to the UDC for approval;

- b) Preparing, organising and conducting interviews, notifying applicants as to the date and time of the interviews, inviting and notifying the members of the admission committee in accordance with the UDC decision;
- c) Elaborating the structure and documents of an organised PhD programme;
- d) Drafting and publishing the information related to the programmes;
- e) Enrolling students accepted to a PhD programme in person for the first semester and, as of the second semester of studies, in a justified case, registering the student in the Neptun uniform education system;
- f) Managing, controlling and entering in the Neptun uniform education system the education-related matters of PhD students enrolled in the programme and of those individually tutored;
- g) Issuing certificates (student status, copies of students' report cards/electronic report cards);
- h) Performing education-related financial and administrative tasks of the PhD programme;
- i) Directing the elaboration of three-year individual study and research plans as well as six-month study and research plans, storing a copy of the plans;
- j) Keeping students' report cards and document files;
- k) Collecting and accepting the "Informative Data" prepared by students every six months, and, as part of the same, of reports by supervisors prepared every six months;
- l) Preparing proposals for the meetings of the DSC and the UDC;
- m) Coordinating and directing the activities of the fields of research;
- n) Preparing accounts and reports on the activities of the DS;
- o) Notifying the persons affected on decisions made by the DSC;
- p) Keeping the DS website up-to-date;
- q) Issuing pre-degree certificates;
- r) Active participation in matters related to degree procedures of PhD candidates;
- s) Organising scientific conferences;
- t) Taking a decision with regard to the following:
  - ta) the training programme offered by the DS and on subject syllabuses;
  - tb) subjects and related credits;
  - tc) the recognition of credits earned at another university or over the course of a study abroad;
  - td) the accreditation of credits;
  - te) changes to the title of a doctoral dissertation (draft), the last date of which can be the date of the preliminary defence;
  - tf) terminating the student status of students;
  - tg) leaves of absence, disciplinary and exam-related matters of students.
- u) Making proposals with regard to the following:
  - ua) the approval of the researchers to offer PhD topics, supervisors and the lecturers of the doctoral school;
  - ub) the acceptance of PhD research topics on which the DSC has delivered its opinion;
  - uc) admitting students to various forms of PhD programmes and for the related PhD topics;
  - ud) the acceptance of the results of the preliminary defence of a draft PhD dissertation and for accepting an application for a doctoral degree procedure;
  - ue) the composition of a combined final examination and review committee;
  - uf) the subjects of final examinations in respect of applicants applying for doctoral procedures;
  - ug) the acceptance of requests made by the supervisor regarding changes;
  - uh) the acceptance of requests for changes in the research topic, on the basis of the new outline;
  - ui) the acceptance of requests made for setting up new fields of research.
- v) Organising a cooperation with the specific "workshops" of PhD programmes and research, that is, with the departments:
  - va) on the acceptance of research topics and facilitating the infrastructure-related conditions of research;

- vb) on ensuring the availability of lecturers and engagement fees;
- vc) on organising the defence of draft dissertations at the institute/ involving researchers;
- z) on determining the rules on establishing and operating new fields of research.<sup>5</sup>

## **The Doctoral School Council, the Head of the Doctoral School And the Head of the Research Field**

### **Section 10**

- (1) The DSC is a body assisting the work activities of the head of the DS, holding its meetings on a regular basis, consisting of members elected by the general members of the DS from among the supervisors of the DSI registered on the website of the NDC. The chair of the DSC is the head of the DS. The members of the DSC are appointed and recalled by the UDC, on the basis of proposals made by the general members. The DSC may have one or two PhD student members possessing the right to confer. The DSC may invite an academic secretary, who may be present at the council meetings with the right to confer. The dean of the faculty and the heads of the research fields at the DS participate as standing invitees at the meetings.
- (2) The mandate of elected members is for five years that may be extended on several occasions. At DSC meetings, the head of the DS may be substituted, in his absence, by the general member delegated by him, acting as chair, moderating discussions, possessing the right to vote.
- (3) The task of the DSC is the operative direction and implementation of the tasks of the doctoral schools as set forth in Section 9 (2) a–v).
- (4) A DSC holds its meetings in line with the UDC meeting order, at least three weeks preceding UDC meetings.
- (5) The UDC shall act as a body of appeal for the DSC.
- (6) The head of the DS shall be a general member university professor below 66 years of age in the year of founding the DS and below 70 years of age over the course of DS operation, responsible for the academic quality level of the school and for the tuition work performed.<sup>6</sup> The HAC checks the professional competence of the head of the school upon the establishment of the DS or upon a change made at a later point in time. The head of the DS shall be a university professor in full-time employment at the university. The Rector appoints the head of the DS from among the general members of the DS, further to a proposal by the UDC, approved by the HAC, for a period of five years. Appointment may be extended on two occasions. In his absence, the head of the DS shall be substituted at UDS meetings by his deputy, with the right to vote and to confer. Upon a long-term absence of the head of the DS, at his request and further to a proposal by the UDC, the rector may appoint a deputy to substitute him with full authority for the given period.
- (7) The head of the DS performs the following tasks:
  - a) Bears responsibility for the scientific quality level of research conducted at the doctoral school and for the education activities performed;
  - b) Coordinates the PhD programme;
  - c) Steers the work activities of the DSC and takes responsibility for the implementation of the decisions of the DSC;
  - d) Coordinates professional work and is responsible for the quality thereof;
  - e) Represents the doctoral school;
  - f) Directs the operation of the DS and exchanges information with the UDC.
- (8) The head of the DS may elect a deputy. The requirements relating to and the tasks of the deputy are identical to those set forth in paragraphs (6) - (7), applicable to the head of the DS.
- (9) The head of the research field shall be a university professor, college professor or university associate professor in full-time employment with the university, accredited at the University. One person may be the head of one field of research at the University.

---

<sup>5</sup> Enacted by Senate Resolution 146/2013 (30 October)

<sup>6</sup> Amended by Senate Resolution 146/2013 (30 October)

- (10) The tasks of the head of a field of research are as follows:
- a) Is responsible for the quality level of the work performed in the research field;
  - b) Makes a proposal for admission of applicants to the PhD programme;
  - c) Makes a proposal for approving or changing supervisors;
  - d) Makes proposals with regard to changes in the programme and new research topics;
  - e) Approves a PhD student's individual study and research programme and six-month study and research plans;
  - f) Directs professional work activities in the field of research.

### **The Researcher Offering a PhD Topic, the PhD Supervisor, Criteria for the Supervisor's Appointment**

#### **Section 11**

(1) A lecturer or researcher holding an academic degree may offer PhD thesis topics if the topics have been approved by the UDC.

(2) The PhD topic supervisor and his tasks are as follows:

- a) the PhD thesis topic supervisor is a lecturer or researcher holding an academic degree, actively performing research activities, whose topic offered has been approved by the UDC and who, on this basis, responsibly directs and assists the studies and research activities of PhD student(s) working on the thesis topic, and the preparation of PhD candidate(s) for obtaining a degree;
  - b) for at least two years after receiving an academic (PhD) degree, verifies his ability to act as academic supervisor by regularly publishing his own research achievements, or, possibly undertaking co-supervisory activities;
  - c) on the basis of his own research results, submits his PhD research outline to the DSC, applying for the right to offer a topic. The topic offered shall be approved by the UDC further to a proposal by the DSC;
  - d) responsibly directs the PhD student's study and research activities;
  - e) in the PhD student's end of semester report and report card (electronic report card) adds his signature to certify, every semester, the performance of the study and research tasks;
  - f) supports PhD students in receiving foreign scholarships;
  - g) makes a proposal to a PhD student's study and research plan and is responsible for the implementation of the same on a high quality level;
  - h) On completion of the programme, prepares a summary report on the study and research work performed by a PhD student and, in turn, makes a proposal for the issuance or denial of the pre-degree certificate;<sup>7</sup>
  - i) In cooperation with the department head, prepares and conducts the preliminary defence of the draft dissertation completed;
  - j) Checks whether the PhD student has fulfilled the minimum requirements of a PhD degree and, upon an application for the degree procedure, proposes the acceptance or rejection of the same to the DSC;
  - k) Makes a proposal, in agreement with the head of the research field, for the subjects of the final examination, the chairperson and the members of the final examination and review committees and for the official reviewers of the review committee;<sup>8</sup>
  - l) Responsibly directs the preparation of a PhD candidate for obtaining the PhD degree.
- (3) A co-supervisor may be elected if, over the course of elaborating a PhD student's research topic, combined assistance on the part of two professionals is required.
- (4) A co-supervisor can be an active researcher or lecturer holding an academic degree who is not yet entitled to supervise a student on his own and to offer his own thesis topic.

---

<sup>7</sup> Amended by Senate Resolution 146/2013 (30 October)

<sup>8</sup> Amended by Senate Resolution 146/2013 (30 October)

- (5) The supervisor is responsible for the publication of a PhD student's research results in the form of scientific publications and for preparing the doctoral dissertation in the required quality.
- (6) A supervisor may offer up to six (6) topics (at the University) and may supervise up to 6 (six) PhD students at the same time.
- (7) The supervisor shall coordinate his or her PhD topics to be offered with any department of the University.

## **Other Organisations and Boards Acting in the Doctoral Procedure**

### **Institutes/Departments**

#### **Section 12**

- (1) Further to a student's three-year individual study and research program, the tuition of PhD students is performed the lecturers of the institutes/departments, holding academic degrees.
- (2) Students submit a copy of their three-year individual study and research programme to each of the institutes /departments providing tuition in the subjects to be taken by the student, to serve as the basis for the institutes /departments for planning their tuition activities. The student may only depart from the order of the subjects approved in the individual study and research programme upon approval from the head of the field of research. An application for departure from the study and research programme, approved by the supervisor, must be submitted until 30 October each year, to facilitate budget planning for the following calendar year.

### **Academic Organisational Centre of the University**

#### **Section 13**

- (1) The AOC is an organisational unit set up at the university to perform the organisational and registration tasks of the entrance procedure to PhD programmes and the degree procedure and the preparatory, organisational and registration tasks pertaining to the work of the UDC.
- (2) The relevant tasks of the AOC are as follows:
  - a) Editing general information on admission further to the UDC resolution and the publication thereof, in the form of an attachment to the call for applications by the Rector;
  - b) Checking the form of the applications for admission to a PhD programme and for a doctoral procedure;
  - c) Registration and storage of documents relating to entrance and degree procedures (applications, reviews, documents submitted, results achieved, appeals, NEPTUN data);
  - d) The issuance of diplomas, documents and certificates related to obtaining a PhD degree;
  - e) Further to a decision by the UDC, inviting and notifying the persons appointed (members of the final examination and the dissertation review committee, reviewers);
  - f) Organising and announcing final examinations and the open debates and notification of the parties involved;
  - g) Performing financial and administrative tasks pertaining to applications and obtaining a degree;
  - h) Preparing and organising the meetings of the UDC, handling the written documentation, preparing and keeping records and publication of the minutes of and the resolutions passed at the meetings.



## **The Final Examination Committee and its Tasks**

### **Section 14**

- (1) The final examination committee is an examination committee of the public final examination, appointed by the UDC in the doctoral procedure. The committee consists of four members: 2 internal and 2 external members (not employed by the university). The committee members may only be persons that meet the requisites for general membership.
- (2) In justified cases, the doctoral exam may be conducted before a committee consisting of three members if the chair and at least one of the external members are present.
- (3) The chair and the members of the committee are experts of the individual subjects of the examination, holding academic degrees, meeting the requisites of general membership. The chairperson may be a university professor, a Professor Emeritus or habilitated university associate professor or habilitated college professor in full-time employment with the University.
- (4) The candidate's supervisor, close relative or any other person from whom the objective adjudication of the case cannot be expected for any other reason may not be a member of the committee.
- (5) The committee's task is conducting and evaluating the examination in the subjects of the final examination (major and minor subjects), as set forth in section 34.

## **The Review Committee and its Tasks**

### **Section 15**

- (1) The review committee is a committee appointed by the UDC for conducting the public debate of and evaluating the doctoral dissertation. The head of the committee is the chair; its members are the secretary, two official reviewers and three members. Accordingly, the doctoral dissertation evaluation committee consists of 7 members but the official defence may be conducted in the presence of at least 5 members if one of the reviewers is present and both reviewers have provided a supportive opinion. Each member of the committee shall hold an academic degree obtained at least two years earlier and must meet the requirements of general membership.
- (2) The chair of the committee shall be a professionally competent university professor or a Professor Emeritus of the University. The members of the committee, including the official reviewers, shall be university lecturers or researchers holding an academic degree or external professionals not in the employment of the university. One of the official reviewers shall be an external professional not in the employment of the university. The ratio of the internal and external committee members shall be at least 1/3–1/3, but there must be at least 2 internal and 2 external members.
- (3)<sup>9</sup> A person may not act in the doctoral procedure as official reviewer or committee member if
  - a) (s)he is a close relative of the person involved, or
  - b) The objective evaluation of the case cannot be expected from him or her.
- (4) If the candidate has a comment in connection with the degree procedure or any phase thereof relating to the objectivity of the review, (s)he may submit such comment to the UDC. The UDC decides on the comment in a secret simple majority vote and the UDC secretary notifies the candidate as to the decision in writing within eight days.
- (5) If any member of the UDC possessing the right to vote is the supervisor of a PhD candidate involved in a degree procedure, such member may not cast his vote in the relevant case at the UDC meeting in further phases of the procedure.

---

<sup>9</sup> Amended by Senate Resolution 146/2013 (30 October)

## **Bodies and Persons Acting Indirectly in a Doctoral Procedure**

### **Section 16**

(1) The Senate:

- a) Accepts the Doctoral Regulations;<sup>10</sup>
- b) Elects the members of the University Doctoral Council;
- c) Takes decisions regarding the public, official conferral of diplomas of PhD degrees awarded by the UDC;
- d) Takes decisions regarding the award of honorary doctoral titles (doctor honoris causa);
- e) Takes decisions regarding recommendations for honouring decorated doctors (promotis sub auspiciis praesidentis rei publicae);
- f) Confers PhD degrees and doctor honoris causa (dr. h. c.) titles to persons on two occasions per year, with ceremony.

(2) The Rector:

- a) Supervises the PhD programme and the degree procedure ensuring the lawful nature thereof;
- b) Sends to the Education Authority, for the purpose of registration, the application relating to the establishment of the Doctoral School, approved by the Senate, and the documents described in Section 8 (12)-(14);
- c) In view of the opinion of the UDC, makes a proposal to the Senate for the award of a honorary doctoral title (doctor honoris causa) and regarding recommendations for the inauguration of decorated doctors.

