



**Pannon Egyetem**  
University of Pannonia

## **DOCTORAL RULES**

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## **PREAMBLE**

The purpose of the doctoral programme is to train highly qualified professionals capable of independent scientific research and creation of new scientific results.

On the basis of the Organisational and Operational Rules (hereinafter referred to as: "OOR"), Part I Organisational and Operational Rules of Procedure (hereinafter referred to as: "OORP") approved by the Senate of the University of Pannonia and adopted by the Foundation for the University of Pannonia acting as the operator exercising founders' and ownership rights (hereinafter referred to as: "Operator") and on the basis of the resolution by the Board of Trustees on the rules of procedure for adopting the regulations of the University of Pannonia by the Board of Trustees, pursuant to **Act CCIV of 2011 on National Higher Education (hereinafter referred to as NHEA)**, the **Act C of 2001 on the recognition of foreign certificates and degrees** and **Government Decree no. 387/2012 (XII.19.) on doctoral schools**, doctoral procedures and habilitation (hereinafter referred to as "DR") the University of Pannonia (hereinafter referred to as: "University") shall establish the Doctoral Rules (hereinafter referred to as "Rules") as follows. The purpose of the Rules is to lay down the clear requirement system of the prerequisites for the doctoral (PhD and DBA) degree (hereinafter referred to as: "doctoral degree") and ensure the high level of excellence of the doctoral degree awarded by the University.

## **I. GENERAL PROVISIONS**

### ***1.§ Scope of the Rules***

(1) The scope of Rules extends to

- doctoral programmes,
- the procedure for obtaining a doctoral degree (PhD and DBA) and the awarding of the doctoral degree (PhD and DBA),
- awarding of the title of 'Honorary Doctor',
- the naturalisation of academic qualification obtained abroad,
- awarding of the title of Doctor with Honours,
- students taking part in a doctoral programme,
- lecturers and researchers contributing to a doctoral programme,
- those assisting in a doctoral programme and in a doctoral procedure,
- those taking part in the procedure for obtaining a doctoral degree,
- revocation of the doctoral degree.

## ***2.§ Entitlement to Awarding a Doctoral Degree***

(1) [NHEA. 16. § (3)] **A higher education institution may be authorised to deliver doctoral programmes and award doctoral degrees in the disciplines, including branches of science or art, covered by its operating authorisation.**

(2) [NHEA. 16. § (2)] **A higher education institution may be authorised to deliver doctoral programmes only if it offers master programmes in the given discipline.**

(3) The Senate sets up a doctoral council to organise the doctoral programme and award doctoral degrees. In compliance with the OORP of the University the Doctoral and Habilitation Council of the University (hereinafter referred to as “UDHC”) performs jointly the duties of the doctoral council defined by law and the duties of the habilitation council determined in the habilitation procedure.

## **II. ORGANISATIONAL FRAMEWORK OF THE DOCTORAL PROGRAMME AND THE OBTAINMENT OF A DOCTORAL DEGREE**

### ***3.§ Doctoral School***

(1) [DR 1.§ (1)] *Doctoral programmes shall only be delivered by doctoral schools.*

(2) The doctoral school may deliver doctoral programme in the discipline, including the branches of science, in which it has sufficient number of core members according to the statutory requirements.

(3) [DR 2.§ (1)] *The establishment of a doctoral school shall be initiated by at least seven core members. The majority of the core members shall be university professors. No one shall be a core member of more than one doctoral school at the same time.*

(4) [DR 2.§ (2)] *Multidisciplinary doctoral schools shall have at least nine core members, at least three core members per branch of science, the majority of whom shall be university professors performing their research activities in the given branches of science. Doctoral schools working in the field of educational science may have core members from disciplinary fields related to teacher training.*

(5) [DR 2.§ (3)] *Each core member shall*

*a) hold an academic qualification;*

*b) perform continuous, high-level scientific activity in a branch of science or research field of the doctoral school, which scientific activity, understood as not including artistic activity, shall be assessed on the basis of the national academic bibliographic database referred to in Section 3(1)(o) of Act XL of 1994 on the Hungarian Academy of Sciences (hereinafter referred to as “Database”);*

*c) prove the ability to supervise doctoral students by having at least one doctoral student who obtained a doctoral degree under the supervision of the member, and*

*d) be a lecturer, professor or research fellow employed full-time by the given higher education institution, under an employment contract or on a public service employment basis, and shall specify that higher education institution for the purpose of assessing the operating conditions of the given higher education institution under Section 26(3) of NHEA.*

(6) [DR 2.§ (4)] *A Professor Emeritus or Professor Emerita (hereinafter referred to jointly as “Professor Emeritus”) within the meaning of Section 32(1) of NHEA may be a core member taken into account for the establishment of a doctoral school in the higher education institution that awarded the title if the Professor Emeritus concerned meets the criteria set out in paragraph (5)a)-c) and is approved by the UDHC. There may be one Professor Emeritus among the core members required under Section 3(3) and one per branch of science among those required under Section 3(4).*

(7) [DR 2.§ (5)] *Furthermore, a research consultant and a research professor employed full-time in a research institute, under an employment contract or on a public service employment basis, and holding the title of Doctor of the Hungarian Academy of Sciences may also be a core member if the research consultant or research professor concerned meets the criteria set out in paragraph 5(a) to (c) and if the higher education institution concerned made an agreement with the research institute in that regard. However, there shall not be more than two such members among the core members required under Section 3(3), and one per branch of science among those required under Section 3(4).*

(8) [DR 3.§] *Each core member shall*

*a) comply with Section 3(5)-(7) in at least one programme cycle and during the period of the related degree procedure, and*

*b) agree to work as a supervisor at the doctoral school.*

(9) On the basis of the decision of the doctoral school council (or UDHC) an Emeritus core member title may be awarded in the given doctoral school to the founder or to a member accepted as core member at least five years earlier, who has a documented relationship with the institution and is no longer under an obligation to work as a supervisor. An emeritus core member is no longer involved in the Hungarian Accreditation Committee’s evaluation procedures of the doctoral schools, therefore he is not taken into account for the doctoral school requirements related to the core members set out in paragraph 3. § (3), but his results remain in the doctoral school statistics.

(10) [DR 4. § (1)] *The head of a doctoral school shall be elected by the UDHC, on a proposal by the majority of the core members, from those core members of the doctoral school who are university professors, and shall be appointed by the rector for a period of not more than five years. The appointment may be renewed several times. The head of a doctoral school shall hold the title of Doctor of the Hungarian Academy of Sciences*

(11) [DR 4. § (2)] *The teaching staff of a doctoral school shall comprise lecturers, professors and research fellows who hold academic qualifications and whom, on a proposal from the head of the doctoral school, the UDHC considers competent to teach at the doctoral school.*

(12) The doctoral school shall comply on a continuous basis with the accreditation requirements during its operation. The head of the doctoral school shall inform the UDHC about the changes in conditions.

(13) The administration tasks of the doctoral programme and the procedure for obtaining a doctoral degree are performed by the Directorate of Academic Affairs (hereinafter referred to as: “DAA”) with the assistance of the faculty doctoral officials working in the dean’s offices (hereinafter referred to as: “DO”) and the secretaries of the doctoral schools.

#### **4.§ University Doctoral and Habilitation Council (UDHC)**

(1) [NHEA. 16.§ (5)] **Except for the representatives of doctoral students, all members of UDHC shall hold academic qualifications**

(2) [DR 9. § (1)] *The members of the UDHC shall be selected by ensuring that one third or at least two of the members do not have an employment relationship with the higher education institution operating the doctoral school. For the purposes of this paragraph, a Professor Emeritus of the higher education institution shall be deemed to have an employment relationship with it. With the exception of the representatives of doctoral students, all voting members of the UDHC shall comply with the criteria of core membership. The voting members of the UDHC shall be elected with a view to ensuring the proportionate representation of each branch of science in which the higher education institution may award a doctoral degree. A quorum shall exist if the majority of the voting members of the council are present.*

(3) [DR 9. § (2)] *The UDHC*

*a) shall give an opinion on the proposals for the establishment of doctoral schools;*

*b) shall provide to the senate regular evaluations of the doctoral programmes and the procedure for obtaining a doctoral degree at the university, in particular with regard to Section 84/A(4) of NHEA;*

*c) shall, where appropriate, initiate the dissolution of doctoral schools;*

*d) may set up disciplinary doctoral councils, in particular for the branches of science specified by the doctoral rules, pursuant to Section 16(5) of NHEA, observing the requirements in the Rules Section 4(2) regarding the composition and members of doctoral councils;*

*e) shall decide on the initiation of the procedure for obtaining the doctoral degree, the recognition of credits, the requirements of comprehensive examinations, and the award, naturalisation and revocation of the doctoral degrees defined in Section 16(4)*



*of NHEA, and it may delegate these powers to a disciplinary doctoral council, except for the award, naturalisation and revocation of doctoral degrees;*

*f) shall, in accordance with the doctoral rules and on the proposal of the doctoral schools, designate the members of the doctoral admission board, the members of the board of referees and the official referees, set up the comprehensive examination board and approve doctoral supervisors and the members of the teaching staff of doctoral schools, and it may delegate these powers to a disciplinary doctoral council;*

*g) shall define foreign language requirements for obtaining a doctoral degree, and it may delegate this power to a disciplinary doctoral school;*

*h) shall, based on the opinion of the board of referees, decide on applications for defence behind closed doors, and it may delegate this power to a disciplinary doctoral council;*

*i) shall give an opinion to the senate on the rector's proposals for awarding the title of honorary doctor or the title of honorary doctor and professor, or for the dissolution of a doctoral school;*

*j) shall elect the heads of the doctoral schools operated by the higher education institution, and appoint and dismiss the members of the doctoral school councils.*

(4) The chair of UDHC is elected by the Senate on a proposal from the rector. The secretary is appointed by the rector upon the recommendation of the chair.

