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No. 1.1.29. Academic Regulation

**ANNEX TO THE REGULATION OF
THE DOCTORAL TRAINING AND
THE DOCTORAL DEGREE AWARD PROCEDURE OF
THE UNIVERSITY OF MISKOLC GOVERNING
THE ISTVÁN SÁLYI DOCTORAL SCHOOL OF
MECHANICAL ENGINEERING SCIENCES**

**OPERATIONAL REGULATIONS OF
THE ISTVÁN SÁLYI DOCTORAL SCHOOL OF
MECHANICAL ENGINEERING SCIENCES OF
THE UNIVERSITY OF MISKOLC**

**REGULATIONS ADOPTED BY
SENATE RESOLUTION No. 190/2016 OF THE UNIVERSITY OF MISKOLC**

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Chapter 1

GENERAL PROVISIONS

The Doctoral School

Section 1

- (1) By resolution No. 2000/10/III/1.4/4, the Hungarian Accreditation Committee (henceforth MAB) approved the accreditation of the István Sályi Doctoral School of Mechanical Engineering Sciences based on the Mechanical Engineering Sciences Doctoral Programme of the Faculty of Mechanical Engineering.
- (2) The Doctoral School operates according to Act LXXX of 1993 as amended, Government Decree No. 51/2001 (IV/3) on doctoral education, Act CXXXIX of 2005 on Higher Education, Government Decree No. 79/2006. (IV. 5.) on the implementation of certain provisions of said act, Act CCIV of 2011 on National Higher Education, Government Decree No. 387/2012. (XII. 19.) on the implementation of certain provisions of said act, Government Decree No. 87/2015. (IV. 9.) as well as the Regulation of the Doctoral Training and the Doctoral Degree Award Procedure of the University of Miskolc.
- (3) The doctoral school prepares students to obtain a doctoral degree at the Faculty of Mechanical Engineering and Informatics of the University of Miskolc in a programme accredited by MAB. The aim of the programme is the provision of new generations of researchers in the field of mechanical engineering in higher education and research institutions alike. Doctoral students prepare for writing and defending their dissertation under the supervision of leading instructors and researchers (from abroad as well) in the field of mechanical engineering and natural sciences.
- (4) Details of the Doctoral School

Postal address	István Sályi Doctoral School of Mechanical Engineering Sciences University of Miskolc, Faculty of Mechanical Engineering and Informatics 3515 Miskolc Egyetemváros
Telephone number:	+36 46 565 164
Fax:	+36 46 561 504
E-mail:	v.bognar.gabriella@uni-miskolc.hu
Website:	http://www.siphd.uni-miskolc.hu
Operational framework:	The Doctoral School operates as part of the Faculty of Mechanical Engineering and Informatics of the University of Miskolc

Head of the Doctoral School: Prof. Dr. Gabriella Vadászné Bognár Habil. DSc

The general representative of the Doctoral School is the Head of the Doctoral School, who is a core member of the Doctoral School, elected by the University Doctoral Council on the recommendation of the majority of the core members and appointed by the Rector for a period of up to five years. The appointment may be extended several times. A letter of appointment shall be issued. The head of the doctoral school is a core member university professor who is responsible for the academic quality and the educational work of the doctoral school.

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The core members

Section 2

- (1) Core members of the Doctoral School comply with the requirements set forth in the relevant resolution of MAB.
- (2) The consultative body of the core members is the Core Members' Committee. The committee nominates the chairperson, vice-chairperson and members of the Disciplinary Doctoral Council.
- (3) After recommendation by the Head of the Doctoral School, new core members are appointed by the University Doctoral Council after opinions are expressed by the Core Members' Committee and the Disciplinary Doctoral Council.

(4) *Core members of the Doctoral School*

László Baranyi	Prof. Dr. Habil. CSc
Károly Jármái	Prof. Dr. Habil. DSc
János Kundrák	Prof. Dr. Habil. DSc
János Lukács	Prof. Dr. Habil. CSc
István Páczelt	Member of HAS, Prof. Emeritus
Szilárd Szabó	Prof. Dr. Habil. CSc
Tamás Szabó	Dr. CSc
Miklós Tisza	Prof. Dr. Habil. DSc
Gabriella Vadászné Bognár	Prof. Dr. Habil. DSc

Core members emeriti of the Doctoral School

Tibor Czibere	Member of HAS, Prof. Emeritus
Illés Dudás	Prof. Dr. Habil. DSc, Prof. Emeritus
György Szeidl	Prof. Dr. Habil. DSc, Prof. Emeritus

The mandate of the core members of the Doctoral School shall cease upon

- a. resignation
- b. the termination of employment with the university (except for Professors Emeriti)
- c. the core member appointing another higher education institution as the beneficiary of budget
- d. the core member declaring to become the core member of another doctoral school
- e. the death of the member
- f. the termination of the Doctoral School.

(5) *Members of the Doctoral School*

- a. core members of the Doctoral School
- b. academic staff of the Doctoral School and invited researchers

who can teach, propose thesis topics and supervise doctoral students' work in the doctoral programme.

Faculty members of the Doctoral School are academic staff and researchers having academic degrees who are considered suitable by the Disciplinary Doctoral Council to perform teaching and research duties. The Head of the Doctoral School shall invite members of the Doctoral School to participate in the work of the Doctoral School.

