



**MISKOLCI**  
E G Y E T E M

**REGULATIONS FOR DOCTORAL PROGRAMMES AND  
OBTAINING A DOCTORAL (PhD) DEGREE**

University Regulation No. 1.1.29

**Effective date: 1 July 2024**

### GENDER DISCLAIMER

The masculine form used in this document always refers to female, male and diverse persons simultaneously. Exclusively for the purpose of better readability, the gender-specific spelling as well as multiple designations are not used. All personal designations are therefore to be understood as gender neutral.

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## Table of Contents

<b>Chapter I</b> .....	<b>2</b>
Purpose of the Regulations .....	2
Legislation applicable to the Regulations and the scope of the regulations.....	2
Definition of certain terms used in the Regulations .....	2
<b>Chapter II</b> .....	<b>5</b>
Doctoral (PhD) degrees in general.....	5
<b>Chapter III</b> .....	<b>12</b>
<b>Chapter IV</b> .....	<b>17</b>
<b>Chapter V</b> .....	<b>17</b>
Knowledge of foreign languages .....	18
Submission of the doctoral thesis .....	20
<b>Chapter VI</b> .....	<b>25</b>
<i>CLOSING AND INACTING PROVISIONS</i> .....	25
<b>Annex No. 1</b> .....	<b>27</b>
<b>Annex No. 2</b> .....	<b>28</b>
<b>Annex No. 3</b> .....	<b>29</b>
<b>Annex No. 4</b> .....	<b>33</b>
<b>Annex No. 5</b> .....	<b>34</b>
<b>Annex No. 6</b> .....	<b>35</b>
<b>Annex No. 7</b> .....	<b>36</b>
<b>Annex No. 8</b> .....	<b>41</b>
<b>Annex No. 9</b> .....	<b>42</b>
<b>Annex No. 10</b> .....	<b>47</b>
<b>Annex No. 11</b> .....	<b>48</b>
<b>Annex No. 12</b> .....	<b>49</b>
<b>Annex No. 13</b> .....	<b>50</b>
<b>Annex No. 14</b> .....	<b>52</b>

<b>MISKOLCI</b> E G Y E T E M	<b>REGULATIONS FOR DOCTORAL          PROGRAMMES AND OBTAINING A          DOCTORAL (PhD)          DEGREE</b>	Page number: 2
		Edition and version number: <b>A6</b>

## Chapter I

### Purpose of the Regulations

#### Section 1

- (1) The purpose of these regulations (hereinafter: Regulations) is to define the procedural and organisational rules of doctoral programmes at the University of Miskolc.

### Legislation applicable to the Regulations and the scope of the regulations

#### Section 2

- (1) Basic legislation and other mandatory documents covering the areas set out as the purpose of the Regulation:
- a) Act CCIV of 2011 on National Higher Education (hereinafter: NHEA).
  - b) Act C of 2001 on the recognition of foreign certificates and degrees.
  - c) Government Decree No. 87/2015 (IV.9.) on the implementation of certain provisions of Act CCIV of 2011 on National Higher Education.
  - d) Government Decree No. 423/2012 (XII.29.) on the higher education admission procedure.
  - e) Government Decree No. 387/2012 (XII.19.) on Doctoral Schools, the order of doctoral procedures and habilitation.
  - f) Government Decree No. 51/2007 (III.26.) on the allowances of students participating in higher education and certain fees to be paid by them.
  - g) Government Decree No. 137/2008 (V. 16.) on state-recognised language examination certifying foreign language proficiency and on the naturalisation in Hungary of language examination certificates certifying foreign language proficiency issued abroad.
  - h) Hungarian Accreditation Committee self-assessment criteria and order of procedures.
- (2) The personal scope of the Regulations extends to all organisational units and employees of the University of Miskolc.
- (3) Temporal scope of the Regulations: from the date of entry into force until their revocation.

### Definition of certain terms used in the Regulations

#### Section 3

- (1) *Doctoral Council*: the body established by the Senate for organising doctoral programmes and awarding degrees, which has decision-making powers in respect of doctoral programmes, in particular as regards admission to the programme and the award of degrees.
- (2) *doctoral student's contract*: doctoral students may carry out teaching activities to earn credits, the content, nature and duration of which must be set out in a contract.

<b>MISKOLCI</b> E G Y E T E M	<b>REGULATIONS FOR DOCTORAL  PROGRAMMES AND OBTAINING A  DOCTORAL (PhD)  DEGREE</b>	Page number: 3
		Edition and version number: <b>A6</b>

- (3) *Head of the Doctoral School*: the Head of the Doctoral School is a core member university professor of international repute who is responsible for the academic quality and teaching of the school.
- (4) *doctoral school lecturers and professors*: those lecturers and researchers with academic qualifications and professors emeritus who, on the recommendation of the Head of the Doctoral School, are deemed suitable by the Disciplinary Doctoral Council to carry out teaching and research tasks within the framework of the Doctoral School.
- (5) *topic area leader*: the manager of the educational programmes in the doctoral schools, based on the decision of the Disciplinary Doctoral Council
- (6) *doctoral topic*: a research area which is suitable for the doctoral student, under the guidance of the doctoral advisor, to master the application of academic methods, to obtain assessable academic results and to provide evidence of this in the form of academic publications, academic presentations and then a doctoral thesis. The doctoral topic is approved by the Disciplinary Doctoral Council.
- (7) *doctoral topic proposer*: lecturers and professors or researchers with academic qualifications whose thesis proposal has been approved by the Disciplinary Doctoral Council. Proposers of doctoral topics are expected to conduct active research, i.e. to have a record of academic publications in the five years preceding the announcement of the topic that exceeds the publication requirements of the doctoral school for obtaining a doctorate.
- (8) *doctoral topic advisor*: lecturers and professors or researchers with academic qualifications, conducting active research, as well as a Professor Emeritus, whose announcement of the topic has been approved by the Disciplinary Doctoral Council, and who, based on this, responsibly directs and assists the studies and research work of the doctoral student(s) working on the topic, and their preparation for obtaining a doctorate. Exceptionally, and in professionally justified cases approved by the Disciplinary Doctoral Council, a co-advisor may be appointed in addition to the advisor. One of the advisors shall be appointed as the advisor in charge. No more than six doctoral students may be assigned to a doctoral advisor at any one time.
- (9) *doctoral thesis*: a piece of writing, creation or work produced by the doctoral student to demonstrate that he is capable of independently solving an academic problem commensurate with the requirements of the doctoral degree,
- (10) *doctoral school*: an organised framework of the doctoral programme which provides preparation for obtaining the academic qualifications,
- (11) *mid-year grade*: a grade expressing the student's mid-year performance, which may be obtained during the study period in accordance with the assessment procedure laid down in the study and examination regulations,
- (12) *phasing-in system*: a principle of training organisation under which the new or amended academic and examination requirements may be applied to students who started their studies after its introduction or to those who started their studies before it but who choose to prepare under the new or amended academic and examination requirements,

<b>MISKOLCI</b> E G Y E T E M	<b>REGULATIONS FOR DOCTORAL  PROGRAMMES AND OBTAINING A  DOCTORAL (PhD)  DEGREE</b>	Page number: 4
		Edition and version number: <b>A6</b>

- (13) *semester*: the period of educational organisation from 1 September to 31 January and from 1 February to 31 August of each year;
- (14) *academic year*: a twelve-month period of educational organisation;
- (15) *student (applicant) with a disability*: a student with a motor, sensory or speech disability, in the event of the simultaneous occurrence of several disabilities with a cumulative disability, an autism spectrum disorder or other psychological development disorder (severe learning, attention or behaviour control disorder);
- (16) *disadvantaged student or applicant*: a person under the age of twenty-five at the time of enrolment (application) who is considered disadvantaged as defined in the Act on the Protection of Children and Guardianship Administration;
- (17) *cumulatively disadvantaged student or applicant*: a person under the age of twenty-five at the time of enrolment (application) who is considered cumulatively disadvantaged as defined in the Act on the Protection of Children and the Administration of Guardianship;
- (18) *website publication*: publication of information on a website in a domain accessible to all,
- (19) *programme branch*: is the sum of degree programmes of the field of study whose content is identical at the initial phase of the programme,
- (20) *programme duration*: the time necessary for the acquisition of the required credits, the level of the qualification, the professional qualifications, as defined by law,
- (21) *programme period*: the division of the programme duration into a study period and a corresponding examination period,
- (22) *educational programme*: the complex educational document of the institution which contains
- a) the detailed training and study requirements for the bachelor, master and single-cycle degree programmes, as well as tertiary vocational programmes and postgraduate specialisation programmes,
  - b) the doctoral programme plan
- together with the detailed rules of the programme, in particular the curriculum and the educational programme and the course syllabi, as well as the assessment and monitoring methods, procedures and rules,
- (23) *consultation*: the possibility of a personal meeting provided for the student by the lecturers and professors of the institution of higher education,
- (24) *credit*: a measure of a student's academic work, which expresses the estimated time required to acquire specific knowledge and to fulfil the requirements of a subject or curriculum unit; on average, one credit represents thirty hours of academic work, the value of which, provided that the student's performance has been accepted, does not depend on the assessment of the student's knowledge,
- (25) *pursuing courses taken at another institution of higher education*: if the student acquires credits in another institution of higher education in a visiting student legal status,
- (26) *class*: a session (lecture, seminar, practise, consultation) requiring the personal involvement of lecturers and professors to fulfil the study requirements set out in the curriculum, the duration of which is at least forty-five minutes and not more than sixty minutes.

<b>MISKOLCI</b> E G Y E T E M	<b>REGULATIONS FOR DOCTORAL          PROGRAMMES AND OBTAINING A          DOCTORAL (PhD)          DEGREE</b>	Page number: 5
		Edition and version number: <b>A6</b>

- (27) *fields of science*: humanities, theology, agricultural sciences, engineering sciences, medical and health sciences, social sciences, natural sciences and arts, which are subdivided into disciplines,
- (28) *certificate of completion (absolutorium)*: certifies the successful completion of the examinations prescribed in the curriculum and, with the exception of the language examination and the thesis (dissertation), the fulfilment of other study requirements and the acquisition of the credits prescribed in the programme and outcome requirements, and attests that the student has fully met the study and examination requirements prescribed in the curriculum, without any classification or assessment,
- (29) *examination*: a form of verification of the acquisition of knowledge, skills and competences, including assessment
- (30) *area of research*: used to identify the main area of activity within a discipline or across disciplines, reflecting the operational framework of the doctoral school and forming the backbone of the programme.
- (31) *short-term mobility programme*: a research experience abroad for a student in the framework of a mobility programme, lasting between 5 and 60 days.
- (32) For the purposes of these Regulations, the following persons shall be deemed to be in a legal status aimed at work: persons in an employment relationship with the University of Miskolc, including public employment legal relationships, persons in a contract or other employment relationship, professors emeritus/emerita, titular university/college professors, titular university/college associate professors, and persons retired from the University of Miskolc, all others “external members”.

## Chapter II General Provisions

### Section 4 Doctoral (PhD) degrees in general

- (1) The University shall provide doctoral (PhD) programmes and award doctoral degrees in the fields of science listed in Annex 1 and in the disciplines within those. Doctoral programmes shall build on the master programme in the relevant field of science. The University's licence covers doctoral programmes in the fields of science listed in Annex 1.
- (2) The doctoral degree attests to a high level of knowledge of a specific discipline, the ability to carry out independent research work and the ability to apply this knowledge in a way that enriches it with new results.
- (3) Preparation for the obtainment of a doctoral degree can be achieved within the framework of group doctoral programmes organised by the University or individually.
- (4) The doctoral degree is awarded by the Doctoral Council of the University.
- (5) The doctoral procedure may be conducted in Hungarian or English, or, upon request, in a completely different foreign language approved by the Disciplinary Doctoral Council. The application for a foreign-language procedure may be submitted in Hungarian or in the language requested.

- (6) Any person who is a close relative of the applicant may not participate in any stage of the doctoral procedure or in any committee (Section 8:1(1) of the Civil Code), or from whom an objective assessment of the case cannot be expected for any other reason. The applicant or the person who is aware of the conflict of interest may declare the conflict of interest at the time the procedure is initiated at the latest, while the person concerned is obligated to declare it.
- (7) The dean's office of the relevant faculty will inform the candidate of the names of the participants in the procedure and, in the knowledge of that, the candidate will declare whether any of them have a conflict of interest.
- (8) Doctoral programmes can be conducted and doctoral degrees can only be obtained in the framework of a Doctoral School accredited for training and awarding degrees.

### **Core members**

#### **Section 5**

- (1) The conditions with regard to core membership are specified by Act CCIV of 2011 on National Higher Education, and by Government Decree No. 387/2012 (XII. 19.) on doctoral schools, the order of doctoral procedures and habilitation. The quality requirements are laid down in the operational regulations of the doctoral schools. The new core members of operating doctoral schools are proposed by the meeting of the core members of the doctoral school to the Doctoral Council of the University.

### **Doctoral Schools**

#### **Section 6**

- (1) The establishment of a new Doctoral School may be initiated by at least seven core members. A minimum of seven core members shall ensure the continuous operation of the Doctoral School. The majority of the core members shall be university teachers. A person may be a core member of only one doctoral school at a time. A multidisciplinary Doctoral School shall have at least nine core members, and at least three core members per discipline, the majority of whom shall be university teachers and shall carry out their research in the discipline concerned. Otherwise, the provisions of Government Decree No 387/2012 (XII.19.) shall apply to the core members. The core members prepare the documents for the establishment of the doctoral school.
- (2) Doctoral schools accept applicants for topic areas defined within one or more doctoral programmes in specific subject areas. Where a doctoral school has only one doctoral programme, the head of the programme is the head of the doctoral school and the programme represents the discipline designated as the field of operation of the doctoral school.
- (3) The general representation of the Doctoral School is provided by the Head of the Doctoral School, who is elected by the Doctoral Council of the University from among the university professor core members of the Doctoral School, on the recommendation of a majority of the core members, and appointed for a maximum term of five years and dismissed by the Rector. The appointment may be renewed several times. A letter of appointment shall be issued. The Head of the Doctoral School is a university professor



<b>MISKOLCI</b> E G Y E T E M	<b>REGULATIONS FOR DOCTORAL PROGRAMMES AND OBTAINING A DOCTORAL (PhD) DEGREE</b>	Page number: 7
		Edition and version number: <b>A6</b>

core member of international standing who is responsible for the academic excellence and training activities of the school.

- (4) Doctoral schools shall establish their own operational regulations, which shall be approved by the Senate, and, in addition to the subjects covered by the operational regulations as provided for by law, may establish code of procedures, which shall be approved by the Doctoral Council of the University.
- (5) The Senate shall decide on the establishment and termination of the doctoral school, taking into account the provisions of NHEA and Government Decree 387/2012 (XII.19.), based on the examination of the establishment documents contained in the decree.
- (6) The Doctoral School maintains a creditworthy website that is updated continuously, but at least monthly, in line with the latest developments affecting the school. The website contains the basic documents of the Doctoral School (operational regulations and code of procedures, educational programme, quality assurance). The Doctoral School provides regular information on doctoral programmes and obtaining a doctorate on the website every year.