(5) [DR § 22 (3)] *The UDHC shall be chaired by a university professor. The term of office of the chair, secretary and members of UDHC is for a maximum of five years and may be renewed several times.*

(6) The voting members of UDHC are the chair of UDHC, the heads of the doctoral schools and the external members selected by the Senate. If the chair of UDHC is not a head of a doctoral school, he/she has an independent voting right.

(7) The secretary of UDHC, the elected representative of the doctoral students, the Director of DAA and the Quality Management Officer of the UDHC are the members of UDHC with consultation rights. Permanent invitees with also consultation rights: the rector, the chair of the University Council of Scientific Student's Association, the chair of Work Council, the deans.

(8) The UDHC Quality Management Officer is appointed by the President of the UDHC on the recommendation of the University Quality Management Centre. He/she is responsible for taking a position on quality issues and overseeing the Regulation on The Satisfaction Survey of Doctoral Students.

(9) The mandate of the member of UDHC shall cease upon.

- a) resignation;
- b) recall;
- c) expiry of the mandate;

d) death of the member.

(10) In the case described in paragraph (9) the Senate elects new member at the subsequent meeting with respect to the external members.

(11) In the case of the recall of a member of the UDHC, the rules on the recall of Senate members pursuant to OORP paragraph 42(5)-(6) shall apply.

(12) EDHT meetings can be organised in an attendance, online or hybrid (some members join online) form, in order to maximise the participation of the voting members of UDHC. The date, agenda and format of the meeting shall be notified to the UDHC members by the secretary of UDHC at least five days in advance.

(13) The head of the doctoral school may be substituted with voting right at the UDHC meetings by a leading lecturer, leading researcher based on appointment, if the requirements for core members are met. The head of the doctoral school notifies the chair of UDHC in writing about the substitute person.

(14) The UDHC makes decisions by open ballot, in case of equality of votes the chair shall have the casting vote. In personal matters (including the awarding of doctoral degrees) and in other cases, requested by any member of the UDHC the decision shall be made by secret ballot. In case of equality of votes the secret ballot shall be repeated once. In case of an ineffective repeated vote (tie vote or other reason) the negotiation of the proposal put to the vote shall be postponed.

(15) In addition to those set up in paragraph 4(3) the task of UDHC in relation to the doctoral programme includes the following:

- a) develops guidelines for the uniform requirements system and the quality management in order to uniformly assess the admission taken into account the proposal of the doctoral schools: determines the evaluation methods, the allocation principles of the state-financed frame numbers among doctoral schools and the frame numbers, the guidelines of the recognition of the activities by study points in the programme,
- b) decides on the naturalisation of the foreign academic qualification based on the opinion of the doctoral school council,
- c) determines the fees of the procedure for obtaining a doctoral degree,
- d) approves the rules of procedure of the doctoral programme and the obtaining of a doctoral degree and the operating rules of the doctoral schools,
- e) decides in appeal and ethical issues.

(16) The president of UDHC is responsible for implementing the decisions of the UDHC. Documents resulting from the decisions of the UDHC are signed by the president of the UDHC. The Director of the DAA is authorised to sign documents relating to the admission procedure with the exception of the recruitment decision.

### ***5.§ Disciplinary Doctoral Council and Doctoral School Council***

(1) The UDHC establishes disciplinary doctoral and habilitation council (hereinafter referred to as: “DDHC”) in the branch of sciences in which the doctoral schools of the University of Pannonia are authorised to award qualification.

(2) [DR 10. § (1)] *The head of a doctoral school may be assisted by a doctoral school council, the members of which shall be elected by the core members of the doctoral school, and appointed and dismissed by the UDHC.*

(3) At the University of Pannonia the disciplinary doctoral and habilitation councils perform the tasks of the doctoral school councils.

(4) [DR 10. § (2)] The DDHC shall

*a) approve the persons who may announce dissertation topics or work as supervisors or members of the teaching staff at the doctoral school;*

*b) make proposals for the dissertation topics to be announced;*

*c) approve the dissertation topics announced by the persons in charge;*

*d) approve the dissertation topics selected by the doctoral students;*

*e) carry out performance assessments during a programme;*

(4a) When announcing the dissertation topics, it shall be taken into consideration that a supervisor shall have at most three active doctoral students in the study and research stage, and at most six doctoral students for the total duration of the programme. At the request of the doctoral school and with the approval of the UDHC the supervisor may have more than three active doctoral students in the study and research stage.

(5) The chair of DDHC is the head of the doctoral school. One third of the members of DDHC or at least two persons shall be external professionals not employed by the University. The representative of the doctoral students of the given doctoral school takes part in the work of the DDHC, who may not vote in the issues concerning scientific matters and the obtainment of a doctoral degree but has voting right in the other issues concerning the doctoral students. All members of the DDHC shall comply with the requirements for the core members of the doctoral schools.

(6) The quorum and the decision-making are the same as those formulated at UDHC.

(7) In addition to those set up in paragraph 5(4) the tasks of DDHC are the following:

- a) develops and continuously improves the training plan of the doctoral school,
- b) prepares cooperation agreements useful for the doctoral school and presents them to the UDHC,
- c) pays attention to the legal requirements for the core members of the doctoral school and warns the chair of UDHC for the need for change,

- d) taken into account the general rules of UDHC, determines the activities recognizable with study points during the programme and their study point value,
- e) performs decision preparatory work concerning the admission of students applying to the programme,
- f) examines the application of the applicants for individual preparation and makes a proposal for the admission to the UDHC,
- g) approves the work plan of the doctoral students participating in the programme,
- h) monitors the performance of the doctoral students per semester, determines the study point value recognizing the research work and, where appropriate, initiates the suspension of the studies,
- i) assesses the recognition of the subjects completed in other doctoral schools,
- j) decides on the applications for passivation, partial studies abroad and temporary suspension of the studies on a proposal from the supervisors,
- k) decides on the issuance of the absolutorium, the subjects of the doctoral candidate's doctoral final examination, the establishment of the final examination board, and – in case of the students starting their studies after September 2016 – the requirements of the comprehensive examination and the establishment of the comprehensive examination board,
- l) ensures the maintenance of the website of the doctoral school,
- m) keeps records of the first employment of those participating in the programme and obtaining a doctoral degree,
- n) makes a proposal for the obtainment of the PhD and DBA degree to the UDHC,
- o) gives opinion on the issues in which the UDHC requests its opinion.
- p) approve the composition of the doctoral final examination, comprehensive examination and defence boards.

### **III. DOCTORAL PROGRAMME**

#### ***6.§ Admission Procedure to the Doctoral Programme***

(1) [NHEA. 40.§ (6)] **For admission to a doctoral programme, applicants must have**

- a) **a Master's degree and the qualifications and foreign language skills required for the field of study as specified in the regulations of the relevant doctoral school.**
- For admission to the DBA programme (in doctoral schools on field of business and management providing PhD degree in Hungarian and English or exclusively in English language), the applicants must have at least 5 years of high-level business**

**management experience after gaining a Master's degree in the field of business and management sciences.**

**b) a Bachelor's degree and the qualifications. Furthermore**

- the applicants must have gained admission to, or will be admitted in a Master's programme at latest by the time of enrolment for the doctoral programme, or are currently studying in a Master's programme (active student);
- the applicants have to demonstrate their exceptional talent required by law through documenting the results awarded at scientific and/or professional competitions; intensive participation in research; authorship or co-authorship of published or accepted scientific publications; or other ways accepted by the academic community;
- the applicants have to justify their outstanding academic achievement with a bachelor's degree with at least a good (or equivalent) grade;
- the applicants must have an excellent command of languages, as attested by a state-approved complex language examination at least of level B2 in one of the languages specified in the Rules of the doctoral schools, or by an equivalent document, or by justification of the language competence required by the scientific field during a language interview held as a part of the entrance examination. If the applicant is a native speaker of English, which can be justified by nationality, the command of a foreign language will be considered as acceptable.

**c) If the applicants are active students of a non-divided MSc curriculum, the requirement is having begun the last two academic years of the studies in the Master's degree programme and having the foreign language skills required for the field of study as defined in the Rules of the doctoral school. Furthermore**

- the applicants have to demonstrate their exceptional talent required by law through documenting the results awarded at scientific and/or professional competitions; intensive participation in research; authorship or co-authorship of published or accepted scientific publications; or other ways accepted by the academic community;
- the applicants have to justify their outstanding academic achievement with at least a good grade average (or equivalent) of the semesters up to the date of application;
- the applicants must have an excellent command of languages, as attested by a state-approved complex language examination at least of level B2 in one of the languages specified in the Rules of the doctoral schools, or by an equivalent document, or by justification of the language competence required by the scientific field during a language interview held in the framework of the entrance examination. If the applicant is a native speaker of English, which can be justified by nationality, the command of a foreign language will be considered as acceptable.

**d) have passed an entrance examination for doctoral studies in addition to one of the points a) - c).**

(2) [NHEA. 40.§ (7)] UDHC **may define further prerequisites for admission to doctoral programmes, with the stipulation that the same admission requirements shall apply to all applicants, irrespective of the higher education institutions which awarded their diplomas.**

(3) [NHEA. 40.§ (6)] **For admission to DBA programme, the applicants must have at least 5 years of high-level business management experience in addition to the requirements of 6.§ 1.a), as follows:**

a) [DR. 8/B.§ (3)] *Prior to the admission procedure, high-level corresponds to the management experience*

*aa) in a business having obligation to prepare an annual report in accordance with the relevant legislations and operating with an average statistical headcount of at least 50,*

*ab) in a publicly financed institution operating with an average statistical headcount of at least 50,*

*ac) in a civil organization operating with an average statistical headcount of at least 50 justified activists or*

*ad) in a foreign company, organ or institution with the same number of headcounts as in points (aa) to (ac).*

b) *In addition to paragraph (aa-ad), activities performed as a leader or partner of a company providing accounting service or financial advice shall be considered as high-level management experience, if it relates to a domestic or foreign organisation which has at least 50 financial statements per year and a total number of employees of at least 1,000.*

(4) The applicant may apply for the research topics announced by the doctoral schools on the website of the Hungarian Doctoral Council. The UDHC announces the participation opportunities and the admission conditions twice a year in the form of a call for proposal.