The mandate of the members of the Doctoral School shall cease upon

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- a. the death of the member,
- b. the termination of the Doctoral School,
- c. resignation,
- d. the resolution of the Disciplinary Doctoral Council (e.g. if the Council no longer considers him/her suitable to perform teaching and supervising duties.

Structure of the Doctoral School

Section 3

- (1) The Head of the Doctoral School is a university professor of the relevant field in possession of the title of Doctor of the Hungarian Academy of Sciences, a core member of the Doctoral School, who, on the recommendation of the Core Members' Committee and after listening to the opinion of the Disciplinary Doctoral Council, is elected by the University Doctoral Council and appointed by the Rector.
- (2) Doctoral topic proposers, supervisors and academic staff of the Doctoral School are academic staff and researchers whom the Disciplinary Doctoral Council consider suitable to perform the duties pursuant to Annex 3 of the Regulation of the Doctoral Training and the Doctoral Degree Award Procedure of the University of Miskolc (henceforth MEDSZ).
- (3) The faculty of the Doctoral School consists of the core members as well as doctoral topic proposers, supervisor and academic staff who are invited by the Dean of the Faculty of Mechanical Engineering and Informatics based on the decision of the Disciplinary Doctoral Council.
- (4) The broad field of mechanical engineering, the professional background of the Faculty and the extensive knowledge of its scientists arrange the educational and research activities of the Doctoral School and its educational and research programme in three major disciplines, which are as follows:
 1. Basic engineering sciences
 - Mechanics of solids
 - Transport processes and machines
 2. Design of machines and structures
 - Material handling machine design
 - Design of machines and their elements
 - Product Development and Design
 - Design of mechatronic systems
 - Design of engineering structures
 - Design of tool machines
 3. Engineering material science, production systems and processes
 - Materials engineering and mechanical technology
 - Manufacturing systems and processes
 - Assembly systems
 - Structural integrity
- (5) Education and research is carried out in further topic groups within each discipline. The head of the discipline and topic group can be a regular or correspondence member of HAS, or a professor in possession of the title of Doctor of Science/Doctor of HAS or a habilitated Doctor of Sciences. The heads of discipline and topic groups are elected by the Doctoral School from among the professors in the relevant field.

Disciplinary Doctoral Council

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Section 4

- (1) The Disciplinary Doctoral Council is the decision-making body of the Doctoral School.
- (2) The chairperson, vice-chairperson and members of the Disciplinary Doctoral Council are proposed by the Core Members' Committee of the Doctoral School and after listening to the opinion of the Council of the Doctoral School are elected by the tUniversity Doctoral Council.
- (3) Members of the Council of István Sályi Doctoral School of Mechanical Engineering Sciences

Chairperson:	Gabriella Vadászné Bognár	Prof. Dr. Habil. DSc
Vice-chairperson:	Károly Jármái	Prof. Dr. Habil. DSc
Core members:	László Baranyi	Prof. Dr. Habil. CSc
	Edgár Bertóti	Prof. Dr. Habil. DSc
	Károly Jármái	Prof. Dr. Habil. DSc
	János Kundrák	Prof. Dr. Habil. DSc
	János Lukács	Prof. Dr. Habil. CSc
	István Páczelt	Member of HAS, Prof. Emeritus
	Szilárd Szabó	Prof. Dr. Habil. CSc
	Tamás Szabó	Dr. CSc
	Miklós Tisza	Prof. Dr. Habil. DSc
	Gabriella Vadászné Bognár	Prof. Dr. Habil. DSc
 Internal members with voting rights:	 Illés Dudás	 Prof. Dr. Habil. DSc
 External members with voting rights:	 Péter János Szabó	 Prof. Dr. Habil. DSc (Budapest University of Technology and Economics, Faculty of Mechanical Engineering)
	Péter Szendrő	Prof. Emeritus Dr. Habil. DSc (Szent István University)
	Ildiko Mankova	Prof. Ing., CSc (Technical University of Kosice)
	György Paál	Prof. Dr. Habil. DSc (BUTE, Faculty of Mechanical Engineering)
	Károly Váradi	Prof. Emeritus Dr. Habil. DSc (BUTE, Faculty of Mechanical Engineering)
 Doctoral student with voting rights:	 Viktor Gál	 Doctoral student (Representative of the student union) (Full time doctoral student delegated by the doctoral student association)

- (4) The Council shall decide on personal issues by a simple majority of yes/no votes through secret ballot. It shall adopt other resolutions under the same conditions by open ballot. In the event of a tie, the chairperson's vote shall be decisive.
- (5) Minutes shall be taken at the meetings of the Disciplinary Doctoral Council and signed by the chairperson, the person who drew them up and two verifiers.
- (6) The Disciplinary Doctoral Council shall meet at least twice per semester. The chairperson shall ensure in writing that the invitees be informed of the date and place of the meeting at least to weeks in advance.
- (7) The Dean's Office shall inform the people concerned in writing within 8 working days of the

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resolutions of the Disciplinary Doctoral Council and publish the resolutions of principle on the website of the Doctoral School.