### **The Doctoral Council of the University**

#### **Section 7**

- (1) The Doctoral Council of the University shall consist of at least 21 members. All members of the Doctoral Council, with the exception of doctoral student representatives, shall hold academic qualifications. In the selection of the members of the Doctoral Council of the University, it shall be ensured that one third of the members are not in an employment legal relationship with the University. The composition of the Council shall aim at a balanced representation of the Doctoral Schools. A Professor Emeritus of the University shall be considered a person in an employment legal relationship with the University. Members with voting rights may only be persons, with the exception of the doctoral representative, who meet the requirements for core membership.
- (2) The Chairperson of every Disciplinary Doctoral Council and the Vice-Rector in charge of doctoral affairs shall, by virtue of their appointment, be a member of the Doctoral Council of the University.
- (3) The members of the Council, and one alternate member per doctoral school for the purpose of the potential replacement of members, shall be appointed by the Rector, based on the decision of the Senate. The term of office shall be governed by the provisions of Clause (4) . A letter of appointment shall be issued.
- (4) The mandate of the Chairperson, the Vice-Chairperson and the members shall be three years. The Chairperson, the Vice-Chairperson and the members can be re-elected. One doctoral student representative delegated by DSU-UM shall be a permanent invitee at the meetings of the Doctoral Council of the University and shall be entitled to vote.
- (5) The Doctoral Council of the University shall be chaired by a Professor or Professor Emeritus. The Chairperson and the Vice-Chairperson shall be appointed by the Rector from among the members.

- (6) The Doctoral Council of the University shall generally take a position on questions of principle concerning doctoral programmes and the doctoral procedure, ensuring that the standard of assessment is unified in all the doctoral schools of the University.
- (7) The Doctoral Council of the University
- a) gives its opinion on proposals for the establishment of doctoral schools,
  - b) establishes a disciplinary doctoral council,
  - c) elects the heads of the doctoral schools, the core members and, every six months (in April and October), monitors the compliance of the doctoral schools with the legislation and the publication performance of the core members using public databases,
  - d) decides on the admission to doctoral programmes, the award of state doctoral scholarships and the transfer of doctoral students from other institutions of higher education, and authorises or determines the transfer of doctoral students to other forms of studies and the conditions for such transfer,
  - e) decides on the additional requirements for admission to doctoral programmes, beyond the conditions laid down in the legislation or the regulations, decides on the awarding of the doctoral degree or the termination of the unsuccessful procedure, decides on the revocation of the doctoral degree,
  - f) examines requests for the extension of the deadline for the submission of the doctoral thesis (three years after the complex examination) based on special consideration,
  - g) appoints the chairperson, deputy chairperson and members of the Disciplinary Doctoral Council,
  - h) determines, on the basis of a proposal from the Disciplinary Doctoral Council, the conditions under which a foreign national may participate in doctoral programmes,
  - i) gives its opinion on the proposals of the Rector and the Disciplinary Doctoral Council to the Senate for the award of honorary doctorates,
  - j) decides on the naturalisation of academic qualifications obtained abroad,
  - k) monitors the implementation of the Doctoral Regulations and the operational regulations and code of procedures of the doctoral schools,
  - l) gives its opinion on the operational regulations of the doctoral schools and approves the code of procedures of the doctoral schools,
  - m) passes a decision on the termination of the student legal status,
  - n) makes a proposal to the Senate on the provision of a doctoral training grant to ensure the operational conditions for the doctoral programme,
  - o) regularly, at least once a year, assesses the functioning of the doctoral schools for the Senate, and evaluates the doctoral programmes and obtaining a doctorate at the University,
  - p) if necessary, recommends the suspension or termination of the doctoral school or doctoral programme to the Senate,
  - q) approves the annual reports of the disciplinary doctoral councils on the use of the doctoral training grant allocated to the doctoral schools.

<b>MISKOLCI</b> E G Y E T E M	<b>REGULATIONS FOR DOCTORAL          PROGRAMMES AND OBTAINING A          DOCTORAL (PhD)          DEGREE</b>	Page number: 9
		Edition and version number: <b>A6</b>

- (8) The Doctoral Council of the University shall distribute the number of state-funded scholarships available to the University among the doctoral schools on the basis of the algorithm of the National Doctoral Council entitled Principles and Calculation of the Allocation of Scholarships.
- (9) The Doctoral Council of the University shall constitute a quorum if more than half of the members with voting rights are present. An absent person may be represented by one of the alternate members elected to replace him. The alternate shall have the right to vote at the meeting. The Doctoral Council of the University shall take decisions relating to staff matters by secret yes/no vote and by simple majority. In the event of a tie, except in matters requiring a secret ballot, the Chairperson shall have a casting vote. Other resolutions shall be adopted by open ballot under the same conditions. The Council shall meet as necessary, but at least twice every six months, convened by the Chairperson. Minutes of the meetings of the Doctoral Council of the University shall be drawn up and signed by the Chairperson. Decisions shall be recorded in writing and sent to the persons concerned.
- (10) In exceptional cases (e.g. epidemic situation), the Doctoral Council of the University may hold its meetings online. In matters requiring a secret ballot, voting may be conducted only by using an online system ensuring the confidentiality of votes. In all other respects, the rules set out in Clause 9 shall apply to the meeting.

### **Disciplinary Doctoral Council Section 8**

- (1) Disciplinary doctoral councils are set up to exercise certain powers of the Doctoral Council of the University.
- (2) The Chairperson, the Vice-Chairperson and the members of the Doctoral Council are proposed by the core members of the Doctoral Schools. The Faculty Council shall give its opinion on the Chairperson and the Vice-Chairperson. The Chairperson, the Vice-Chairperson and the members of the Disciplinary Doctoral Council shall be appointed and dismissed by the Chairman of the Doctoral Council of the University, after the Doctoral Council of the University has given its opinion in the form of a ballot.
- (3) The Disciplinary Doctoral Council shall consist of at least 7 members. With the exception of the member referred to in Clause 4, all members of the Council shall hold a doctorate (PhD) or equivalent academic qualifications. Members with voting rights, with the exception of the doctoral student representative, shall be persons who meet the requirements for core membership of the Council. In the case of programmes organised jointly with other universities, professional representation of the partner universities shall be ensured.
- (4) One representative elected by the doctoral students of the doctoral programme in the discipline in question shall be a member of the Disciplinary Doctoral Council. The student representative shall participate in the meetings of the Doctoral Council with voting rights. The mandate of this representative shall be for one academic year.
- (5) At least 1/3 of the members of the Disciplinary Doctoral Council shall be persons holding a doctorate (PhD) or equivalent academic qualifications who are not employed

<b>MISKOLCI</b> E G Y E T E M	<b>REGULATIONS FOR DOCTORAL  PROGRAMMES AND OBTAINING A  DOCTORAL (PhD)  DEGREE</b>	Page number: 10
		Edition and version number: <b>A6</b>

by the University. A Professor Emerita/Emeritus of the University shall be considered to be a person in a legal status aimed at work with the University.

- (6) The Chairperson of the Disciplinary Doctoral Council is a university professor, preferably the Head of the Doctoral School.
- (7) The mandate of the Chairperson and, with the exception included in Clause 4, of the members of the Disciplinary Doctoral Council shall be 3 years. The Chairperson and members shall be eligible for re-election.
- (8) The Disciplinary Doctoral Council
  - a) appoints and invites the members of the admission committee for applicants to the doctoral programmes,
  - b) appoints and invites the members of the complex examination board, notifies the candidate,
  - c) lays down the requirements and order of procedures for the complex examination in the operational regulations of the doctoral school,
  - d) publishes the requirements for the complex examination when announcing the doctoral programme, in accordance with the operational regulations of the doctoral school,
  - e) following the complex examination, decides on the successful completion or unsuccessful closure of the training and research phase
  - f) appoints the examiners of the dissertation, the chairperson and the other members of the thesis defence committee,
  - g) on the basis of the dissertation submitted, decides whether or not to initiate the procedure for obtaining a doctorate, including the authorisation of the foreign-language procedure,
  - h) decides on the recognition of credits and exemptions,
  - i) decides on the request of the doctoral student for a closed doctoral defence on the basis of the opinion of the thesis defence committee,
  - j) in its operational regulations, lays down the foreign-language requirements of obtaining a doctoral degree, the list of all foreign languages accepted for the fulfilment of the language requirements, and may select from this list one foreign language essential for the study of the field of study, the knowledge of which is necessary for obtaining a doctorate,
  - k) develops educational programmes related to the research topic areas,
  - l) approves the doctoral topics of doctoral students,
  - m) approves the topic publication of the doctoral topic by the proposer,
  - n) carries out in-training performance assessment,
  - o) appoints the doctoral topic proposers, doctoral advisors, and lecturers and professors and researchers participating in the doctoral school, taking into account the opinion of the Head of the Doctoral School,
  - p) decides on the educational programmes that may be announced, the announcement of the doctoral programmes and ensures their publication,
  - q) proposes additional requirements for admission to the doctoral programme, beyond those laid down in the legislation or the regulations,

<b>MISKOLCI</b> E G Y E T E M	<b>REGULATIONS FOR DOCTORAL  PROGRAMMES AND OBTAINING A  DOCTORAL (PhD)  DEGREE</b>	Page number: 11
		Edition and version number: <b>A6</b>

- r) makes a proposal for admission to the doctoral programme and awarding state doctoral scholarships,
- s) subject to the relevant provisions of the legislation – makes a proposal for the conditions under which foreign citizens may participate in the doctoral programme,
- t) examines the applications on passive semesters of students participating in the training,
- u) decides on the authorisation and recognition of a period of study abroad, as well as on the acceptance and recognition of the report of the research activity carried out in the framework of a short mobility programme,
- v) authorises participation in parallel programmes in a field relevant to the doctoral programme,
- w) decides on questions relating to taking courses as a guest student, in particular the conditions imposed by the (external) host institution,
- x) makes a proposal for awarding doctoral (PhD) degrees or the termination of an unsuccessful procedure,
- y) makes a proposal for the naturalisation of foreign academic qualifications,
- z) on the basis of a request, makes a proposal to the Doctoral Council of the University for the conferral of doctorates with distinction, and - on the initiative of the educational organisational units - to the Faculty Council for the conferral of the title of honorary doctor (*Doctor Honoris Causa*) (Dr.h.c.),
  - aa) keeps a record of the first employment of doctoral graduates,
  - bb) decides on the allocation of the financial resources made available to the Doctoral School to support doctoral programmes,
  - cc) decides on the conferral of the title of "Core Member Emeritus" and publishes it in the doctoral database,
  - dd) decides on the choice of the doctoral advisor and, in justified cases, the doctoral co-advisor, as well as on the change of the doctoral advisor in charge,
  - ee) proposes the fee of self-funding in the foreign-language self-funded programmes for which it is responsible,
  - ff) decides on the acceptance of non-certified translations of documents and certificates issued in a foreign language,
  - gg) decides on holding workshop debates, public debates and the complex examination online,
  - hh) decides on the inclusion of new subjects in the educational programme
- (9) The Disciplinary Doctoral Council has quorum when more than half of the members with voting rights are present. It shall take its decisions on personnel matters by secret yes/no vote and by simple majority. In the event of a tie, except in matters requiring a secret ballot, the Chairperson shall have a casting vote. Other resolutions shall be adopted by open vote under the same conditions. Minutes of the meetings of the Council shall be drawn up and signed by the Chairperson.

- (10) In exceptional cases (e.g. epidemic situation), the meeting of the Disciplinary Doctoral Council can be held online. In matters requiring a secret ballot, voting may only be conducted using an online system ensuring the confidentiality of votes. Otherwise, the rules set out in Section 7(9) shall apply to the meeting.

### **Chapter III**

#### **Preparation for obtaining a doctoral degree**

##### **The doctoral programme**

###### **Section 9**

- (1) The doctoral programmes organised by the University helps to acquire the level of knowledge /substance/ and academic research experience required to obtain a doctoral degree.
- (2) Doctoral programmes are conducted on a scholarship basis and in self-funded format.
- (3) The detailed rules for admission are set out in Section 1 of Annex 14.
- (4) The academic plan of the doctoral programme and the order of assessment are set out in the operational regulations and code of procedures of the doctoral schools.
- (5) Following the first “training and research” and a successful complex examination, the doctoral programme is divided into a second “research and dissertation” phase of up to 4-4 semesters. The second phase involves the preparation of the dissertation, the submission of which is the start of the procedure for obtaining a doctorate.
- (6) At least 240 credits must be completed in the doctoral programme. There is no exemption from passing the complex examination.
- (7) Within three years of the complex examination, the doctoral student shall submit a doctoral thesis as defined in the doctoral regulations. This deadline may be extended in exceptional circumstances, as regulated by Section 53(4) of NHEA (childbirth, accident, illness or other unforeseen reasons for which the doctoral candidate is unable to fulfil his obligations through no fault of his own) by a maximum of one year. In the procedure for obtaining a doctorate, the interruption of the student legal status may be up to two semesters, and up to six semesters in the case of a doctoral student giving birth.
- (8) The doctoral student may also apply for a period of study abroad. He may participate in the period of study abroad based on a work programme, proposed by the doctoral advisor and approved by the Disciplinary Doctoral Council, which ensures the validity of the period of study in the approved doctoral training programme.
- (9) During the period of study abroad, the doctoral student will receive the grant for a maximum of six months of stay abroad, and for a period of between six and twelve months, the Disciplinary Doctoral Council will decide whether the doctoral

student will continue to receive the funding. Periods of study abroad of more than twelve months cannot be financed by the home institution.

- (10) The doctoral student may be required to work within the framework of his academic obligation for a period equivalent to twenty percent of the full weekly working time in the teaching and academic activities of the institution.

The time of work put in by a doctoral student under a doctoral student employment contract, including the twenty per cent working time, shall not exceed fifty per cent of the total weekly working time on average over a semester.

The doctoral student's work schedule shall be arranged in such a way that he can meet the obligations of the examination and the preparation for the examination.

The monthly amount of the remuneration may not be less than the minimum mandatory wage (minimum wage) in the case of employment for fifty per cent of the full working time, or a pro rata temporis amount in the case of employment for other periods.

- (11) The doctoral student works with the help of a doctoral advisor.