(3) The Dean:

- a) Ensures statutory compliance on the part of doctoral schools of the faculty operating in the given branch of science;
- b) Ensures infrastructure-related and technical conditions required for the study and research activities of PhD students and of those conducting individual studies.
- c) Ensures that the proceeds from a doctoral programme and a degree procedure be mainly used towards the improvement of the quality of PhD programmes and doctoral procedures.

## **III. Chapter**

### **Rules of the PhD Programme**

#### **Admission to Doctoral School**

##### **Section 17**

(1) A student may be admitted to a PhD programme further to an entrance procedure. Organising and conducting an entrance procedure is the task of the doctoral schools and of the AOC.

Organised forms of PhD programmes:

- a) Full-time (daytime scholarship, self-paid). A programme shall be deemed full time if the applicant is employed by an institute/research institute possessing a cooperation agreement with the university and performs his or her research activities within the scope of such research/artistic activities;
- b) Part-time (correspondence, self-funded);
- c) Individual tutoring (self-funded; see section 25);
- c) Permitted form with no study programme;
- d) Individual preparation (see: section 26).

---

<sup>10</sup> Amended by Senate Resolution 146/2013 (30 October)

- (2) Applicants may apply for a PhD programme if they possess a diploma verifying a Master's degree or a diploma certifying an equivalent university level education and qualification and have at least passed one state accredited intermediate, type 'C' or equivalent complex language examination in a language detailed in paragraph (9).
- (3) In addition to the conditions set forth in paragraph (2), the UDC also requires the fulfilment of further criteria detailed in Section 20 (1) and (2).
- (4) The detailed rules of admission are contained in Sections 17–21 of these Regulations.
- (5) Students applying for programmes funded from state scholarship or for self-funded programmes shall meet identical requirements and criteria in entrance procedure.
- (6) The doctoral schools provide regular public information on PhD programmes on an annual basis; entrance requirements are published annually in the information relating to the admission requirements of PhD programmes, on the websites of the doctoral schools and at the University, using standard methods.
- (7) The UDC takes a decision regarding the acceptance of applicants or the rejection of applications. The UDC notifies applicants as to its decision in writing within 8 working days.
- (8) The doctoral schools publish the names and results of accepted applicants on the website of the DS and at the University, using standard methods.
- (9) Upon submitting an application for admission and, upon applying for a degree procedure, the following foreign languages may be accepted:
  - a) The official language of any European country;
  - b) Arabic;
  - c) Hebrew;
  - d) Japanese;
  - e) Chinese;
  - f) Korean;
  - g) Latin;
  - h) Ancient Greek.

As first foreign language proficiency, one must have passed a complex state-accredited examination of least B2 (intermediate) level in any of the languages listed, or an equivalent certificate is required for applying for a PhD programme (criterion).

## **Applying for a PhD Programme**

### **Section 18**

- (1) General requirements of submitting applications:
  - a) An application for an organised PhD programme must be submitted to the AOC using the application form specified (Annex 1) in the manner and until the deadline announced in the entrance information brochure.
  - b) External applicants may also apply for a full-time (daytime) programme if the headcount for a state scholarship programme is announced in the information brochure.
  - c) An applicant shall, in each case, certify his or her education and qualifications obtained in a master's programme or in an equivalent university programme and the existence of a certificate of a state-accredited, complex, at least B2 (intermediate) level language exam in a language determined in Section 17 (9) of these Regulations or equivalent and his or her research results achieved to date or possible Academic Student Workshop results and publication activities.
  - d) Applications may be submitted for the topics announced by the doctoral schools within the scope of organised PhD programmes, where such applications must be received by the party that has announced such topic, whereas, with regard to individual study programme and individual preparation, applicants may submit research topics not announced but already launched by the applicant, if the supervisor possessing expertise

in the given topic undertakes to supervise the PhD research work upon approval from the UDC.

- e) The following must be attached to the Application form:
    - ea) a professional curriculum vitae;
    - eb) in respect of graduate students, the report cards, or, with regard to those holding a degree, the copies of their diplomas obtained in a Master's programme or in an equivalent university programme, or, with regard to a university (master's) degree, the authentic translation of the same (along with the concurrent presentation of the original documents);
    - ec) the copies of the certificate(s) proving language proficiency (with regard to a language certificate obtained in a foreign country, a copy of the resolution on nationalisation by the Equivalence and Language Exam Accreditation General Department of the Education Authority) (along with the concurrent presentation of the original documents);
    - ed) with regard to placement in National Academic Student Conferences, the relevant diplomas or copies thereof, or, if scientific publications exist, the lists and their print copies;
    - ee) the research plan in the topic announced by the supervisor, or, with regard to those applying for individual tutoring, a research plan coordinated with the supervisor, not announced, proposed to be approved by the UDC;
    - ef) certification of the payment of the entrance procedure fee;
    - eg) with regard to applying for a self-paid programme, a statement by the employer undertaking the payment of costs or an official statement by the applicant to that effect;
    - eh) an official extract from the judicial records evidencing a clean criminal record, issued up to three months earlier, or, if the applicant holds a position attached to a clean criminal record, a certificate issued by the employer to that effect, or, with regard to foreign citizens, an equivalent document.<sup>11</sup>
  - f) If an applicant aiming at an individual study programme or for individual preparation applies with a research topic other than those approved and announced by the UDC, the admission of such topic shall be approved (clarified) by the supervisor, the head of the given research field and the head of the research institute and, if the employer is a university, by the head of the department, prior to the submission of the application, and they will confirm such approval by adding their signatures on the application form. In turn, the UDC will take a decision regarding final acceptance in a resolution.
  - g) If a person applying for a full-time programme intends to elaborate his research topic at a research institute other than the university or if the scholarship would be funded from sources other than the state (in particular: from a foundation, institute, economic entity) the relevant undertaking (need) shall be attached to the application.
  - h) With regard to an application for an individual study programme, the publication results, equalling are least 10 (ten) publication points, of research activities must be documented. With regard to such an application, the documents set forth in paragraph (e) shall be submitted.
- (2) Other requirements of submitting applications with regard to internal and sector applicants:
- a) An internal and sector applicant shall notify his or her employer or work supervisor in writing as to his or her application for a PhD programme offered (hereinafter: notification);
  - b) An application may be attached to the notification, in which the applicant may request that the (s)he be granted the opportunity to take part in a full-time (daytime) PhD programme and that the body enrolling the applicant or the supervisory organ (Ministry) pay his or her tuition fee;

---

<sup>11</sup> Amended by Senate Resolution 146/2013 (30 October)

- c) An internal and sector applicant shall enclose to the application form the opinion of the competent employer or supervisor and proposal regarding the applicant's participation in the programme;
- d) With regard to an applicant from or subjected to the Hungarian Military Corps or the Ministry of Defence, the duty officer submits the notification, the application and its enclosures along with the personal proposal form through the official channels to the competent commander. The competent commander sends the documents to the Human Resources general department of the Ministry of Defence via the duty officer and the officer exercising employer's rights, within five working days as of the receipt thereof. The general department submits the applications received to the Scientific Work Group of the Hungarian Military or the Ministry of Defence (SWG) for the purpose of formulating a position. On the basis of the results of the entrance procedure conducted at the university, the SWG submits a proposal to the Minister regarding applications forming part of the notification.

## **The Interview**

### **Section 19**

- (1) The AOC inspects applications received with regard to form.
- (2) If an application is insufficient in form, the AOC calls on the applicant to provide any missing documents. If a missing document is not made available until the deadline set forth in the call for applications, the application will be turned down. Any rejection must be justified specifically, item by item.
- (3) The head of the DS invites applicants who submitted applications sufficient in form to an interview in May (or, if required, in August). The examination of applicants applying for individual preparation is an exception to the above.<sup>12</sup>
- (4) The purpose of the interview is to determine whether the applicant is competent to elaborate the research topic selected.
- (5) The head of the DS makes a proposal for the annual scheduling of interviews and for the concrete structure of the admission committee as set forth in paragraph (7), to be approved by the UDC.
- (6) Preparing, organising interviews and ensuring the conditions for conducting the same are the tasks of the head of the DS.
- (7) The admission committee has at least three members. Its chair is the head or deputy head of the DS and its members are the head and an invited expert of the research field involved. The supervisor concerned may be present at the interview not possessing the right to vote.
- (8) The representative of the PhD Students of the given DS may assist the work activities of the admission committee as an invitee, with the right to confer.

## **The Order of Evaluation in Entrance Procedures**

### **Section 20**

- (1) At the interview, the applicant's scientific (professional) performance, previous research activities and foreign language proficiency are checked, with points awarded. A maximum of 100 points may be obtained at the interview. The admission committee evaluates applicants on the basis of the following criteria:
  - a) Scientific (professional) performance check – the applicant must prove that (s)he possesses comprehensive knowledge in the discipline of the research topic applied for as

---

<sup>12</sup> Amended by Senate Resolution 146/2013 (30 October)

well as profound knowledge in his or her research field.

The points that may be awarded for the scientific (professional) habitude: 0–60 points;

- b) The evaluation of former scientific activities – any placements at the National Academic Student Workshop (NASW), or, as an exception, any special awards received at the NASW (separately checked by the admission committee), and scientific achievements verified by academic publications can be accounted as follows: NASW 1st place: 20 points, 2nd place: 15 points, 3<sup>rd</sup> place: 10 points, special award: 5 points; a scientific publication already published or accepted for publication is worth 3 entrance points per publication point. (A statement on the article accepted for publication, issued by the editorial board or chief editor of the scientific medium that intends to publish the publication must be submitted). Those applying for an individual study programme or individual preparation shall prove substantial research experience and research achievements proven by publications, that is, those applying for an individual programme are required to present a minimum of 10 (ten) publication points, whereas those applying for individual preparation shall present minimum 20 publication points that is a prerequisite for applying for a PhD degree. Annex 2 contains the number of points that may be obtained via various publication activities. Contribution ratios must be verified by statements from co-authors to that effect.

A maximum of 20 points may be awarded for scientific activities.

- c) Evaluation of foreign language proficiency:  
B2 level (intermediate) complex state accredited foreign language certificate or equivalent on any of the languages recognised [Section 17 (9)]: 0 point (criterion requirement).

Points that may be awarded for additional language examinations:

- ca) B1 (basic) level comprehensive or equivalent language certificate: 5 points;  
cb) B2 (intermediate) level complex, or equivalent language certificate: 10 points; cc) C1 (advanced) level comprehensive, or equivalent language certificate: 15 points. If the first language certificate is a C1 (advanced) comprehensive language certificate, additional 5 points may be awarded. Verbal or written type language certificates cannot be evaluated on their own as partial exams. As set forth in Section 2 (5) of Government Decree 137/2008 (May 16), partial examinations taken in the same language may be added up.

The total number of points that may be awarded for foreign language proficiency is: maximum 20 points:

- (2) The following number of points must be obtained for admission to the programme:  
a) Full-time and part-time programmes: minimum 60 entrance points;  
b) Individual programmes: minimum 70 entrance points;  
c) Individual preparation: minimum 80 entrance points.
- (3) The doctoral schools evaluate and rate applicants and develop their standpoint: they propose, conditionally propose or do not propose the applicant's admission.
- (4) Following interviews, the AOC forwards the proposals by the doctoral schools to the UDC for taking a decision.

## **Decisions Regarding Acceptance**

### **Section 21**

- (1) The UDC takes a decision in the ordinary entrance procedure until 30 June regarding admission for the programmes or for individual preparation on the basis of the proposals made by the doctoral schools, the limit numbers set with regard to scholarship programmes and the points awarded in respect of self-funded programmes and individual preparation. If an additional entrance procedure is announced, the deadline with regard to those affected in the procedure is 15 September.

- (2) The AOC notifies applicants regarding the decision within 8 working days.
- (3) A decision to applicants turned down must contain justifications (the applicant did not fulfil entrance requirements or was not admitted due to the non-availability of positions).
- (4) An appeal may be filed to the Rector via the UDC chair against an unlawful decision or a negative decision that infringes university regulations within eight working days from the receipt of the decision. The Rector takes a decision in the case, on his authority of ensuring statutory compliance within 15 days from the receipt of the appeal.
- (5) Information on the programme and the relevant regulations must be sent to applicants admitted.
- (6) The doctoral schools prepare the information on the programme and the AOC sends the same to the applicants along with the notification on admission.

## **General Requirements of Organised Study Programmes**

### **Section 22**

- (1) Students enrolled in an organised programme may pursue their studies in organised full-time (funded from scholarship or self-paid) or in organised part-time (self-paid) or in an individual programme.<sup>13</sup>
- (2) In an organised PhD programme, the period available for the fulfilment of the obligations set forth in these Regulations equals up to six semesters, and, in respect of programmes funded from a scholarship, the scholarship will be disbursed for up to six semesters.
- (3) The doctoral schools may permit the interruption of a study period on up to three occasions, for a total period of three years (leave of absence for an academic year). The interruption of the student status at one time may exceed two semesters. A student may only interrupt a study programme after the successful completion of the first semester. An application for suspension must be accepted on the first occasion. During the suspension of the student status, state scholarship may not be disbursed.
- (4) The student status is also suspended if the student is unable to fulfil his or her obligations arising from the student status due to childbirth, accident, illness or any other unexpected cause (long-time study abroad), through no fault of his or her own. The restrictions described in paragraph (3) do not apply in the cases set forth in this paragraph. The student shall be bound by a notification requirement also in this case.
- (5) With regard to all types of PhD programmes, the meeting of the requirements involving work time, set as a precondition for obtaining the doctoral pre-degree certificate must be measured in study points (credits).
- (6) An organised programme assists a PhD student in acquiring the knowledge and the individual research experience required for obtaining a PhD degree. To this end, a PhD student participated in academic courses, performs individual research activities and may also undertake lecturing tasks.
- (7) A three-year programme consists of six active semesters. Over the course of the programme, at least 180 credits must be obtained in total. In the period of coursework, a PhD student may take up, with no additional tuition fees required, subjects of a credit value exceeding the total number of credit required by 10 per cent. Thus, on completion of the programme, a total of 198 credits may be recognised on his or her part.
- (8) The units of a PhD programme, the minimum and expected number of credits that may be obtained in each module, the academic requirements and those relating to scientific research work and lecturing must be set forth in the academic and examination regulations of doctoral schools (DS AER).
- (9) Rules relating to concurrent programmes and foreign studies must be set forth in the academic and examination regulations of doctoral schools.

---

<sup>13</sup> Amended by Senate Resolution 146/2013 (30 October)

- (10) The rules relating to the recognition and accounting of credits obtained by a student enrolled in a PhD programme for subjects taken in the doctoral school of another faculty or institute must be set forth in the academic and examination regulations of doctoral schools. With regard to credit recognition, the provisions of the Diploma and Credit Recognition Regulations of the University must be also applied.
- (11) The planning and reporting obligations of a PhD student and his or her supervisor, the scheme of testing the knowledge of a PhD student and the order of examination period must be set forth in the academic and examination regulations of doctoral schools, in accordance with the university rules.
- (12) Each PhD student, with the exception of those individually preparing for the degree, shall possess a statement of acceptance issued by the department that gives lectures and performs research in the given research subject, signed by the head of the given department.