(8) The Disciplinary Doctoral Council shall

- a) approve the training programmes submitted by the heads of the educational and research programmes;
- b) decide on the invitation of academic staff and researchers on a proposal from the Head of the Doctoral School;
- c) approve the compulsory, compulsory elective, free elective courses by setting the prerequisites and appointing lecturers in charge of the course;
- d) set the foreign language proficiency requirements, the list of languages acceptable as a first foreign language. The István Sályi Doctoral School of Mechanical Engineering Sciences shall accept English, German, French, Russian, Spanish, Italian and Japanese as a first foreign language taking the discipline into consideration;
- e) revise the advertised topics, decide on the topics to be advertised and their supervisors. (The doctoral topic is a scientific objective the accomplishment of which enables the candidate through the leadership of the supervisor to acquire scientific knowledge and apply scientific methods as well as demonstrate them in the form of scientific publications, lectures and a doctoral dissertation;
- f) adopt a position of principle on the training plan of the doctoral students and the choice of doctoral topics. The training plan and doctoral topic put together based on the above shall be approved by the head of the relevant topic area on the proposal of the supervisor and the head of the topic group;
- g) make the heads of topic groups report on the work of the supervisors under their control;
- h) adopt a credit regulation to measure the students' study and research performance based on the credit system set by the University Doctoral Council;
- i) allocate the subsidy for doctoral training to the institutes according to the calculations made by the University Doctoral Council;
- j) annually review the foreign institutions which can be included in the doctoral education, arrange doctoral students' travels and guest lecturers' invitation;
- k) issue opinion on the Quality Assurance System of the Disciplinary Doctoral Council with regards to the doctoral education;
- l) approve the members of the Admission Board, the scoring system of the admission procedure;
- m) submit proposals concerning the applicants to be admitted and the supervisors based on the report of the Admission Board. Decisions on admission shall be made by the University Doctoral Council. Applicants shall be notified of admission by the Secretariat of the Vice Rector for Scientific and International Relations. According to the Regulation of the Doctoral Training and the Doctoral Degree Award Procedure of the University of Miskolc (university regulations) a request for appeal may be submitted against the decision of first instance;
- n) annually review the students' study and research progress and in case of lagging behind take the necessary steps according to the Academic and Examination Regulations and the credit system of the Doctoral School;
- o) make proposals to the University Doctoral Council on changing a student's status (e.g. from full time to individual preparation in organised training, dismissal etc.);
- p) issue opinions on applications submitted for individual preparation, setting the subjects for examination and appointing a supervisor;

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- q) grant participation in parallel studies related to the field of the PhD programme;
 - r) determine eligibility for fee reduction or exemption at the request of the fee-paying doctoral students;
 - s) taking the candidate's request into consideration,
 - decide on the requirements of the complex examination
 - appoint the members of the Complex Examination Board and the Doctoral Reviewers' Committee (Defence Committee);
 - t) make proposals to the University Doctoral Council on the awarding of doctoral degrees or the termination of unsuccessful doctoral procedures as well as the recognition of a doctoral degree awarded abroad;
 - u) annually review the work of the academic staff of the Doctoral School, make proposals on new members, new academic staff and researchers to be invited and the revocation of members invited;
 - v) decide on launching and terminating educational and research programmes of the Doctoral School;
 - w) make proposals to the Faculty Council on the conferment of an honorary doctorate (Dr.h.c.).
- (9) The Disciplinary Doctoral Council shall have a quorum if more than half of the members with voting rights (internal and external members) are present. The votes submitted in advance in writing in a closed envelope by the absent members of the committee shall be taken into account. The chairperson must ensure the confidentiality of the absent member's vote. The Council shall decide on personal issues by a simple majority of yes/no votes through secret ballot. In the event of a tie, the chairperson's vote shall be decisive. It shall adopt other resolutions under the same conditions by open ballot. The council shall meet when necessary and shall be convened by the chairperson. Minutes shall be taken at the meetings of the Disciplinary Doctoral Council and attested by the chairperson.
- (10) The Disciplinary Doctoral Council shall decide on the topics to be announced in the Doctoral School.
- a. A doctoral topic may be proposed by a lecturer or researcher holding a PhD for at least three years and are engaging in active scientific activities.
 - b. When deciding on the annual announcement of topics, the Disciplinary Doctoral Council shall ask the supervisor proposing the topic to submit a detailed description of the topic, their publications of the previous 3 to 5 years, documents and feedback supporting their R&D and expert/consultation activities. Based on the quality and quantity of these documents, the topic shall be announced or rejected.

Doctoral School Forum

Section 5

- (1) The Doctoral School Forum is made up of the supervisors, academic staff and doctoral students of the Doctoral School.
- (2) The forum shall be convened by the Head of the Doctoral School. A meeting must be convened if, announcing the proposed agenda, at least either one third of the members of the Doctoral School or the doctoral student ask for it in writing. The forum is chaired by the Head of the Doctoral School and if being prevented from attending, by the person appointed by him/her.
- (3) The Doctoral School Forum is a consultative body having no decision-making rights.

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Administration of the Doctoral School

Section 6

- (1) The record-keeping and administrative tasks of the Doctoral School shall be performed by the Dean's Office in co-operation with the Secretariat of the Vice Rector for Scientific and International Relations.

Financial management of the Doctoral School

Section 8

- (1) The Disciplinary Doctoral Council shall manage the funds available to the Disciplinary Doctoral School.
- (2) The Disciplinary Doctoral Council shall decide on the funds obtained from tenders won by the Doctoral School according to the provisions of the given tenders. The Council shall decide in each specific case which decision-making powers to retain and which to transfer to the coordinator of the project.

Chapter 2

DOCTORAL TRAINING

Admission procedures

Section 9

- (1) The Doctoral School shall accept applicants in possession of a master's degree in any engineering, natural sciences beside mechanical engineering. After admission they may be required to take examinations in subjects to secure the knowledge necessary to pursue studies in mechanical engineering. Candidates shall apply for topics announced by the Doctoral School.