Tasks of the doctoral advisor:

- a) to develop a personal working relationship with the doctoral candidate, supervising, guiding and assisting the candidate's research work,
- b) to assist the candidate in developing his research plan and maintain a working relationship with him according to an agreed schedule,
- c) to require the candidate to regularly report to him on the progress of his research work, problems and difficulties encountered and how they were dealt with. The doctoral advisor shall comment on the candidate's report to the doctoral school, indicating any delays or backlogs in the candidate's work, or if he considers that the candidate is unable to successfully complete his research project undertaken within the prescribed deadline,
- d) for the complex examination, assesses in writing the candidate's work, the skills acquired and the progress made in the research topic,
- e) is present at the complex examination of his doctoral student without the right to vote,
- f) gives a written opinion on the doctoral candidate's thesis and declares it admissible for submission,
- g) attends the candidate's workplace debate and the public defence of the thesis,
- h) supports the publication activities of the student he advises.

- (12) The certificate of completion shall attest that the doctoral student has fulfilled the requirements of the law and the regulations and has acquired the required 240 credits. This document shall be approved and issued by the Disciplinary Doctoral Council at the request of the student. The student's legal status and grant shall remain in force until the end of the semester in which the certificate of completion is obtained.

## **The training and research phase and the research and dissertation phase**

### **Section 10**

- (1) During the training and research phase constituting the first four semesters, the doctoral student will participate in theoretical and practical training related to the topic of his choice, gathering information and literature research on which the dissertation is based, and based on these, creates conditions necessary for conducting his own research to achieve new results and does independent work using the research background developed thus. He reports on his results through the reporting system established by the doctoral school and through publicly available publication opportunities. He carries out his activities with progressively increasing independence under the guidance and supervision of the doctoral advisor. He will demonstrate his results achieved, skills and aptitude acquired in realising the objectives of the doctoral programme in a complex examination organised at the end of the fourth active semester.
- (2) In the second four-semester research and dissertation phase, the doctoral student primarily conducts research work, publishes the results of his research and prepares a thesis suitable for academic workshop discussion.
- (3) The doctoral student must accumulate study, research and publication credits.
- (4) When applying for the complex examination, the doctoral student must provide evidence of having accumulated at least 90 credits. To start the research and dissertation phase, a doctoral student must have passed the complex examination, have completed four semesters and have accumulated at least 120 credits, including all study credits, during the first four semesters.
- (5) Study credits (min: 40 credits)
  - a) The doctoral student earns study credits by completing courses. A maximum of 10 credits may be awarded for examinations. The subjects and the number of credits to be awarded for each subject are set out in the doctoral school's operational regulations. The subjects may be chosen from a list published by the doctoral schools each semester.
  - b) The doctoral student may also take an elective subject offered by another doctoral school.
  - c) Students conducting their studies in master programmes may take subjects advertised for doctoral students parallel with their final year of study. The subjects and the number of credits that may be awarded are set out in the operational regulations of the doctoral schools. The subjects may be chosen from a list published by the doctoral schools each semester. In the case of successful admission to the PhD programme, the credits obtained by the student in the master programme will be recognised at the same time as the admission decision.
- (6) Research and publication credits
  - a) Research collaboration related to departmental research, with the presentation of the processed results of the experimental and investigative work carried out in the form of reports. Maximum value of 5 credits per semester.
  - b) The value of publication activities and the credits that can be awarded for them are set out in the operational regulations of the doctoral school. Only peer-



- reviewed journal articles, conference papers, or book chapters containing own results, which are publicly available in print or electronic form, will be considered.
- c) Independent research on a dissertation topic, the results of which are presented in a written and peer-reviewed paper submitted to the doctoral school every six months, and at a related research seminar. The maximum value per semester is 15 credits in the first phase and 20 credits in the second phase.
  - d) A maximum of 1 credit per hour per semester and a maximum of 5 credits per semester may be awarded for participation in teaching activities.
  - e) A maximum of 5 research credits may be awarded to doctoral students for a research experience abroad in the framework of a mobility programme (5-60 days) abroad, subject to the presentation of a report, in accordance with the operational regulations of the doctoral schools. The possibility of awarding credits for a conference paper in the framework of a short mobility programme is provided for in the operational regulations of the doctoral schools.

### **Individual preparation**

#### **Section 11**

- (1) Doctoral students who have prepared for obtaining a doctorate individually may also join the research and dissertation phase of the doctoral programme, provided that they have fulfilled the general admission requirements. Applications for admission may be submitted by 15 April or 15 November of the current year. The complex examination may be conducted on the basis of the favourable opinion of the designated admission committee, and if that is successful, the candidate will automatically receive 120 credits. In addition to that, further credits may also be awarded. The research and dissertation phase begins with the decision of the Doctoral Council of the University on admission.

### **Complex examination**

#### **Section 12**

- (1) Conditions of authorisation to take the complex examination: the acquisition of at least 90 credits in the "training and research phase" of the doctoral programme, including all the study credits.
- (2) The complex examination consists of two main parts:
  - theoretical part: the doctoral student reports on his familiarity with the literature in the discipline, and his current theoretical and methodological knowledge. He will take an examination in at least two subjects/circle of topics, the list of which is set out in the doctoral school's academic plan. The examination may include a written part.
  - dissertation section: the doctoral student reports on his research results, introduces his research plan for the second phase of the doctoral programme, and the scheduling for the preparation of the dissertation and the publication of the results. The doctoral student shall introduce his academic research report and plan in a presentation and, prior to the examination, in writing. The requirements with regard to the length and format of the written report shall be determined by the doctoral school in question.

<b>MISKOLCI</b> E G Y E T E M	<b>REGULATIONS FOR DOCTORAL  PROGRAMMES AND OBTAINING A  DOCTORAL (PhD)  DEGREE</b>	Page number: 16
		Edition and version number: <b>A6</b>

- (3) The complex examination shall be taken in public, in front of a board. The examination board shall be composed of at least three members, at least one third of whom shall not be in a legal status aimed at work with the institution operating the doctoral school.
- (4) The chairperson of the examination board is a university professor or habilitated associate professor, habilitated college professor, Professor Emeritus, or a lecturer, professor or researcher of the University of Miskolc with the title of Doctor of Science or Doctor of the Hungarian Academy of Sciences.
- (5) All members of the examination board shall hold academic qualifications. Where the demonstration of the second foreign language required for obtaining a doctorate at a level suitable for the cultivation of the academic field takes place within the context of a complex examination, the chairperson of the examination board and the interviewer member must have knowledge of that language.
- (6) The candidate's doctoral advisor cannot be a member of the committee but is obligated to evaluate the doctoral student's work in writing beforehand and orally at the complex examination.
- (7) Further details of the complex examination and the method it is are set out in the operational regulations of the doctoral schools. The examination is conducted in the examination period in question.
- (8) In exceptional cases (e.g. epidemic situation), the complex examination can be taken online. The secret ballot can only be conducted using an online system that ensures the confidentiality of the votes. The minutes of the complex examination will be certified by the chairperson of the examination board. In all other respects, the rules set out in this section shall apply to the complex examination.
- (9) The examination board will assess the theoretical and dissertation parts of the examination separately and decide on their acceptance with a score of 0-1-2-3. The classification shall be established based on the scores achieved in proportion to the achievable scores. The assessment of the complex examination is two-graded: pass or fail.
- (10) Minutes containing a detailed evaluation are drawn up on the fulfilled conditions of the authorisation to take the complex examination and the findings of the examination, which classifies the doctoral student's current and expected performance according to the comprehensive requirements. This document must be submitted in full to the Directorate for Scientific Affairs and International Relations (hereinafter: DSAIR). The minutes should include:
  - a) the name of the institution of higher education, its institutional identification code,
  - b) the name, student identification number, previous level of the qualification and professional qualifications of the doctoral student,
  - c) the name and academic ID of the doctoral advisor,
  - d) the academic field and discipline of the degree to be obtained,
  - e) the questions and the classification of the answers in the complex examination,
  - f) the classification of the complex examination,
  - g) the names, lecturer identification numbers and signatures of the chairperson and members of the complex examination board.

<b>MISKOLCI</b> E G Y E T E M	<b>REGULATIONS FOR DOCTORAL PROGRAMMES AND OBTAINING A DOCTORAL (PhD) DEGREE</b>	Page number: 17
		Edition and version number: <b>A6</b>

- (11) The result of the examination shall be announced on the day of the last part of the examination.
- (12) The complex test is deemed successful if the examinee achieves at least 60% in both parts. After a successful examination, the doctoral student may continue his studies.
- (13) In the case of a failed complex examination, the doctoral student may retake the examination once more in the given examination period.

### **Doctoral student register, register of doctoral graduates**

#### **Section 13**

- (1) The faculty data of the university doctoral student register, which contains the data of applicants and accepted doctoral candidates, shall be kept by the disciplinary doctoral councils.
- (2) The faculty doctoral student register, which contains all the training data of doctoral students, shall be kept in the Neptun system by the dean's offices.

#### **Section 14**

- (1) The university doctoral register shall be kept by DSAIR.
- (2) The university doctoral register shall contain a description of all the events of the doctoral procedure.

### **Chapter IV**

#### **PRINCIPLES AND METHODS OF QUALITY ASSURANCE**

#### **Section 15**

- (1) The quality assurance of doctoral programmes, the principles and methods of quality assurance shall be governed by the "Quality Assurance Regulations for Doctoral Programmes and Obtaining a Doctoral Degree".

### **Chapter V**

#### **OBTAINING A DOCTORAL DEGREE**

#### **The general requirements of obtaining a doctoral degree**

#### **Section 16**

- (1) The conditions of obtaining a doctoral degree:
  - a) a certificate of completion acquired,
  - b) demonstration of an appropriate level of independent academic work by means of articles, papers,
  - c) proof of an adequate level of knowledge of one or more foreign languages, as required by the operational regulations of the doctoral schools,
  - d) the independent performance of an academic task worthy of the requirements of the qualification, the presentation of a thesis/creation (hereinafter: "thesis"), and the defence of the results summarised in the thesis in a public debate,
  - e) minutes of the academic workshop debate,

<b>MISKOLCI</b> E G Y E T E M	<b>REGULATIONS FOR DOCTORAL PROGRAMMES AND OBTAINING A DOCTORAL (PhD) DEGREE</b>	Page number: 18
		Edition and version number: <b>A6</b>

- (2) A doctoral degree may be obtained at a doctoral school. At the faculties of the University, doctoral degrees may be obtained in the fields of science and in the disciplines listed in Annex 1.
- (3) The candidate shall provide evidence of his independent academic work by publications in peer-reviewed academic journals or volumes regarded of high standing in the field by the profession, as well as in publications of major national and international conferences, some of which have been accepted for publication. A list of the publications and their off-prints or copies must be submitted for evaluation.
- (4) In the case of co-authored publications, a declaration by the co-author(s) stating that the results published in the publications and included in the candidate's thesis are the candidate's own results.
- (5) The publication requirements for obtaining a doctorate are set out in the operational regulations of the doctoral schools, which require as a minimum at least two journal publications, of which at least one must be a prestigious publication in a foreign language.

### **Knowledge of foreign languages**

#### **Section 17**

- (1) The language requirements set out in point c) of Section 16(1) and the method of their verification shall be set out in the operational regulations of the doctoral schools.

### **The academic workshop debate**

#### **Section 18**

- (1) Before submission, the thesis must be submitted for an academic workshop debate organised by the organisational unit professionally competent in the subject. The minutes of the debate shall be attached upon the submission of the thesis.
- (2) Commissioned by the Disciplinary Doctoral Council, the workshop debate is organised by the competent organisational unit. The presiding chairperson of the workshop debate shall be the head of the organisational unit concerned, if he is not the applicant's doctoral advisor. In the latter case, the head of the organisational unit shall provide a presiding chairperson of an appropriate level.
- (3) The workshop debate shall be held at the main venue of the doctoral student's research activity.
- (4) In exceptional cases (e.g. an epidemic situation), the academic workshop debate can be held online. The minutes of the workshop debate shall be certified by the presiding chairperson. In all other respects, the rules set out in this section shall apply to the workshop debate.
- (5) During the workshop debate, it shall be verified whether
  - a) the doctoral thesis contains authentic data,
  - b) the academic results contained therein are the applicant's own,
  - c) the doctoral thesis meets the formal requirements,
- (6) Minutes shall be taken of the workshop debate, indicating the names of the participants and a brief record of the position taken and the opinions expressed on the issues

<b>MISKOLCI</b> E G Y E T E M	<b>REGULATIONS FOR DOCTORAL PROGRAMMES AND OBTAINING A DOCTORAL (PhD) DEGREE</b>	Page number: 19
		Edition and version number: <b>A6</b>

referred to in Clauses 4 (a), (b) and (c). The minutes shall be forwarded to the Chairperson of the Disciplinary Doctoral Council.

- (7) The workshop debate and its minutes are open to the public, except in the case of a closed defence.

**The thesis  
Section 19**

- (1) The thesis shall be a summary of the candidate's new academic results, written in Hungarian or in a foreign language approved by the Disciplinary Doctoral Council. The length and the desirable structure of the thesis shall be specified in the regulations of the doctoral schools. Doctoral theses may not be co-authored.
- (2) The name of the author and the name of the doctoral advisor, doctoral co-advisor, the name of the doctoral school and the name of the head of the doctoral school, the place and date the thesis was prepared, the DOI number. The thesis should include the recommendation of the doctoral advisor, including the candidate's publication record (maximum 3 pages), a table of contents, a bibliography, and an abstract of maximum 2 pages in Hungarian and in a foreign language. The bibliography should also include the candidate's academic publications. The thesis may be accompanied by an appendix (e.g. a collection of photographs, documents, etc.).
- (3) The thesis to be defended must be submitted in 5 bound copies. One of these 1 copy will be catalogued and sent to the Library, Archives and Museum, the other to the libraries of the educational units for whom the subject is relevant. The candidate shall submit the complete dissertation, its abstract and theses in Hungarian and English (or other language appropriate to the specific discipline) electronically as well, which will be archived by the Library, Archives and Museum after the successful defence. The archived documents must include the detailed reasons given by the thesis defence committee, also announced at the defence, and a statement of acceptance of the theses. The Library, Archives and Museum shall ensure that the thesis and its accompanying documents are accessible to the public on the University's website in a separate database. At the request of the candidate, publication may be delayed for up to two years at the discretion of the Doctoral Council of the University. In the case of a doctoral thesis involving a patent protection procedure, the publication of the doctoral thesis and the doctoral theses may be postponed, at the request of the candidate, on the basis of a favourable opinion of the defence committee and with the approval of the Disciplinary Doctoral Council, until the date of registration of the patent or protection at the latest. A doctoral thesis containing information classified on grounds of national security and its doctoral theses shall be made public after the period of classification has expired.
- (4) The doctoral thesis and its theses must be made available to the public in electronic form in the Hungarian Scientific Library, with a DOI number, in accordance with generally accepted international practice.
- (5) Candidates must include 10 copies of the thesis booklet with their thesis. The thesis booklet of the doctoral thesis contains:

<b>MISKOLCI</b> E G Y E T E M	<b>REGULATIONS FOR DOCTORAL PROGRAMMES AND OBTAINING A DOCTORAL (PhD) DEGREE</b>	Page number: 20
		Edition and version number: <b>A6</b>

- a) in Part I, a brief summary of the research task set,
- b) in Part II, a brief description of the studies and experiments carried out, the methods of collecting the material, the identification and use of the sources,
- c) in Part III, a brief summary of the academic results, their exploitation and potential for exploitation. Exploitation may be: the direct or indirect application of the results in practice, or the promotion of the internal development of the discipline, or the addition of new knowledge to another discipline,
- d) in Part IV, a list of publications on the subject of the work,
- e) in the case of a thesis or a printed work using the results of collective research work, the applicant is to give a detailed and precise description of his work carried out in the collective work. The applicant shall have the theses initialled in advance by the other members of the collective, who must also declare whether they recognise the results presented in the theses as the applicant's achievements.