### **Transfers, Change of the Supervisor, the Title or the Research Topic**

#### **Section 23**

- (1) A student enrolled in a PhD programme organised at another university may request to be transferred to one of the doctoral schools of the university if the conditions required for research activity to be performed by him or her are available and the credits therein obtained (or a part thereof) can be accounted in the programme of the doctoral school, and a supervisor of the given doctoral school undertakes to supervise the given student.
- (2) Upon a well justified reason, topics announced, students performing research in such topics and their supervisors may be transferred between doctoral schools, functioning at the University, if the topics had been announced in the same scientific discipline, if supported by the doctoral school involved, upon approval from the UDC.
- (3) If the relation between a student and the supervisor jeopardises the success of the programme and the obtaining of the degree or the supervisor is unable to perform his tasks through no fault of his own, or for any other reason, the student may request the DSC to change his or her topic or supervisor. Prior to taking a decision, the DSC requests the opinion of the head of the research field and, in turn, it is the UDC that takes a final decision, further to a proposal from the head of the doctoral school.
- (4) The title of a doctoral dissertation may be modified, upon request from the supervisor or the student or upon a proposal made at the preliminary dissertation defence, if such change is approved by the DSC, in order to restrict the topic and/or render it more concrete, but this does not equal the change of the research topic.
- (5) A research topic may only be changed by the UDC, if proposed by the DSC, along with the approval of the new outline.

### **Completion of a Programme**

#### **Section 24**

- (1) The pre-degree certificate certifies the fulfilment of the required coursework, scientific research activities and lecturing (if undertaken by the student) as set forth in the academic and examination regulations of the doctoral schools, with the exception of language examinations, the successful passing of all the required exams, and obtaining the 180 credits listed among the requirements, verifying, without qualification and evaluation, that the PhD student has fulfilled, in all respects, the programme requirements set forth for him or her.
- (2) Following the successful completion of the sixth semester, if all the preconditions of the issuance of the pre-degree certificate are met, the doctoral school issues the pre-degree



certificate. However, the student will only receive the same if (s)he submits his or her own and his or her supervisor's summary report on the three-year programme at the doctoral school. The PhD student's student status is terminated on the day of issuing such report.

- (3) If, at the end of the sixth active semester, the student does not possess the required 180 credits, (s)he may enrol for another semester (semesters). Nevertheless, the total period of the term of study and year(s) postponed may not exceed 12 semesters.
- (4) Prior to the completion of the term of study (the issuance of the pre-degree certificate), the comprehensive exam may not be taken as it is part of the doctoral degree procedure.
- (5) The head of the DS signs the pre-degree certificate in the PhD student's report card (electronic report card).

## **Individual PhD Programmes**

### **Section 25**

- (1) The purpose of an individual study programme is providing the opportunity to obtain a doctoral (PhD) degree for professionals possessing significant research experience and documented academic performance via a facilitated participation in an organised programme.
- (2) The duration of individual programme is three years (36 months).
- (3) A student enrolled in an individual study programme is exempted from visiting contact classes but the preparation involves consultation and examination obligations. As determined by the rules of organised programmes, a student enrolled in an individual programme also makes preparations in accordance with the credit system requirements and his preparations are directed by the appointed supervisor. At least 180 credits must be collected in order to obtain the pre-degree certificate.
- (4) A person enrolled in an individual programme will have a student status at the university for the term of study.
- (5) With regard to a person enrolled in an individual programme, further to his or her academic and research achievements prior to acceptance, the DS may recognise credits according to the following:
  - a) Academic requirements: up to 12 credits;
  - b) Scientific research activities: up to 60 credits.Credits recognised in this manner must be communicated to the student enrolled in the individual study programme in the notification proving his or her acceptance.
- (6) The credits required to be obtained by a person enrolled in an individual programme must be determined in the academic and examination regulations of the doctoral school along with additional study and research tasks to be fulfilled in the period of the programme.
- (7) A person enrolled in an individual programme may request a leave of absence for an academic year as permitted for students enrolled in other organised programmes as set forth in Section 22 (3).
- (8) In addition to the 180 credits determined, a person enrolled in an individual programme may take up subjects and researcher seminars worth up to 18 credits, and may perform and complete research activities if it assists him in drafting his dissertation.
- (9) Upon a successful completion of the programme, if the student has fulfilled the criteria set forth in Sections 24 (1) – (3) of these Regulations, the DS issues a pre-degree certificate for the student enrolled in the individual programme.
- (10) A candidate possessing a pre-degree certificate who has completed the individual programme may apply for a degree procedure and may perform it in accordance with the general rules of the procedure.

## Individual PhD Preparation

### Section 26

- (1) The purpose of individual preparation is providing the opportunity of obtaining a PhD degree to professionals who received a master's degree at a Hungarian or foreign university and possess a diploma evidencing their qualifications, possess performed and documented experience at least five years as both lecturer and academic researcher in the disciplines listed in these Regulations, or exceptional experience in the higher education of police, national defence or public administration organs also without enrolling in an organised PhD programme. Individual preparation in obtaining a PhD degree may be only requested in exceptionally justified cases.
- (2) A person performing individual preparations shall be exempted from the tasks of a PhD programme and may apply for a degree procedure without completing the programme, by submitting a draft doctoral dissertation suitable for preliminary defence.
- (3) Application criteria for those applying for individual preparation:
  - a) Applications may be submitted continuously, with the exception of recesses in procedure, by submitting the application form constituting Annex 1 and the required enclosures;
  - b) The general rules of application also apply to those performing individual preparation as described in Chapter III;
  - c) Exceptions from the general rules are as follows:
    - ca) previous scientific achievements evidenced must be worth at least 20 publication points (As set forth in Annex 2). If the applicant possesses more publications, (s)he must present publications already published in peer reviewed journals prior to the date of the interview worth at least 20 points, as set forth in the table of point values contained in Annex 2 of the DR, attaching to the applicant's research topic, with at least one publication in a foreign language;<sup>14</sup>
    - cb) the DS checks whether the applicant's scientific or artistic achievements justify the acceptance of the form of individual preparation. A statement must be requested from the co-authors of co-authored publications regarding the ratio of co-authorship and regarding the proven use of the results in other dissertations.
- (4) Requisites of the entrance procedure:
  - a) A applicant applying for individual preparation participates at an interview, a performance check and a preliminary evaluation of his or her scientific achievements;
  - b) A applicant for individual preparation shall obtain at least 80 entrance points for acceptance;
  - c) If an applicant for individual preparation does not fulfil any of the requirements set forth above, (s)he has the opportunity to enrol in an individual study programme. After completing at least one academic year, if, in the meantime, (s)he has fulfilled the requirements set forth in paragraph (3) c), (s)he may request to be accepted for individual preparation. Further to the proposal of the DS, the UDC takes a decision regarding the transfer.
- (5) Requirements of individual preparation:
  - a) A person individually preparing performs preparatory activities without having a student status as (s)he only participates in the degree procedure;
  - b) The appointed supervisor directs his or her preparations;
  - c) The degree procedure is identical, in all respects, to that conducted with regard to those enrolled in an organised programme;
  - d) If the applicant has been accepted submitting a dissertation not yet fully completed, the fee of the degree procedure must be paid only upon the submission of the completed dissertation;

---

<sup>14</sup> Amended by Senate Resolution 146/2013 (30 October)

- e) The postponement of an academic year may not be permitted to a person individually preparing for the PhD degree.

## **Student Status**

### **Section 27**

- (1) PhD students accepted for a programme – thus, also those accepted to an individual programme – establish a student status with the university upon enrolling at the DS for the first semester. Individually preparing persons will not have a student status at the university.
- (2) During the existence of the student status, a student does not need to register again. As of the second semester of his or her studies, a student may register in the Neptun uniform education system during the week of registration and, in the following, issues a statement on the relevant form for the Doctoral School whether (s)he continues his or her studies or suspends his or her student status. In justified cases, registration in person is also possible at the Doctoral School during the registration week. A student enrolled in a self-funded programme, if he or she intends to continue his or her studies, shall concurrently prove the payment of the tuition fee.
- (3) If a student fails to make this declaration in the registration period due to his or her own fault, he or she must pay an additional registration fee due to the delay. Upon a continued failure to make the declaration and pay the supplementary fee, the student status will be suspended or terminated.

Upon the suspension of student status, a passive semester must be registered for the student, which also equals the postponement of an academic year.

- (4) The student status is also suspended if the student is unable to fulfil his or her obligations arising from the student status through no fault of his own – due to childbirth, accident, illness or another unexpected cause. The student shall have an obligation to make a declaration also in this case.
- (5) In a passive semester or upon a postponed semester, a student may not participate in the study programme and may not earn credits. Stipends may not be disbursed to students funded via a scholarship. The student does not need to pay the tuition fee or any other procedural fee. S(h)e may collect data, perform scientific research work, publish articles and participate at scientific conferences and calls for applications.
- (6) A student will have a continuous student status if (s)he fulfils the following requirements:
  - a) Registers in the first semester;
  - b) In the following semesters (s)he declares the continuation of his or her studies and evidences the payment of the tuition fee;
  - c) Obtains the credits determined by the Doctoral Schools;
- (7) If a student is enrolled in an organised programme that does not meet those set forth in paragraph (6) c) but is other than an individual programme (s)he shall repeat a semester, by paying the tuition fee for that semester upon a self-funded programme, in which case the credits obtained in the semester not completed must be accounted for the repeated semester.
- (8) The student status also exists continuously if a student participates in a longer term study abroad at a foreign university or another Hungarian university, where (s)he fully completes the partial tasks coordinated with the supervisor and such tasks are worth credits.
- (9) A student status terminates:
  - a) Upon completion of a programme, upon the issuance of the pre-degree certificate;
  - b) If the student declares that (s)he terminates his or her student status, on the date of making such declaration;
  - c) By dismissal as determined by the UDC in a resolution, on the day the resolution comes into force;
  - d) By deletion, upon a failure to make a declaration prior to the commencement of a semester on two occasions through a the student's fault;

- e) If, following the passage of the postponement of an academic year, fails to commence his or her studies in the following term of study;
- f) By deletion from the list of students after the passage of 72 months as of admission;
- g) At the student's request, by transferring the student to a doctoral programme at another university.

**The legal status of a PhD student enrolled in a full-time organised programme funded either via a state stipend or from own funds**

**Section 28**

- (1) A student enrolled in a scholarship programme is placed at the department that matches his or her research topic where the conditions are rendered available for performing work and the use of the university infrastructure is possible in accordance with the rules of the university.
- (2) The student can be accommodated in a dormitory under terms also offered to students enrolled in master's programmes over 12 months of the year.
- (3) A student compiles and follows curriculum on his/her own, following the instructions of the DS, with assistance from his or her supervisor.
- (4) If a student also undertakes to perform lecturing activities for the number of credits required for completing his or her study obligations, (s)he may perform such activities as permitted by the head of department competent further to the thesis topic, in subjects attaching to his or her research topic.

A PhD student shall be entitled to financial remuneration determined in a contract for performing such lecturing activity as set forth in Section 44 (2) and (5) of the Act on Higher Education, and the student may waive such remuneration according to his or her own decision. Upon entering into a contract, the rules on work performed by students shall be complied with.

- (5) A PhD student who is entitled to state-scholarship with regard to the PhD programme is also eligible for textbook grants. These grants are allocated and paid in a manner identical to that applied for textbook grants paid to students enrolled in Bachelor programmes. Other relevant regulations of the university shall also apply to students awarded a scholarship
- (6) Special provisions relating to PhD students that are regular sector staff members:
  - a) May be enrolled in a scholarship-funded programme further to an authorisation from the competent minister;
  - b) With regard to and upon the commencement of a full-time programme, the person may get placed on the unattached list of staff for the period of the programme, in a manner set forth in a separate statute;
  - c) With regard to a full-time programme, the PhD student shall be entitled to an allowance for the period of the programme, as determined in a separate statute;
  - d) Shall be entitled to suspend his or her student status and shall report the fact of such suspension to his or her officer in command.
  - e) May participate in a study abroad further to a proposal by the superior exercising employer's rights, upon authorisation from by the competent minister;
  - f) The Student shall be entitled to the allowance for the period of his or her study abroad and, in addition, the minister grants a FX foreign exchange allowance as determined in a separate decree;
  - g) If a student suspends his or her term of study at his or her own request or through a fault of his or her own, in consideration of a decision by the UDC, (s)he may not continue the programme as one funded from state support but shall make available the funding of the programme from his or her own sources;
  - h) The concordant support from the UDS and the person making the relevant proposal is required for changing the topic of the student's doctoral dissertation.

## **The legal status of a PhD student enrolled in a self-funded part-time programme**

### **Section 29**

- (1) Scholarships by the Hungarian State may not be granted to PhD students enrolled in organised self-funded part-time programmes.
- (2) The number of coursework in an organised self-funded part-time programme must be at least 30% but up to 50% of the number required in a full-time programme.
- (3) A PhD student enrolled in a part-time programme may carry out his or her individual research activities at his or her workplace if the conditions for such activities are met.
- (4) Special provisions relating to sector PhD students are as follows:
  - a) Shall report to his or her officer on course activities requiring personal presence every six months. The DS will issue a certificate on course activities as required;
  - b) The student's appearance at course activities requiring personal presence must be facilitated;
  - c) A student shall report to his or her service officer the termination or suspension of his or her student status and the resumption of his or her studies;
  - d) A student shall report to his or her service officer his or her intention to participate in a study abroad;
  - e) The student may continue the programme as a student supported from state scholarship at his or her own request, on the basis of a submission by the proposing organisation, upon authorisation from the minister.
- (5)<sup>15</sup> If a student also undertakes to perform lecturing activities in consideration for the number of credits required for completing his or her study obligations, (s)he may perform such activities as permitted by the head of department competent further to the thesis topic, in subjects related to his or her research topic.

A PhD student shall be entitled to financial remuneration determined in a contract for giving such lectures as set forth in Section 44 (2) and (5) of the Act on Higher Education, and the student may waive such remuneration according to his or her own decision. Upon entering into a contract, the rules on work performed by students shall be complied with.