(5) The application for admission shall be submitted to the Directorate of Academic Affairs until the deadline published in the admission guidelines. The DAA calls the applicant to submit the possibly missing documents and forwards the formally appropriate applications to the secretary of the doctoral school.

(6) The doctoral programme is open to international students. The doctoral school may announce and deliver doctoral programmes in the registered foreign language (currently in Hungarian and English languages). The conditions of the special admission procedure related to the international students shall be provided in the call for proposal,

(7) The head of the doctoral school shall establish the Admission Board(s) consisting of the chair, at least two members and the representative of the doctoral students.

(8) The doctoral official notifies the applicants at least one week before the date of the entrance examination on the place and date of the entrance examination.

(9) The entrance examination shall consist of an oral hearing, where the candidate presents his/her scientific work, provides information about the scientific plans and demonstrates his/her general

proficiency in the chosen topic and his foreign language knowledge.

(10) The Admission Board considers the work done so far by the candidate (classification of the degree, possible Scientific Student Association work, publication), language proficiency, general proficiency in the chosen topic, professional intelligence, motivation and gives points based on it. The UDHC determines and publishes on its website the points given based on each criterion and the minimum point necessary to the admission. The Annex 7 and 8 contain the criterion and the points.

(11) The minimum point necessary for the admission is 50% of the maximum obtainable points +1 point.

(12) During the admission procedure the Admission Board makes proposal to the DDHC for admission or rejection on the basis of the submitted documents and the oral examination. The admission board ranks the candidates recommended for admission on the basis of the summarized points, the order is determined separately for the participants of the state-funded scholarship (or other scholarship) and the self-funded programme.

(13) The UDHC decides on the admission of the doctoral students on a proposal from the DDHC. The participation in the programme may be state-funded, self-funded or funded by other scholarship.

(14) The candidates recommended for admission and not requiring a state-funded place may gain admission to the doctoral programme, if the operating cost of the programme is ensured (external or internal source).

(15) The Directorate of Academic Affairs notifies the applicant in writing about the result of the entrance examination within 8 working days from the decision of the UDHC. The decision on the admission contains the detailed conditions of the programme, including the name of the doctoral school and the topic, the research site responsible for the topic and the name of the supervisor.

(16) The admitted doctoral student shall enrol until the date specified in the decision on the admission, otherwise the admission becomes invalid.

### ***7.§ Transfer from other Doctoral School***

(1) The UDHC decides on transfer from other doctoral school on a proposal from the DDHC.

(2) The DDHC decides on the recognition of the study points achieved in other doctoral schools on a proposal from the supervisor.

(3) At the transfer the starting date of the student status in the doctoral programme shall be taken into account and accordingly the student shall be transferred to the doctoral programme under paragraph 8.

## 8 § Doctoral Study Arrangement

(1) [NHEA. 16. § (1)] **The educational programme may include doctoral programmes which prepare master degree holders for obtaining a doctoral degree. The minimum number of credits to be acquired for the completion of a PhD programme shall be two hundred and forty. Unless otherwise provided in this Act, the duration of the programme shall be eight semesters. The minimum number of credits to be acquired for the completion of a DBA programme shall be one hundred and eighty. The duration of the programme shall be six semesters.**

(2) [NHEA. 53. § (1)] **Doctoral programmes shall involve study, research and reporting activities performed in the framework of preparing candidates, either individually or in groups, for obtaining a doctoral degree, in a manner adapted to the specifics of the disciplines concerned and the individual needs of the students, and shall comprise a study and research stage and a research and dissertation stage. Individual preparation is not possible in the DBA programme, the research and dissertation stage can begin at the earliest at the end of the third active semester of studies after passing the comprehensive examination.**

### Study and Research Stage

(3) The PhD programme may only be organised as a full-time programme. The DBA programme may be organised also as part-time programme. During the first 4 active semesters of the PhD programme, or the first 3 active semesters of the DBA programme, in the study and research stage credits may be obtained for a learning outcome, the fulfilment of academic requirements, research work and performing educational tasks.

(4) The doctoral students study and do research under the guidance of the supervisor. The supervisor shall help the doctoral student to the best of his knowledge, but only the doctoral student is responsible for the success and the effectiveness of the research.

(5) [DR. 13. § (6)] *With the approval of the DDHC, a doctoral student may work with two supervisors simultaneously. The name of the supervisor or the names of the supervisors shall be clearly indicated on the front page of the doctoral dissertation.*

(6) The doctoral programme consists of semesters, the fall semester lasts from the beginning of the semester until 31 January, the spring semester lasts from the beginning of the semester until 31 August. The semesters consist of registration and study periods. In the doctoral programme the assessment may be organised freely within the study period.

(7) The programme may be suspended for at most two semesters occasionally on the basis of duly justified cases (e.g. health reasons, child birth, study abroad longer than a semester, etc.). During the total programme maximum four semesters may be passivated. Each deferral period shall only be whole semesters. The deferral application shall be submitted in the form of an electronic application through Neptun Education System with the support of the supervisor. The



DDHC decides on the application.

(8) The doctoral student admitted to the programme prepares the study plan for the study and research stage and the research plan for the whole training period with the consent of the supervisor in the template available on the websites of the doctoral schools in the first month of the programme. The prepared plans shall be submitted to the DDHC for approval.

(9) During the programme the doctoral student carries out the research tasks necessary to prepare the dissertation according to the announced topic, passes the examinations required in the study plan and performs educational and other research tasks with the approval of the supervisor.

(10) The study points may be achieved by

- the completion of the studies,
- research work (publications),
- educational work, and
- semestrial or annual topic reports,

in the manner set out in the rules of the doctoral schools.

(11) The doctoral student registers for the subject according to his/her study plan per semesters in the Neptun system. The doctoral student shall take examination to complete the subjects registered for. The classification of the examination: excellent (5), satisfactory (3), fail (1). The unsuccessful examination may be retaken once in the same examination period. In the next semesters further retake examinations may be passed in the same subject by the payment of a special procedural fee to the doctoral school.

(12) The active student shall be required to close the semester with the preparation of his/her evaluation sheet and shall send it to the secretary of the doctoral school before the end of the semester. The evaluation sheet shall be prepared, certified and sent electronically to the Directorate of Academic Affairs. The supervisor and the head of the doctoral school certify the completion of the examination and the fulfilment of the research requirements on the evaluation sheet and send it to the Directorate of Academic Affairs. The student may enrol for the next semester only after closing the previous semester, Only an active student enrolled for the given semester may receive scholarship.

(13) The student shall register for the next semester in active or passive status in the Neptun system after closing the semester. The section 43 of the Student's Requirements System shall be applied for the registration of the students. In the case if the previous semester was the last semester of the passive period, the student shall register in the Neptun system for the next semester in active or passive status, otherwise Section 8(38) of the Regulations becomes valid.

(14) The doctoral student shall acquire at least 48 study points by completing the courses in the study and research stage, provided that the doctoral schools may require the completion of extra study points in the rules. The student may enrol, register for or drop subjects in the spring semester until 31 May and in the fall semester until 31 December.

(15) The doctoral student performs the research tasks continually – under the guidance of the supervisor – according to the research plan and publishes the research results. The DDHC accepts

the study points for the publications with the points recorded in the study plan of the doctoral school and sends it to the Directorate of Academic Affairs. The Directorate of Academic Affairs documents the decision of the DDHC in the Neptun system.

(16) At most 45 study points may be obtained by teaching work in the whole training programme. The rules of the doctoral school may prescribe stricter conditions.

(17) [NHEA. 44.§ (5)] Students can take up a full-time job during their studies. The following is a summary of the rules governing student employment at the University. **Section 44(3)a) of NHEA shall apply to the teaching and research activities of doctoral students subject to the following derogations:**

**a) as part of their academic obligations, doctoral students may be obliged to allocate twenty percent of their total weekly working time to performing work related to the educational and academic research activities of the higher education institution,**

**b) the time worked, including the work referred to in point a), shall not exceed fifty percent of the total weekly working time of the doctoral student, determined as an average of one semester,**

**c) the working time of doctoral students shall be organised in such manner that enables them to fulfil their obligations to take and prepare for examinations,**

**d) even where the period of such engagement equals fifty percent of the total weekly working time, the total monthly remuneration shall not be less than the mandatory lowest remuneration for work (minimum wage) or, in case of a different period, an appropriate part thereof, calculated pro rata temporis.**

(18) The doctoral student may take part in other domestic and foreign partial study beside the validity of the training period. The head of the doctoral school may authorize the acceptance of the foreign study tour as a partial study on a supporting proposal from the supervisor. The DDHC decides on the acceptance of the examinations taken during the partial study and its assessment with study points and sends the result of the decision to the Educational Directorate.

(19) The fulfilment of the academic and research obligations shall be credited twice a year by completing the semester.

(20) [NHEA. 53. § (1)] **At the end of the fourth semester of the PhD programme and the third semester of the DBA programme, students shall be required to close the study and research stage with a comprehensive examination aimed to measure and assess progress made in study and research, the completion of which shall be a condition for the commencement of the research and dissertation stage.**

(21) The condition for admission to the comprehensive examination is to achieve at least 90 study points, of which all study points for subjects required in the study plan of the doctoral school shall be achieved. Only students who have a Master's degree may be admitted to the comprehensive examination.

(22) It is required to apply for the comprehensive examination in the manner set out in the operational rules of the doctoral schools.