Doctoral student status

Section 10

- (1) Enrolment shall take place on the registration week at the beginning of the semester as usual. Candidates shall be notified of the date of enrolment in writing at least a week in advance by the Doctoral Office. Enrolment shall be administered by the Dean's Office of the Faculty.
- (2) First year doctoral students shall be received at an opening discussion and welcomed by the Dean or the relevant Vice Dean of the Faculty and the Head of the Doctoral School. The Head of the Doctoral School shall decide on the date of enrolment.
- (3) Student status shall be established on the day of enrolment. The enrolment form signed by the student and the copies of the original documents submitted shall be attested by the administrator of the Dean's Office.
- (4) The Faculty shall make a training contract with the students enrolling for a self-funded

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programme.

- (5) The Doctoral School offers full-time structured as well as part-time structured and non-structured (individual preparation) doctoral trainings.
- (6) Training time in structured training consists of
 - a. for those who started their doctoral studies prior to 1 September 2016, 36 months
 - b. for those who started their doctoral studies on or after 1 September 2016, a four-semester study and research phase and after passing the complex examination and earning the required number of credits another four-semester research and dissertation phase.
- (7) Training time in non-structured training consists of
 - a. 12-36 months for those who started their doctoral studies prior to 1 September 2016,
 - b. a maximum of four semesters for those who started their doctoral studies on or after 1 September 2016.
- (8) Interruption of student status on request submitted by the student shall be allowed by the Disciplinary Doctoral Council as follows:
 - a. As a rule, this period shall not be longer than two consecutive semesters for those who started their structured doctoral studies prior to 1 September 2016. In cases of exceptional circumstances, a longer period of interruption may be allowed by the Disciplinary Doctoral Council. Student status may be interrupted for a maximum of six semesters during the whole training period. Students pursuing individual preparation cannot interrupt their student status.
 - b. This period shall not be longer than two semesters during the research and dissertation phase a maximum of four semesters for those who started their doctoral studies on or after 1 September 2016. In cases of exceptional circumstances, a maximum of two semesters may be allowed by the Disciplinary Doctoral Council during the research and dissertation phase.

Provisions for doctoral training

Section 11

- (1) Doctoral training shall be based on the training plan approved by the Disciplinary Doctoral Council of the István Sályi Doctoral School of Mechanical Engineering Sciences. After enrolment the doctoral student shall draft a training plan with the approval of his/her supervisor the detailed content of which is available on the website of the Doctoral School.
- (2) The training plan shall include the study, teaching and research tasks to be performed during the doctoral training detailing
 - a. the name and scheduling of the subjects to take,
 - b. the workplan of the research and the scheduling of implementation,
 - c. the detailed description and objectives of the research plan,
 - d. the research methods to be applied,
 - e. the schedule of the planned study trips.
- (3) The Dean's Office of the Faculty shall be in charge of the organisation and administration of the doctoral training.
- (4) *Work plan*

The doctoral student shall make an updated work plan for the given academic year with the approval of the supervisor which shall contain the subjects taken as well as the planned teaching

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and research work.

At the end of the academic year, the student shall make a written report submitting it to the Head of the Doctoral School together with the opinion of the supervisor and the head of the topic field. The doctoral student shall present the scientific, professional part of the report at the Research Seminar of the Doctoral School. Based on the information provided by the Head of the Doctoral School, the Disciplinary Doctoral Council shall decide on the acceptability of the work plans and the level of performance.

(5) Regulations pertaining to the doctoral training

Doctoral students shall meet the academic and examinations requirements pursuant to Volume III of the Organisational and Operational Regulations of the University of Miskolc, entitled Requirements for Students and the Credit System of the Doctoral School. Regulations pertaining to the doctoral training is specified in Section 7 of the Regulations of the Doctoral Training and the Doctoral Degree Award Procedure of the University of Miskolc. The Credit System of the István Sályi Doctoral School in Mechanical Engineering Sciences is available in the Credit System menu on the website of the Doctoral School. The credit system defines the publication requirements and the credit points obtainable for publication.

(6) Credit system of the Doctoral School

A summary of the credits that can be earned in the doctoral training is available in the Credit System menu on the website of the Doctoral School. The credit system defines the credit points that can be earned for examinations, teaching and research activity, publications, seminars, doctoral forums, the minimum credit points for the pre-degree certificate as well as the minimum publication requirements for the submission of the PhD dissertation.

(b) Students who started their doctoral studies on or after 1 September 2016 shall earn 240 credits during the programme as follows:

Training and research phase (first four semesters)

Category	Credits	Note	Maximum number of credits to be earned
Compulsory subjects	5 credits/subject	maximum 8 subjects	40 credits
Free elective subjects	2 credits/subject	maximum 2 subjects	maximum 4 credits
Research seminar	0-10 credits/subject	for maximum 4 semesters	20-40 credits
Departmental research work	0-5 credits/semester	for maximum 4 semesters	maximum 20 credits
Annual research report	0-10 credits/semester	at the end of Semesters 2 and 4	maximum 20 credits
Teaching activities	0-5 credits/semester	for maximum 4 semesters	maximum 20 credits
Complex report			5 credits
Publication minimum		See Annex 1	minimum 16 credits

Students must earn at least 90 credits including all the study credits in order to apply for the complex examination.