### **Submission of the doctoral thesis**

#### **Section 20**

- (1) The conditions for the submission of the thesis and the initiation of obtaining a doctorate are as follows:
  - a) an application for the conduct of the defence, submitted by the candidate, with the recommendation of the doctoral advisor, to the Chairperson of the Doctoral Council of the University, using the form available on DSAIR. DSAIR keeps a record of the applications received and, after a formal check, forwards the application to the Chairperson of the Disciplinary Doctoral Council. Incomplete applications will be returned for rectification. Once the deficiency has been rectified, the application may be resubmitted at any time.
  - b) minutes of the academic workshop debate,
  - c) in the case of a foreign-language defence, the preliminary authorisation of the Disciplinary Doctoral Council,
  - d) the doctoral thesis and its electronic version in accordance with Section 19 of these Regulations in Hungarian,
  - e) 10 copies of the thesis booklet and the electronic version of the thesis booklet in Hungarian and English (or in another language appropriate to the specific discipline)
  - f) a document of the certificate of completion acquired in the programme,
  - g) documents proving the candidate's knowledge of languages as required by the operational regulations of the doctoral schools,
  - h) a statement that the candidate has no pending procedures aimed at obtaining a doctoral degree, has not had an unsuccessful doctoral defence within two years, and has not had an application for obtaining a doctorate rejected within two years (in the same discipline),
  - i) co-authors' declarations Section [16(4)],
  - j) declaration (on dissertation) Annex 11

<b>MISKOLCI</b> E G Y E T E M	<b>REGULATIONS FOR DOCTORAL          PROGRAMMES AND OBTAINING A          DOCTORAL (PhD)          DEGREE</b>	Page number: 21
		Edition and version number: <b>A6</b>

- (2) The application may be submitted in the language provided for in Section 4(5) of these Regulations.

**The defence committee  
 Section 21**

- (1) The Disciplinary Doctoral Council shall appoint a defence committee consisting of at least five members, two of whom shall be the examiners, to conduct the public debate of the doctoral thesis, to decide on the acceptance of the thesis and to evaluate the public defence. One of the two examiners shall not be in a legal status aimed at work with the University. When composing the defence committee, it shall be ensured that one third of the panel is composed of members who are not in an employment legal relationship with the University. The chairperson of the defence committee can only be a university professor, Professor Emeritus or habilitated associate professor, habilitated college professor.
- (2) Members of the Disciplinary Doctoral Council may also be invited to participate in the defence committee. In this case, however, they may not participate in the decisions to be taken in the remainder of the procedure. The number of decision-makers (remaining members with voting rights) of the Disciplinary Doctoral Council may not be fewer than five.

**Defending the thesis, public debate  
 Section 22**

- (1) The thesis must be defended in a public debate before a defence committee.
- (2) The two official examiners shall, within two months of the request of the Disciplinary Doctoral Council, prepare a written review of the thesis and state whether they recommend that it be set for a public defence. The thesis may be submitted for a public debate only if it receives two supporting recommendations. If the recommendation of one of the examiners is negative, the Disciplinary Doctoral Council shall invite a third examiner. In the event of two negative reviews, a new procedure may be initiated after a minimum of two years, and no more than once on the same topic.
- (3) In the case of two favourable reviews, the thesis shall be submitted for public debate within two months during the study period. The candidate shall receive the reviews in advance and reply to them in writing before the public debate and orally during the public debate. At least one month before the public debate, one copy of the thesis and the thesis booklet must be handed in to the faculty and made available to the public there. This will be indicated in the invitation to the public debate sent out at least 15 days before the debate. The date of the doctoral defence and the date of the public debate shall be published on the website of the doctoral school 14 days in advance. At least three weeks and one day prior to the defence, the thesis in Hungarian and the thesis booklet in Hungarian and foreign languages shall be placed in the electronic database in accordance with the requirements of the Hungarian Accreditation Committee, and their availability shall be indicated in the National Doctoral Database.
- (4) The debate shall be chaired by the chairperson of the committee. At least one of the examiners must be present to conduct the debate. The debate shall not be conducted

<b>MISKOLCI</b> E G Y E T E M	<b>REGULATIONS FOR DOCTORAL PROGRAMMES AND OBTAINING A DOCTORAL (PhD) DEGREE</b>	Page number: 22
		Edition and version number: <b>A6</b>

without the presence of the examiner who has given a negative review. During the debate, the opinions of the examiners shall be heard.

- (5) Within the public debate, the candidate shall present the theses of his thesis in a free presentation, and then reply to the comments and questions of the official examiners, other members of the defence committee and the audience.
- (6) After the debate has been closed, the committee decides on the acceptance of the thesis by secret ballot, in closed session, with a score of 0-1-2-3-4-5, which requires at least 60% of the available points. The Chairperson shall announce the result publicly after the vote and give the reasons for it.
- (7) In exceptional cases (e.g. epidemic situation), the public debate may be held online. A secret ballot may only be conducted using an online system ensuring the confidentiality of votes. The minutes of the public debate shall be certified by the chairperson of the defence committee. In all other respects, the rules set out in this section shall apply to the public debate.
- (8) The University shall, at the request of the candidate, issue a certificate of the classification of the doctoral defence.

The classification of the defence of the doctoral thesis shall be determined in proportion to the number of points obtained in relation to the number of available points:

“summa cum laude” between 90-100%,

“cum laude” between 80-89.9%,

“rite” between 60-79.9%.

- (9) The Doctoral Council of the University decides on awarding the doctoral degree on the basis of the report of the defence committee, the points obtained and the recommendation of the Disciplinary Doctoral Council.
- (10) Minutes shall be kept of the doctoral defence, the minutes shall be public. The minutes of the defence shall contain the name of the University, the institutional identification number, the name of the doctoral candidate, the student identification number, the academic degree, the discipline of the degree to be obtained, the title of the thesis, creation, the name of the doctoral advisor, his academic identification number, the date, place and language of the public debate, the name of the chairperson and the members of the thesis defence committee, their academic identification number and signature, the opinion of the official examiners, the substance of the questions asked and comments made in the public debate, the names of the participants in the debate, the opinion and evaluation of the defence committee.
- (11) In the event of an unsuccessful defence, a new procedure may be initiated at the earliest after two years, and no more than once on the same doctoral topic.

### **The doctoral diploma and the conferral of the doctorate**

#### **Section 23**

- (1) Upon successful completion of the doctoral procedure, the University shall issue doctoral diplomas in Hungarian and English. The diploma shall be a public document bearing the coat of arms of Hungary and shall contain the name of the University, the institutional identification number, the serial number of the diploma, the name, name at



birth, date and place of birth of the holder of the diploma, the name of the field of study, the discipline in which the candidate has been awarded the doctoral degree, the place, day, month and year of issue, the signature of the Rector of the University and the Chairperson of the Doctoral Council of the University, and the stamp of the University. A sample of the diploma can be found in Annex 5. DSAIR keeps a register of all doctoral diplomas awarded.

- (2) After the procedure is completed (or closed), a copy of the case file of the procedure shall be placed in the archives of DSAIR. The case file of the proceedings which has not been published in print may not be scrapped. The case file of the procedure published in print shall be returned to the applicant by the Disciplinary Doctoral Council and the copies of the thesis shall be forwarded in accordance with the provisions of Section 19 (3).
- (3) The University shall confer the doctoral diplomas at a doctoral inauguration ceremony. At the doctoral ceremony, the doctoral candidates shall take the doctoral oath in accordance with Annex 6. In exceptional cases (e.g. epidemic situation), the doctoral diploma may be conferred without a ceremony (personal collection or postal delivery) and the doctoral oath may be taken online.
- (4) Persons awarded a doctoral degree may use the designation “Doctor” or “Dr” or “Doctor of Philosophy” or “PhD” next to their name.
- (5) For the purposes of the national registry, the designated employee of the competent dean's office shall notify the Educational Authority of the persons awarded doctoral degrees, the diplomas issued and the rejections within 15 days of the award of the degree or the end of the unsuccessful procedure.

### **Awarding a doctoral degree with distinction**

#### **Section 24**

- (1) The University shall, with the prior consent of the President of the Republic, confer the title of Doctor with the distinction “Promotio sub auspiciis praesidentis Rei Publicae” on a person who has completed his secondary school, university and doctoral studies with excellent results in accordance with the conditions established by the Government.
- (2) The candidate concerned may initiate the conferral of the title of Doctor with distinction by submitting a written request to the Disciplinary Doctoral Council. The Disciplinary Doctoral Council shall forward the application, with its recommendation, to the Chairperson of the Doctoral Council of the University. The Doctoral Council of the University shall decide whether to support the application.

### **The honorary title “doctor honoris causa” (Dr.h.c.)**

#### **Section 25**

- (1) The University may confer honorary doctorates (doctor honoris causa) on deserving Hungarian and foreign persons. The honorary title may be conferred for academic work of international repute and for activities in the interests of the University. The maximum number of persons to be awarded an honorary doctorate per year at university level is 6.

<b>MISKOLCI</b> E G Y E T E M	<b>REGULATIONS FOR DOCTORAL PROGRAMMES AND OBTAINING A DOCTORAL (PhD) DEGREE</b>	Page number: 24
		Edition and version number: <b>A6</b>

- (2) The honorary award may be initiated by the heads of the organisational units and the core members of the doctoral school at the Disciplinary Doctoral Council. The Faculty Council shall take a position on the basis of a proposal from the Disciplinary Doctoral Council. The Senate, taking into account the opinion of the Doctoral Council of the University, decides on awarding the degree and issues a diploma in Latin.
- (3) In exceptional cases, the Rector of the University may make an additional proposal to the Doctoral Council of the University for the award of an honorary doctorate.

### **The honorary core member emeritus title**

#### **Section 26**

- (1) The title of Core Member Emeritus may be conferred on a core member who is a founding member of the University of Miskolc Doctoral School, or who has been registered as a core member for at least five years prior to the conferral of the title, and who has a documented relationship with the University.
- (2) The title of core member emeritus is conferred by the Disciplinary Doctoral Council for a fixed or indefinite term. The title of core member emeritus shall be published in the doctoral database.
- (3) The holder of the title core member emeritus is not required to meet the Hungarian Accreditation Committee criteria for publications or to be a doctoral advisor. However, the holder of the title core member emeritus is entitled to have his publication and citation data entered in the Hungarian Science Bibliography. At the request of the core member emeritus, the National Doctoral Council will update the applicant's publication and citation data without change.
- (4) The title core member emeritus shall be revoked by the donor if the core member emeritus ceases to be associated with the University or if the core member emeritus himself requests it. Once the title ceases to exist, the particulars of the core member emeritus are no longer visible in the public database.
- (5) The title core member emeritus does not confer any financial benefits.

### **Naturalisation of foreign academic qualifications**

#### **Section 27**

- (1) The University shall have the power to naturalise academic qualifications certified by foreign diplomas if it is entitled to offer doctoral programmes and award doctoral degrees in the field of science attested by the foreign academic qualifications, and in the discipline identifiable within that (Annex 1 to these Regulations).  
The Disciplinary Doctoral Council shall decide on the naturalisation of academic qualifications obtained abroad if the requirements for obtaining the degree meet or, by imposing additional conditions, can be made to meet the requirements for obtaining the doctoral degree set out in Section 16 of these Regulations, in the latter case it shall require the fulfilment of specific conditions. In the case of academic qualifications awarded by a state or state-recognised institution of higher education (which is entitled to award academic qualifications under national law) within the European Union, the

<b>MISKOLCI</b> E G Y E T E M	<b>REGULATIONS FOR DOCTORAL          PROGRAMMES AND OBTAINING A          DOCTORAL (PhD)          DEGREE</b>	Page number: 25
		Edition and version number: <b>A6</b>

Doctoral School shall act in accordance with the values accepted in the European Higher Education Area.

- (2) The application for naturalisation shall be submitted to DSAIR, addressed to the Chairperson of the professionally competent Disciplinary Doctoral Council, together with the annexes specified in the Regulations for Recognition and Naturalisation of the University of Miskolc and upon payment of the procedural fee set out therein. After a formal review, DSAIR forwards the application to the competent Disciplinary Doctoral Council and the recommendation of the Disciplinary Doctoral Council to the Doctoral Council of the University. Based on the decision of the Doctoral Council of the University, the Rector will decide on granting naturalisation in the form of a resolution.
- (3) The designated employee of the competent dean's office shall notify the Educational Authority of awarding the degree within 15 days for the national register.
- (4) In matters not regulated herein, the regulations of the University of Miskolc on recognition and naturalisation shall apply to the naturalisation of academic qualifications.

## Chapter VI

### CLOSING AND INACTING PROVISIONS

#### Section 28

- (1) The academic qualifications of University Doctor (Engineering) or University Doctor (doctor universitatis) previously awarded by the University, the title "Dr" ("Dr.techn.") or "dr.univ." can still be used.
- (2) These Regulations contain the provisions adopted by the Senate of the University of Miskolc by Resolution No. 33/2023, effective 1 March 2023, and by Senate Resolution No. 190/2023, effective 1 October 2023, and by Senate Resolution No. 13/2024, effective 1 February 2024, and by Senate Resolution No. 173/2024, effective 1 July 2024.

The provisions of these regulations apply to doctoral students entering the training programme on or after 1 September 2016. The provisions of Section 3(32) and Annex 8 of these Regulations shall also apply to the procedural acts relating to persons who commenced doctoral programmes before 1 September 2016.

The amendments to Section 10(4), Section 11, Section 12(9), Section 3(2) of Annex 14 apply to doctoral students entering the programme on or after 1 September 2018. The provisions of these Regulations relating to language requirements - Sections 16, 17, 20 - shall also apply to doctoral students who have commenced their doctoral programmes before the entry into force of these Regulations on 1 March 2023 but have not yet obtained their doctoral degree, unless the language requirements under the provisions in force at the time of the commencement of the doctoral programme are more favourable. In this case, the language requirements in force at the time of the commencement of the programme shall apply.