### Comprehensive Examination

(23) [DR. 12/A. § (1)] *Pursuant to Section 72(5) of the NHEA, comprehensive examinations shall be organised according to the principles defined by the Hungarian Doctoral Council. Comprehensive examination requirements shall be published at the time of announcing doctoral programmes, in the manner specified in the rules for the operation of the doctoral school organising the comprehensive examination.*

(24) [DR. 12/A. § (2)] *Comprehensive examinations shall be taken in a public manner, before a board. The board shall have at least three members. At least one third of the members shall not have an employment relationship with the university. The board shall be chaired by a lecturer, professor or research fellow holding any of the following titles: university professor, university associate professor with habilitation, college associate professor with habilitation Professor Emeritus, and Doctor of the Hungarian Academy of Sciences. Each member of the board shall hold an academic qualification. The supervisor of the doctoral student taking the examination shall not be a member of the board.*

(25) [DR. 12/A. § (3)] *Comprehensive examinations shall comprise two parts:*

*a) a theoretical component, in which doctoral students shall demonstrate familiarity with the literature of the relevant branch of science or art, as well as up-to-date theoretical and methodological knowledge, and*

*b) a report on academic or artistic progress.*

(26) In the theoretical part of the comprehensive examination the candidate takes examination on two subjects. The study plan of the doctoral school contains the list of the subjects, it is available on the website of the doctoral schools.

(27) In the second part of the comprehensive examination the candidate shall give account of his/her lexical knowledge in the form of a lecture, give account of his/her research results, presents his/her research plan pertaining to the second phase of the doctoral programme and the planned schedule of the preparation of the doctoral dissertation and publication of the results. In his/her lecture the candidate discusses the scientific importance and innovation of his/her results and – if relevant – the technological motivation of the research and the practical application of the results. The candidate submits to the board the short summary of the results achieved and the publication list retrieved from the page of the Hungarian Scientific Publications Database in electronic form at least one week before the examination.

(28) The examination board evaluates separately the theoretical and dissertation parts. The comprehensive examination is successful, if the majority of the board members consider the examination part to be successful.

(29) [DR. 12/A. § (4)] *Doctoral students may repeat an unsuccessful comprehensive examination once, within the same examination period.*

(30) [DR. 12/A. § (5)] *Comprehensive examinations shall be minuted. Examination results*

*shall be made available on the day of taking the last examination component. The result of a comprehensive examination may be either pass or fail.*

(31) The result of the comprehensive examination is not taken into account when the classification of the doctoral degree is determined, but its successful completion is the condition of entering into the second stage of the programme.

### **Research and Dissertation Stage**

(32) [NHEA. 53. § (2)] **Following the comprehensive examination, students shall participate in the procedure for obtaining a doctoral degree by completing the research and dissertation stage of the doctoral programme, the aim of which is to obtain a doctoral degree.**

(33) [NHEA. 53. § (4)] **Doctoral students shall submit their doctoral dissertations within three years from the comprehensive examination, as set out in the doctoral rules. In cases deserving special consideration, this time limit may be extended by not more than one year, as set out in the doctoral rules. During the procedure for obtaining a doctoral degree, student status may be suspended for a period of maximal two semesters. In regard of the doctoral candidate's parental leave, the student status may be suspended for a period of maximal six semesters in accordance with the doctoral regulations and the deadline for submission of the doctoral dissertation may be extended by three academic years in cases of special consideration, as specified in the doctoral regulations.**

The duration of a break in student status as defined in paragraph NHEA 53 (4) can be two semesters if only two semesters were passivated in the study and research stage.

(34) The credits achievable in the research and dissertation stage of the programme may be obtained in the manner set out in the rules of the doctoral schools, by research (annual or semestrial reports, conference participations and publications) or teaching activity.

(35) [NHEA. 53. § (4a)] **The higher education institution shall issue a final certificate (absolutorium) to doctoral students who have acquired the number of credits required under the doctoral programme.**

(36) If the student fulfilled the conditions of the issuance of the final certificate, the Directorate of Academic Affairs issues the final certificate with the date of the completion within twenty days after the date of completion. The student shall be notified on the issuance of the final certificate – at the same time as the issuance. The final certificate shall be issued as a certified document. The final certificate shall be given an individual serial number at the issuance and the particulars shall be registered in the Neptun education system.

(37) [NHEA 59. § (1)] **Student status shall be terminated**  
**a) in the event of transfer to another higher education institution, on the day of the**

completion of transfer,

b) if a student gives notice of termination of student status, on the day that the notice is given,

c) if a student who cannot continue a programme funded through a full or partial Hungarian state scholarship does not wish to continue it in self-funded form,

d) on the last day of the semester, when the student obtained the final certificate (absolutorium),

e) if the rector terminates the student status of a student who remains in arrears of payment after an unsuccessful demand for payment and examining the social situation of the student, on the day that the decision on the termination of student status becomes final,

f) on the day that the disciplinary decision on expulsion becomes final,

g) if a condition for student status defined in this Act is no longer met, on the day that the decision on the termination of student status for that reason becomes final,

h) if a doctoral student fails to pass the comprehensive examination, on the day of the missed or unsuccessful examination,

i) at the end of the eighth semester in PhD programme and sixth semester in DBA programme for which a doctoral student has registered.

(38) [NHEA 59. § (3)] The student status may be terminated unilaterally if a student fails to

b) register for the next semester for the third consecutive time,

c) resume studies following the suspension of student status, provided that the student has been called on to meet this obligation within a specified time limit and has been informed of the legal consequences of the failure to comply.

#### **IV. INDIVIDUAL PREPARATION**

##### ***9.§ Application for individual preparation***

(1) [NHEA 53. § (3)] **Subject to the fulfilment of the admission requirements and the requirements of the doctoral programme, participation in doctoral programmes shall be open to candidates who prepare for obtaining a doctoral degree individually. In such case student status shall be acquired at the time of and upon acceptance of the application for the comprehensive examination. [DR 8/B.§ (6)] DBA training does not allow for individual preparation.**

In case of a doctoral degree obtainable by individual preparation an application shall be submitted.

(1a) [DR. 12. §] *For candidates preparing individually for obtaining a doctoral degree,*

*a) the procedure for obtaining the doctoral degree shall start on application, by taking a comprehensive examination;*

*b) the conditions for accepting the application for the comprehensive examination and for admission shall be laid down in the rules for the operation of the doctoral school organising the comprehensive examination;*

*c) if the comprehensive examination is successful, the higher education institution shall recognise the minimum number of credits required for admission and, on request, it may also recognise additional credits for prior learning and competences acquired earlier.*

(2) Conditions of applying:

- a) at least 5 years of research work,
- b) an appropriate level of publication activity carried out in the last 10 years, which level is determined by the DDHCs according to the characteristics of the fields and published in the operational rules (it is required that the publication performance at the application reaches the minimum of those prescribed for the obtainment of the doctoral degree),
- c) master or equivalent university degree (on the programme complying with the requirements of the given doctoral school),
- d) fulfil the language requirements set out as the criterion for obtaining degree of the doctoral school concerned.

(3) The application may be submitted to the Directorate of Academic Affairs under the own rules of the doctoral school according to the admission procedure. After a formal verification the Directorate of Academic Affairs forwards the application to the doctoral school.

(4) The DDHC examines the formally appropriate applications and makes proposal for the UDHC to let the candidates take the complex examination or refuse the application.

(5) After a successful comprehensive examination the UDHC decides on the admission. The candidate is notified on the decision in writing. The negative decision shall be justified. The student may enrol from the educational period after the decision of the UDHC, and may start the completion of the research and dissertation stage of the programme.

## **V. THE PROCEDURE FOR OBTAINING A DOCTORAL DEGREE**

### ***10.§ Establishment of a Doctoral Candidate Student Status (In connection with the procedure for obtaining a doctoral degree launched before September 2016)***

(1) [NHEA 114. § (1)] **Doctoral students who commenced a doctoral programme under the 2015 Act on Higher Education may complete such programmes in accordance with the**

**prescribed requirements. Procedural issues related to doctoral programmes and the award of doctoral degrees shall be governed by the provisions of this Act. The provisions of this Act shall apply to the procedural aspects of doctoral training and the award of degrees. Doctoral candidates shall be awarded the degrees provided for in this Act. Doctoral degrees awarded under the Higher Education Acts of 1993 and 2005 shall be equivalent to doctoral degrees awarded under this Act.**

(2) The doctoral degree may be obtained in a special degree procedure after the doctoral programme. The person participating in the procedure for obtaining a doctoral degree is the doctoral candidate. A doctoral candidate may be a person not participating in a doctoral programme but prepared individually for the degree obtainment. If the doctoral student starts the procedure for obtaining the doctoral degree during the duration of the programme, he/she is simultaneously a doctoral candidate beside the student status.

(3) The doctoral candidate status is established when the DDHC accepts the application for the procedure for obtaining the doctoral degree. The application shall be submitted to the Directorate of Academic Affairs and accepted by the DDHC. The DDHC decides on the refusal of the launching of the procedure, of which the justification is a part. The DDHC may not refuse the application of the applicant who successfully terminated the doctoral programme at the university. The conditions of the obtainment of the doctoral degree shall be fulfilled under the doctoral candidate status.

(3/A) The doctoral candidate is enrolled by filling and signing the doctoral candidate registration sheet. The Directorate of Academic Affairs certifies the doctoral candidate registration sheet. The doctoral candidate status is established by launching the procedure for obtaining the doctoral degree.

(4) The application for the procedure for obtaining the doctoral degree may be submitted within three years from the issuance of the absolutorium. If the doctoral candidate does not submit his/her dissertation within the started status until the given deadline (see paragraph (5)), after the termination of the status he/she may once repeatedly initiate the establishment of a new doctoral candidate status and the launching of a procedure for obtaining a doctoral degree related to the closed doctoral programme with the approval of the UDHC.

**(5) The doctoral student status is terminated by closing the procedure for obtaining a degree, or if the doctoral candidate did not submit his/her doctoral dissertation within two years from the date of the establishment of the status. The provisions related to the rights and obligations of the student shall be applied to the rights and obligations of the doctoral candidate unless otherwise provided for in the legislation.**

(6) The Directorate of Academic Affairs automatically terminates the doctoral student status beyond the case mentioned in paragraph (5) if

- a) two official referees did not propose to present the doctoral dissertation in an open debate;
- b) the repeated doctoral final examination is classified as unsuccessful according to the section 12(6) or the doctoral candidate declares in writing after the first unsuccessful final examination that he/she does not intend to repeat the final examination;



- c) the doctoral dissertation is not classified as acceptable pursuant to section 15(11);
- d) the doctoral candidate revokes the application for the procedure for obtaining a doctoral degree;
- e) he/she did not obtain the doctoral degree within three years from the date of the establishment of the doctoral candidate status.