Research and dissertation phase (Semesters 5-8)

Category	Credits	Note	Maximum number of credits to be
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			earned
Research seminar	0-10 credits/subject	for maximum 4 semesters	minimum 20 credits maximum 40 credits
Departmental research work	0-5 credits/semester	for maximum 4 semesters	maximum 20 credits
Seminar research report	0-15 credits /semester	at the end of Semesters 5, 6 and 7	maximum 45 credits
Teaching activities	0-5 credits/semester	for maximum 2 semesters	maximum 10 credits
Publication minimum		See Annex 1	minimum 20 credits
Departmental debate			maximum 20 credits

(7) Publication practice of the Doctoral School

In order for the doctoral students to earn the publication credits required, meet the publication requirements for submitting the dissertation as well as publish their results, the Doctoral School offers opportunities directly and through various grants. These include publications of the University and the Faculty, conferences held in Miskolc, the opportunity to publish in prestigious national and international conferences and international journals. Credits for different types of publications as well as the minimum requirements for the pre-degree certificate, the initiation of the doctoral procedure and the degree award procedure are laid down in the credit system of the Doctoral School.

The Doctoral School aims to provide funds for publishing the results of the students, taking into account the financial support of the Faculty of Mechanical Engineering and Informatics and various grants.

(8) Seminar of the Doctoral School

- a) Doctoral students report on their research progress at research seminars.
- b) After elaborating the professional materials determined by their supervisors, doctoral students present their findings at the Seminar of the Doctoral School, including the main objectives and their critical analysis as well as the future steps. This forum opens up the opportunity for doctoral students to present and discuss the result of their research progress before the professional forum of the Doctoral School.
- c) All doctoral students and the supervisors of the presenting students shall participate in the work of the seminar.
- d) Minimum 2 research seminars must be completed under the direction of the supervisor during the first four semesters. The supervisor shall assess the material of the research seminar giving 0-10 credits. Research seminars are to help prepare for writing the dissertation and constitute a proper thematic system.
- e) Doctoral students shall make an annual report on the result of their research progress. On behalf of the Doctoral School, the supervisors, the core members, the heads of the topic areas and the academic staff shall attend the seminar.

Complex examinations

Section 12

- (1) In order to apply for the complex examination doctoral students shall

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- a. earn at least 90 credits including all the study credits during the training and research phase,
 - b. obtain a minimum of 16 publication credits.
- (2) The candidate shall apply for the complex examination by submitting the credit summary of the training and research phase and with the approval of the supervisor propose the subjects of the complex examination. The supervisor shall attach a written assessment of the candidate's work to the application. No exemption from the complex examination may be granted.
 - (3) The Disciplinary Doctoral Council shall decide on the requirements for the complex examination, its subjects, the chairperson and members of the Complex Examination Board.
 - (4) The date and place of the complex examination shall be decided by the chairperson of the board after arrangements made with the members of the board. In an exceptional case, the complex examination may be held off campus. In this case the chairperson of the Disciplinary Doctoral Council shall be informed.
 - (5) The complex examination has two main parts:
 - a. theoretical part: doctoral students take examinations in at least two subjects previously completed. One of the subjects to choose from is a foundation course and the other is a professional course. The list of subjects is laid down in the training plan of the doctoral school. The examination may have a written part.
 - b. dissertation part: doctoral students report on the research results, describe the research plan for the second phase of the doctoral programme as well as the scheduling of the dissertation and the publication of the results. They submit the scientific research report and plan in writing prior to the examination and present them in the examination.
 - (6) The subjects and the literature of the complex examination shall be set by the lecturers in charge of the subjects and the list of the examination material shall be sent to candidate and the members of the Committee at least 15 days before the examination.
 - (7) The candidate shall prepare a written report of 15 to 25 pages on the research results in advance to be discussed at the complex examination.
 - (8) The board of examination shall assess the theoretical and dissertation parts separately by awarding points on a 0-5 scale. Classification shall be based on the points gained.
 - 90 - 100 % "summa cum laude",
 - 80-89.9 % "cum laude",
 - 60-79.9 % "rite".
 - (9) The complex examination is successful if the doctoral student receives at least a classification of *rite* in both parts. Doctoral students may continue their studies after passing the complex examination. The failed theoretical part may be retaken once during the same examination period.
 - (10) On failing the dissertation part, doctoral students may apply for a complex examination administered at a later date during individual preparation, then on passing it, they may continue the second phase in a self-funded programme.
 - (11) Detailed minutes shall be taken of the complex examination assessing the doctoral student's current and expected performance according to the complex requirements. This document shall be duly submitted to the Secretariat of the Vice-rector for Research and International Relations (henceforth IRO).
 - (12) The result of the complex examination shall be disclosed on the day of the oral examination.
 - (13) Doctoral students shall submit a dissertation within three years after the complex examination as defined in the doctoral regulations. This deadline may be extended with no more than one year in special justified cases (for reasons beyond control because of child birth, an

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accident or illness, or for other unforeseen reasons) pursuant to Section 45.2 of the Act on National Higher Education.

Pre-degree certificates

Section 13

Definitions

A **pre-degree certificate** states without qualifications and evaluations that the student has passed the curricular examinations, met all the academic requirements and earned the number of credits prescribed in the educational and outcome requirements.

The pre-degree certificate identifies the main field of activity constituting the core of the programme within the branch of science reflecting the operating framework of the doctoral school.