## **IV. Chapter**

### **The Doctoral Degree Procedure**

#### **General Requirements of Applying for a Doctoral Degree Procedure**

##### **Section 30**

- (1) In general, an application may be submitted for a degree procedure following the completion of an organised PhD programme (obtaining the pre-degree certificate), at the time of submitting the completed doctoral dissertation (work) and the required enclosures, upon the fulfilment of the requisites of the award of the degree.
- (2) A student may also apply for the degree procedure if (s)he has completed the programme (has obtained the pre-degree certificate), but has not yet fulfilled all the requisites of awarding a PhD degree.
- (3) In an exceptional case, a PhD student may also apply for a degree procedure if:
  - a) (S)he has met his or her study obligations in the third year of the programme;
  - b) At the preliminary defence, his or her dissertation was found suitable for allowing further procedure.
- (4) Following successful acceptance, an individually preparing student may immediately apply for the degree procedure.

---

<sup>15</sup> Enacted by Senate Resolution 146/2013 (30 October)

- (5) The DSC provides an opinion on launching the degree procedure, which is approved by the DSC.
- (6) As of the date of the UDC decision, the applicant PhD candidate establishes a legal relationship with the university. If the student commences the degree procedure within the term of study, as set forth in paragraph (3), in addition to his or her student status, he or she will also have the status of a PhD candidate.
- (7) The UDC may not turn down an application submitted by a student that has successfully completed the PhD programme at the university and has obtained the pre-degree certificate.
- (8) An application must be submitted for a doctoral procedure within three years after obtaining the pre-degree certificate (the date of issuance), at the latest, and within two years as of the acceptance of the application, the PhD candidate shall fulfil all the requirements of obtaining the degree.<sup>16</sup>
- (9) There is a recess in actions related to the doctoral degree procedure as of 15 July until 31 August and as of 15 December 15 until 31 December. This also applies to a preliminary defence to be held in the summer period.
- (10) A degree procedure shall be conducted free of charge for students that have been awarded a scholarship who apply for and commence the procedure prior to the end of their term of study.
- (11) The fee of the degree procedure must be paid upon submitting the final application for the defence (at the time of submitting the full documentation). The sum of the fee is set forth in university regulations.

## **General Requirements of Obtaining the PhD Degree**

### **Section 31**

The general conditions of obtaining a PhD degree are as follows:

- a) Documentation of autonomous academic activities, in particular, via publications and articles issued in Hungarian scientific journals, books, scientific conference documentations relating to the candidate's research topic. Scientific activities are evidenced by achieving at least a total of 20 publication points calculated according to the table of point values, of which there must be at least one that is a peer reviewed publication published in a foreign language and at least four are publications published in peer reviewed journals;
- b) Evidencing proficiency in at least two foreign languages. Verification of a comprehensive, state-accredited, at least B2 (intermediate) level certificate or equivalent in two languages listed in Section 17 (9) is required. Upon the existence of a comprehensive, state-accredited C1 (advanced) level certificate or equivalent in a language listed in Section 17 (9), the verification of a comprehensive, state-accredited B1 (basic) level (or equivalent) certificate or equivalent in another language listed in Section 17 (9) is acceptable.
- c) A PhD candidate that is not a Hungarian citizen shall evidence ,in addition to his or her mother tongue, the existence of at least two complex, state-accredited, at least B2 (intermediate) level certificates or equivalent or the existence of a comprehensive, state-accredited C1 (advanced) level certificate or equivalent and a complex, state-accredited B1 (basic) level (or equivalent) certificate;
- d) The successful passing of the final examination;
- e) Solving the academic task independently; drafting the dissertation or work and defending the achievements in an open debate.

---

<sup>16</sup> Amended by Senate Resolution 146/2013 (30 October)

## Submitting Applications for the Degree Procedure

### Section 32

- (1) Applications for a doctoral degree procedure may be submitted on the Form constituting Annex 3 to these Regulations. Applications must be submitted to the AOC, which checks the same with regard to form and only accepts complete applications. In turn, the AOC forwards applications to the competent DS. The AOC returns applications not complete with regard to form to the applicant for supplementation. A certificate from the DS must be attached to the application, proving that, in addition to obtaining the pre-degree certificate, the candidate has fulfilled all other requirements of submitting an application for a doctoral degree procedure and that the documentation is complete and fulfils the application requirements.
- (2) The competent DSC provides an opinion on applications complete with regard to form and, in turn, submits the same to the UDC for acceptance.
- (3) Applicants applying for the procedure as set forth in those contained in Section 30 (1) must attach to the application form the documents (s)he must possess at the time of submitting the application;
  - a) A resume;
  - b) the pre-degree certificate evidencing the successful completion of the organised programme;
  - c) copies of the diploma(s) obtained in a master's programme or in an equivalent university programme (the authentic translation of MA diplomas obtained by Hungarian citizens abroad and of MA diplomas of foreign citizens) (along with the presentation of the original documents);
  - d) copies of the language certificates (with regard to (a) language certificate(s) obtained abroad, copies of the resolution of the Education Authority Language Certificate Accreditation Centre on the nationalisation of the same) (along with the presentation of the original documents);
  - e) a detailed list of publications evidencing individually performed scientific activities (with copies of the publication prints) and the table of point values verifying the fulfilment of the minimum publication requirements, along with the signatures of the PhD candidate and the supervisor and statements from co-authors (as required);
  - f) the doctoral dissertation or equivalent work (on an electronic data carrier and in eight printed copies, in bound form);
  - g) the author's summary of the dissertation Hungarian and in English (Thesis Abstract) on electronic data carrier and in nine printed copies;
  - h) the candidate's statement that (s)he has no doctoral degree procedure pending in the same discipline and that his or her application for a doctoral degree procedure was not turned down within two years and did not have an unsuccessful defence of his or her doctoral dissertation within a period of two years;
  - i) a statement that the candidate is not under a procedure aimed at the withdrawal of a PhD degree and that a PhD degree awarded previously was not withdrawn from him or her within 5 years;
  - j) a statement that the dissertation is the candidate's own individual work and that references to literature are clear and complete;
  - k) the minutes of the preliminary defence in three copies;
  - l) the certificate on the payment of the fee of the procedure (or the approved application for the waiver thereof);
  - m) any possible application for authorising a procedure to be conducted in a foreign language;
  - n) a proposal by the supervisor, approved and signed by the head of the research field regarding the subjects of the final exam and the chair and the members of the final examination and review committees;

- o) an official extract from the judicial records evidencing a clean criminal record, issued up to three months earlier, or, if the applicant holds a position attached to a clean criminal record, a certificate issued by the employer to that effect, or, with regard to foreign citizens, an equivalent document.<sup>17</sup>
- (4) Applicants submitting applications in accordance with those set forth in Section 30 (2) shall enclose to the application form all the documents listed in paragraphs (3) points a–o) of this section that (s)he already possesses. The provisions of this section shall also apply to individually preparing applicants accepted.
- (5) Applicants submitting applications in accordance with those set forth in Section 30 (3) shall enclose to the application form a certificate from the DS verifying that the applicant has completed his or her study requirements and all documents listed in paragraphs (3) points a–o) of this section that (s)he already possesses, among them the minutes of the preliminary dissertation defence in three copies.
- (6) The UDS takes a decision regarding the acceptance of an application and the commencement of the degree procedure further to a proposal by the DSC. The UDC may not reject an application if the applicant has successfully completed the PhD programme at the doctoral schools of the university and has otherwise fulfilled all the requirements set in his or her respect.

### **Other Requirements of the Degree Procedure**

#### **Section 33**

- (1) It is the task of the AOC to register an application and the UDC decision on the given application, and, in the event of an unsuccessful procedure, the initiation of the termination thereof.
- (2) Via the acceptance by the UDC of an application for a degree procedure, the candidate receives a PhD candidate status at the university. If the candidate submitted an application further to those contained in Section 30 (2) or (3), (s)he will have to fulfil the requirements set forth in Section 31 (1) a), b) and c) within the framework of the degree procedure.
- (3) Section 49 contains a PhD candidate's rights, whereas Section 50 contains a PhD candidate's obligations.
- (4) A PhD candidate status terminates upon the closing of the degree procedure and if a PhD candidate has failed to submit his or her completed doctoral dissertation, within two years as of the date of establishing the PhD candidate status.<sup>18</sup>
- (5) In other respects, the provisions relating to university students' rights and obligations shall apply with regard to a PhD candidate's rights and obligations.
- (6) Independently performed scientific activities shall be evidenced against the requirements set forth in Section 31 (1) a). With regard to PhD candidates enrolled in the programme, in addition to publications already published in a peer-reviewed journal until the submission of the complete dissertation documentation, in line with the table of point values constituting Annex 2 to these Doctoral Regulations, a Hungarian and an English language publication approved for release may also be accepted as reference. In this case, the copy edited for printing and the certificate from the editor on proposed release must be attached. In respect of publications involving a co-author, the co-authors' statements must be enclosed on authors' contribution ratios.
- (7) Foreign language proficiency must be certified as set forth in Sections 31 (1) b) and c). The first language shall be one of those determined in Section 17 (9). Proficiency in a second language must be proven along with the submission of the dissertation, at the latest.
- (8) If an applicant has applied in accordance with those contained in Section 30 (2) or (3), (s)he must present the documents not yet available at the time of application, required in Section 32 (3), at the time of submitting the dissertation.

<sup>17</sup> Amended by Senate Resolution 146/2013 (30 October)

<sup>18</sup> Amended by Senate Resolution 146/2013 (30 October)



- (9) A degree procedure shall be completed within one year as of submitting the dissertation.
- (10) Following an unsuccessful degree procedure, a new procedure may be initiated after the passage of two years, at the earliest, on only one more occasion in the same topic.

## **The Final Examination**

### **Section 34**

- (1) The final examination is part of the doctoral degree procedure and is a form of examining, in a summarised and comprehensive manner, the knowledge acquired by a PhD candidate in the branch of science of his or her research topic. A final examination must be taken in public, before a committee, within up to two years as of the submission of the relevant application for the doctoral degree procedure.
- (2) The final examination consists of one major and two minor subjects. One is a characteristics subject of the given branch of science and the two others may be selected from the subjects of the research field, closely related to the candidate's thesis topic. The subjects must be selected in a manner ensuring, if possible, that they are subjects the PhD student had enrolled for over the course of the programme. The supervisor makes a proposal for the subjects of the final examination.
- (3) The supervisor makes a proposal for the composition of the final examination committee, in consideration of those contained in Section 14, in agreement with the head of the research field. The DSC provides an opinion on the proposal and submits the same to the UDC for approval. Organising a final examination is the duty of the AOC.
- (4) Each of the committee members awards points by subject on a scale from 0-5 for the candidate's performance at the final examination. The candidate passes the exam if (s)he receives 60% of the points that can be earned at the exam.
- (5) Qualification of a final examination:
  - a) Summa cum laude (91–100% of the points that can be awarded), if the candidate provided responses to questions in a logical structure, using the correct (technical) terms, in principle, in an error-free and self-confident manner, recognising relations, not requiring major supplementation, clearly indicating that (s)he is able to use his or her knowledge in the dissertation in a creative manner.
  - b) Cum laude (76–90% of the points that can be awarded), if the candidate provided responses to questions in a logical structure, in a manner error-free in principle but requiring supplementation, uncertain in major relations, at times, using inaccurate terms, which, on the other hand, refers to the fact that (s)he is able to apply his or her knowledge quite well in the dissertation.
  - c) Rite (60–75% of the points that can be awarded), if the candidate provided responses to questions error-free in principle, but in a less structured manner, requiring supplementation, using inaccurate terms a number of times, but still able to orientate with regard to relations, which is still sufficient for compiling a meaningful dissertation.
- (6) The results of a final examination shall be recorded in minutes (Annex 4) and shall be announced immediately following the examination.
- (7) If the applicant fails at the final examination, (s)he may attempt to take it before the same committee on one occasion after a period of six months, which does not affect the term of the doctoral degree procedure.
- (8) A final examination passed at another university may not be accepted within the scope of a degree procedure at the University. A comprehensive final examination passed at the University shall lose its force after the passage of three years from the date of the exam.
- (9) Keeping records of the results of a final exam is the task of the AOC. The head of the AOC issues a certificate on the results of the final examination if requested by the applicant.

## The doctoral dissertation

### Section 35

- (1) The dissertation is a kind of synthetic work presenting the research objectives of the PhD candidate, the summary of the specialized literature relevant to the research topic, the hypothesis, the research methodologies and results, the individual conclusions and new scientific achievement(s), as well as the possibilities of practical application and the recommendations of the author.
- (2) The dissertation shall include the following:
  - a) the name of the PhD candidate and his/her supervisor;
  - b) the title of the dissertation;
  - c) a review of the relevant literature;
  - d) the description of the scientific problem;
  - e) the hypothesis;
  - f) the research objectives;
  - g) the research methodologies;
  - h) a concise description of the examination performed and the partial conclusions chapter by chapter;
  - i) the summarised conclusions;
  - j) a concise description of new scientific achievement(s);
  - k) the recommendations;
  - l) the possibilities of practical use of the investigation achievement(s);
  - m) a bibliography;
  - n) a list of the publications of the PhD candidate in the subject;
- (3) In this regard and in terms of contents the dissertation must meet the following requirements:
  - a) the dissertation shall meet the requirements of form and content relevant to scientific written works;
  - b) it shall contain new scientific achievements;
  - c) it shall prove that the candidate is able to perform individual problem exploration, test, analysis and systematic creative research work; that has profound knowledge in the subject of the dissertation and is able to use and employ such knowledge;
  - d) the topic should be exposed in a logical and comprehensive structure, at the most modern level of the research area; the candidate should summarize and briefly evaluate the scientific literature relevant to the research topic, determine the objectives of the research, present his hypothesis and assumptions, the methodology and results of the research, his individual conclusions and the new scientific result or results, as well as the possibilities of their practical application;
- (4) Formal requirements of the dissertation:
  - a) the text of the dissertation completed with annexes and possibly appendices shall harmonize with the selected research topic. The extent of the PhD dissertation shall be minimum 200 pages and maximum 250 pages for social sciences, minimum 130 pages and maximum 200 pages for technical sciences<sup>19</sup>. The extent of the work shall not include the appendices, annexes, the list of literature or bibliography;
  - b) the dissertation shall include a table of contents and the list of literature used, as well as all the necessary figures, charts, drafts and diagrams, plus a list of the publications of the candidate to date. The dissertation shall identify the name of the university, the title of the dissertation, the name of the candidate and his supervisor, the year and place the dissertation was written;

---

<sup>19</sup> Amended by Senate Resolution 146/2013 (30 October)

- c) the bibliographic data of the literature used shall be presented at the end of the dissertation, and a clear reference shall be made to the source in the text for every appearance;
  - d) the dissertation shall be made and submitted in Hungarian language as a rule, written on one single side of the page, using Times New Roman font 12 points of size, numbered pages, 1.5 lines of spacing, hard cover, in eight identical copies;
  - e) there must be space at the beginning of the dissertation for the signature of the supervisor;
  - f) upon the preliminary approval of the Doctoral Council of the University, the dissertation may be prepared in a foreign language – in this case the double of the doctoral degree fee shall be paid;
  - g) the electronic version of the dissertation – identical to the printed version in terms of form and content – shall be presented to the Academic Organisational Centre of the University (AOS) in MS Word (DOC or DOCX), or Rich Text (RTF), or OpenDocument (ODT), or Portable Document (PDF) format, uncompressed and without password protection, in one single file on optical media, in two copies.
- (5) Requirements concerning created work:
- a) the application of scientific methods must have proven results;
  - b) the creation and elaboration of the study must prove individual creative work;
  - c) the work must satisfy needs related to the practical application of the research area.