### ***11.§ Conditions for Obtaining a Doctoral Degree***

(1) [NHEA 53. § (5)] **The conditions for obtaining a doctoral degree shall include:**

- a) fulfilment of the obligations laid down in the doctoral rules;**
- b) proof of the knowledge of one or more foreign languages necessary for the study of the field of science, as specified in the doctoral rules, which may be provided by proof of knowledge of a non-Hungarian sign language in the case of deaf students;**

If the language specified in the regulations of the given doctoral school is the candidate's mother tongue and the candidate can prove it by his/her nationality, his/her command of a foreign language shall be considered as acceptable.

If the language specified in the rules of the given doctoral school is not the candidate's mother tongue, the candidate must provide a proof of language proficiency by means of an international or nationally recognised complex language examination at level B2 or above in the language specified in the rules of each doctoral school.

- c) presentation of independent academic work or activity in sport science through articles, studies or by other means, or presentation of the results of independent artistic creative activities, as a condition for obtaining an artistic doctorate (DLA);**
- d) solving independently an academic task adapted to the requirements of the degree; presentation of a paper or a work of art; defence of results in an open debate.**

(2) The DDHC verifies by a habitus investigation whether the doctoral candidate complies with the requirements of the obtainment of a degree required by the given doctoral school.

### ***12.§ Doctoral Final Examination (In connection with the procedure for obtaining a doctoral degree launched before September 2016)***

(1) Completing the doctoral final examination is part of the procedure for obtaining a doctoral degree, it is a summarized, overview evaluation of the knowledge acquired in the branch of science of the person participating in the procedure for obtaining a degree.

(2) The doctoral final examination shall be taken in public, before a final examination board. The final examination board consists of at least three members. At the selection of the members of the final examination board the rules defined in section 15(4) shall be properly applied with



the restriction that if the number of members of the board does not reach five members, only one member shall not have an employment relationship with the higher education institution operating the doctoral school. The chair of the final examination board shall only be a university professor, professor emeritus or university associate professor with habilitation, college associate professor with habilitation. The result of the final examination shall be announced immediately after the final examination. The doctoral final examination shall be minuted.

(3) It is possible to apply for a doctoral final examination only in doctoral candidate status by sending the application to the faculty doctoral official. The faculty doctoral official notifies the doctoral school on the application.

(4) The doctoral final examination consists of two subjects related to the topic of the dissertation: a main and a secondary subject. The DDHC approves the final examination subjects of the doctoral candidate on a proposal from the supervisor or the consultant. The doctoral candidate shall be notified in writing about the subjects and the date of the final examination.

(5) The board decides separately related to the main and the secondary subject behind closed doors by secret ballot (0-1-2-3-4 points may be given). The final examination is successful, if the sum of the points received from both subjects separately reaches the 60 % of the points available. In case of a failure the final examination may be repeated after six months but at most once in both subjects. The classification of the final examination: average of the points determined separately for both subjects given as a percentage of the points available. At the average calculation the main subject shall be counted twice.

### ***13.§ Submission of the Doctoral Dissertation***

(1) [DR 14. § (2)] *Obtaining a final certificate (absolutorium) shall be a prerequisite for submitting a doctoral dissertation.* An additional criteria for submitting the dissertation shall be the compliance with the publication requirements summarized in the Annex 2.

(1a) [NHEA. 53. § (4)] **Doctoral students shall submit their doctoral dissertations within three academic years from the comprehensive examination, as set out in the doctoral rules.** Doctoral students who have completed their complex examination between 1 February 2018 and 31 August 2021 shall submit their thesis within four academic years following the complex examination in accordance with NHEA Section 117/G (1). **In cases deserving special consideration** – provided that the student is not able to comply with the obligations arising from the student status due to child birth, accident, disease or other unexpected reason beyond his/her control – **this time limit may be extended by not more than one academic year** in accordance with the decision of DDHC (in case of the students launching the doctoral programme after 1 September 2016) The deadline for the submission of the doctoral thesis may be extended by three academic years in cases of special consideration according to the Doctoral Rules, if the doctoral candidates have interrupted their student status in the procedure of obtaining doctoral degree due to parental leave.

(1b) If the doctoral student fails to submit his/her doctoral thesis within three years following the complex examination or within four years pursuant to NHEA Section 117/G (1) and has not submitted a request for deferral or if the DDHC has rejected it, he/she may only obtain a doctoral degree within the framework of a new degree-acquisition procedure. The doctoral candidate will be informed about the deadline for completion - with a warning of the legal consequences - by the DAA by official letter before the deadline expires.

(2) [DR 14.§ (3)] *The additional criteria for submitting a doctoral dissertation shall include that the person submitting the doctoral dissertation is not participating in an ongoing procedure for obtaining a doctoral degree in the same branch of science and has not failed to defend a doctoral dissertation in the preceding two-year period. Those submitting a doctoral dissertation shall provide a written declaration of compliance with these additional criteria when submitting the doctoral dissertation.*

(3) [DR 14. § (1)] *The results of independent scientific work or independent artistic creative activities shall be summarised in the theses accompanying the doctoral dissertation. The results shall be presented in a coherent system that is comprehensible on its own, while new findings shall be itemised on the basis of the professional publications or artistic works of the candidate.*

(4) On the 3<sup>rd</sup> page of the dissertation shall be indicated the name of the supervisor and his/her recommendation on granting the student permission to defend the dissertation. However, the dissertation may also be submitted with a negative supervisor's recommendation.

(5) In support of the author the dissertation shall be referred to a disputation – even prior to preparing it finally – in the professionally competent educational, organisational unit (possibly in other scientific forum upon request). The author considers the objections arising during the research centre debate at his/her discretion. The presentation, the debate and the author's standpoint shall be recorded in minutes and an attendance list shall be drawn up. In DBA programme, this debate is optional.

(6) The doctoral dissertation shall be submitted to the faculty doctoral official in two identical, bound copies together with the following:

- electronic version identical to the bound copy of the dissertation,
- one copy of the minutes and the attendance list prepared on the research centre debate (in DBA training, it is optional),
- the theses in Hungarian and in English, according to the requirements of the doctoral schools, in case of a non-Hungarian student only in English,
- the text of the Hungarian and English theses (in case of a non-Hungarian student only in English) electronically in separate files,
- professional autobiography in maximum one page written in third person singular,
- the list of publications related to the dissertation topic together with the off-prints or the statement on the acceptance for publication in printed or electronic form,
- the statement of the publications' co-authors in which they agree that the results presented in the common publications may form part of the dissertation. In that case if two doctoral

students are authors in the publication, they shall declare that to what extent the results used in the dissertation reflect the consent of the given candidate.

- Certified copy of the language examination certificate not submitted at the application, and the certification of the Directorate of Academic Affairs, that the language examination certificate is true,
- a statement that the dissertation is the independent work of the candidate, the bibliographical references are clear and complete.
- The statement of the supervisor, that the dissertation complies with the standards of scientific ethics,
- proof of the payment of the procedural fee in that case if the person who submitted the doctoral dissertation no longer has a student status or only two months left on that,

(7) The faculty doctoral official delivers the formally reviewed submission to the DDHC to a professional review without delay and at the latest within ten days of receipt. Based on the submitted documents the DDHC decides on granting the student permission to receive the critique within a period not exceeding 30 days. When deciding, the DDHC examines whether the candidate has complied with the publication requirements prescribed by the doctoral school. In case of the submissions deemed to be appropriate to grant permission to receive the critique it decides on the composition of the board of referees. In case of rejection or asking the student to submit the missing documents the decision shall contain justification. The DDHC returns the documents to the faculty doctoral official together with the written notification on the decision. The faculty doctoral official shall issue the dissertation to the assessment procedure.

(8) [NHEA 53/A. § (1)] **Doctoral dissertations and the accompanying theses and assessments shall be accessible to all. Publication may be postponed until not later than the publication of the application for a patent or protection. The higher education institution awarding the doctoral degree shall ensure that doctoral dissertations and the accompanying theses are archived in electronic and printed form and are made public in full, to which end the higher education institution shall make available in its central library, in a catalogued manner, all doctoral dissertations and the accompanying theses in one printed copy and one recorded on an electronic medium.**

(9) [NHEA 53/A. § (2)] **Doctoral dissertations and the accompanying theses shall be made accessible to all in electronic form in the national academic bibliographic database, identified by using digital object identifiers (DOI) according to the generally accepted international practice.**

(10) [NHEA 53/A. § (3)] **In cases where a doctoral dissertation is involved in a patent procedure or other procedure for protection, the disclosure of the doctoral dissertation and the accompanying theses may be postponed until not later than the date of the registration of the patent or other protection, upon the request of the doctoral candidate, subject to the positive opinion of the examination committee and the consent of the doctoral council. For national security reasons, if a doctoral dissertation or the accompanying theses contain classified data, disclosure shall be postponed until the expiry of the classification period.**

#### ***14.§ Assessment of the Dissertation***

- (1) [DR 15.§ (1)] *The DDHC shall invite two official referees for each doctoral dissertation. One of the referees shall not have an employment relationship with the higher education institution operating the doctoral school.*
- (2) [DR 15.§ (2)] *The two official referees shall, within two months from the submission of the dissertation, before the end of the study period defined in the doctoral rules of the higher education institution, provide a written assessment of the dissertation and declare whether or not it is proposed to be defended in public. If the dissertation is not proposed to be defended in public by either of the referees, the doctoral council, the DDHC shall invite a third referee.*
- (3) [DR 17.§ ] *The official referees and board members involved in a doctoral procedure shall not be*
- a) close relatives of the person concerned, or*
  - b) persons who cannot be expected to consider the case objectively.*

The referees must refuse the task because of a conflict of interests without delay, but no later than 14 days after the conflict of interest has arisen. Referees may refuse an assignment for professional reasons within 14 days. In case of refusal, the DDHC will appoint a new referee.