Miskolc, 1 July 2024

<b>MISKOLCI</b> E G Y E T E M	<b>REGULATIONS FOR DOCTORAL PROGRAMMES AND OBTAINING A DOCTORAL (PhD) DEGREE</b>	Page number: 26
		Edition and version number: <b>A6</b>

Prof. Dr Horváth Zita  
Rector

<b>MISKOLCI</b> E G Y E T E M	<b>REGULATIONS FOR DOCTORAL          PROGRAMMES AND OBTAINING A          DOCTORAL (PhD)          DEGREE</b>	Page number: 27
		Edition and version number: <b>A6</b>

## Annex No. 1

### **FIELDS OF SCIENCE DISCIPLINES**

#### **In the doctoral programme and degree awarding entitlement of the University of Miskolc**

Fields of science:

- Humanities
- Technical sciences
- Social sciences
- Natural sciences

Disciplines:

- Materials sciences and technologies
- Law and political science
- Earth Sciences
- Business and management sciences
- Regional sciences
- Mechanical engineering sciences
- Literature and cultural studies
- Computer sciences

<b>MISKOLCI</b> E G Y E T E M	<b>REGULATIONS FOR DOCTORAL PROGRAMMES AND OBTAINING A DOCTORAL (PhD) DEGREE</b>	Page number: 28
		Edition and version number: <b>A6</b>

## Annex No. 2

Doctoral Schools at the of the University of Miskolc:

<b>Faculty</b>	<b>Name and website of the doctoral school</b>	<b>Head of the Doctoral School</b>
<b><i>Law and political science</i></b>	Deák Ferenc Doctoral School of Law and Political Science <a href="http://www.uni-miskolc.hu/~wwdeak">www.uni-miskolc.hu/~wwdeak</a>	Jámborné Dr Róth Erika PhD
<b><i>Humanities</i></b>	Doctoral School of Literary Studies <a href="http://www.uni.miskolc.hu/~bolphd">www.uni.miskolc.hu/~bolphd</a>	Dr Kecskeméti Gábor, full member of the Hungarian Academy of Sciences
<b><i>Economic sciences</i></b>	Hantos Elemér Doctoral School of Economics and Regional Sciences <a href="http://gtk.uni-miskolc.hu/doktoriiskola">http://gtk.uni-miskolc.hu/doktoriiskola</a>	Dr Tóth Géza DSc
<b><i>Mechanical Engineering and Computer Sciences</i></b>	Sályi István Doctoral School of Mechanical Sciences <a href="https://geik.uni-miskolc.hu/intezetek/SALYI/">https://geik.uni-miskolc.hu/intezetek/SALYI/</a>	Vadászné Dr Bognár Gabriella DSc
	Hatvany József Doctoral School of Computer Sciences <a href="https://geik.uni-miskolc.hu/intezetek/HATVANY/">https://geik.uni-miskolc.hu/intezetek/HATVANY/</a>	Dr Szigeti Jenő DSc
<b><i>Material and Chemical Engineering</i></b>	Kerpely Antal Doctoral School of Materials Sciences and Technologies <a href="https://avk.uni-miskolc.hu/kerpely-antal-doktori-iskola/">https://avk.uni-miskolc.hu/kerpely-antal-doktori-iskola/</a>	Dr Mertinger Valéria DSc
<b><i>Technical Earth and Environmental Sciences</i></b>	Mikoviny Sámuel Doctoral School of Earth Sciences <a href="https://mfk.uni-miskolc.hu/doktori-kepzes">https://mfk.uni-miskolc.hu/doktori-kepzes</a>	Dr Szűcs Péter, corresponding member of the Hungarian Academy of Sciences

**Annex No. 3**

**UNIVERSITY OF MISKOLC**

**APPLICATION FORM  
 for doctoral (PhD) programmes**

**I Personal data**

Name: .....

Place and time of birth: .....

Personal identity card number: .....

Citizenship: .....

Permanent residential address: .....

Mailing address: .....

E-mail address: ..... Telephone: ..... NEPTUN code: .....

Workplace (in case of students, university and faculty): .....

.....

Degree programme of university degree: .....

classification: .....

Language knowledge and level (date of document): .....

.....

.....

Courses taken at a foreign institution of higher education, participation in a foreign scholarship: .....

.....

.....

Specialisation selected (state-funded, self-funded, self-funded with complex examination entry): .....

Requires student hostel: yes / no

Reasons (if yes): .....

.....

.....

Applied for

Name of doctoral school: .....

Title of the topic to be developed (agreed with the doctoral advisor): .....

Name of doctoral advisor: .....

Position: .....

Institution/Department: .....

Name of doctoral co-advisor: .....

Position: .....

Institution/Department: .....

**Recommendation** (recommendation from a doctoral advisor or other lecturer, professor or researcher with academic qualifications):

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

**I have submitted the following attachments:**

- \* copy of the academic record book,
- \* copy of the diploma (with the original document presented if you have already received it)
- \* professional curriculum vitae,
- \* a copy of a document certifying language knowledge, as specified in the operational regulations of the doctoral school,
- \* Proof of ASC activity,
- \* copies of professional articles,
- \* a description of your vision of your doctoral topic,
- \* a receipt for payment of the admission procedure fee,
- \* miscellaneous: .....

.....  
 (missing part to be crossed out)

Dated: .....

.....  
 applicant's signature



***II Assessment***

**Result of the oral entrance examination:**

- \* professional intelligence (based on the academic record book and the oral entrance examination): ..... points
- \* language knowledge (based on the documents submitted and the oral entrance examination): ..... points
- \* aptitude for research work (based on the written materials submitted and the oral entrance examination): ..... points
- \* ASC, professional article or other recognisable academic activity: ..... points

*Total score:* ..... points

Opinion of the Admission Committee: .....

.....

.....

.....

.....

.....

Recommendation of the Admission Committee:

without condition - with condition - not recommended

Miskolc, .....

.....  
 Chairperson of the Admission  
 Committee

**Recommendation of the Disciplinary Doctoral Council:**

<b>MISKOLCI</b> E G Y E T E M	<b>REGULATIONS FOR DOCTORAL          PROGRAMMES AND OBTAINING A          DOCTORAL (PhD)          DEGREE</b>	Page number: 32
		Edition and version number: <b>A6</b>

Recommended for admission to  
 the ..... Doctoral School

Doctoral advisor: .....  
 Topic: .....

a) Does not recommend: for lack of places - did not qualify

Miskolc, .....

.....  
 Chairperson of the Disciplinary Doctoral  
 Council

<b>MISKOLCI</b> E G Y E T E M	<b>REGULATIONS FOR DOCTORAL          PROGRAMMES AND OBTAINING A          DOCTORAL (PhD)          DEGREE</b>	Page number: 33
		Edition and version number: <b>A6</b>

**Annex No. 4**

Institutional identification code: FI87515

Serial number:

**DOCTORAL DIPLOMA**

We, the Rector of the University of Miskolc and the Doctoral Council of the University hereby greet the reader, and we are pleased to inform you that

on this day, by virtue of the power vested in us by law, conferred a doctoral degree on  
**Madam/Sir** .....

name of birth: ..... born in ..... town on the ..... day of  
 the month of ....., in the year ....., after he/she has demonstrated  
 beyond doubt his/her high level of knowledge in the field  
 of .....science  
 , his/her ability to cultivate it with new results and his/her aptitude for independent research  
 work in the manner prescribed by law, other legislation and the University's doctoral  
 regulations, and entitle him/her to use the title

**doctor (PhD)**

(or the abbreviation Dr).

In witness whereof, this doctoral diploma has been attested by the seal of our University and our signatures, and delivered to him/her.

Dated in Miskolc, on the ..... day of the month of ....., in the  
 year .....

Stamp

.....  
 Rector

.....  
 Chairperson  
 of the Doctoral Council of the University

<b>MISKOLCI</b> E G Y E T E M	<b>REGULATIONS FOR DOCTORAL          PROGRAMMES AND OBTAINING A          DOCTORAL (PhD)          DEGREE</b>	Page number: 34
		Edition and version number: <b>A6</b>

**Annex No. 5**

Institutional identification code: FI87515

**HONORARY DOCTORAL DIPLOMA**

We, the Rector of the University of Miskolc and the University Senate  
 hereby greet the reader, and we are pleased to inform you that

in recognition of his/her internationally distinguished work in the development  
 of .....,  
 we hereby confer upon

**Madam/Sir**

born in ..... town on the ..... day of the month of ....., in the  
 year ....., the honorary title of

Doctor Honoris Causa,  
 and entitle him/her to use the abbreviation

"Dr.h.c."

In witness whereof, this diploma has been attested by the seal of our University and our  
 signatures, and delivered to him/her.

Dated in Miskolc, on the ..... day of the month of ....., in the  
 year .....

Stamp

.....  
 Dean

.....  
 Rector

<b>MISKOLCI</b> E G Y E T E M	<b>REGULATIONS FOR DOCTORAL          PROGRAMMES AND OBTAINING A          DOCTORAL (PhD)          DEGREE</b>	Page number: 35
		Edition and version number: <b>A6</b>

**Annex No. 6**

**TEXT OF THE DOCTORAL OATH**

I, ..... pledge that  
 [I will always be loyal to Hungary and its constitutional order.]\*

I will conduct myself in a manner worthy of the doctoral graduates of the University.

I will continue to work on the development of my specialisation and put my knowledge at the service of my country and universal human culture. In doing so, I also strive to bring honour to the University of Miskolc, which awarded me a doctorate.

\*[ ] to be omitted for foreigners

**Annex No. 7**

**UNIVERSITY OF MISKOLC**  
**3515 Miskolc-Egyetemváros**

.....

**The Chairperson of the Doctoral Council of the University**

**APPLICATION  
 for conducting a public defence**

**I PERSONAL DATA**

Name (maiden name): .....(as indicated in the personal identity card)

Citizenship: .....

Place and time of birth: .....

Personal identity card number: .....

Permanent residential address: .....

Mailing address: .....

E-mail address: ..... Telephone number: .....

Student identification code: .....

Workplace: .....

University diploma number, year, qualification: .....

Diploma classification: .....

Language proficiency and its level (date of document): .....

.....

.....

Participated in a doctoral programme (state-funded, self-funded): .....

**APPLIED FOR**

Name of doctoral school: .....

Head of the Doctoral School: .....

Topic: .....

Doctoral advisor: .....

<b>MISKOLCI</b> E G Y E T E M	<b>REGULATIONS FOR DOCTORAL          PROGRAMMES AND OBTAINING A          DOCTORAL (PhD)          DEGREE</b>	Page number: 37
		Edition and version number: <b>A6</b>

Doctoral co-advisor: .....

Discipline: .....

Date dissertation was submitted:

Miskolc, .....

.....

Applicant's signature

**2 complete copies of the form and its annexes (except for the doctoral thesis, 5 copies)**

**Annexes:**

- \* previous authorisation from the Disciplinary Doctoral Council to conduct the procedure in a foreign language
- \* doctoral thesis and its electronic version
- \* copies of documents proving language skills,
- \* declarations (Annexes 10 and 11)
- \* a document of the certificate of completion awarded in the doctoral programme
- \* a detailed academic curriculum vitae,
- \* minutes of the academic workshop debate
- \* 10 copies of the theses of the thesis, plus an electronic version in Hungarian and English or in another language appropriate to the discipline
- \* co-authors' declarations [Section 16 (4)]

**II Proposals, opinions and data relating to the doctoral process:**

**1. Proposal of the Disciplinary Doctoral Council:**

the public defence (doctoral procedure) can be organised yes / no

reason for refusal: .....

date of review: .....

**The defence committee**

chairperson (name, position, academic qualifications, workplace): .....

members (name, position, academic qualifications, workplace): .....

.....  
 .....

examiners (name, position, academic qualifications, workplace):  
 .....  
 .....

Date of appointment: .....

.....  
 Chairperson of the Disciplinary  
 Doctoral Council

**2.The defence committee's proposal for release to a public debate:** .....

Miskolc, .....

.....  
 Chairperson of the defence  
 committee

**3 Public debate**

Time and date: .....

Title of the thesis: .....



**Evaluation of the defence committee**

Number of people voting: .....

Number of points acquired: .....

Number of points obtainable on the basis of the votes cast: .....

Percentage of points acquired: .....%

**Classification of the defence:**

.....

Miskolc, .....

.....

Chairperson of the defence  
committee

**4 The decision of the Doctoral Council of the University on awarding the doctoral degree:**

.....  
.....

Miskolc, .....

.....

Chairperson of the Doctoral Council  
of the University

<b>MISKOLCI</b> EGYETEM	<b>REGULATIONS FOR DOCTORAL          PROGRAMMES AND OBTAINING A          DOCTORAL (PhD)          DEGREE</b>	Page number: 40
		Edition and version number: <b>A6</b>

**Comments:** .....

.....

## Annex No. 8

### Fees related to the doctoral programme

#### 1 Procedural fees

Admission procedure fee: HUF 9,000

The fee for a foreign-language examination organised by the Foreign Language Training Centre:

HUF 10,000

#### 2 Honoraria

2.1 The fees are covered by the training grants of the doctoral schools, and the honoraria are subject to a contribution calculated in accordance with the rules in force.

2.2 External members may receive honoraria or travel expenses as follows:

external examiner members of the defence committee a maximum amount of HUF 60,000

external members of the defence committee, the complex examination board a maximum amount of HUF 40,000

*for persons who started their doctoral programmes before 1 September 2016, the external members of the rigorosum board* a maximum amount of HUF 40,000

**The provisions of Section 3(32) of the Regulations shall apply to external members,**

#### **Allocation of procedural fees**

Admission procedure fee Revenue due to the relevant doctoral school.

The fee for the foreign-language examination organised by the Foreign Language Training Centre. Revenue due to the

<b>MISKOLCI</b> EGYETEM	<b>REGULATIONS FOR DOCTORAL PROGRAMMES AND OBTAINING A DOCTORAL (PhD) DEGREE</b>	Page number: 42
		Edition and version number: <b>A6</b>

## Annex No. 9

### Doctoral student's contract

which was concluded by and between the **University of Miskolc** (3515 Miskolc-Egyetemváros, Institutional identification code: FI 87515, represented by the Rector, hereinafter: the University), on the one hand, and ..... (name) (family name and given name at birth: ....., residential address ....., tax identification number: ....., student registration number: ....., hereinafter: "the Doctoral Student") at the place and on the date indicated below, under the following terms and conditions.

#### 1 Subject of the contract

1.1 The Parties acknowledge that the Doctoral Student has a student legal status in the ..... doctoral programme of the University. The Parties agree that the Doctoral Student shall, as an obligation arising from his student legal status, participate in the University's activities related to teaching and research. For the purposes of this Contract, the Parties shall consider activities related to research to be exclusively research activities other than the research topic of the Doctoral Student.

1.2 The Doctoral Student shall participate in the teaching and/or research activities of the University, as set out in the present contract.

#### 2 Term of the contract

2.1 This contract is concluded for a fixed period of time from ..... to ..... within the 1st/2nd academic semester of the 20../20.. academic year.