A description of the created work must be filed including, besides the requirements listed above, the new scientific result(s) achieved by the creation.

- (6) The qualification process of the creation coincides with the general rules, except that the evaluation relies on the creation itself and its description, which presents its essence and the experiences of its practical application.
- (7) The dissertation shall be registered by the Academic Organisational Centre of the University.
- (8) The doctoral dissertation and the thesis book shall be made available in electronic format for everyone, which is responsibility of the Academic Organisational Centre of the University. The thesis book must be prepared by the PhD candidate.
- (9) The thesis book of the doctoral dissertation shall present in summarized format the results of the individual scientific work. The results must be presented in a consistent and comprehensible system, where each of the new affirmations is based on the publications and artistic creations of the candidate. The thesis book – on not more than twenty pages – must be prepared in Hungarian and English languages and must include:
  - a) the name of the PhD candidate and the supervisor;
  - b) the title of the dissertation;
  - c) the description of the scientific problem;
  - d) the hypothesis;
  - e) the research objectives;
  - f) the research methodologies;
  - g) the concise description of the completed examination chapter by chapter;
  - h) the summarised conclusions;
  - i) the new scientific result(s);
  - j) the recommendations;
  - k) the possibility of practical use of the research results;
  - l) the list of publications of the PhD candidate in the subject;
  - m) the technical and scientific CV of the PhD candidate.

## Preliminary defence of the doctoral dissertation

### Section 36

- (1) Before presenting the dissertation, a preliminary defence shall be conducted (also for candidates taking part on individual tutoring).
- (2) The preliminary defence shall let the community of competent individuals familiar with the theme of the draft dissertation explore the deficiencies of the study, confirm the candidate concerning the values of the dissertation and give support for developing the final dissertation in the best quality possible.
- (3) The preliminary defence is organised and conducted by the supervisor. If the supervisor is impeded, the head of the Doctoral School may invite another supervisor with expertise in the subject to conduct the debate. Upon the proposal of the head of the Doctoral School and with the agreement of the head of the research area, two preliminary reviewers with expertise in the subject must be requested to conduct the preliminary defence. In case of two negative preliminary reviews the individuals attending the preliminary defence and having scientific degree shall decide with open voting whether to continue the procedure or not. If the preliminary defence is repeated, the same two preliminary reviewers should be requested to proceed.

The preliminary defence may be conducted if at least one of the preliminary reviewers is present and the absent preliminary reviewer has filed his opinion in writing. The preliminary reviewers shall be allowed at least two weeks for preparing their reviews. The preliminary reviewers shall be requested to perform the review of the dissertation.

When preparing the preliminary review, the provisions of articles 35 (4) and 37 (6) shall apply.
- (4) The preliminary defence shall take sides on whether the draft dissertation:
  - a) has been prepared using modern research methodologies and has covered every major detail of the selected topic;
  - b) complies with the requirements on contents and form;
  - c) is the result of the individual scientific research activities of the candidate;
  - d) contains any new scientific results.
- (5) A report must be made on the preliminary defence and must be attached in three copies to the dissertation when filed. The report should be accompanied by the list of attendants including the name, scientific degree, place of work, contact details and signature of the participants.
- (6) The report shall contain the list of participants, the essence of their questions and findings, as well as their summarized opinion of the debate, which may be one of the following:
  - a) the draft dissertation is suitable for further procedure without any rework (or with just minor reworks not of the essence) without conducting a new preliminary defence;
  - b) the draft dissertation is suitable for further procedure with reworks of the essence, without conducting a new preliminary defence;
  - c) the draft dissertation is suitable for further procedure with a full rework, with conducting a new preliminary defence.
- (7) The open voting held at the end of the preliminary defence in the overall opinion about the debate is open only for persons with scientific degree that have been present along the entire preliminary defence. The preliminary defence may be held if at least five persons with scientific degree are present besides the supervisor and the two preliminary reviewers. Opinions filed in written form shall not be considered for the purposes of voting. In case of tie votes the opinion of the Council of the Doctoral School shall decide.
- (8) The draft dissertation shall be mailed at least 15 days before the preliminary defence and shall be published on the web page of the Doctoral School.

## **Review of the doctoral dissertation**

### **Section 37**

- (1) The release of the dissertation for review shall be decided by the Doctoral Council of the University upon the written recommendation of the supervisor with the written support of the head of the research area, based on the recommendation of the competent Council of the Doctoral School.
- (2) The Doctoral Council of the University shall appoint two official reviewers for reviewing the doctoral dissertation. One of the reviewers shall be not employed by the University. The two official reviewers shall prepare a written review about the dissertation within two months of receipt of the dissertation (creation) within the academic period determined by the University, stating whether they recommend or not referring the dissertation for public defence.
- (3) The requirements concerning the review shall be defined by the Guidelines approved by the Doctoral Council of the University and sent to the reviewers.
- (4) If the requested reviewer is not capable of performing the review, shall advice the Doctoral Council of the University within fifteen days.
- (5) The assignment for official review may be refused:
  - a) in case of incompatibility or partiality;
  - b) if the requested reviewer has no proper expertise in the topic of the dissertation;
  - c) if the requested reviewer is impeded in the delivery of the assignment by illness, official absence or other circumstances.
- (6) The review shall contain the following:
  - a) A general part (including the justification) where the review states whether :
    - aa) the dissertation complies or not with the requirements on form;
    - ab) the topic has relevance and timeliness;
    - ac) the literature used in connection with the topic is sufficient in terms of quantity; has been evaluated properly; and whether has been used in elaborating the subject;
    - ad) the objectives, methods and results of the research work are in harmony;
    - ae) the result of the individual research work may be accepted as new scientific result(s);
    - af) the dissertation as a whole complies with the requirements for being released to public defence.
  - b) If the dissertation is made on a foreign language and the defence is conducted also on a foreign language, the review must be prepared also on that foreign language.
- (7) Questions made by the official reviewers in the review must be answered by the PhD candidate before the open debate in writing.
- (8) If one of the reviewers has a negative recommendation, the Doctoral Council of the University shall appoint also a third reviewer. A recommendation for any further reviewers shall be made and the Doctoral Council of the University shall make a decision on this subject only if there are discrepant reviews or rejections.
- (9) If there are two rejecting reviews, a new procedure may be commenced only after two years as the earliest, and just once for the same doctoral topic. Such new dissertation shall be assigned to the original reviewers, if possible.
- (10) The assignment of the official reviewers, the mailing and registration of the dissertation, the receipt and registration of the review or the rejections shall be responsibilities of the Academic Organisational Centre of the University.

## Defence of the doctoral dissertation

### Section 38

- (1) The doctoral dissertation (creation) shall be defended on a open debate in front of a defence committee. The composition of the committee is regulated by section 15 (2) above.
- (2) The doctoral defence may be conducted only after a successful final examination.
- (3) The dissertation shall be released for open debate within two months in the academic period of the receipt of the two supporting reviews – within not less than a month.
- (4) The PhD candidate shall receive the reviews in advance and shall answer the questions raised therein in writing before the open debate and verbally at the thesis discussion.
- (5) The open debate may commence if at least five members of the review committee are present, including the chairman, the secretary and at least one of the official reviewers.
  
- (6) The candidate shall present the thesis of his dissertation (work) in a open debate. Upon the request of the PhD candidate and subject to the supporting opinion of the review committee and the approval of the Doctoral Council of the University, a closed debate may be held if the doctoral dissertation has to do with a patent procedure or refers to qualified data for the purposes of national security.
- (7) At the open debate, the chairman and members of the review committee, as well as any other person present may raise questions and make comments concerning the contents of the doctoral work and its new scientific results, and the candidate – after a short (10-20 minute) preparation granted upon his request – shall answer such questions or comments.
- (8) After closing the debate the members of the review committee that were present along the entire defence shall decide on a closed session and by secret voting, using a scoring system from 0 to 5 concerning the acceptance or refusal of the dissertation. The acceptance needs at least 60% of the available scores. The chairman of the review committee shall announce and justify in public the result of the voting.
- (9) The evaluation of the public defence of a doctoral dissertation may be *summa cum laude*, *cum laude*, or *rite*. The result shall be determined using the table included in Annex Nr. 9 below.
- (10) A report shall be made and a data card shall be completed concerning the defence of the doctoral dissertation and the decision of the review committee.
- (11) The chairman and members of the review committee shall include in the report their professional evaluation concerning the doctoral work and its defence. Upon the request of the PhD candidate the Academic Organisational Centre of the University shall issue a certificate about the result of the final examination and the result of the defence, stating that the certificate is not the award of the doctoral degree.
- (12) In case of unsuccessful defence a new procedure may be implemented after at least two years and just once for the same doctoral topic.
- (13) The notification of the review committee, the announcement and preparation of the public defence and the registration of the result shall be responsibilities of the Academic Organisational Centre of the University.

## Conferring the PhD degree

### Section 39

- (1) The Doctoral Council of the University shall decide whether to confer or not the degree, considering the reports of the final examination and the defence, and relying on the votes of two thirds of the attending reviewers. The Doctoral Council of the University may overrule the decision of the defence committee only with regard to procedural matters. In case of objections on the merits of the doctoral programme the Doctoral Council of the University may instruct the

competent Council of the Doctoral School to open a case, which shall be investigated by the Council of the Doctoral School within 30 days and a recommendation shall be filed to the Doctoral Council of the University for making the appropriate decision. Members of the Doctoral Council of the University that have acted in the proceedings as supervisors shall not take part in the voting to confer the doctoral degree.

- (2) Decisions made in the procedure for obtaining the doctoral degree may be appealed only in case of offense or violation of procedural rules. The appeal shall be judged by the rector of the University. The decision considering the appeal shall instruct to repeat the objected procedure or shall reject the appeal. An application for court review may be filed against the rejection of the rector.
- (3) The doctoral title may be used from the date the Doctoral Council of the University issued a decision for the conferment of the degree. On the date the degree is conferred, the status of the PhD candidate shall expire.

### **Conferment of doctoral diploma and inauguration of PhD**

#### **Section 40**

- (1) The Academic Organisational Centre of the University shall issue a diploma concerning the doctoral degree conferred by the Doctoral Council of the University based on the decision recorded in the book of doctoral degrees and shall notify the Education Office.
- (2) The diploma is a public document holding the arms of Hungary, including the name of the National University of Public Service, the ID number of the institution, its stamp, the serial number of the diploma, the name of the holder of the diploma, his place and date of birth, the description of the conferred degree, the qualification of the doctoral degree, the discipline and branch of science, the place, year, month and day of issue. The diploma is signed by the rector and the chairman of the Doctoral Council of the University (Annex Nr. 6). For the purposes of qualifying the doctoral (PhD) degree, one third of the scores awarded at the final examination and two thirds of the defence scores shall be considered. The qualification of the degree shall be *rite* within the range of 60-73%; *cum laude* within the range of 74-90% and *summa cum laude* above 91% (Annex Nr. 10).
- (3) The University shall issue the diploma in Hungarian and English or in Hungarian and Latin languages. Upon request and subject to the payment of costs, the diploma may be issued also in other foreign languages, provided that the candidate so requests in writing at the Academic Organisational Centre of the University before the doctoral degree is conferred.
- (4) According to the traditions of the University and its legal predecessors, the candidates obtaining the doctoral degree are inaugurated as doctors by the rector and the dean at the solemn session of the Senate.
- (5) Candidates of Hungarian nationality take an oath and citizens of other countries sign a statement when conferred the doctoral degree. The text of the oath and statement is included in Annex Nr. 7 below.
- (6) Individuals that have achieved the doctoral (PhD) degree may use the “PhD” or “Dr” acronym with their name.

### **Registration of PhD programmes; conferment of degrees; and the holders of the degrees**

#### **Section 41**

- (1) The Academic Organisational Centre of the University shall keep a register about the examinations included in the doctoral degree procedure, the doctoral defences and the conferment of doctoral degrees. Anyone may inspect the register of conferred doctoral degrees.
- (2) After receipt of the doctoral degree, two copies of the doctoral dissertation must be deposited in a catalogued manner in the Central University Library and the remaining copies shall be

returned to the author. Doctoral dissertations are public and available for everyone.

- (3) The doctoral dissertation and thesis shall be registered in electronic format in a separate database of the homepage of the institution – database of doctoral theses and dissertations – in Hungarian and English, and in any other language appropriate to the specifics of the relevant science, as well as in the Repertory of Hungarian Scientific Works marked with the DOI identifier in compliance with the generally accepted international practice, readily available for everyone.
- (4) After the successful defence the Academic Organisational Centre of the University – relying on the decision establishing the conferment of the degree – enters the degree in the Ledger of Doctoral Degrees of the university and notifies the Education Officer accordingly.
- (5) The publication of the doctoral dissertation may be delayed for not more than two years for justifiable reasons, upon the request of the candidate and based on the decision of the Doctoral Council. Even in this case, the dissertation may be made available to the National Association of Doctoral Students upon the written consent of the doctoral candidate.
- (6) Upon the request of the PhD candidate and subject to the positive opinion of the review committee and the approval of the Doctoral Council, the publication of a doctoral dissertation or doctoral thesis affected by a patent or trademark procedure may be postponed up to the date of registration of the patent or trademark. A doctoral dissertation or doctoral thesis including data qualified for national security reasons shall be published after the period of qualification becomes over.