- (4) The person of the referee shall be communicated to the author. The author may not protest against the persons – except for the case of conflict of interest or bias. In case of the protest of the author the DDHC may appoint another referee.
- (5) The content and formal virtue and the errors of the dissertation shall be detailed in the assessment in particular deciding if the abstracts may be accepted; finally a summary proposal shall be made on the decision whether the dissertation may be accepted as the base of granting the doctoral degree. Questions may be put to the author in the assessment.
- (6) The assessments shall be prepared in two copies. The faculty doctoral official enters the necessary information (name of referees, proposals, dates) on the third page of the dissertation. The assessments shall be made in electronic form with a paper version. The faculty doctoral official forwards the assessments to the author who shall respond them in writing. The candidate shall submit the written electronic answer and its paper-based copy to the faculty doctoral official. The open debate of the dissertation shall be fixed within two months from the two positive proposal and the receipt of the answers given for the assessments.

#### ***15.§ Public Disputation of the Dissertation***

- (1) [DR 16.§ (1)] *Doctoral dissertations shall be defended before a board of referees (hereinafter referred to as Board), in public debate.*
- (2) [DR 16.§ (2)] *For each doctoral dissertation, the DDHC shall set up a Board to conduct*

*the public debate, take a decision on the acceptance of the dissertation, and evaluate the public defence. The Board shall have at least five members. The provisions of Section 8(24) shall apply, as appropriate, to the selection of the members of the Board.*

(3) The doctoral school also appoints a substitute chair and two substitute members. The candidate's supervisor, consultant and the persons publishing together with the candidate in the doctoral topic may not become members of the board. The two referees of the dissertation are also the members of the board.

(4) The doctoral defence may be carried out if the chair and three members (at least one referee and an external member, who may be the same person) are present. If one of the referees may not participate in the defence, he/she shall make a written statement before the defence about the approval of the response given by the candidate. At the defence the assessment of the referee not present is presented by the chair/secretary.

(5) In the DBA programme, the evaluation committee consists of 3 members. The chair is a professor, habilitated associate professor, habilitated college professor or professor emerita/emeritus. Other members are that experts who have previously reviewed the portfolio (dissertation). The committee is assisted by a non-voting secretary, who must have completed PhD studies (with an absolutorium). The examination may be held if at least 2 members, such as the chair, one of the experts and the secretary are present in person, the other expert may participate in the evaluation examination by online, in which case secret ballots must be conducted electronically for all members.

(6) [DR 16.§ (3)] *Doctoral dissertations shall be submitted for public debate within two months from the receipt of two proposals in support of a public defence, before the end of the study period. The person who submitted the doctoral dissertation shall receive the assessments in advance and shall respond to them in writing before the defence and 'viva voce' in the public debate during the defence.*

(7) The candidate, all members of DDHC and the professionally competent departments of the university shall be notified about the date of the open debate at least 5 working days before the date of the debate. The doctoral school publishes the date of the debate on the website of the Hungarian Doctoral Council. It shall be stated in the notification that anyone may speak in the open debate and may in advance make a statement in writing

(8) It is necessary to ensure, that the members of the board may get insight into the assessments and the responses prior to the open debate.

(9) In case of a dissertation in a foreign language the defence may be carried out in Hungarian or in the given foreign language, of which the candidate shall make a statement at the submission of the dissertation.

(10) During the debate the author presents the main results of the work done and the theses in a short, free presentation (20'). Thereafter the referees present their opinion and the author answers the questions and the comments asked by the referees and the participants of the open debate. Finally, the referees and the participants of the open debate declare whether they accept the answer of the author.

(11) [DR 16.§ (4)] *If a doctoral dissertation is involved in a patent procedure or contains data classified for national security reasons, it may be defended behind closed doors on the request of the person submitting the doctoral dissertation, subject to the favourable opinion of the Board and with the approval of the DDHC.*

(12) [DR 16.§ (5)] *After closing the debate, the Board shall decide on the acceptance of the dissertation behind closed doors, by secret ballot. Then the chair shall announce the result publicly.*

(13) The board decides the result of the defence by scoring (0-1-2-3-4 points). The dissertation is deemed to be accepted, if the sum of the points received reaches the 60% of the points available.

(14) [DR 16.§ (6)] *The defence and the decision of the board shall be minuted. The higher education institution shall, on request, provide a certificate of the outcome of the defence, indicating in it that the certificate shall not constitute evidence of obtaining a doctoral degree.*

(15) [DR 16.§ (7)] *In case of two negative assessments or an unsuccessful defence, submission of a new doctoral dissertation on the same dissertation topic shall not be initiated less than two years later or more than once.*

### ***16.§ Classification of the Doctoral Degree***

(1) Based on the minutes of the thesis defence the DDHC makes a proposal to the UDHC for the award of a doctoral degree within 14 days of the defence.

(2) The UDHC decides by voting on the award of the degree within 30 days of the DDHC proposal.

(3) In the PhD programme, the classification of the doctoral degree is determined on the basis of the percentage result of the defence. The classification of the degree is "summa cum laude" (excellent) in case of 90 or more percent, "cum laude" (good) in case of at least 80%, 60% shall be achieved for the „rite” (pass) classification.

(4) In case of the doctoral candidates participating in the programme before September 2016 the open debate shall be held after the successful doctoral final examination. In their case the classification of the doctoral degree is determined on the basis of the simple arithmetic mean of the final examination and the percentage result of the defence. The classification of the degree is "summa cum laude" (excellent) in case of 90 or more percent, "cum laude" (good) in case of at least 80%, 60% shall be achieved for the „rite” (pass) classification. Based on the minutes of the final examination and the defence the doctoral school makes a proposal to the UDHC.

(5) In the DBA programme, the classification of the defence is determined in three levels: excellent, satisfactory, fail. The committee members will evaluate the defence by a vote of 1-3 points, if the sum of the votes cast:

1-4 points – fail

5-7 points – satisfactory



8-9 points – excellent.

If two members give the defence a score of 1-1, it will be marked as failing, regardless of the sum of the scores.

(6) [NHEA 53. § (6)] **All doctoral degrees awarded shall be recorded in a central register, which shall be open to the public for inspection. Online accessibility for the register shall be ensured.**

(7) [DR 16. § (8)] *On the basis of the decision entered into the doctoral records, the higher education institution shall issue a diploma attesting to the award of a doctoral degree by the UDHC, indicating in it the discipline and the branch of science or art within that and simultaneously notifying it to the Educational Authority.*

### ***17.§ The Doctoral Certificate and the Conferment of the Title of Doctor***

(1) The university recognizes the obtainment of the doctoral degree by a Hungarian and an English language doctoral certificate. The certificate is signed by the rector of the university and the chair of the UDHC. A honorary certificate in Latin accompanies the certificate.

(2) The conferment of the title of doctor takes place in a ceremony in the official event of the university, where the Latin honorary certificate is granted.

(3) The candidate makes an oath at the conferment of the title of doctor.

(4) A duplicate of a doctoral certificate, stolen or destroyed after its delivery may be requested from the DAA upon payment of the fee indicated in Annex 6.

## **VI. SPECIFIC DOCTORAL PROCEDURES**

### ***18.§ The Title of 'Doctor with Honours'***

(1) [NHEA 52. § (8)] **With the prior consent of the President of the Republic, the rector of the university shall confer a doctoral title with distinction called „Promotio sub auspiciis praesidentis Rei Publicae” on students whose performance has been consistently evaluated as excellent throughout their studies at secondary school, at the higher education institution and in the doctoral programme, provided that their performance was also outstanding during the procedure for obtaining a doctoral degree.**

### ***19.§ Doctor et Professor Honoris Causa***

(1) [DR 20. § ] *On a proposal by the rector and in consultation with the UDHC the senate of a higher education institution may confer the title of honorary doctor (Doctor Honoris Causa)*

*or the title of honorary doctor and professor (Doctor et Professor Honoris Causa) on those deserving it on the basis of the doctoral rules and in the light of their work in any of the branches of science in which the higher education institution is authorised to award doctoral degrees.*

(2) The university may confer the title of honorary doctor (doctor honoris causa) on those Hungarian and foreign persons deserving it. They may deserve the honorary title by an internationally recognised scientific work and an activity for the university. The honour may be initiated by the faculties of the university. At most as much honorary doctor title may be conferred every year as the number of university faculties.

(3) The highest title of the university that may be granted to external persons (who were not been professors of the university during their career) is the title of honorary professor (Professor Honoris Causa), that is submitted to the Senate by the rector on a proposal from the deans. The title may be awarded for an excellent scientific performance recognised worldwide or for a significant higher education and scientific community work. Only one title may be granted every year.

#### ***20.§ Naturalisation of Degrees Obtained Abroad***

(1) [Act C of 2001. 4. § (3)] **The naturalisation of academic degrees certified by foreign degrees shall fall within the authority of such domestic higher education institution that is entitled to award doctoral degree in the branch of science or art corresponding to the foreign degree.**

(2) [Act C of 2001. 15. § (1)] The university shall naturalize the academic degree obtained abroad as doctoral (PhD) degree, if

- a) the degree was issued by a foreign educational institution which is authorized to issue an academic degree under the jurisdiction of a foreign country, and
- b) the requirements of earning such academic degree comply, or by imposing additional requirements, may comply with the requirements of earning a doctoral (Phd) degree as specified by the applicable law and the doctoral rules of the acting authority.

If there is fundamental difference between the training of the applicant and the programme leading to the appropriate domestic qualification, the acting authority may attach conditions (doctoral final examination, defence of the doctoral dissertation etc.) to the naturalisation of the foreign academic degree. The decision on the naturalisation shall authorise the applicant to use the title of doctor.

(3) If the entitlement of the foreign educational institution to issue academic degrees or the designation, content of the issued diploma, certificate (document) is not clear, thus the naturalisation of the academic degree obtained abroad faces obstacles, in this case the acting authority shall ask for the opinion of the Educational Authority.



