



Review Guide

The Doctoral and Habilitation Regulations (DHR) of the University defines the content and formal requirements of the doctoral dissertation (Sections 43 and 47) as follows:

The doctoral dissertation Section 43

(1) The doctoral dissertation presents the research objectives, the summary of the research literature of the research subject, the hypotheses, the research methods and results, the individual conclusions and the new scientific result (results), as well as the practical applications, and recommendations of the author in a summary work, whereby the doctoral candidates demonstrate the capability of solving a scientific task in line with the requirements of the degree.

(2) The dissertation contains:

- a) the name of the person submitting the doctoral dissertation and of the supervisor;
- b) title of the dissertation;
- c) review of relevant literature;
- d) formulation of the scientific problem;
- e) hypotheses;
- f) research objectives;
- g) research methods;
- h) a concise description of the study performed and its partial conclusions, chapter by chapter;
- i) summary conclusions;
- j) new scientific result(s), summarized and numbered;
- k) recommendations;
- l) practical applicability of the research result(s), if possible;
- m) a list of references;
- n) publication list of the author of the dissertation on the topic.

(3) The dissertation should contain the scientific problem, the appropriate scientific methodology and the research methods applied, the research objectives, the hypotheses, the evaluation of the relevant national and international scientific literature, the individual conclusions, the new scientific results interpretable for the domestic and international scientific community, with their practical applications.

(4) The formal requirements of the thesis:

- a) the textual part of the dissertation with annexes or appendices should be consistent with the chosen research topic. The length of the doctoral dissertation should be at least 200 pages, but not more than 250 pages in the field of social sciences; at least

130 pages and not more than 200 pages in the field of technical sciences. The following parts are not included in the scope: annexes, appendices, bibliography;

- b) the dissertation shall be provided with a list of contents and the literature used, with the necessary drawings, sketches, tables, and the list of publications of the person submitting the doctoral dissertation has published to date. The title of the dissertation must include the name of the university, the title of the dissertation, the name of both the author and the supervisor, the year and place of writing;
 - c) a bibliographic data of the references should be given at the end of the dissertation, and the source work should be clearly referenced throughout the text;
 - d) the dissertation is usually written in Hungarian, on one side of the page, in Times New Roman font, size 12, with numbered pages, 1.5 line spacing. The dissertation must be submitted in eight identical copies, out of which two must be submitted in hardcover, the other 6 in spiral binding;
 - e) the dissertation may be prepared and defended in a foreign language with the prior consent of the DCD, taking into account the criteria set out in Section 50, paragraph (2), and in compliance with the language requirements of the programmes plan of the DS; in this case twice the degree procedural fee is payable;
 - f) space should be provided for the signature of the supervisor at the beginning of the dissertation;
 - g) the electronic version of the dissertation must be submitted in the same format as the printed version, in MS Word (doc or docx), Rich Text (rtf), OpenDocument (odt) or Portable Document (pdf) format, uncompressed and without password, saved as one file at the OSA, on sealed optical media, in single copy.
- (5) Requirements for the work to be completed:
- a) there shall be a proven result of the application of scientific methods;
 - b) its creation and development shall demonstrate independent creative activity;
 - c) it shall meet the needs for practical application of the research area.

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

(6) The procedure for qualifying for a work of art is the same as the general rules, except that the qualification is based on the work itself and a description of the work, which demonstrates its essence and experience of its practical application.

(7) The doctoral dissertation and the thesis booklet should be made available to the public electronically, which is provided by the DS. The author of the doctoral dissertation is responsible for the preparation of the thesis booklet.

(8) The thesis booklet shall be written in Hungarian and English in maximum 20 pages. The thesis booklet contains:

- a) the name of the person submitting the doctoral dissertation and of the supervisor;
- b) title of the dissertation;
- c) formulation of the scientific problem;
- d) hypotheses;
- e) research objectives;
- f) research methods;
- g) a concise description of the test carried out, by chapter;
- h) summary conclusions;
- i) new scientific result(s);
- j) recommendations;
- k) practical applicability of research results;
- l) publication list of the author of the dissertation on the topic.
- m) professional-scientific biography of the doctoral candidate.

(9) In the case of foreign doctoral students, it is sufficient to prepare an abstract of the thesis booklet (resume) in Hungarian instead of a thesis booklet in Hungarian.

Evaluation of the doctoral dissertation Section 47

(1) Two opponents are invited by the DCD to review the doctoral thesis. Concerning the invitation of the opponent, the provisions of Section 49 shall apply.

(2) The requirements for the review are set out in the Guidelines for opponents, as adopted by the DCD.

(3) If the requested opponent is unable to provide the review, the DCD shall be informed within fifteen days.

(4) An invitation for official review may be refused:

- a) in the case of conflicts of interest or bias;
- b) if the opponent does not have sufficient expertise in the field of the dissertation;
- c) if the opponent is prevented from performing the task due to illness, official absence or other circumstances.

Section 48

(1) The review shall include at least the following:

- a) in the general part of the review (with stating the reasons), the following must be addressed:
 - aa) whether the dissertation conforms to the formal requirements;
 - ab) relevance and timeliness of the topic;
 - ac) amount of literature reviewed on the topic, whether it is appropriate to evaluate it and use it in elaborating the topic;
 - ad) whether the objectives, methods and results of the research work are in line;
 - ae) whether to accept the results of independent research as new scientific result(s);
 - af) whether the dissertation as a whole satisfies the conditions for admission to public defence.
- b) if the dissertation is written in a foreign language and the defence is being held in a foreign language, the review must be prepared in that foreign language as well.

(2) Before submitting a doctoral dissertation, the submitter of the doctoral dissertation must answer the questions raised by the opponents in writing.

(3) In the case of two rejections, the submission of a new doctoral dissertation on the same doctoral topic may be initiated at the earliest after two years, but no later than within three years. The new dissertation should preferably be published to the original opponents.

(4) It is the responsibility of the DS to invite opponents, send and register a dissertation, receive the review and administrate them.

Section 43, paragraph (4), point (a) on page numbering shall apply only for postdoctoral qualification procedures after August 1, 2013 approved by the UDC.