## **Withdrawal of the doctoral degree**

### **Section 42**

- (1) In the doctoral procedure the University shall accept and apply the principles and procedures relevant to plagiarism of the Science Ethics Code of the Hungarian Academy of Sciences (MTA), as well as the Ethics Code of the University. Decisions made in virtue of chapter X (2) of the Constitution may not be challenged neither at the courts of justice nor the administrative bodies.
- (2) A doctoral degree may be withdrawn by decision of the doctoral council if it is found that the criteria for conferring the doctoral degree are not met.
- (3) A doctoral degree may be withdrawn by decision of the doctoral council if it was obtained by the entitled person by presenting as his own in part or in full the intellectual creation of another person, or used untrue or forged data in the dissertation, misleading or keeping deceived in this way the body or person acting in the doctoral matter. The procedure for the withdrawal of a doctoral title may be conducted only if the holder of the title is still alive when the procedure starts.
- (4) The acts referred to in paragraph (3) above shall not lapse and the impeachment shall affect only the person entitled to the title.
- (5) The procedure for the withdrawal of a doctoral degree may be requested from the chairman of the Doctoral Council of the University having issued the title by the person that proves or makes probable on good grounds the statements included in paragraphs (2) and (3) above, or has a doctoral scientific degree or equivalent in the field of science related to the topic of the challenged dissertation.
- (6) The withdrawal of a doctoral degree shall be decided by the Doctoral Council of the University.
- (7) If in a procedure launched upon the request of the original author it is found by a valid decision that the copyrights were infringed before the commencement of the procedure, the Doctoral Council of the University is not requested to conduct a procedure in this matter since such valid decision shall be sufficient to withdraw the degree.
- (8) If the decision withdrawing a degree is challenged, the Doctoral Council of the University shall appoint an *ad hoc* committee consisting of the general members of the Doctoral School and at least 50% of them shall be not employees of the University (withdrawing the degree). The appeal is decided by the Senate upon the opinion of the *ad hoc* committee.



- (9) The valid decision to withdraw a degree shall be published by the University.
- (10) If a doctoral degree is withdrawn, the affected individual shall not apply for a new degree procedure for five years.

## Chapter V

### Special cases of conferment of the doctoral degree

#### Conferring doctoral degree with honours

##### Section 43

- (1) The rector of the University – upon the previous approval of the President of the Republic – shall confer the doctoral title with the distinction of *Promotio sub auspiciis praesidentis Rei Publicae* to the person that meets the criteria set forth in Section 18 of Government Decree 387/2012. (XII. 19.) on doctoral schools, doctoral procedures and habilitation.
- (2) The conferment of the doctoral title with honours shall be requested by the affected candidate by means of written application filed to the head of the Doctoral School, who in turn shall present the application to the Doctoral Council of the University, and upon the opinion of this body, shall forward it to the Senate. The Senate shall decide upon supporting or not the application.
- (3) The rector shall submit the application and the decision of the Senate – together with the authenticated copies of the documents proving that the candidate meets the criteria of paragraph (1) above – to the Minister in charge of education, who shall file a motion to the President of the Republic requesting approval for the conferment of the doctoral title with honours.

#### Conferment of the title of honorary doctor (*doctor honoris causa*)<sup>20</sup>

##### Section 44

- (1) The University may confer the title of honorary doctor (*doctor honoris causa – dr. h. c.*) to domestic and foreign professionals having achieved outstanding theoretical and practical achievements, including also the professors of the University, if such persons become worthy of the conferment of a doctoral degree by the University in the relevant science in virtue of the provisions of the Regulations<sup>21</sup>.
- (2) The conferment of the distinctive title shall be initiated with the dean of the faculty with competence as regards the proposed person; the dean shall request the opinion of the Faculty Council and file the recommendation to the rector. The rector shall request the opinion of the Doctoral Council of the University concerning the recommendation and shall submit it to the Senate – through the chairman of the Doctoral Council of the University – in a way that the title could be conferred on the open ceremonial session of the Senate held either in March or November.
- (3) The rector of the University shall hand over the diploma enabling the holder to hold the title of honorary doctor (*doctor honoris causa*) in a solemn ceremony<sup>22</sup>.
- (4) The validity of the title of honorary doctor (*doctor honoris causa*) shall not be limited in time<sup>23</sup>.

---

<sup>20</sup> Amended by Senate Resolution 146/2013 (30 October)

<sup>21</sup> Amended by Senate Resolution 146/2013 (30 October)

<sup>22</sup> Amended by Senate Resolution 146/2013 (30 October)

<sup>23</sup> Amended by Senate Resolution 146/2013 (30 October)

## **Homologation of scientific degrees obtained abroad**

### **Section 45**

- (1) The Doctoral Council of the University may homologate as doctoral degree a scientific degree obtained abroad if the conditions for obtaining such scientific degree meet or with some additional conditions may meet the criteria for obtaining the degree.
- (2) The application for homologation shall be presented to the Doctoral Council of the University, attaching the documents listed in sections 6 and 10 of the University Regulations on the Homologation of Diplomas and Credits, as well as the documents requested at the time of application for the Doctoral programme or a doctoral degree.
- (3) An opinion concerning the application shall be made by the Doctoral Council of the University upon the recommendation of the Doctoral School with competence as per the affected branch of science.
- (4) Every other matter included in this section shall be governed by the provisions of the University Regulations on the Homologation of Diplomas and Credits.

## **Chapter VI**

### **Other rules concerning the doctoral programme and the obtaining of degrees**

#### **Quality assurance in the doctoral programme and the obtaining of degrees**

##### **Section 46**

- (1) The doctoral schools operate a functional quality assurance system within the unique quality assurance system of the National University of Public Service. A basic criterion of quality assurance is a system that ensures the measurement of the performance of students on an exact manner, posing strict requirements for every interested person.
- (2) The quality assurance system of the doctoral schools applies the specific requirements that arise in the course of the activities related to the doctoral programmes. For this purpose, the schools shall have their individual quality assurance plans.
- (3) The monitoring system of the doctoral schools collects every piece of data, factor and opinion (including the opinions of the students, clients and other external bodies) that may be evaluated and compared. Evaluates the current status of the training, research, performance by professors and students, organizational structure, curriculum and educational infrastructure and established their deviation from the requirements (quality assessment).
- (4) The quality assessment creates proposals for the chairman of the doctoral council and the heads of the doctoral schools for intervention and regulation.
- (5) The quality assessment shall review the operation of the quality assurance system.
- (6) In order to enforce the legal background of the procedure for obtaining degrees the Doctoral Schools shall cooperate with the Academic Organisational Centre of the University to support and cause compliance with the procedure of elaboration of the dissertations and the regulatory completion of the preliminary defences. They supervise the activities final examination and other committees and their regulatory appointment, and ensure the publicity of the dissertations and the defences.
- (7) The specific tasks to be completed in the quality assurance system of the doctoral and degree programme shall be regulated in detail by the quality assurance manuals of the University and the faculties.

## **Fees and reimbursements payable**

### **Section 47**

- (1) With the exception of PhD students participating in programmes financed from state scholarship, every participant of every programme shall pay a tuition fee.
- (2) The amount of the tuition fee, the partial or full exemptions, and the amount of fees payable shall be published every semester by a decision of the rector of the University based on the calculation of costs.
- (3) Applicant to doctoral programmes and individual tutoring, as well as doctoral degree programmes shall pay procedural fees, document emission fees and surcharges.
- (4) Procedural fees and document emission fees shall be paid:
  - a) when applying for organized programmes and individual tutoring;
  - b) for the doctoral degree procedure;
  - c) for homologation.
- (5) Surcharges shall be paid:
  - a) if a third official reviewer is appointed;
  - b) if the semestral studies are not delivered during the registration period or are announced out of term.

## **Supports, exemptions and releases**

### **Section 48**

- (1) The supervisor exercising the employer's rights shall sign a contract for the reimbursement of the sector tuition costs of the PhD student participating in the state-financed programme provided by the sector ministries. If a PhD student continues his studies in another form of tuition, he shall file an official statement undertaking the reimbursement or payment of the tuition costs.
- (2) The tuition cost or degree procedural fee of the PhD student being an employee of the University may be assumed in part or in full by the University based on the rector's decree on the order for entering into tuition contracts.
- (3) The full-time PhD student participating in the state-financed programme and being not an employee of the University may receive a state or other scholarship.
- (4) When studies are suspended, no tuition fees shall be paid and no scholarship may be received.
- (5) Scholarship may be paid – as a rule – for not more than six months during studies made abroad by students earning a scholarship. As regards the period between 6 and 12 months, the head of the Doctoral School may decide on supports. No scholarship may be granted for more than one year.

## **Rights of PhD students, individually preparing persons and PhD candidates**

### **Section 49**

- (1) PhD students – including those on individual tuition – shall be students of the University and thus, shall be entitled to every right and benefit that are available for other students of the institution.
- (2) They may choose their form of tuition (full time, part time, individual tuition, individual preparation).
- (3) With the exception of students on individual tuition, they may suspend their studies three times for one year (applying for academic year postponement).
- (4) They may apply for changing their doctoral topic or the title of their dissertation.
- (5) They may take part in other part training abroad or at other domestic universities.
- (6) They may interrupt (finalize) their studies.

- (7) They may undertake lecturing responsibilities.
- (8) Their place of work may commit to pay the cost of their tuition and degree programme.
- (9) They may use the infrastructure of the University.
- (10) They may choose their supervisors and trainers.
- (11) With the exception of full-time students every student and PhD candidate may be assigned a place of research outside the University, provided that it has proper conditions.
- (12) They may choose their subjects and research seminars – except the compulsory ones.
- (13) They may make an opinion about the activities of their trainers.
- (14) They may take part in contests, scientific research projects and scientific forums and may publish their research results.
- (15) Based on the rules of the University and related regulations, they may ask for exemptions and use facilities.
- (16) They may make proposals concerning the life of the University and the Doctoral School and shall be entitled to get answers on the merits of the issue.
- (17) They may apply for being transferred to other doctoral schools<sup>24</sup>.
- (18) They may be elected, with the right of consultation, as members of the Doctoral Schools and other bodies of the University.
- (19) Every other right of the PhD students shall be determined by articles 39 to 63 of the act on national higher education.
- (20) PhD students and PhD candidates shall have access to all the legal remedies – having regard to article 6 (3) herein – defined by articles 57 and 58 of the act on national higher education.
- (21) The institutional representation of PhD students and PhD candidates shall be made by the Board of Doctoral Students (DÖK).

## **Obligations of PhD students, individually preparing persons and PhD candidates**

### **Section 50**

- (1) They shall comply with the rules of the Academic and Examination Regulations of the Doctoral School.
- (2) They shall take part in the compulsory concentrations – with the exceptions of individually preparing persons.
- (3) Sector students shall report to their supervisor any intention of changing the form of tuition, or suspending their studies or studying abroad.
- (4) They shall comply with the tuition and examination rules as well as the disciplinary requirements related to their doctoral programme or defined in the regulations of the University.
- (5) They shall pay the fees and cost reimbursements of the doctoral programme in accordance with applicable rules and regulations.
- (6) They shall comply with the rules of scientific ethics and rules of conduct.
- (7) Every other obligation of the students shall be defined by Article 43 (2) of the act on national higher education.

## **Cooperation of the University with other institutions**

### **Section 51**

- (1) As regards the doctoral programme and degree programme the University may take part in the following forms of cooperation:
  - a) general cooperation with domestic or foreign entities;
  - b) cooperation of the University with other domestic higher education institutions;
  - c) cooperation of the University with foreign higher education institutions;

---

<sup>24</sup> Amended by Senate Resolution 146/2013 (30 October)

- d) cooperation concerning doctoral programmes and research with other research institutes, with the reserve that the doctoral degree shall be always conferred and issued by the University;
- (2) The University may establish a joint doctoral school with other domestic higher education institutions if each of the parties complies with the requirements of establishing a science branch accredited at the National University of Public Service. Joint doctoral diplomas shall be signed by the rectors and chairmen of the doctoral councils of both institutions.
- (3) The University may establish a joint doctoral school with other foreign universities based on a written agreement and may confer joint degrees if similarly to the University the relevant foreign institution is entitled in its country to confer doctoral degrees. Jointly issued doctoral degrees shall be signed and registered by both institutions under their own regulations.
- (4) As regards the forms of cooperation referred to in paragraphs (2) and (3) above, the written application for joint tuition filed to the Hungarian Doctoral Council shall be attached the relevant detailed written agreement.
- (5) Cooperation agreements are signed with other institutions normally at university level. Upon the approval of the rector, faculties may also sign agreements in their areas of operation and also in connection with partial areas of the doctoral programme of their science branch, provided that a valid framework agreement exists between the two institutions.
- (6) Doctoral Schools may keep communication with the doctoral schools of other universities even without a cooperation agreement – regarding the issues of doctoral tuition and degrees – as well as with individuals involved in the doctoral programmes of foreign institutions.
- (7) The research areas of the Doctoral Schools may keep individual contacts with other bodies of the University and other extra-university entities on their fields of speciality.

## **Chapter VII**

### **Miscellaneous and closing provisions**

#### **Section 52**

- (1) PhD students and PhD candidates shall be subject to the provisions of the relevant Tuition and Examination Regulations, the Discipline and Indemnification Regulations of the National University of Public Service, the Regulation of Fees and Receipts of the Students, the Operating and Tuition Regulations of the Doctoral schools, as well as the parts of the regulations of other universities applicable to them, and any matter not regulated herein shall be subject to such provisions.
- (2) The data of PhD students and PhD candidates shall be handled in accordance with the provisions of Article 19 of the act on national higher education.
- (3) This Regulation has been approved by the Senate of the National University of Public Service by means of Resolution Nr. 115/2013 (10 July).
- (4) This Regulation shall enter into force on 1 August 2013 and shall render invalid the Doctoral Regulations approved by Decision Nr. 23/2013. (II. 13.) of the Senate that entered into force on 15 February 2013.
- (5) The provisions of section 31 b) and c) of this Regulation shall apply only in academic years 2013/14 and subsequent ones.<sup>25</sup>

---

<sup>25</sup> Amended by Senate Resolution 146/2013 (30 October)

## ANNEXES<sup>26</sup>

Annex Nr. 1: Application form for doctoral (PhD) programme (sample)

Annex Nr. 2: Publication point values

Annex Nr. 3: Application for doctoral degree (sample)

Annex Nr. 4: Report of final examination (sample)

Annex Nr. 5: Report of public defence (sample)

Annex Nr. 6: Doctoral diploma (sample)

Annex Nr. 7: Text of doctoral oath

Annex Nr. 8: Diploma of honorary doctor (sample)

Annex Nr. 9: Calculation of the evaluation of open debates

Annex Nr. 10: Calculation of the evaluation of diplomas

Annex Nr. 11: List of doctoral schools of the University

---

<sup>26</sup> Amended by Senate Resolution 146/2013 (30 October)

## Application for PhD Programme

### 1. Personal data

Name:

.....

Grade: ..... (Name at birth): .....

Mother's name at birth:.....

Place and date of birth: ..... day ..... month ..... year 19.....

Number of Personal ID card:.....

Citizenship:.....

Permanent residence and phone number:.....

.....

Mail address, phone number and e-mail address:.....

.....

.....

Place of work (place of service), (official phone): .....

.....

.....

Position:.....

### 2. Education, scientific activities

University degree (faculty): .....

Diploma issued by: .....

Number of diploma: .....

Date issued: .....