(4) The UDHC may naturalise the academic degree obtained abroad, if it complies with the requirements specified in the applicable law and the degree falls within the branch of science of one of the doctoral schools operating at the university.

(5) The application for the naturalisation and the documents shall be submitted to the Directorate of Academic Affairs, who forwards them to the affected doctoral school after a formal verification. The following documents shall be attached to the application:

- a) the certified true copy of the original certificate or diploma or in the absence thereof the certified true copy of the document equivalent to the original diploma (e.g. duplicate copy),
- b) the certified true copy of a document issued by the foreign educational institution (e.g. transcript, report), that credibly certifies the duration of the studies and the successful fulfilment of the academic requirements prescribed for the obtainment of the diploma (subjects, examinations, thesis, state examinations, etc.),
- c) if the document set out in points a) and b) are not available in English, its Hungarian certified true translation,<sup>1</sup>,
- d) the document certifying the payment of the procedural fee,
- e) document(s) certifying the fulfilment of the language requirement for the award of the degree, as laid down by the doctoral school concerned (language certificates or proof of language proficiency).

The acting authority may request the applicant to present the original copies of the documents. If the authenticity or the legal effect of the foreign certificate or diploma may not be established, it may be required, that the applicant shall submit a certification issued by a competent foreign authority, that certifies the fact that the certificate or diploma entitles the applicant to practice the profession regulated abroad.

(6) The DDHC examines the application to establish whether the requirements system of the foreign institution complies with the requirements of the doctoral rules of the University of Pannonia (publications, language proficiency etc.) and if necessary imposes additional requirements. During the procedure the acting authority may request the applicant to submit the documents specified in Act C of 2001 on the recognition of foreign certificates and degrees.

(7) The UDHC is entitled to naturalise the academic degree obtained abroad at the initiative of the DDHC.

(8) In relation to the initiative of the DDHC the UDHC decides upon the naturalisation. If it finds

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Pursuant to Section 5/H. (1) of the Government Degree 33/2008 (21 February) on the designation of authorities acting in matters coming under Act C of 2001 on the recognition of foreign certificates and degree and the enumeration of services subject to the obligation to make a declaration a translation is considered to be a certified true translation if it is supplied with the authentication clause of the Hungarian Office for Translation and Attestation, the Hungarian delegation and the Hungarian notary public by the notary pursuant to 138 of Act XLI of 1991 on notaries or a Hungarian translation that is considered to be certified true copy under the jurisdiction of a member state.

everything in order, the Directorate of Academic Affairs arranges the issuance of the document certifying the naturalisation.

### ***21.§ Revocation of the Doctoral Degree***

(1) In the doctoral procedure the university accepts and applies the principles and recommendations of the Science Ethics Code of the Hungarian Academy of Sciences concerning the plagiarism. In the spirit of the Section X(2) of the Hungarian Constitution the substantive decisions that are taken may not be disputed before a court or a public administration body.

(2) The doctoral degree is revocable, if the holder obtained it by presenting intellectual work of another person partially or entirely as his/her own work, or used false or falsified data in his/her dissertation misleading the body or person acting in the doctoral matter or holding him/her in false belief. The procedure for revocation of the doctoral title may be carried out if the holder of the title is still alive at the initiation of the procedure.

(3) The acts set out in paragraph (2) do not expire, only the holder of the title may be held liable.

(4) The procedure for the revocation of the doctoral degree may be initiated at the chair of the UDHC issuing the degree by the person who certifies or validly makes probable those set out in paragraph (2), has doctoral or an equivalent academic degree in the discipline related to the topic of the disputed dissertation.

(5) The UDHC decides on the revocation of the doctoral degree. The chair of the UDHC is the submitter in the case of the revocation of the degree, who shall ask the opinion of the DDHC competent for the branch of science of the doctoral degree whether those set out in paragraph (2) may be established concerning the holder of the degree. Expert(s) may be entrusted in the procedure for the revocation of the doctoral degree and the person concerned shall also be heard. If the person concerned does not appear despite being repeatedly duly notified or requests the omission of his/her hearing, the UDHC is entitled to make decision on the merits without the hearing. If in the procedure launched at the initiative of the original author the copyright infringement is already established by a final court judgment before the initiation of the procedure, the UDHC shall not conduct an investigation in this matter, the final judgment is sufficient to revoke the degree.

(6) In case of an appeal against the decision on the revocation of the decree the UDHC appoints an ad hoc board, the members of which are core members of the doctoral school, and at least 50% of them are not in employment relationship with the higher education institution revoking the degree. The Senate of the higher education institution decides in the appeal based on the opinion of the ad hoc board.

(7) The university makes the final revocation decision public.

(8) In case of revoking the doctoral degree the person concerned may not apply for another procedure for obtaining a doctoral degree for 5 years.

## **VII. QUALITY MANAGEMENT OF THE DOCTORAL PROGRAMME AND THE OBTAINMENT OF A DOCTORAL DEGREE**

### ***22.§ Quality Management System of the Obtainment of a Doctoral Degree***

- (1) The doctoral programme and the obtainment of a degree serve to meet the research and development demands of the economy, the society and the university and also the educational demands of the higher education.
- (2) The doctoral programme is part of the university education, that prepares for the obtaining a doctoral degree in a programme after obtaining the master degree.
- (3) The doctoral programme and the obtainment of a degree is a multi-stage, long process in particular based on the cooperating activities of the DDHC, the doctoral school, the supervisors, the lecturers, the students and the referees, the main stages are the announcement of the topic, the admission, the training and the obtainment of the degree.
- (4) The organisation of the doctoral programme and the obtainment of the degree consists of the UDHC, the Directorate of Academic Affairs, the doctoral schools and the DDHCs. The operating scenes are the doctoral schools. The doctoral programme and the obtainment of the degree is managed by the chair of the UDHC. The UDHC is supervised by the Senate. The organisation of the doctoral programme and the obtainment of the degree operates according to the legal requirements, the recommendations of the Hungarian Accreditation Committee and the internal rules of the university.
- (5) The rector is liable for the quality of the doctoral programme and the obtainment of the degree. The quality management system of the doctoral programme and the obtainment of a doctoral degree is part of the quality management system of the university, it is managed by the head of the Quality Management Centre.
- (6) The management units independent from a quality point of view of the doctoral programme and the obtainment of a degree are the doctoral schools. The quality management of the doctoral programme and the obtainment of a degree is managed by the chair of UDHC, the quality management of the doctoral school is managed by the head of the doctoral school and coordinated by the person appointed by them.
- (7) The quality capability of the doctoral school is determined by the values and intellectual culture of the organisation of the doctoral school, in particular the scientific abilities and work of the supervisors and lecturers and the infrastructure of the organisation, the abilities of the organisation, the system supporting the training of the students and the international relationships of the organisation.
- (8) The quality of the doctoral school may be evaluated by the measurement of the satisfaction of the persons concerned in the process of the training and obtainment of a degree – in particular the economy, the scientific society, the participants of the programme, the university, the supervisors and the lecturers – and the performance characteristics chosen accordingly.

(9) In order to ensure the quality of the doctoral programme and the obtainment of a degree special care shall be taken at the development of the programme, selection of the supervisors, admission of the students and evaluation of the training and research results.

(10) The supervisors are accepted by the DDHC. The task of the supervisor is the management of the preparation activity of the doctoral student and the degree obtainment activity of the doctoral candidate. The supervisor reports the results of the doctoral student to the head of the doctoral school (if the supervisor is the head of the doctoral school, to the DDHC) every semester. The students may get to know the reports, may complete it with comments and the reports shall be retained together with the personal material of the student at the Directorate of Academic Affairs.

(11) The doctoral schools prepare quality reports and management review report on an annual basis and the doctoral school shall submit it to the UDHC after the approval of the DDHC. At the next meeting the UDHC shall give its opinion on the quality assurance documents and they formulate quality improvement measures if necessary.

(12) Requirements for the appointed supervisor: aggregated publication activity at the level expected from those obtaining a degree in the discipline of his/her topic in the last five years.

(13) The applicants of the doctoral programme may be informed on the number of the doctoral students and doctoral candidates admitted, obtained an absolutorium and a degree at the selected supervisor on the website of the Hungarian Doctoral Council.

(14) It is possible to appoint a co-supervisor or consultant beside the supervisor, who promote the progress of the doctoral student.

(15) In favour of the quality management the UDHC formulates guidelines and uniform requirements system to be followed during the programme to the doctoral schools of the university in the doctoral rules.

In connection with the quality management system the followings are formulated as requirements:

Preparation of annual quality reports according to the criteria defined in the template approved by the UDHC.

Preparation of an annual management review report according to the criteria defined in the template approved by the UDHC.

Transmission of the internal audit reports to the UDHC as a proof that the annual internal audits took place.

(16) The UDHC examines the operating and quality assurance rules of the schools and decides on their adoption. The operating rules contain the special provisions provided for the quality management of each schools (selection of the topics suggested to be developed and the supervisors, frequency of assessments, appointment of the boards of final examination and board of referees).

(17) The doctoral schools publish the documents and events related to their operation on their

own website and the information related to the procedures for obtaining a degree on the website of the Hungarian Doctoral Council. The websites are publicly available.

## **VIII. FINANCIAL CONDITIONS OF THE DOCTORAL PROGRAMME AND THE OBTAINMENT OF A DOCTORAL DEGREE**

### ***23.§ State and institutional subsidies and allowances, fees and reimbursements payable***

(1) [NHEA 47. § (2)] **For students participating in doctoral programmes, the period of funding shall not exceed eight semesters.** [DR 8/B.§ (1)] *DBA programme is only available on a self-pay form.*

(1a) Pursuant to Section 114/D (1)b) of NHEA the amount of per capita funding for students participating in a state-funded programme shall be:

- a) HUF 1,680,000 per year in the study and research stage,
- b) HUF 2,160,000 per year in the research and dissertation stage,
- c) HUF 400,000 provided once during the doctoral programme, subject to the award of a doctoral degree,

that shall first apply to doctoral students acquiring student status in the first semester of the academic year 2016/2017 (Section 114(2) of NHEA).