The pre-degree certificate shall attest that the doctoral student has fulfilled the doctoral requirements as well as acquired the required 240 credits.

Obtaining the pre-degree certificate is required for obtaining the doctoral degree.

Interpretation of credit points for different doctoral activities:

(1) Examinations

Eight compulsory elective subjects are required including at least three core subjects in the first three semesters. On passing the examination, the doctoral student shall be awarded with five credits regardless of the scores. Taking a free elective subject may be justified by the acquisition of some special knowledge. The Doctoral School does not recommend taking more than two free elective subjects. On passing the examination, the doctoral student shall be awarded with two credits.

(2) Research seminars

A research seminar shall mean research work directly related to the doctoral topic. Research work conducted in the research seminar shall be directed by the supervisor. A credit summary shall be submitted to the pre-degree certificate including the name of the supervisor directing the research seminar, the results (e.g. a 20-30-page bibliography, a research report on the evaluation of measurements taken, etc.) For a research seminar maximum 10 credits may be earned by the semester in the first and the second phase respectively.

(3) Departmental research work

Departmental research work shall mean active participation in the research work of the department. The primary objective is to participate in the work of a research group. It does not have to be related to the doctoral student's own research. A credit summary submitted to the pre-degree certificate shall include the title of the departmental research work for which the doctoral student has earned credit points in any semester. For departmental research work maximum five credits may be earned by the semester in the first and the second phase respectively. The credit earned shall be attested by the head of the research work and that of the relevant department.

(4) Annual research reports – training phase

Annual research reports shall monitor doctoral students' progress in their own topic. On making the 20-25-page reports doctoral students shall consider the provisions of Section 16. The report shall be attached to the credit summary. 15 credits may be earned for an annual research report attested by the Head of the Doctoral School on the credit summary.

(5) Annual research reports – dissertation phase

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Annual research reports shall monitor doctoral students' progress in their own topic. Include the 20-25 page report plus 3-5 pages of the additional research plan with a time schedule in the "Credit Summary". For each semester report, 15 credits can be awarded occasionally, as evidenced by the semester credit report submitted by the Head of the Doctoral School.

(6) *Teaching activities*

Credits to be earned for teaching activities shall be set by the head of the department. Teaching activity is worth maximum five credits per semester over six semesters. The credit summary to the pre-degree certificate shall include the subjects in which the doctoral student has performed any teaching in any semester.

(7) *Employment terms*

State-funded doctoral students may be obliged to work, performing teaching and scientific activities of the institution within the framework of their academic duties, for up to twenty percent of the total weekly working time. The time spent working by the doctoral student, including the twenty percent of working time, cannot exceed fifty percent of the total weekly working time on average for a semester. The work schedule of doctoral students shall be determined so that they can prepare for and take examinations.

Beyond the previous provisions, doctoral students' external employment shall be subject to the approval of the Disciplinary Doctoral Councils based on the suggestion of the supervisor in exceptional cases. The time of external employment cannot exceed fifty percent of the total weekly working time. In the case of employment corresponding to fifty percent of the hours worked in full-time employment, the monthly salary shall not be less than the minimum wage or its time proportionate part in the case of employment in different work hours.

(8) *Language proficiency*

Credits for the second language certificate shall be differentiated according to types and levels. The foreign language examination taken at the Foreign Language Teaching Centre of the University shall worth 15, an accredited complex B2 20, an accredited complex C1 certificate 25 credits.

(9) *Publications, presentations*

A publication credit-minimum encourages doctoral students to publish as many of their scientific achievements as possible. At least 36 credits must be earned for publications. To earn the required credits at least one reviewed foreign language and one reviewed Hungarian publication is required. (A reviewed journal is a periodical with an editorial board, a foreign language summary in a world language, and the published article has at least one independent reviewer who provides a written opinion on the article supporting the publication of the article.)

Notes

- Research reports shall not be considered publications as they are not publically available.
- In case of international research co-operations, a presentation held in a workshop shall be considered a presentation held at an international conference.
- A publication having an ISBN number shall be considered a book. An essay, chapter in a book like this shall be considered a part of a book.
- Online journals and periodicals of scientific institutions shall be considered equivalent to printed publications. It is an essential requirement for online publications to be regulated and be available for a long time (at least ten years).
- Conference papers and professional publications issued on CDs shall be considered publications.

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Credit points for publications and presentations can be seen in Table 2.

Degree award procedures

Section 14

- (1) For those who started their doctoral studies prior 1 September 2016, the degree award procedure shall begin with the admission decision of the University Doctoral Council. The doctoral candidate status shall be terminated when the doctoral degree is awarded, when the procedure is failed, or if the candidate fails to submit a dissertation within 2 years of the initiation of the procedure.
- (2) For the initiation of the doctoral procedure, a candidate is required to publish his or her own results in at least one prestigious Hungarian journal as well in an international journal in a foreign language. In addition, the candidate's publications shall be granted public access in the Hungarian National Scientific Bibliography.
- (3) The application for the degree award procedure including the attachments shall be submitted in two complete sets of copies at IRO addressed to the University Doctoral Council.
- (4) Obtaining the pre-degree certificate is required for initiating the doctoral procedure. Requirements for obtaining the pre-degree certificate are laid down in Sections 6-11 of MEDSZ.
- (5) The content and formatting requirements of the application, the annexes to be submitted, the procedural fees to be paid and the schedule of the procedure are laid down in the relevant provisions of MEDSZ.