Foreign languages:

Language:

Level of proficiency:

Nr. and date of certificate:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Quantitative data of scientific activities performed to date<sup>27</sup>

Paper for National Scientific Student's Association: .....

Technical articles: ..... Lectures: .....

Papers: ..... Others: .....

<sup>27</sup> The applicant shall attach separately any scientific publications (topic, date and place of publication, place of storage, extent) and their printouts

**3. Form of tuition (preparation) applied for: \*\***

- a) organized full-time tuition: with scholarship / self-paid;
- b) organized part-time (correspondence) tuition;
- c) individual tuition;
- d) individual preparation

**4. Name of the Doctoral School where the application is filed: \*\***

- Military Science Doctoral school
- Military Engineering Doctoral School
- Public Administration Doctoral School

**5. Area of research applied for: \*\*\***

.....

**6. Research topic announced and applied for: \*\*\***

.....

**7. Title of the thesis selected under the announced research topic to be developed:**

.....

.....

**8. Other communications:**

.....

*I declare under oath that the above data are true and I accept every negative consequence of possibly providing untrue data.*

Dated: ....., day ..... month ..... year 201....

.....  
(Signature of applicant)

**9. Opinion concerning the material conditions of tuition as well as acceptance of the non-announced topic of an individually preparing applicant:**

.....

.....

.....

Dated: ....., day ..... month ..... year 201....

.....  
(signature of Head of Department or Research Centre)

---

\*\* Underline as appropriate

\*\*\* Apply the serial number published in the Admission Info



**10. Evaluation of the topic selected by the applicant:**

.....  
.....  
.....  
.....

Dated: ....., day ..... month ..... year 201....

.....  
.....  
(Signature of head of research area) (Signature of Supervisor)

**11. In case of in-house or sector applicant the opinion and recommendation of the employer or competent commander:**

.....  
.....  
.....

Dated: ....., day ..... month ..... year 201....

.....  
(Signature of Manager/Head officer)

**12. Remarks of the applicant:**

.....  
.....  
.....

Dated: ....., day ..... month ..... year ....

.....  
(Signature of applicant)

**13. Proposal of the proposer:\***

.....  
.....

Dated: ....., day ..... month ..... year 201....

.....  
(Signature of proposer)

*\* Proposer: for an applicant for tuition in state scholarship reporting to the Ministry of Defence or the Office of the Prime Minister it shall be the Scientific Task Force of these bodies. For other or sector applicants, shall be the head of the entity authorising the studies.*

**14. Result of the admission talk:**

- a) performance:.....points
- b) foreign languages:..... points
- c) scientific activities to date: ..... points

Total: ..... points

**15. Summarised opinion of the admission committee:**

.....  
.....  
.....  
.....

**16. Proposal of the committee:**

proposed / proposed with conditions / not proposed

Dated: ....., day ..... month ..... year 201....

.....  
(Signature of the chairman of the admission committee)

**17. Decision of the University Doctoral Council:**

- a) Admitted for .....tuition
- b) Not admitted due to ..... lack of vacancies  
.....failure to qualify.

Dated: ....., day ..... month ..... year 201....

.....  
(chairman of the University Doctoral Council)

## Compulsory Annexes

1. Proof of payment of the admission procedure fee.
2. Certificate of no criminal records, not older than three months, or if employed in a position subject to such certificate, a certificate of the place of work on this, and in case of foreign citizens the equivalent documents.
3. An official statement committing to pay the costs of the doctoral programme.
4. In case of in-house or sector applicant the opinion and recommendation of the employer or commander for participation in the tuition.
5. For last-year students, the registration book; for graduated students, copy of the diplomas received in master course or equivalent university training; for diplomas received abroad, their homologation. In case of a student, certificate of studies made to date and recommendation of the Scientific Students' Association.
6. Copy of the language certificates. ("C" type medium level state-recognized – medium level (B2) general or complex or equivalent language certificate)
7. Curriculum vitae.
8. The draft research topic as announced by the supervisor or in case of students on individual tuition or applying for an individual training programme, agreed with the supervisor and proposed for approval to the University Doctoral Council, in not more than five pages.
9. In case of awards on the National Scientific Students' Conference, the relevant diplomas or copies thereof, in case of scientific publications the list and photocopies or separate printouts thereof.

### Table of Publication Point Values

Type of publication	Author's ratio (%)	Number of points
<b>I. REVIEWED BOOK, TENDER, NOTE (ALSO ON-LINE)</b>		
Book (8 points)		
Chapter of a book (4 points)		
Article in a book, university textbook (3 points)		
Material (study) accepted at an international or national academic application (2 points)		
<b>II. ARTICLES PUBLISHED IN A PEER-REVIEWED SCIENTIFIC JOURNAL (ALSO ON-LINE)</b>		
In a foreign language journal published abroad (6 points)		
In a journal published in Hungary in a foreign language (4 points)		
In a relevant journal published in Hungarian (2 points)		
<b>III. ARTICLES IN A NON-REVIEWED JOURNAL (ON-LINE)</b>		
In a foreign language journal published abroad (3 points)		
Article in a foreign language in a journal published in Hungary (2 points)		
Article in Hungarian (1 point)		
<b>IV. LECTURE PUBLISHED IN THE BROCHURE OF AN INTERNATIONAL SPECIALIST CONFERENCE (ALSO ON-LINE, BOTH IN HUNGARY AND ABROAD)</b>		
Peer-reviewed lecture in a foreign language (4 points)		
Non-reviewed lecture in a foreign language (3 points)		
Co-authored summary published in writing (1 point)		
<b>V. THE FOLLOWING PUBLISHED IN A SPECIALIST CONFERENCE BROCHURE (ALSO ON-LINE)</b>		
Lecture in a foreign language (2 points)		
Lecture in Hungarian (1 point)		
Abstract in a foreign language (1 point)		
Extract in Hungarian (0.5 point)		
<b>VI. OTHER SCIENTIFIC ACTIVITY</b>		
Foreign patent (6 points)		
Industrial manufacturing based on a work or patent (4 points)		
Patent granted in Hungary (3 points)		
Study* (1 point)		

\* Only in the period of applying for a programme and during the term of study.

## ADDITION TO THE TABLE OF PUBLICATION POINT VALUES<sup>28</sup>

### SCOPE OF SCIENTIFIC PUBLICATIONS ACCEPTED

With regard to applications submitted for a degree procedure we take into consideration a printed and/or electronic publication (page number indicated) (article in a journal<sup>29</sup>, university/college textbook, university/college lecture notes, specialist book, scientific monograph, passage from a book, translation from an ancient classical language, conference abstract and extract etc.), which:

- a) Presents the author's own research results (itemised references to such results in a book);
- b) Contains accurate references to specialist literature;
- c) Has an ISBN or ISSN number;
- d) Is Peer reviewed<sup>30</sup>;
- e) Was published in a specialist publication or as a publication, and this publication
  - ea) was published with an internationally renowned publisher or with a publisher renowned at least in Hungary<sup>31</sup>;
  - eb) was published possibly in a foreign language well-used in specialist circles;
  - ec) is available and accessible in major public libraries;
  - ed) can be ordered and is available for purchase.
- f) Is a brief (on-page) abstract, or extract in a conference brochure or on a poster:

We take into consideration as publication specialist works completed, patents accepted in Hungary and abroad, and, as a reference, the documented implementation of a patent, that is, its mass industrial production.

With regard to applications submitted for a degree procedure the following are not taken into consideration:

- works published in a daily or not specialist weekly paper (even if they have a specialist topic);
- self-published works (if they are not peer-reviewed either with regard to language and specialist knowledge);
- hand-outs, collections of paradigms, compilations, editing, content management etc.;
- (book) translations, with the exception of translations of ancient classical works including content management;
- reviews (expositions) or critical works (with the exception of longer analyses of works);
- research reports compiled within the scope of a tender or at an order;
- theses, degree works, dissertations (dr. univ., CSc);
- other hand-written essays, writings;
- writings compiled with the aim of making science more popular (e.g. in the weekly “*Élet és Tudomány*”);
- interviews with a purpose other than research and not of that level of quality (either as the interviewer or the person interviewed).

---

<sup>28</sup> Hungarian Doctoral Council resolution 2012/7/III/9/ incorporating Hungarian Doctoral Council resolution 2012/10/V/1-3), on the basis of the accreditation review criteria for the founding and operation of doctoral schools.

[http://www.mab.hu/joomla/index.php?option=com\\_content&view=article&id=362&Itemid=523&lang=hu](http://www.mab.hu/joomla/index.php?option=com_content&view=article&id=362&Itemid=523&lang=hu) 2013.05.22.

<sup>29</sup> Journal: a publication published on a regular basis, typically at least four times (but, by all means, at least twice) a year, containing articles for the given period, bearing volume numbers.

<sup>30</sup> Peer-reviewed, refereed) publication: the work was reviewed by independent reviewer(s) prior to publication. Acceptance of a conference lecture based on an excerpt and publication in a conference-publication does NOT equal peer review.

<sup>31</sup> Publication in Hungary with international circulation: a publication that was published in an official, regularly issued, larger circulation, internationally subscribed publication.

National University of Public Service

Institutional ID number: FI 99859

**APPLICATION FOR DOCTORAL DEGREE PROCEDURE**

**1. Personal data**

Name: .....

Grade: ..... (Name at birth): .....

Mother's name at birth:.....

Place and date of birth: ..... day ..... month ..... year 19.....

Number of Personal ID card:.....

Citizenship:.....

Permanent residence and phone number:.....

.....

Mail address, phone number and e-mail address:.....

.....

.....

Place of work (place of service), (official phone): .....

.....

.....

Position:.....

**2. Education, scientific activities**

University degree (faculty): .....

Diploma issued by: .....

Number of diploma: .....

Date issued: .....

Foreign languages:

Language:	Level of proficiency:	Number and date of certificate:
.....	.....	.....
.....	.....	.....

**3. Doctoral programme:**

form:\*      a) organized full-time tuition;      scholarship      /      self-paid;

                  b) organized part-time tuition;

                  c) individual tuition;

                  d) individual preparation;

*\* Underline as appropriate*

Doctoral School (research field) issuing the pre-degree certificate:.....

.....

Date of issue of the pre-degree certificate: .....

<sup>32</sup> Amended by Senate Resolution 146/2013 (30 October)

**4. Doctoral procedure:**

Discipline/branch: .....  
Research field: .....

**5. Title of the dissertation:** .....  
.....

**6. Quantitative data of scientific activities to date** (as per table of point values):

Book, tender, note: .....  
Peer-reviewed article in a magazine: .....  
Non-reviewed article in a magazine: .....  
Lecture in a foreign language published in an international conference brochure:.....  
Lecture published in in a domestic conference brochure .....  
Other scientific activities: .....

**7. Statement of the applicant if application is made as per section 30 (2) or (3) or (4) of the Doctoral Regulations:\***

I have applied for doctoral procedure in accordance with section 30 (2) of the Doctoral Regulations. I have obtained the pre-degree certificate but I do not meet all the criteria for being awarded the degree.

I have applied for doctoral procedure in accordance with section 30 (3) of the Doctoral Regulations. I have finished my studies and the draft of my dissertation was found “to be released for further procedure” on the preliminary defence.

I have applied for doctoral procedure in accordance with section 30 (4) of the Doctoral Regulations.

*\* Underline as appropriate*

*I declare under oath that the above data are true and I accept every negative consequence of possibly providing untrue data.*

Dated: ....., day ..... month ..... year 201....

.....  
(Signature of applicant)

**To be completed by the Academic Organisational Centre of the University**  
(only for applications under section 30 (2–4) herein)

The University Doctoral Council has accepted the application:

Dated: Budapest, day ..... month ..... year 201....

	<b>ANNEXES</b>	<b>Status</b>
1.	Application form	
2.	Proof of payment of procedure fee (or approved application for release)	
3.	Copy of pre-degree certificate	
4.	Copy of university diploma or equivalent	
5.	I. Copy of State language certificate (B2, C1 complex) or equivalent	
6.	II. Copy of State language certificate (B1, B2, C1 complex) or equivalent	
7.	Certificate of no criminal records, not older than three months, or if employed in a position subject to such certificate, a certificate of the place of work to that effect, and in case of foreign citizens the equivalent documents	
8.	Statement	
9.	3 copies of the minutes of the preliminary defence	
10.	CV (narrated in third person singular, continuous text)	
11.	Table of publication point values and statement of co-authoring and printouts thereof	
12.	List of publications (detailed, MTMT)	
13.	Author's propositions (Abstract) in Hungarian, 9 copies	
14.	Author's propositions (Abstract) in a foreign language, 9 copies	
15.	Dissertation in 8 copies	
16.	CD (including the dissertation, Author's propositions in Hungarian and English languages)	
17.	Application for subjects and committee of the final examination, defence committee and official reviewers	
18.	Application for diploma in a foreign language and proof of payment	
19.	Application for procedure in a foreign language (if any)	



National University of Public Service  
Institutional ID number: FI 99859

Student ID:  
Registry number:

**REPORT ON FINAL EXAMINATION**

**1. Personal data**

Name of PhD candidate:.....

Grade: .....(Name at birth):.....

Mother's name at birth: .....

Place and date of birth: ..... day ..... month ..... year 19.....

Citizenship: .....

University degree:.....

Science area/branch: .....

Name and scientific degree of Supervisor: .....

**2. Date of final examination:.....**

**3. Topic of final examination:**

Main subject: .....

Secondary subjects:.....

.....

**3. Questions and answers:**

Main subject:

.....  
.....  
.....  
.....  
.....

Secondary subjects:.....

.....  
.....  
.....  
.....

#### 4.a Evaluation in case of a committee consisting of 4 members

Description	Subjects			Total points received	Total available points	Average of received points (%)
	Main	Secondary a)	Secondary b)			
Chairman					15	
Member					15	
Member					15	
Member					15	
Points received per subject					–	
Total points received	20	20	20	–	60	

#### 4.b Evaluation in case of a committee consisting of 3 members

Description	Subjects			Total points received	Total available points	Average of received points (%)
	Main	Secondary a)	Secondary b)			
Chairman					1	
Member					1	
Member					1	
Points received per subject					–	
Total points received	15	15	15	–	4 5	

Summa cum laude (91–100% of available points)

Cum laude (76–90% of available points)

Rite (60–75% of available points)

*(Underline achieved result)*

Dated: Budapest, day ..... month ..... year 201....