#### 3 Place and time of work

3.1 Place of employment of the Doctoral Student (name and address of the Faculty, Department): .....

The Doctoral Student acknowledges that he may be required to carry out his activities at any other premises and address of the University designated by his supervisor, if the activities so justify.

3.2 Under this contract, the Doctoral Student is obliged to work **a total of ..... working hours per month.**

3.3 With regard to the limitation of employment under Section 44(5) of Act CCIV of 2011 on National Higher Education, executed under the doctoral student's contract, the Parties establish that the total duration of the Doctoral Student's employment under the doctoral student's contract concluded between the Doctoral Student and the University for the current semester, including the employment specified in the current doctoral student's contract, is currently ..... hours.

#### 4 Student's remuneration

4.1 The Doctoral Student shall be entitled to remuneration for the performance of his duties under this contract, the monthly amount of which for fifty per cent of full-time employment shall be at least the minimum compulsory wage (minimum wage), in total HUF ...../month, or a pro rata temporis part thereof in the case of employment of a different duration.

<b>MISKOLCI</b> E G Y E T E M	<b>REGULATIONS FOR DOCTORAL PROGRAMMES AND OBTAINING A DOCTORAL (PhD) DEGREE</b>	Page number: 43
		Edition and version number: <b>A6</b>

4.2 The University shall pay the net amount of the student's remuneration monthly, by the 10th day of the month following the month in question, into the Doctoral Student's bank account managed by ..... bank under account number ..... by bank transfer/by post to the address indicated in this contract.

4.3 By signing the present contract, the Doctoral Student acknowledges that he has received the information relevant to him, set out in Section 46 of the Labour Code. The Doctoral Student acknowledges that he may not claim any further allowances or benefits from the University on the basis of this contract in addition to the student's remuneration.

## 5 The work tasks to be performed

5.1 Under this contract, the Doctoral Student shall perform the following work:

a.) participate in the teaching tasks of the subject ....., in particular by holding seminars, practical sessions, consultations, supervising written examinations / written papers / ....., assisting in the assessment of examinations/written papers and in the administration of the teaching activities he carries out.

b.) participates in the research on /entitled .....

5.2 Position: instructor

5.3 Under the present labour contract, the Doctoral Student shall:

a) work in the institution or in a business organisation set up by the institution, as part of the educational programme,

or

b) work in the institution of higher education or in a business organisation set up by the institution of higher education not directly related to the educational programme.

*(After reading the attached information sheet, please underline appropriately!)*

## 6 Scheduling the working hours, management

6.1 The scheduling of the working hours of the Doctoral Student and the teaching and research tasks to be carried out shall be determined by ..... (name, title, department) as his direct supervisor (work manager) in relation to this contract.

6.2 The Rector of the University of Miskolc shall be entitled to conclude and terminate the Doctoral Student's contract.

### **A./ In case of an uneven work schedule which cannot be predetermined in the contract:**

6.3 If scheduling the working hours is not specified in detail in the present contract, the scheduling of working hours shall be communicated to the Doctoral Student at least seven days in advance, for at least one week. Failing this, the last working time schedule shall prevail.

6.4 Working time may be divided unequally between working days. The Parties agree that the daily working time may be shorter than four hours. Under the Parties' agreement, the shortest daily working time in the case of unequal working time scheduling may be 1 hour per day.

6.5 The Doctoral Student's work schedule must be arranged in such a way that he can meet the obligations of the examination and the preparation for the examination. The Doctoral Student shall inform his immediate supervisor as soon as he becomes aware of the examination dates so that the supervisor can take this into account in the scheduling of his working hours and shall arrange for the necessary preparation time to be agreed upon, during which he shall not be assigned to work. Exclusively in the case of participation in teaching activities, the Parties agree that, provided that it does not exceed ... hours per week, it will not be mutually considered as work that would prevent preparation.

**B./ In case of a predefined work schedule:**

6.3 For the purpose of the work under this contract, the Doctoral Student shall be required to work from ..... to ..... hours, on ..... day(s) as determined by his immediate supervisor.

**7 Miscellaneous provisions**

7.1 The Parties agree that the Doctoral Student shall keep the trade secrets of the University of Miskolc without any limitation in time. In particular, all intellectual products subject to the University's prevailing Intellectual Property Management Regulations and any other facts, information, solutions or data the disclosure, acquisition or use of which by unauthorised persons would damage or jeopardise the legitimate financial, economic or market interests of the University shall be deemed to be trade secrets. The Doctoral Student shall, in addition to keeping trade secrets, conduct himself in a manner that does not harm the legitimate economic interests of the University and does not jeopardise its reputation.

7.2 The Doctoral Student shall carry out his activities in accordance with the legal regulations in force, the internal regulations of the University and other regulations issued in accordance with the Organisational and Operational Regulations, as well as the instructions of the persons exercising the employer's powers.

7.3 The Doctoral Student acknowledges and, on the basis of the present contract expressly agrees that if his student's work pay is actually paid from grant funds, and the submission of the present contract and the certificates and documents required for its actual performance is necessary for the settlement, the University shall forward them to the organisation responsible for the settlement of the grant for the purpose of settlement.

7.4 In matters not regulated in this contract, the provisions of Act V of 2013 on the Civil Code and Act I of 2012 on the Labour Code shall apply accordingly.

7.5 In the event of any dispute arising out of this contract, unless the Parties can agree otherwise, the provisions of legal regulations on the settlement of labour disputes shall apply.

7.6 The University informs the Doctoral Student that if he finds the provisions of this Agreement grievous, he may apply to Miskolci Közigazgatási és Munkaügyi Bíróság (the Administrative and Labour Court of Miskolc) for legal remedy within 30 days of notification.

Miskolc, ..... (day) ..... (month) 20.... (year)

.....  
 Doctoral student

.....  
 University

<b>MISKOLCI</b> E G Y E T E M	<b>REGULATIONS FOR DOCTORAL PROGRAMMES AND OBTAINING A DOCTORAL (PhD) DEGREE</b>	Page number: 45
		Edition and version number: <b>A6</b>

.....

Countersignatory

Annexes:

Annex No. 1 Declaration (if the doctoral student has not yet filled in the "Declaration" form or if there has been a change in his data).

**DECLARATION**

**Aware of my liability, I hereby declare that the information provided below is true and correct.**

- 1 **Name:** .....
- 2 **Family and given name at birth:** .....
- 3 **Place of birth, day, month, year:** .....
- 4 **Mother's family and given name at birth:** .....
- 5 **Permanent residential address:** .....
- 6 **Temporary domicile:** .....
- 7 **Citizenship:** .....
- 8 **Full-time workplace:** .....
- 9 **Full-time position:** .....
- 10 **Number of hours put in at the full-time workplace:** ..... hour(s)/month
- 11 **Highest level of schooling:** .....
- 12 **Social security number:** ..... **Tax identification code:** .....
- 13 **Private pension fund membership:** yes/no **Commencement of private pension fund membership:** .....
- 14 **In the case of a foreign private individual, the number and date of the certificate of tax residence:** .....

I am required to notify the Human Resources Management and Strategy Department in writing within 15 days of any change in my personal particulars by repeatedly completing this form, restricted to items 1-5 and the changed datum (data). I will be liable for any damages resulting from failure to report.

Miskolc, ..... (day) ..... (month) 20.... (year)

.....  
Signature



**Annex No. 10**

**DECLARATION**

I, the undersigned ..... (name), hereby declare that I have no pending procedure for obtaining a doctorate in .....

.... (discipline), nor has my application for a procedure for obtaining a doctorate been rejected within two years, nor have I had an unsuccessful doctoral defence within two years.

I further declare that I am not under a procedure of having my doctoral degree revoked and that I have not had a previously awarded doctoral degree revoked within five years.

Date: .....

.....  
Signature

<b>MISKOLCI</b> E G Y E T E M	<b>REGULATIONS FOR DOCTORAL          PROGRAMMES AND OBTAINING A          DOCTORAL (PhD)          DEGREE</b>	Page number: 48
		Edition and version number: <b>A6</b>

**Annex No. 11**

**DECLARATION**

Aware of my criminal liability, I, the undersigned .....(name), hereby declare that the submitted PhD thesis is the result of my independent work, the references are clear and complete.

I have uploaded my academic publications to the Hungarian Science Bibliography (MTMT ID: .....). I enclose a printout of the list of publications including references.

Date: .....

.....

Signature

<b>MISKOLCI</b> E G Y E T E M	<b>REGULATIONS FOR DOCTORAL  PROGRAMMES AND OBTAINING A  DOCTORAL (PhD)  DEGREE</b>	Page number: 49
		Edition and version number: <b>A6</b>

## Annex No. 12

### Plagiarism legislation

- (1) The University accepts and applies the principles and recommendations of the Academic Code of Ethics of the Hungarian Academy of Sciences on plagiarism in the doctoral process. In the spirit of Article X (2) of the Fundamental Law, decisions on the merits may not be challenged before a court of law or an administrative body.
- (2) A doctoral degree may be revoked if the holder has obtained it by presenting all or part of another person's intellectual work as his own, or by using false or falsified data in his thesis, thereby deceiving or misleading the body or person proceeding in the matter of the doctoral degree. Proceedings for the revocation of a doctorate may be instituted if the holder of the title is still alive when the proceedings are initiated.
- (3) The offences referred to in Clause 2 shall not be time-barred, and liability shall be limited to the holder of the title.
- (4) The procedure for the revocation of a doctoral degree may be initiated at the President of the University Doctoral Council (UDC) which awarded the degree, by the individual who certifies the facts described in Clause 2 or has reasonable grounds to find them true and holds a doctoral degree or equivalent academic qualifications in a field of study related to the subject of the disputed dissertation.
- (5) The decision on the revocation of the doctoral degree is passed by UDC. In the case of the revocation of the degree, the proposer shall be the President of UDC, who shall request the opinion of the competent doctoral council in the discipline of the doctoral degree as to whether the facts referred to in Clause 2 can be established with regard to the holder of the degree. In the procedure for the revocation of a doctoral degree, expert(s) may be appointed and the person concerned shall also be heard. If the person concerned fails to appear despite repeated regular notification or requests not to be heard, UDC shall be entitled to take a decision on the merits even without a hearing. If the infringement of copyright has already been established by a final judgment of a court prior to the commencement of the proceedings at the initiative of the original author, UDC no longer needs to investigate the matter, the final judgment being sufficient to revoke the degree.
- (6) In the case of an appeal against a decision to revoke a degree, UDC appoints an ad hoc committee, whose members are core members of the doctoral school and at least 50% of whom are not in a legal status aimed at work with the institution of higher education that has revoked the degree. The appeal is decided by the Senate of the institution of higher education on the basis of the review of the ad hoc committee.
- (7) The final decision on revocation will be made public by the university.
- (8) In the case of revocation of a doctoral degree, the person concerned may not apply for obtaining a doctorate for 5 years.

**Annex No. 13**

**UNIVERSITY OF MISKOLC**

Registration number: .....  
 To be filled in: in 3 copies

**Self-funded doctoral programme**

**PRE- AND POST-CALCULATION SHEET**

Initiator: The faculty of UM  
 Name of the self-funded programme: .....  
 Topic number: .....  
 Period (duration): .....  
 Number of doctoral students: .....  
 Planned and actual turnover: .....

**DIRECT COSTS**

**1 Personnel costs**

**1.1 Hourly rates**

1.1.1 Fee of theoretical lessons: lesson x ..... HUF .....  
 1.1.2 Fee of practical lessons: .. lesson x ..... HUF .....

**1.2 Cost of managing and administering the programme**

Educational preparation: .....  
 Faculty administration organising education: .....  
 Department administration organising training: .....  
 Application: .....  
 The person professionally responsible for the programme: .....  
 Academic leader: .....

**Fee for the production of notes and teaching aids**

Author's fee: .....  
 Editor's fee: .....

**Fees for copyrighted works and products:** .....  
 (copyright transfer fee)

**Other payments to staff**

Activities to support and complement training: .....  
 (preparation, consultation, etc. of papers, case studies, dissertations, etc.)

Examinations, reporting: .....  
 Work fees for assistants: .....  
 Educational technology services: .....  
 Other personal services related to the training: .....

**Total staff costs:** .....

**2 Contributions**

2.1 Social security contribution: .....  
 2.2 Social contribution tax: .....

2.3. Medical contribution: .....

**3 Material costs**

**3.1**.....

**Direct material costs**

- 3.1.1 Copying, duplication: .....
- 3.1.2 Use of materials and low-value tangible assets: .....
- 3.1.3 Cost of publications, books, notes, data carriers (CD): .....
- 3.1.4 Deployment, travel expenses: .....
- 3.1.5 Rental fees: .....
- 3.1.6 Postage: .....
- 3.1.7 Other operating expenditure (advertising, publicity): .....
- Costs of contractor (organisational) services: .....

**TOTAL AMOUNT OF DIRECT COSTS:** .....

**II INDIRECT COSTS**

**TOTAL AMOUNT OF COSTS (I+II):** .....

The calculation was prepared by: .....

Miskolc, .....

The calculation was checked by: (Financial Directorate): .....

The use of the amount of self-funding is subject to faculty management.

Miskolc, .....