Foreign language requirements of obtaining a doctoral degree

Section 15

- (1) As for the language requirements, the first foreign language may be English, German, Spanish, French, Russian or Italian. On an individual basis, the EU's official languages may be accepted by the Disciplinary Doctoral Council. The second language is an additional language that can be used to practice the profession.

Doctoral dissertations

Section 17

- (1) The dissertation is a work summarizing the candidate's objectives, new academic results (description of the work, related literature, research methods) written in Hungarian, English or an official language of the EU approved by the Disciplinary Doctoral Council on an individual basis.
- (2) The dissertation shall be submitted at the time of initiation application or within two years of accepting the application.
- (3) A candidate can submit his/her dissertation if he/she has no other doctoral degree award procedure in progress (in the same branch of science), has not failed a doctoral defence within the past two years and his/her application for degree award procedure has not been rejected within two years. The candidate shall make a written statement of meeting the above requirements upon submission of the dissertation and applying for the degree award procedure.
- (4) In the dissertation, the name of the author, supervisor (co-supervisor), doctoral school and its head, as well as the place and date of writing and the DOI number shall be indicated. The

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dissertation shall have the supervisor's recommendation (in maximum three pages), a table of contents, a bibliography, a summary of maximum two pages in Hungarian and English. The bibliography shall include the list of the candidate's academic publications. The dissertation may have appendices (e.g. a set of photos, diagram, calculations, documents, etc.).

- (5) It is established practice that the dissertation is 600 to 100 pages long. This is to be regarded as a directive and the candidate shall inform and justify any deviation to the Disciplinary Doctoral Council, which then may approve it.
- (6) The dissertation shall be submitted in five copies. (To save costs spiral bound copies shall be acceptable for the defence.) One copy shall be registered in the Library, Archives, Museum of the University and one shall be retained in the library of the relevant educational organisational unit. The Library, Archives, Museum shall provide for making the dissertation and its attached documents publicly available in a separate database on the website of the University.
- (7) The Disciplinary Doctoral Council shall invite two official reviewers to assess the doctoral dissertation. One of the two reviewers cannot have an employment relationship with the University.
- (8) The two official reviewers shall make a written evaluation of the dissertation within two months after submission of dissertation during the study period defined in MEDSZ and declare whether to recommend it to public debate. If one of the reviews is negative, the Disciplinary Doctoral Council shall invite a third reviewer.
- (9) In case of two negative reviews, a new procedure may be initiated two years after the earliest, only once in the same topic.
- (10) After submission in electronic form (pdf), the complete doctoral dissertation and the thesis booklet in Hungarian and English shall be archived in the National Doctoral Database and granted public access on the internet.
- (11) At the request of the candidate, public access may be postponed for a maximum of two years based on the decision of the Doctoral Council of the University. In case of a doctoral dissertation involving patents or protected intellectual property, public access to the doctoral dissertation and thesis booklet may be postponed at the request of the candidate based on the supporting opinion of the defence committee and the approval of the Disciplinary Doctoral Council until the date of registration of the patent or other IP protection at the latest. Dissertations and thesis booklets containing data classified for national security reasons shall be published after the expiry of the classification period. (
- (12) Candidates shall attach 50 copies of the thesis booklet to the dissertation. A thesis booklet shall include
 - a. Chapter 1: a short summary of the research objectives set;
 - b. Chapter 2: a short description of the analyses and experiments conducted, the methodology of data collection as well as the exploration and application of resources;
 - c. Chapter 3: a short summary of the scientific results, their utilisation and opportunities for utilisation. The utilisation of the achieved results may involve some direct and indirect practical application, promotion of the internal development of the branch of science or enhancement of other branches of science with new knowledge;
 - d. Chapter 4: a list of publications related to the topic of the research field;
 - e. In the case of a dissertation or a printed work containing the results of collective research work, the candidate shall describe in detail and accurately his/her share in the work of the team. Theses shall be signed in advance by each member of the research group declaring that the results presented in the thesis booklet are recognised as those of the candidate.

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- (13) If the doctoral dissertation is submitted at a time other than the initiation of the degree award procedure, it shall be submitted with Annex 13 of MEDSZ to the Dean's Office. Beside the five copies required by MEDSZ, candidates shall submit enough copies so that each member of the Assessment Committee as well as the faculty and the relevant department library can receive one.
- (14) The Dean's Office shall send the dissertation to the members of the Assessment Committee.

Departmental discussions

Section 18

- (1) At least a month before submission, the dissertation shall be submitted to a departmental discussion held by the relevant organisational unit (department/institute). Upon submission of the dissertation, the minutes of the discussion shall be attached.
- (2) A copy of the dissertation to be discussed shall be submitted to the office of the Doctoral School (Dean's Office) at least three weeks before the departmental discussion, and at the same time a copy shall be submitted to the faculty and institute library alike.
- (3) The invitees to the departmental discussion shall be
- a. the academic staff, researchers and doctoral students of the department or institute where the candidate has carried out his/her research work;
 - b. the dean of the faculty;
 - c. members of the Disciplinary Doctoral Council;
 - d. researchers of the institute where the new scientific results presented in the dissertation have been achieved.
- (4) Invitations to the departmental discussion shall be sent at least two weeks in advance by the head of the organisational unit in charge.
- (5) Regulations pertaining to the departmental discussion:
- a. A departmental discussion shall be organised by the organisational unit in charge on behalf of the Disciplinary Doctoral Council. The chairperson of the departmental discussion cannot be the candidate's supervisor.
 - b. The departmental discussion shall establish if
 1. the dissertation contains credible data,
 2. the scientific results presented are the candidate's own results,
 3. the dissertation complies with the formatting requirements.
 - c. The minutes of the departmental discussion shall briefly summarise the views and opinions expressed in Point (b) above. An attendance list including the name, position and title of those present shall be attached to the minutes.
 - d. The departmental discussion and its minutes shall be open to the public.