Committee member

Committee member

Committee member

Committee chairman

**Percentage value of available points:**

a) for a four-member committee

Summa cum laude	Cum laude	Rite
60 points 100%	54 points 90%	45 points 75%
59 points 98%	53 points 88%	44 points 73%
58 points 97%	52 points 87%	43 points 72%
57 points 95%	51 points 85%	42 points 70%
56 points 93%	50 points 83%	41 points 68%
55 points 92%	49 points 82%	40 points 67%
	48 points 80%	39 points 65%
	47 points 78%	38 points 63%
	46 points 77%	37 points 62%
		36 points 60%

b) for a three-member committee

Summa cum laude	Cum laude	Rite
45 points 100%	40 points 89%	33 points 73%
44 points 98%	39 points 87%	32 points 71%
43 points 96%	38 points 84%	31 points 69%
42 points 93%	37 points 82%	30 points 67%
41 points 91%	36 points 80%	29 points 64%
	35 points 78%	28 points 62%
	34 points 76%	27 points 60%

National University of Public Service  
Institutional ID number: FI 99859

Student ID:  
Registry number:

## REPORT ON DOCTORAL DEFENCE

### 1. Personal data

Name of PhD candidate: .....  
Grade: ..... (Name at birth): .....  
Mother's name at birth: .....  
Place and date of birth: ..... day ..... month ..... year 19.....  
Citizenship: .....  
University degree: .....

2. Science area/branch: .....

3. Form of doctoral programme: .....

4. Name and scientific degree of Supervisor: .....

5. Title of the dissertation or creation: .....  
.....

Genre: paper, creation

6. Place of open debate: .....

Date: .....

Language (if other than Hungarian): .....

7. Members of the review committee and their scientific degree:

Chairman: .....

Secretary: .....

Members:.....  
.....  
.....

Official reviewers and their scientific degree:  
.....  
.....

**8. Issues and theses challenged in the open debate (main point of questions and comments):**

.....  
.....  
.....

a) name of participants of the debate:

.....  
.....  
.....

b) main points of the answers of the candidate:

.....  
.....  
.....

**9. Recommendation of official reviewers after closing the debate:**

a/ conferment of the scientific degree is recommended by: (name)

.....  
.....

b/ rejection of the application recommended by: (name)

.....  
.....

**10. Questions arising after the open debate, at the closed meeting of the review committee, clarifications requested from the official reviewers at the closed meeting, opinion of the review committee concerning the relevant questions:**

.....  
.....  
.....

**11. Summary of the new scientific results, evaluation of the work from the point of view of content and methodology, any possible counter-opinions, opinion of the review committee concerning the issues discussed at the open debate:**

.....  
.....  
.....

**12. Results of the secret voting of the official reviewers and the review committee:**

5 points awarded by.....members  
4 points awarded by.....members  
3 points awarded by.....members  
2 points awarded by.....members  
1 point awarded by.....members  
0 point awarded by.....members

Maximum score possible: ....., total points awarded: ....., that is .....% of all the available points.

**Evaluation of the defence of the doctoral dissertation:**

Summa cum laude

Cum laude

Rite

Dated: Budapest, day ..... month ..... year 201....

Official reviewers and members of the review committee:

.....  
Official reviewer

.....  
member of the review committee

.....  
member of the review committee

.....  
Official reviewer

.....  
member of the review committee

.....  
member of the review committee

.....  
Chairman of the review committee

.....  
Secretary of the review committee

Institutional ID number: FI 99859

Serial Number:.....

### Doctoral Diploma

Pro Patria ad mortem – Pro publico bono – Sub lege libertas

*We, Rector of the National University of Public Service and Chairman of the University  
Doctoral Council salute the Reader!*

Once, when faculties 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, act XXXVI of a 2011 the National Assembly of our country established the National University of Public Service to be the home and staunch bastion for cultivating the military, law enforcement and public administration sciences and ultimately any state science, 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 was the noble intent of our predecessors to let individuals that pursue honest studies before turning to the service of public life and practice, to receive the lawful proof of their wisdom.

With pride and recognition we let know every person that

Mr/Ms .....

born in the city/village of ..... on the .... day of the month of ..... of year 19...., mother's maiden name: ....., has credibly evidenced having a high knowledge of military sciences / military engineering sciences / public administration sciences within the area of engineering sciences / social sciences, and being capable of cultivating such sciences with new results and individual research.

After being duly examined on the availability of the requested criteria, in accordance with the results of the severe reviews, he/she has proved to his/her scientific performance with summa cum laude / cum laude / rite qualification.

Therefore, in virtue of the powers deposited

in us we have conferred him/her the right to

use the (PhD) title.

In witness thereof we have affixed the stamp of our University and our signature on this diploma and have served it to him/her.

In Budapest, on the ..... day of ..... month of ..... year.

STAMP

<i>Chairman of the University Doctoral Council</i>	<i>Rector of the National University of Public Service</i>
--	--

**Text of the doctoral oath**

I . . . . . take oath and promise to dedicate my knowledge to the service of our fatherland. Sitting enthusiastic on the example of our predecessors I shall further increase my professional knowledge.

I shall use my abilities and skills to contribute to enhance the achievements of science.

I shall pursue my work and display a conduct that would earn the recognition of my fellow citizens and augment the respect and prestige of the National University of Public Service that has conferred me the doctoral scientific degree.



Institutional ID number: FI 99859

Serial number:.....

## **Honorary Doctor Diploma**

*We, Rector of the National University of Public Service and Chairman of the University  
Doctoral Council salute the Reader and credibly let everyone know that*

Mr/Ms .....

born in the city/village of ..... on the .... day of the month of ..... of year 19...., has  
been awarded the title of

### **honorary doctor**

as recognition for his/her activities pursued in the development of .....\*  
and has been granted power to use the

### **“Doctor Honoris Causa”**

title as well as the “Dr. H. C.” acronym.

In witness thereof we have affixed the stamp of our University and our  
signature on this diploma and have served it to him/her.

In Budapest, on the ..... day of ..... month of ..... year.

*STAMP*

*Chairman of the University Doctoral Council*

*Rector of the National University of Public  
Service*

*\*description of the merit*

### Calculation of the evaluation of open debate

Qualification	If the review committee has					
	5 members		6 members		7 members	
	number	%	number	%	number	%
	of received points		of received points		of received 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

## Calculation of the qualification of the diploma

### A) Qualification of the diploma in case of a final examination committee of 4 members and a review committee of 7 members

	Defence	35	34	33	32	31	30	29	28	27	26	25	24	23	22	21
Compr. Exam	Percent age	100	97	94	91	89	86	83	80	77	74	71	69	66	63	60
60	100	10	98	96	94	93	91	89	87	85	83	81	79	77	75	73
59	98	99	97	95	93	92	90	88	86	84	82	80	79	77	75	73
58	97	99	97	95	93	92	90	88	86	84	82	80	78	76	74	72
57	95	98	96	94	92	91	89	87	85	83	81	79	78	76	74	72
56	93	98	96	94	92	90	88	86	84	82	80	78	77	75	73	71
55	92	97	95	93	91	90	88	86	84	82	80	78	77	75	73	71
54	90	97	95	93	91	89	87	85	83	81	79	77	76	74	72	70
53	88	96	94	92	90	89	87	85	83	81	79	77	75	73	71	69
52	87	96	94	92	90	88	86	84	82	80	78	76	75	73	71	69
51	85	95	93	91	89	88	86	84	82	80	78	76	74	72	70	68
50	83	94	92	90	88	87	85	83	81	79	77	75	74	72	70	68
49	82	94	92	90	88	87	85	83	81	79	77	75	73	71	69	67
48	80	93	91	89	87	86	84	82	80	78	76	74	73	71	69	67
47	78	93	91	89	87	85	83	81	79	77	75	73	72	70	68	66
46	77	92	90	88	86	85	83	81	79	77	75	73	72	70	68	66
45	75	92	90	88	86	84	82	80	78	76	74	72	71	69	67	65
44	73	91	89	87	85	84	82	80	78	76	74	72	70	68	66	64
43	72	91	89	87	85	83	81	79	77	75	73	71	70	68	66	64
42	70	90	88	86	84	83	81	79	77	75	73	71	69	67	65	63
41	68	89	87	85	83	82	80	78	76	74	72	70	69	67	65	63
40	67	89	87	85	83	82	80	78	76	74	72	70	68	66	64	62
39	65	88	86	84	82	81	79	77	75	73	71	69	68	66	64	62
38	63	88	86	84	82	80	78	76	74	72	70	68	67	65	63	61
37	62	87	85	83	81	80	78	76	74	72	70	68	67	65	63	61
36	60	87	85	83	81	79	77	75	73	71	69	67	66	64	62	60

**B) Qualification of the diploma in case of a final examination committee of 4 members and a review committee of 6 members**

	Defence	30	29	28	27	26	25	24	23	22	21	20	19	18
Compr. Exam	Percentage	100	97	93	90	87	83	80	77	73	71	67	63	60
60	100	10	98	95	93	91	89	87	85	82	81	78	75	73
59	98	99	97	95	93	91	88	86	84	81	80	77	75	73
58	97	99	97	94	92	90	88	86	84	81	80	77	74	72
57	95	98	96	94	92	90	87	85	83	80	79	76	74	72
56	93	98	96	93	91	89	86	84	82	80	78	76	73	71
55	92	97	95	93	91	89	86	84	82	79	78	75	73	71
54	90	97	95	92	90	88	85	83	81	79	77	75	72	70
53	88	96	94	91	89	87	85	83	81	78	77	74	71	69
52	87	96	94	91	89	87	84	82	80	78	76	74	71	69
51	85	95	93	90	88	86	84	82	80	77	76	73	70	68
50	83	94	92	90	88	86	83	81	79	76	75	72	70	68
49	82	94	92	89	87	85	83	81	79	76	75	72	69	67
48	80	93	91	89	87	85	82	80	78	75	74	71	69	67
47	78	93	91	88	86	84	81	79	77	75	73	71	68	66
46	77	92	90	88	86	84	81	79	77	74	73	70	68	66
45	75	92	90	87	85	83	80	78	76	74	72	70	67	65
44	73	91	89	86	84	82	80	78	76	73	72	69	66	64
43	72	91	89	86	84	82	79	77	75	73	71	69	66	64
42	70	90	88	85	83	81	79	77	75	72	71	68	65	63
41	68	89	87	85	83	81	78	76	74	71	70	67	65	63
40	67	89	87	84	82	80	78	76	74	71	70	67	64	62
39	65	88	86	84	82	80	77	75	73	70	69	66	64	62
38	63	88	86	83	81	79	76	74	72	70	68	66	63	61
37	62	87	85	83	81	79	76	74	72	69	68	65	63	61
36	60	87	85	82	80	78	75	73	71	69	67	65	62	60

**C) Qualification of the diploma in case of a final examination committee of 4 members and a review committee of 5 members**

	Defence	25	24	23	22	21	20	19	18	17	16	15
Compr. Exam	Percentage	100	96	92	88	84	80	76	72	68	64	60
60	100	100	97	95	92	89	87	84	81	79	76	73
59	98	99	97	94	91	89	86	83	81	78	75	73
58	97	99	96	94	91	88	86	83	80	78	75	72
57	95	98	96	93	90	88	85	82	80	77	74	72
56	93	98	95	92	90	87	84	82	79	76	74	71
55	92	97	95	92	89	87	84	81	79	76	73	71
54	90	97	94	91	89	86	83	81	78	75	73	70
53	88	96	93	91	88	85	83	80	77	75	72	69
52	87	96	93	90	88	85	82	80	77	74	72	69
51	85	95	92	90	87	84	82	79	76	74	71	68
50	83	94	92	89	86	84	81	78	76	73	70	68
49	82	94	91	89	86	83	81	78	75	73	70	67
48	80	93	91	88	85	83	80	77	75	72	69	67
47	78	93	90	87	85	82	79	77	74	71	69	66
46	77	92	90	87	84	82	79	76	74	71	68	66
45	75	92	89	86	84	81	78	76	73	70	68	65
44	73	91	88	86	83	80	78	75	72	70	67	64
43	72	91	88	85	83	80	77	75	72	69	67	64
42	70	90	87	85	82	79	77	74	71	69	66	63
41	68	89	87	84	81	79	76	73	71	68	65	63
40	67	89	86	84	81	78	76	73	70	68	65	62
39	65	88	86	83	80	78	75	72	70	67	64	62
38	63	88	85	82	80	77	74	72	69	66	64	61
37	62	87	85	82	79	77	74	71	69	66	63	61
36	60	87	84	81	79	76	73	71	68	65	63	60

**D) Qualification of the diploma in case of a final examination committee of 3 members and a review committee of 7 members**

	Defence	35	34	33	32	31	30	29	28	27	26	25	24	23	22	21
Compr. Exam	Percentage	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

**E) Qualification of the diploma in case of a final examination committee of 3 members and a review committee of 6 members**

	Defence	30	29	28	27	26	25	24	23	22	21	20	19	18
Compr. Exam	Percentage	100	97	93	90	87	83	80	77	73	71	67	63	60
45	100	100	98	95	93	91	89	87	85	82	81	78	75	73
44	98	99	97	95	93	91	88	86	84	81	80	77	75	73
43	96	99	97	94	92	90	87	85	83	81	79	77	74	72
42	93	98	96	93	91	89	86	84	82	80	78	76	73	71
41	91	97	95	92	90	88	86	84	82	79	78	75	72	70
40	89	96	94	92	90	88	85	83	81	78	77	74	72	70
39	87	96	94	91	89	87	84	82	80	78	76	74	71	69
38	84	95	93	90	88	86	83	81	79	77	75	73	70	68
37	82	94	92	89	87	85	83	81	79	76	75	72	69	67
36	80	93	91	89	87	85	82	80	78	75	74	71	69	67
35	78	93	91	88	86	84	81	79	77	75	73	71	68	66
34	76	92	90	87	85	83	81	79	77	74	73	70	67	65
33	73	91	89	86	84	82	80	78	76	73	72	69	66	64
32	71	90	88	86	84	82	79	77	75	72	71	68	66	64
31	69	90	88	85	83	81	78	76	74	72	70	68	65	63
30	67	89	87	84	82	80	78	76	74	71	70	67	64	62
29	64	88	86	83	81	79	77	75	73	70	69	66	63	61
28	62	87	85	83	81	79	76	74	72	69	68	65	63	61
27	60	87	85	82	80	78	75	73	71	69	67	65	62	60

**F) Qualification of the diploma in case of a final examination committee of 3 members and a review committee of 5 members**

	Defence	25	24	23	22	21	20	19	18	17	16	15
Compr. Exam	Percentage	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	Qualification of diploma
Blue	Summa cum laude
White	Cum laude
Yellow	Rite



**List of doctoral schools of the University**

<b>Name of Doctoral School</b>	<b>Area of Science</b>	<b>Branch of Science</b>
Doctoral School of Military Sciences	Social sciences	Military sciences
Doctoral School of Military Engineering	Technical sciences	Military engineering sciences
Doctoral School of Public Administration	Social sciences	Public administration sciences

---

<sup>33</sup> Registered by Senate Resolution Nr. 146/2013 (30 October)