.....  
 Vice-Rector for General  
 and Scientific Affairs

.....  
 Head of the Doctoral  
 School

.....  
 Dean

<b>MISKOLCI</b> E G Y E T E M	<b>REGULATIONS FOR DOCTORAL PROGRAMMES AND OBTAINING A DOCTORAL (PhD) DEGREE</b>	Page number: 52
		Edition and version number: <b>A6</b>

## Annex No. 14

### **Admission rules, study and examination regulations, rules on allowances, reimbursements and self-funding of doctoral students**

#### **Admission to the doctoral programme**

##### **Section 1**

- (1) The University shall announce the admission opportunities and conditions of admission on the basis of a proposal of the Disciplinary Doctoral Council.
- (2) General conditions for admission to doctoral programmes:
  - a) a university diploma attesting university studies completed with final examinations (state examinations) with a minimum classification of "good" or "cum laude", or a diploma attesting the acquisition of a master's degree,
  - b) in the case of admission to a self-funded programme, a diploma with a lower classification may also be accepted on an exceptional basis, subject to a case-by-case decision of the Doctoral Council of the University, in the case of applicants with a significant academic record,
  - c) proof of language proficiency necessary for the cultivation of the field of study, as defined in the operational regulations of the doctoral school,
  - d) a sufficient level of professional knowledge of the chosen subject,
  - e) an initial proven academic/professional result (e.g. publication, Pro Scientia Gold Medal, period of study abroad, award-winning ASC paper or other similar activity) gets priority
  - f) for exceptionally talented applicants, a diploma attesting the holder's bachelor's degree and professional qualifications and a document certifying admission to a master programme or studies in a master programme, as well as proof of outstanding academic, scientific and linguistic excellence.
- (3) The general admission requirements may be supplemented by the Doctoral Council of the University, on the recommendation of the Disciplinary Doctoral Council, with specific requirements, which are available on the website of the respective doctoral schools.
- (4) Individuals who have prepared for obtaining a doctorate individually may also be admitted to the research and dissertation phase of doctoral programme, provided that they have fulfilled the general admission requirements and passed the complex examination. In this case, the student legal status aimed at the procedure for obtaining a doctoral degree is established by applying for the complex examination and passing the complex examination, through the decision of the Doctoral Council of the University.
- (5) The admission requirements for the complex examination are set out in the operational regulations and code of procedures of the Disciplinary Doctoral Councils.
- (6) Conditions for applying for a self-funded programme with individual preparation:
  - a) scientific research results proven by publications

<b>MISKOLCI</b> E G Y E T E M	<b>REGULATIONS FOR DOCTORAL  PROGRAMMES AND OBTAINING A  DOCTORAL (PhD)  DEGREE</b>	Page number: 53
		Edition and version number: <b>A6</b>

- b) the possibility of carrying out part or all of the scientific research in the applicant's full-time job.
- (7) Individual preparation may be applied for until 15 April or 15 November (see Section 8 of the Regulations) during the announced complex examination periods.
- (8) The recognition of the level of the qualification attested by foreign certificates and diplomas on the basis of diplomas obtained abroad or in a foreign educational institution with a licence to operate in Hungary, if it is for the purpose of further studies at the University, shall be within the competence of the University. Recognition is governed by the provisions of the Regulations on Recognition and Naturalisation of the University of Miskolc.
- (9) You can apply for admission at the announced date at the Directorate for Scientific Affairs and International Relations, using the application form available in the Document Library on the University's website. On the basis of individual assessment, the Doctoral Council of the University may grant subsequent admission opportunities other than those announced. Attachments required for application:
- a) copy of the academic record book,
  - b) a copy of the diploma, with the original document presented (if the candidate has already received it),
  - c) professional curriculum vitae,
  - d) a copy of a document certifying language knowledge, as specified in the operational regulations of the doctoral school, certification of ASC activity,
  - e) copies of publications,
  - f) doctoral research plan
  - g) a receipt for payment of the admission procedure fee,
  - h) other.
- (10) The Directorate for Scientific Affairs and International Relations sends the applications received to the Chairperson of the Disciplinary Doctoral Council, the Disciplinary Doctoral Council appoints and invites the Chairperson and members of the admission committee and informs the Dean of the Faculty thereof. The Dean shall inform the members of the admission committee and the applicants of the date and place of the oral examination.
- (11) An admission committee of at least three members, invited by the Disciplinary Doctoral Council, shall conduct an oral examination with the applicants, and shall ascertain the candidate's professional knowledge, his ideas concerning his doctoral work, his previous academic activities, and his language skills. The committee assesses the performance of the applicants with a score of up to 100 points, ranks them and recommends or does not recommend admission.
- (12) A minimum of 60 points is required for admission. Achieving 60 points is only a necessary condition for admission and does not imply automatic admission. For candidates preparing individually, admission requires the recognition of at least 120 credits.

<b>MISKOLCI</b> E G Y E T E M	<b>REGULATIONS FOR DOCTORAL          PROGRAMMES AND OBTAINING A          DOCTORAL (PhD)          DEGREE</b>	Page number: 54
		Edition and version number: <b>A6</b>

- (13) The Disciplinary Doctoral Council shall make a recommendation for admission, taking into account the number of scholarships received from the Doctoral Council of the University and the other possibilities and capacities of the Doctoral School.
- (14) The Doctoral Council of the University shall decide on the admission.
- (15) Foreign citizens may participate in doctoral programmes only under the conditions set by the Doctoral Council of the University.
- (16) The provisions of the Act on National Higher Education shall apply to the doctoral studies of non-Hungarian citizens in Hungary, with the following exceptions:
  - a) if you are not resident in the country, before establishing a student legal status, you must obtain a residence permit entitling you to entering and exiting the country, as provided for by a separate legal regulation,
  - b) if the student is enrolled in a state-funded/state scholarship programme, he is entitled to a social or other grant, social support, textbook and notes support, housing support only on the basis of an international treaty, legislation, work plan or reciprocity,
  - c) the budget may help you to continue your studies by awarding a grant through applying for a scholarship,
  - d) Hungarians living abroad are entitled to participate in state-funded doctoral programmes under the conditions set out in Act LXII of 2001 on Hungarians Living in Neighbouring States (hereinafter: the Preferential Treatment Act),
  - e) they may pursue preparatory studies for a maximum of two semesters prior to commencing doctoral studies within the framework of a student legal status in the form of postgraduate specialisation programmes as specified in Section 42(2) of NHEA.

## **Section 2**

- (1) Doctoral programme shall be open to those who have been admitted in accordance with these regulations. A person admitted to a doctoral programme may establish a student legal status with the University. The student legal status shall be established upon enrolment.
- (2) The admission decision must specify the conditions of participation (scholarship, possible reimbursement obligation, etc.).

## **The study and examination regulations for doctoral programmes and the order for meeting the requirements for candidates preparing individually**

### **Section 3**

- (1) Credit point requirements: In doctoral programmes, the fulfilment of academic and other requirements is verified by a credit system.
- (2) When applying for the complex examination, the doctoral student shall provide evidence of having accumulated at least 90 credits. To start the research and dissertation phase, a doctoral student must have passed the complex examination, have completed four semesters and have accumulated at least 120 credits, including all study credits, during the first four semesters.



<b>MISKOLCI</b> E G Y E T E M	<b>REGULATIONS FOR DOCTORAL  PROGRAMMES AND OBTAINING A  DOCTORAL (PhD)  DEGREE</b>	Page number: 55
		Edition and version number: A6

- (3) The doctoral student must accumulate study, research and publication credits.
- (4) Study credits (min. 40 credits)
  - a) The doctoral student earns study credits by completing courses. A maximum of 10 credits may be awarded for examinations. The subjects and the value of the credits to be awarded are specified in the operational regulations and code of procedures of the Doctoral Schools. The subjects may be chosen from a list published by the doctoral schools each semester.
  - b) The doctoral student may also take an elective subject offered by another doctoral school.
- (5) Research and publication credits
  - a) Research collaboration in connection with departmental research, with the presentation of the processed results of the experimental and investigative work carried out, in the form of reports. Maximum value of 5 credits per semester.
  - b) The value of publication activities and the credits that may be awarded for them are set out in the operational regulations and code of procedures of the doctoral school. Only peer-reviewed journal articles, conference papers and book chapters containing the author's own results, which are publicly available in print or electronic form, will be considered. Credit points for publications are specified in the operational regulations and code of procedures of the doctoral school.
  - c) Independent research on the dissertation topic, the results of which are presented in a written and peer-reviewed paper submitted to the doctoral school every six months, and at the related research seminar. The maximum value per semester is 15 credits in the first phase and 20 credits in the second phase.
  - d) A maximum of 5 research credits may be awarded to doctoral students for exchanging research experience within the framework of a short mobility programme (5-60 days) abroad, subject to the presentation of a report, in accordance with the operational regulations of the doctoral schools. The possibility of awarding credits for a conference paper presented within the framework of a short mobility programme is provided for in the operational regulations of the doctoral schools.
- (6) 1 credit per hour for contribution to teaching activities, up to 5 credits per semester.
- (7) In organised training, workload of the equivalent to 8 semesters of study, with a total of 240 credits over eight semesters is to be performed during the programme.
- (8) In the case of individual preparation, the doctoral student shall not participate in organised sessions and teaching, and shall be required to pass the complex examination and to complete the 240 credits. His student legal status shall be established upon successful completion of the complex examination.
- (9) The assignment of credits to certain study, teaching and research activities of doctoral students shall be supervised by the Disciplinary Doctoral Council.
- (10) Basic professional documents of the programme

<b>MISKOLCI</b> E G Y E T E M	<b>REGULATIONS FOR DOCTORAL          PROGRAMMES AND OBTAINING A          DOCTORAL (PhD)          DEGREE</b>	Page number: 56
		Edition and version number: <b>A6</b>

- a) Doctoral programme: a teaching and research programme developed by the Disciplinary Doctoral Council in a specific topic area.
  - b) Course syllabi: set out the knowledge to be acquired in each subject. The programmes of subjects and the conditions of prior study for each subject are determined by the Disciplinary Doctoral Council responsible for their education.
- (11) Provisions concerning studies
- a) The first instance body for the study and examination matters of doctoral students is the Disciplinary Doctoral Council.
  - b) Organised doctoral programmes run from 1 September to 31 August, for the whole calendar year.
  - c) The academic year is divided into semesters (and within that study period, examination period, research period and breaks). Holidays are statutory public holidays, outside of which a twenty-five-day annual holiday may be taken, mainly in July and August, the timing of which must be agreed with the Director of the Institute within the above period. The grant shall also be paid during the break.
  - d) Transfer: students participating in a doctoral programme organised at another university may apply for transfer to the University of Miskolc if the conditions for their studies and research activities are ensured within the framework of the doctoral programme. The Doctoral Council of the University decides on the conditions of transfer, including financial matters.
  - e) Parallel programmes: doctoral students may participate in parallel training in a professional field closely related to their doctoral programme, subject to the approval of the Disciplinary Doctoral Council. The authorisation may be withdrawn on the basis of the student's performance in the programme.
  - f) Taking courses as a guest student: the doctoral student may attend all lectures announced by any faculty of the university without special permission.
  - g) Visiting student legal status: the doctoral student can take courses at another institution of higher education with the permission of the Disciplinary Doctoral Council, and the credits earned at the other institution are credited towards the doctoral studies.
  - h) Information on the requirements: the dean ensures that the requirements of the topic area and topic groups of the doctoral school are made known to the enrolled students. During the doctoral programme, the requirements are determined by the doctoral advisor in the case of the work plan, by the director of the institute in the case of the teaching task undertaken by the doctoral student, and by the lecturer of the subject in the case of the subjects to be taken. Information on subject requirements, forms of assessment, textbooks and notes shall be provided at the beginning of the semester, at the latest at the first class session, and published on the website of the doctoral school.
  - i) Attendance at sessions: the Disciplinary Doctoral Council determines the study and other sessions in which the student's attendance is compulsory and which form part of the doctoral programme.
  - j) Announcement of and registration for subjects:

<b>MISKOLCI</b> E G Y E T E M	<b>REGULATIONS FOR DOCTORAL          PROGRAMMES AND OBTAINING A          DOCTORAL (PhD)          DEGREE</b>	Page number: 57
		Edition and version number: A6

- ja) The individual subjects are announced as compulsory, compulsory elective or freely elective, according to the decision of the Disciplinary Doctoral Council.
- jb) For elective subjects, an appropriate range of at least twice the number of credits per academic year must be offered.
- jc) Subjects leading to an examination may be taught with or without lessons. In the latter case, only examinations may be taken and no mid-semester requirements may be fulfilled.
- jd) If the student has not been able to obtain the credits for a subject taken in the semester in question, he may retake the subject in a later semester. If the mid-semester requirements have been met, the student has to take only an examination in the following semester. If the mid-semester requirements have not been met, the student must reschedule to take the subject in the semester in which it is announced.
- je) The Disciplinary Doctoral Council is responsible for the selection and announcement of subjects.
- jf) At the beginning of each semester, the doctoral student shall prepare a teaching/training/research plan, which shall be approved by the doctoral advisor and, once approved, shall be sent to the Head of the Doctoral School.

(12) Provisions on the assessment of knowledge

- a) Electronic academic record book (hereinafter: academic record book): a document attesting the occurrence of enrolments, the performance of study and examination obligations and related circumstances, and, with the exception of publications, all activities for credit, which must be kept in the Neptun system.
- b) Completion of the semester requirements of the individual subjects is certified in the academic record book by the subject supervisor. In the event of his absence, the academic record book will be certified by the Director of the Institute or the Dean in the Neptun system.
- c) In the event signature is refused in a freely elective (optional) subject, the subject must be deleted from the academic record book in the Neptun system. For other subjects, the entry "signature refused" should be introduced.
- d) A doctoral student who has not fulfilled the required mid-year obligations in the subject cannot receive an end-of-semester signature. The institution shall provide the opportunity to make up the failure no later than the last week of the study period. After the end of the study period, the Disciplinary Doctoral Council may authorise the completion of signatures. The request for this must be submitted to the Deans' Offices of the faculties, in the knowledge of the institutional announcements, no later than the last day of classes or within 5 days of the publication of the announcements, together with the necessary supporting documents. In its authorisation, the Disciplinary Doctoral Council shall specify the deadline for the completion of signatures and shall inform the Dean's Office of the Faculty thereof. Without a specific request, on the basis of a notification from the department/institute, the Disciplinary Doctoral Council may grant a one-time opportunity to make up one

<b>MISKOLCI</b> E G Y E T E M	<b>REGULATIONS FOR DOCTORAL          PROGRAMMES AND OBTAINING A          DOCTORAL (PhD)          DEGREE</b>	Page number: 58
		Edition and version number: <b>A6</b>

subject, by also setting a deadline. It is possible to make up the mid-semester work up to the mid-point of the examination period.

- e) In the case of a prolonged illness or circumstances beyond the student's control, the deadline for the end-of-semester signature may be extended by the Disciplinary Doctoral Council. The request for such an extension must be submitted together with the necessary supporting documents by the last day of classes, or, in the case of a justified impediment, immediately after the impediment has ceased.
- f) If the doctoral student fails to fulfil the obligation to make up the subject, the subject shall be deleted from the academic record book after the deadline. The student may only obtain a signature from a subject deleted from the academic record book after it has been retaken.
- g) Examinations may only be taken during the examination period, except in the case of a preliminary examination and in authorised cases (equity).
- h) Examination days corresponding to the number of doctoral students will be set by the subject supervisor or the examiner, taking into account the students' suggestions, ensuring that the students can take the examinations in an appropriately distributed manner and that they have the time and opportunity to repeat failed exams. The Director of the Institute shall be responsible for allocating an appropriate number of examination days and for ensuring that they are published.
- i) You can take the preliminary examination in the last week of the study period, or exceptionally before that as well. All students have the right to take a preliminary examination, after consultation with the lecturer or examiner and provided that the conditions are met.
- j) The doctoral student is required to register for the examination via the Neptun system in accordance with the faculty requirement, keeping in mind the scheduled examination dates.
- k) A doctoral student may only be admitted to the examination if he has obtained the end-of-semester signature in the given subject, paid the fees and amount of self-funding due, fully fulfilled the conditions of the prescribed study regime, and the dean has closed the previous academic semester.
- l) The examinations must be held on the official premises of the university. In justified cases, the Dean may grant a derogation, specifying the venue of the examination. Examinations may be oral or written, or both written and oral. The combined examination and rigorosum may be taken orally or in writing and orally.
- m) The examinations are conducted by the lecturer of the subject or by the lecturers and professors appointed by the Director of the Institute. Oral examinations are open to the public, but in justified cases the Dean may limit publicity. The examinee shall be given the opportunity to prepare before giving his answer.
- n) At the doctoral student's request, the first and second re-examination shall be conducted before a committee of at least two members. In the case of a re-examination, at the request of the doctoral student, the committee shall also include lecturers and professors who did not participate in the previous examination, in

which case one additional representative of the faculty shall be present. The chairperson and the members of the committee shall be appointed by the Director of the Institute. If the lecturer of the subject is the Director of the Institute, the Dean of the Faculty shall decide on this matter.