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Public debates

Section 19

- (1) The dissertation shall be defended in a public debate before an Assessment Committee. The Disciplinary Doctoral Council shall invite an Assessment Committee to conduct a public debate on the doctoral dissertation, decide on the acceptance of the dissertation and evaluate the public defence.
 - a. The Assessment Committee shall have at least five members with voting rights including the official reviewers of the dissertation. When setting up an Assessment Committee, one third shall be members who do not have an employment relationship with the University. In this respect a professor emeritus/emerita of the University is considered to have an employment relationship with the University.
 - b. It must be ensured that at least one of the official reviewers shall not have an employment relationship with the University. Reviewers shall have two months to prepare the assessment from the date of the receipt of the dissertation.
- (2) The dissertation shall be submitted to public debate within two months during the study period from the date of receipt of the two positive reviews. The candidate shall receive the reviews in advance and respond in writing before the public debate and in a presentation during the public debate.
- (3) The public debate shall be organised by the Dean's Office. Invitations to the public debate shall be sent at least three weeks before the debate. Invitation to the public debate shall be disclosed on the website of the doctoral school and in the National Doctoral Database. The invitation shall include where the interested persons can access the dissertation in print and online.
- (4) The invitees to the public debate shall be
 - a. all the staff of the faculty having an academic degree
 - b. relevant organisational units of the fellow faculties
 - c. members of the Disciplinary Doctoral Council who do not have an employment relationship with the University.
- (5) At the public debate, the candidate shall make a free presentation of the theses of the dissertation, and then respond to the comments and questions of the official reviewers and the other members of the Assessment Committee. Anyone present at the public debate can ask questions and make observations to the dissertation to which the candidate shall respond in an adequate way. At the request of the candidate based on the supporting opinion of the Assessment Committee and the approval of the Disciplinary Doctoral Council, the dissertation may be defended in closed session if the doctoral dissertation involving patents or data classified for national security reasons.
- (6) After the debate has been closed, the committee shall decide on the dissertation in a sealed session with a secret ballot using a scoring system of 0-5 making a written statement if the dissertation is accepted and which theses are considered as new scientific results. At least 60% of the available score must be earned to obtain a doctoral degree.

The classification of the doctoral dissertation shall be determined in proportion to the available score as follows:

- 90 - 100 % "summa cum laude",
- 80-89.9 % "cum laude",
- 60-79.9 % "rite".

The chairperson shall announce and justify the result publicly after the vote.

- (7) Minutes shall be taken of the doctoral defence and the decision of the committee. At the candidate's request, the University shall issue a certificate of the result of the defence indicating

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that the certificate does not mean that the doctoral degree has been awarded. The Doctoral Council of the University shall decide on the award of the doctoral degree based on the proposal of the Assessment Committee and the Disciplinary Doctoral Council.

- (8) A degree award procedure must be completed within a year from the submission of the dissertation.
- (9) Things to do with the dissertation and the thesis booklet after the successful defence
- a. The thesis booklet and the dissertation shall be modified, and the possible mistakes corrected based on the theses accepted by the Assessment Committee.
 - b. In the final version of the thesis booklet the members of the Assessment Committee actually present at the defence shall be indicated.
 - c. The corrections shall be approved by the chairperson of the Assessment Committee involving the official reviewers.
 - d. The final dissertation defended and corrected based on the defence shall be submitted in five hard-bound copies. One copy shall be registered in the Library, Archives, Museum of the University and the rest shall be retained in the libraries of the relevant educational organisational units.
 - e. After receipt of the corrected documents, the content of the defence shall be taken before the Disciplinary Doctoral Council then the University Doctoral Council in order for the doctoral degree to be awarded and for the diploma to be conferred.
 - f. The corrected documents shall be disclosed on the website of the Doctoral School and the National Doctoral Database in electronic form and in as many printed copies in the libraries as defined in MEDSZ. The Dean's Office shall provide for library deposits.

Publication and presentation points

Scientific publications	Credit points	In Hungary	
	Abroad	in foreign language	in Hungarian
	published		
Complete article published in a reviewed journal	9	7	4
in case of a journal with Scopus classifications Q3, Q4	15		
in case of a journal with Scopus classifications Q1, Q42	30		
in case of a journal having impact factor (IF<1)	15		
in case of a journal having impact factor (IF≥1)	30		
Article in journal with unknown review status	5	4	3
Conference article in proceedings	7	5	4
Conference article in Book chapter	7	5	4
Conference article in proceedings with Scopus classification Q	10		
Book as author	40	30	25
Book chapter	7	5	4
Edited book	12	10	7
Patents	12		9
Professional presentation/poster in Hungarian	3		
Professional presentation/poster in foreign language	4		

Software, design, blueprint, instrument, equipment, etc. based on the decision of the Doctoral School. In case of co-authoring, as many percent of points may be given as much as the author's work based on the co-authors' statement. (The supervisor shall be excluded on scoring).