- o) The lecturer of the subject indicated in the academic record book or the instructor giving the examination, as well as the chairperson of the examination board is entitled to enter the examination mark in the academic record book. The examination mark and the signature of the examining instructor must be entered on the examination sheet and in Neptun at the same time as the grade is obtained.
  - p) The results of subjects not announced in the course syllabi but taken up must be entered in the Neptun system.
- (13) The doctoral programme shall determine the appropriate forms of assessment, which shall be adapted to the educational objective and shall be based on each other.
- a) The assessment of the knowledge of the course material is graded on five scales: classification can be excellent (5), good (4), satisfactory (3), pass (2), unsatisfactory (1).
  - b) The main forms of assessment of the subjects are:
    - ba) The report is the assessment of the knowledge acquired over an academic period as defined in the doctoral programme.
    - bb) A colloquium is the assessment of the material of a subject, usually covering an academic period. Within the framework of this, the level at which the student has mastered the material is to be checked, and also whether he will be able to master further materials based on it. The colloquium shall be evaluated on a five-grade scale.
    - bc) As for the forms of assessment of compulsory elective subjects required as alternative, the provisions of the above clause shall apply.
    - bd) A report or a colloquium may be required in the optional subjects. If there is no assessment required for the elective subject, the attendance of the sessions will be certified by the instructor in the academic record book via the Neptun system.
- (14) In the case of a report or a colloquium, the instructor shall, on the basis of the doctoral student's performance during the academic period, offer
- a) an "excellent pass" or "pass" assessment, or
  - b) an excellent or good grade.
- The doctoral student is not obligated to accept the assessment (grade) offered, but may request to take the examination.
- (15) A failed examination may be repeated in the same examination period. If the second re-examination is also unsuccessful, the subject shall be deleted from the academic record book. The student may only obtain a grade from a subject deleted from the academic record book after it has been retaken.
- (16) If the doctoral student wishes to improve the grade or assessment received, he may take another examination in a number of subjects determined by the Disciplinary Doctoral Council per academic period. In this case the grade obtained in the new

<b>MISKOLCI</b> E G Y E T E M	<b>REGULATIONS FOR DOCTORAL PROGRAMMES AND OBTAINING A DOCTORAL (PhD) DEGREE</b>	Page number: 60
		Edition and version number: <b>A6</b>

examination shall be valid even if it is lower than the previous one. The result of the new examination is recorded by the examiner in the academic record book via the Neptun system.

- (17) The academic result of the doctoral student shall be entered in the academic record book via the Neptun system by the authorised persons. The academic record book is a public document. Any unauthorised entry in the Neptun system shall be subject to disciplinary and criminal sanctions. The amount of academic work done by the doctoral student is shown by the number of credits earned in the semester and since the beginning of the studies. The quality of the academic work is measured by the grade point average weighted by credits.

$$\text{Weighted average} = \frac{\sum (\text{credit} \times \text{grade})}{\text{total credits from academic work}}$$

In the case of three-tier classification, when determining the grade point average weighted by credits, a classification of good pass is taken into account with an “excellent” (5) grade, pass with a “satisfactory” (3) grade and unsatisfactory with a “fail” (1) grade. Compliance with examination and other curricular requirements is certified by the Dean's Office of the faculty in the academic record book. For the calculation of the weighted average, the final grade (i.e. the last grade in the case of a re-examination) of each colloquium grade shall be taken into account as the grade for the calculation of the weighted average. The examination grades may not be included in the average. The weighted average must be calculated to two decimal places and the result entered in the student's academic record book via the Neptun system.

The weighted grade point average result:

- a) excellent with honours if the average is 5.00
  - b) excellent if the average is 4.51-4.99
  - c) good if the average is 3.51-4.50
  - d) satisfactory, if the average is 2.51-3.50
  - e) pass if the average is 2.00-2.50
  - f) unsatisfactory if the average is below 2.00
- (18) Student legal status in doctoral programmes shall be suspended if the doctoral student is unable to fulfil the obligations arising from student legal status due to childbirth, accident, illness or other unforeseen reasons through no fault of his own, which may take a maximum of two semesters in the research and dissertation phase.
- (19) The student legal status in doctoral programmes shall be terminated:
- a) if the doctoral student has been accepted by another institution of higher education, on the date of acceptance,
  - b) if the doctoral student announces the termination of his student legal status, on the date of the announcement,
  - c) if the doctoral student cannot continue his studies in a state-funded/state scholarship programme and does not wish to continue in a self-funded programme,
  - d) at the end of the eighth semester of the doctoral programme for which the student is registered,

<b>MISKOLCI</b> E G Y E T E M	<b>REGULATIONS FOR DOCTORAL          PROGRAMMES AND OBTAINING A          DOCTORAL (PhD)          DEGREE</b>	Page number: 61
		Edition and version number: <b>A6</b>

- e) if the rector terminates the student legal status of a doctoral student - due to payment arrears - on the day the decision on the termination becomes final,
  - f) the date on which the disciplinary decision of exclusion becomes final,
  - g) if the doctoral student has not passed the complex examination, on the day of the failure to perform the requirement or the day of the failure of the examination,
  - h) on the last day of the semester in which the student obtained the certificate of completion,
  - i) if he has not enrolled for the following semester for the third consecutive time.
- (20) The certificate of completion certifies that the doctoral student has fulfilled the requirements set out in the legislation and regulations, and has acquired the required 240 credits.
- (21) A student who has been granted a state (partial) scholarship and who has been a student since the first semester of the 2016/2017 academic year and thereafter in a phasing-in system, and who is subject to NHEA, if at the end of the academic year the doctoral school establishes that on average in the last two semesters in which his student legal status was not interrupted and he has not acquired at least 20 credits, may continue his studies in the following academic year only in a self-funded programme.
- (22) In doctoral programmes, the requirement to obtain at least one third of the credit value of the doctoral programme at the university in question, as provided for in Section 49(7) of NHEA, shall not apply.

### **Allowances and charges**

#### **Section 4**

- (1) Doctoral students of Hungarian citizenship or foreign doctoral students who are subject to the same treatment as Hungarian doctoral students under the law or under an international agreement, participating in an organised programme, may receive a state scholarship.
- (2) A doctoral student participating in an organised programme shall be entitled to a state scholarship for a total period of 48 months, either continuously or intermittently. The annual amount of the doctoral scholarship for a doctoral student participating in a full-time state-funded programme shall be the annual amount of the normative amount established for this purpose in the Budget Act. A twelfth of the annual amount established thus shall be paid monthly to the registered doctoral students. In addition, doctoral students are entitled to 56% of the normative allowance for textbooks, notes subsidies, sports and cultural activities. The state doctoral student scholarship funds are distributed by the Doctoral Council of the University to the individual Doctoral Schools. A student with a state scholarship on a short mobility programme is entitled to the scholarship for the duration of the mobility.
- (3) The establishment of non-state doctoral (PhD) scholarships:
  - a) The University may also provide scholarships for doctoral students from its own revenue, the amount of which may be different from the state scholarship. The

<b>MISKOLCI</b> E G Y E T E M	<b>REGULATIONS FOR DOCTORAL PROGRAMMES AND OBTAINING A DOCTORAL (PhD) DEGREE</b>	Page number: 62
		Edition and version number: <b>A6</b>

establishment and payment of the scholarship shall be governed by these Regulations.

- b) In the case of scholarships paid from the University's own revenue, the contract is concluded by the Rector on behalf of the University. The contract may be concluded for open (competitive) scholarships. The contract must also be signed by the Head of the Disciplinary Doctoral School and the Dean concerned.
  - c) The contract must specify the monthly amount of the scholarship (the annual increment) and the schedule for the donor to transfer the scholarship to the university. The university will pay the scholarship according to the schedule.
  - d) The contract may include an agreement to support the research. The contract may not contain any provisions contrary to the legislation in force and the university regulations, in particular these regulations.
  - e) Non-state doctoral scholarships are awarded for a maximum period of four years (forty-eight months).
  - f) The non-state scholarship is subject to an open call for applications. Applicants may be students admitted to the full-time or correspondence training of the doctoral programmes. The application criteria are determined by the Vice-Rector for Scientific Affairs and, depending on the source of the revenue, by the person designated by the sponsor, the Dean and the head of the doctoral school concerned. The call for applications shall be published on the University website for at least eight days. The applications received will be evaluated by a committee of three or four members, consisting of the Vice-Rector for Scientific Affairs, the head of the doctoral school concerned, the Dean of the Faculty, and, in the case of a scholarship from external funding, the person designated by the sponsor.
- (5) A person whose student legal status is suspended shall not receive any support, and does not need to pay fees or reimbursements for this period. The doctoral student shall pay the fees and reimbursements applicable to him if he continues his studies. A person whose student legal status has been terminated shall not be entitled to support and shall not be required to pay any fees or reimbursements from the first day of the month following the month in which the termination occurs.
  - (6) Doctoral students who have their permanent residence outside the administrative boundaries of Miskolc may apply for accommodation in a student hostel. In case of equal conditions, doctoral students shall have priority over other students. Doctoral students shall pay the same fees as full-time students in the bachelor programmes. Doctoral students who would be entitled to, but are not eligible for, student hostel accommodation may receive a monthly housing support.
  - (7) Self-funding, allowance
    - a) The controller calculates and submits the amount of self-funding to the Vice-Rector for Scientific Affairs in accordance with the regulations for the calculation of self-funding. The Disciplinary Doctoral Council may propose the amount of self-funding for the foreign-language doctoral programme belonging to its competence. The amount of self-funding shall be determined by the Vice-Rector for Scientific Affairs and approved by the maintainer.



<b>MISKOLCI</b> E G Y E T E M	<b>REGULATIONS FOR DOCTORAL          PROGRAMMES AND OBTAINING A          DOCTORAL (PhD)          DEGREE</b>	Page number: 63
		Edition and version number: <b>A6</b>

- b) Full-time doctoral students who do not receive a state scholarship and doctoral students in other forms of studies pay self-funding. The University shall conclude a training contract with participants in self-funded programmes. The Dean of the relevant faculty is responsible for concluding the contract.

### **Self-funding of participants in foreign-language programmes**

#### **Section 5**

- (1) Admission procedure fee                      EURO 150

Self-funding: maximum EUR 3,500 / semester

- (2) As a general rule, non-Hungarian citizens may only participate in self-funded training in Hungary. The Act on National Higher Education or other relevant legislation shall, in accordance with international commitments, define the category of non-Hungarian citizens who may participate in state-funded/state scholarship programmes in Hungarian institution of higher education.
- (3) However, foreign nationals studying in a state-funded/state scholarship programme are not automatically entitled to the same social allowances as Hungarian students. Foreign students participating in state-funded programmes are entitled to social allowances under international agreements, and students with refugee, asylum, immigration or settled status living in Hungary, as well as migrant employees and their children from countries belonging to the European Economic Area, regardless of their nationality, are entitled to social benefits in the same manner as Hungarian students.
- (4) In foreign-language self-funded programmes financed by the Hungarian Government or a Ministry (e.g. Stipendium Hungaricum Programme), the amount of self-funding is governed by the individual agreement and no admission fee is charged. An original copy of the agreement must be submitted to the DSAIR immediately after conclusion, where it will be kept on file. The agreement shall be communicated to the Doctoral Council of the University by the Vice-Rector for General and Scientific Affairs.

### **Fees and charges**

#### **Section 6**

- (1) The rules of the Student Requirements System (SRS) to be found in Volume III of the Organisational and Operational Regulations shall apply to student hostel fees.
- (2) If a foreign national applies for admission to individual preparation on the basis of an inter-university agreement, the conditions (tuition fees, other fees) shall be governed by the agreement concluded between the two universities.
- (3) The doctoral student shall provide proof of payment of the training contribution, self-funding and other fees payable by him to the office of the dean of the faculty, to the administrator. The payment of self-funding shall be certified no later than the end of the study period of the semester, and the payment of other fees shall be certified when they are due.

<b>MISKOLCI</b> E G Y E T E M	<b>REGULATIONS FOR DOCTORAL PROGRAMMES AND OBTAINING A DOCTORAL (PhD) DEGREE</b>	Page number: 64
		Edition and version number: <b>A6</b>

- (4) The receipt and crediting of the fees and reimbursements paid shall be carried out by the Finance and Accounting Department, the Student Centre and the Dean's Office and administrator of the relevant faculty, in accordance with the internal regulations.
- (5) In the case of fees and reimbursements paid by the doctoral student, the University shall use 30% of the remaining part after deduction of the actual costs for its operating expenses. The other part shall form a separate part of the faculty revenue, the use of which shall be decided by the Disciplinary Doctoral Council. Interim payments from the latter shall be authorised by the Chief Financial Officer, otherwise the fees collected shall be made available to the Disciplinary Doctoral Council on a semesterly basis, broken down by faculty.
- (6) The Disciplinary Doctoral Council may use the fees and reimbursements granted to the Faculty pursuant to Clause (5) in connection with the doctoral programme, in particular for the costs of training doctoral students, publishing their academic works, organising academic events, establishing and developing academic contacts domestically and abroad.
- (7) The use of financial resources shall be audited by the internal audit organisational unit of the University, integrated into its annual work plan. Its findings shall be communicated to the Chief Financial Officer and the Rector, who shall inform the Disciplinary Doctoral Council of any observations concerning doctoral students.
- (8) The Rector may order an extraordinary examination in justified cases. He shall be obligated to order such an examination if it is initiated by the Doctoral Council of the University or the Chairperson of the Disciplinary Doctoral Council. In such a case, a copy of the audit report, together with information on the action taken on it, shall be sent to the Chairperson of the Doctoral Council of the University and to the Chairperson of the Disciplinary Doctoral Council.
- (9) The rector may order an extraordinary investigation into the fees and reimbursements paid by doctoral students and the use of the state student budget allocated to them by the faculty upon the joint written initiative of at least ten doctoral students, with original signatures and reasons. In this case, a written statement from the Disciplinary Doctoral Council or the doctoral advisor must also be requested. A copy of the audit report, together with information on the action taken on it, shall also be sent to the doctoral students who initiated the audit.
- (10) In the event of an erroneous assessment of fees and reimbursements, doctoral students may seek legal remedy in accordance with the Regulations on Fees and Allowances.

### **Section 7**

For doctoral students, the provisions of SRS shall apply to matters not covered by these Regulations.