(2) The state subsidies may be used under the legal titles defined in the university budget. The distribution of the research operation budget of the state-funded doctoral students is part of the faculty budget, the faculty council decides on it.

(3) The doctoral schools may initiate cooperation agreements with research institutes with the approval of the faculty council. During the cooperation the training may be held partially or fully in the research institute.

(4) State doctoral scholarship may be given to:

- a) the Hungarian citizen students participating in the doctoral programme,
- b) foreign students treated as equivalent as the Hungarian citizen students based on the legislation or an international agreement.

(5) The student, who proportionately does not comply with the requirements set out in the approved work plan during two consecutive semesters in accordance with the schedule defined in the approved work plan, may be reclassified from the state-funded programme to the self-financed programme on a proposal from the DDHC.

(6) The monthly scholarship shall be paid until the 10th day of each month – except the enrolment months.

(7) The state-financed doctoral students shall receive textbook and course book allowance and allowance for sport and cultural activities (HUF 14,566/year pursuant to Section 114/D (1) f) of NHEA).

(8) At request the doctoral students may receive dormitory residence place (HUF 116,500/year pursuant to Section 114/D (1) d) of NHEA) and the state-financed students may receive housing assistance replacing it (HUF 67,200/year pursuant to Section 114/D (1) e) of NHEA).

(9) No scholarship may be paid and no subsidies may be used during the suspension of the student status.

#### ***24.§ Reimbursements and fees payable by the doctoral students***

(1) The tuition fee shall be paid in one instalment per semester (until 31 October and 31 March).

(2) If the doctoral student does not comply with the payment obligations, he/she may not be enrolled for the next semester and the final-year doctoral student may not receive the final certificate.

(3) The doctoral students shall pay special procedure fee in case of the non-payment or late payment of the tuition fee, the application fee or other time-limited payments and the replacement of the student identification card or the transcript by his/her own fault. The student shall pay special procedure fee for the failure to meet any administrative deadline and the completion of the task until a new deadline. The special procedure fee does not contain the price of the document to be substituted.

(4) [NHEA 81. § (1) a)] **Students may use the following services in the framework of programmes funded through full or partial Hungarian state scholarships:**

**a) lectures, seminars, consultations, practical courses and field studies, if taken for the first time, assessments and examinations, including the first repetition of unsuccessful assessments and examinations, the completion of the final examination or the procedure for obtaining a doctoral degree during the period of student status, as required for the fulfilment of the educational and academic requirements defined in the educational programme, or for obtaining a diploma, or the final certificate in a doctoral programme (absolutorium).**

(5) The procedural fees related to the doctoral programme and the obtainment of a degree are listed in the Annex 6 of the doctoral rules.

(6) A student who completes a doctoral programme and a student who leaves the doctoral programme for any reason may not receive any documents relating to his/her studies until he/she has settled any debts and other debts of any kind on the property of the University by completing and submitting a withdrawal form. The amount in the student's account may be returned after the debts have been settled. The withdrawal form to be filled in is available in Neptun under the name "Withdrawal form\_doctoral programme".

#### ***25.§ Honoraria of the Obtainment of a Doctoral Degree***

- (1) Reimbursement may be paid to the external members participating in the procedure for obtaining a degree, the external referees may be remunerated under an agency contract.
- (2) The rate of the honoraria is determined by the competent faculty with the consent of the chancellor.

## **IX. OTHER PROVISIONS**

### ***26.§ Procedure in case of non-compliance with the academic requirements***

- (1) The procedure may be initiated by the supervisor of the doctoral student or the head of the school.
- (2) The mildest form of the procedure is the written notification. It will happen if the doctoral student does not fulfil his/her academic and research obligations despite the multiple written requests of the supervisor and the supervisor indicates it in writing to the head of the doctoral school. The notification is sent by the head of the doctoral school to the student after the approval of the DDHC.
- (3) In that case if the semestrial performance of the student does not reach the half of the expected average performance (30 study points), so 15 study points, the procedure described in point (2) may also be initiated by the head of the doctoral school.
- (4) Maximum one notification may be given per semester. In that case if the second written notification also does not have result, the DDHC, involving the supervisor, may make a proposal to suspend the work of the doctoral student, to withdraw the scholarship or to exclude the student from the doctoral programme. The decision is made by the UDHC.
- (4) [NHEA 84/A. § (5)] **If the student of the higher education institution fails to obtain a doctoral degree within five years after the comprehensive examination, the amount of the funding provided for the period of the procedure for obtaining a doctoral degree may be reduced by its half pursuant to Section 84(2)b) of NHEA.**
- (5) The UDHC shall examine annually the reasons of the unsuccessful procedures for obtaining a degree according to section (4).

### ***27.§ Appeals available***

- (1) The appeal covers also the doctoral student and the doctoral candidate in all fields of the admission procedure, the doctoral programme and the obtainment of a degree.
- (2) The detailed rules and the procedures of the appeal are laid down in the OOR part III. Student's Requirements System.

## ***28.§ Closing and Transitional Provisions***

(1) These rules were adopted by the Senate at its meeting on 27<sup>th</sup> March through Senate Resolution no. 57/2025. (III.27.). The rules come into effect on 01 April 2025 and simultaneously supersede the doctoral rules accepted by the Senate Resolution no. 177/2023 (IX.28.).

(2) The matters not detailed in this Rules are regulated by the UDHC at its own discretion.

(3) The doctoral schools determine the school's activity in their own operating rules and publish it on their website.

Veszprém, 27 March 2025

Dr. János Abonyi  
Rector

Zsolt Csillag  
Chancellor



## GLOSSARY

For the purposes of this rules the specific terms are used in the following meaning:

*University Doctoral and Habilitation Council (UDHC):* a body established by the Senate of the University of Pannonia for the organisation of the doctoral training and the obtainment of the doctoral degree, that has decision-making power in doctoral issues, in particular with regard to the approval of the programme, the admission to the training and the obtainment of the degree. Independent body in scientific issues, its decisions in doctoral issues may only be appealed in case of the violation of the doctoral rules and procedural error. The rector decides in these matters. At the University of Pannonia UDHC performs the tasks of the University Habilitation Board (Section 27 of OORP)

*disciplines:* humanities, theology, agricultural sciences, engineering, medical and health sciences, social sciences, natural sciences and arts, that are divided into branches of science (NHEA 108.§ 46.)

*branches of science* are defined in Annex 1 of resolution of Hungarian Accreditation Committee dated on 27 April 2007 for the higher education,

*research field:* used to identify the main field of activity in the branch of science or affecting more branches of science reflecting the operational framework of the doctoral school and forming the core of the programme.

*Doctoral school:* organised framework of the doctoral programme, that ensures the preparation for obtaining a scientific degree.

*Core member of the doctoral school:* lecturer and supervisor of the doctoral school, complying with the following professional and labour law conditions defined by the Hungarian Accreditation Committee.

Professional criteria (MABHAT 2013/6/III/1):

- a) He/she has a scientific/artistic degree relevant to the given doctoral school. The relevance of the degree is determined based on the core member candidate's scientific work.
- b) His/her scientific activity is relevant to the educational/research field of the doctoral school.
- c) His/her research activity manifests in active, continuous and documented successful scientific publications and creations. In case of scientific activity the list of publications and the scientific data are available.
- c) undertakes supervision in the given doctoral school.
- d) He/she has at least one doctoral student who obtained a degree (with documented supervision), or he/she was a co-supervisor of at least two students who obtained a degree. He/she is not permanently on a holiday or on a foreign trip for more than one year when entering the doctoral school.

Labour law criteria (MABHAT 2013/6/III/1):

- a) employed full-time by the higher education institution operating the doctoral school, under an employment contract basis (including the employees of the research groups supported by the

Hungarian Academy of Sciences)

- university professor appointed by the President of the Republic (so not abroad), not reaching the age of 66 in the year of the establishment of the doctoral school, or
- university lecturer / researcher, not reaching the age of 61, or if the researcher is a Dsc or member of Hungarian Academy of Sciences, the age of 66, or
- professor emeritus, obtained the title in the institution of the given doctoral school (in case of a professor emeritus the Hungarian Accreditation Committee does not set age requirement), and

who gave accreditation declaration to the given higher education institution.

b) researcher, scientific consultant/research professor (Dsc/doctor of the Hungarian Academy of Sciences) employed full-time in a research institute, who does not reach the age of 66 in the year of the establishment of the doctoral school. There is a cooperation agreement setting out the exact subject of the educational/research cooperation between the higher education institution and the given research institute.

*Head of the doctoral school:* a core member university professor – under the age of 70 during the operation and under the age of 66 at the establishment of the doctoral school – who is responsible for the scientific standard and the educational work of the doctoral school.

*Lecturer of the doctoral school:* a lecturer and researcher having a scientific degree, who is deemed to be appropriate – on a proposal from the head of the doctoral school – by the doctoral (school) council to perform educational tasks in the framework of the doctoral school. The core members and lecturers of the doctoral school may undertake lecturer assignments also in other doctoral schools.

*supervisor:* a lecturer or researcher having scientific degree and performing active research activity, whose announced topic is approved by the doctoral council, and based on it responsibly manages and supports the studies and research work of the doctoral student(s) working on the topic and preparation of the doctoral student(s) for the obtainment of a degree. A supervisor may not have more than six state-funded doctoral student at the same time.

*Doctoral school council:* a body supporting the work of the head of the doctoral school regularly holding meetings. Its members are elected and relieved according to the institutional doctoral rules.

*Doctoral student:* a student participating in the doctoral programme.

*Doctoral student status:* a legal status between the doctoral student and the higher education institution, the content of which is constituted of the rights and obligations of the doctoral student and the institution defined in the legislation related to the higher education.

*Doctoral programme:* a programme after obtaining a master degree, preparing for the obtainment of a doctoral degree.

*Doctor of Business Administration (DBA):* A doctoral programme for students with professional experience focusing on applied research and practice-oriented business education. A minimum of one hundred and eighty credits must be obtained in this doctoral programme, with a minimum

duration of six semesters. The degree of “Doctor of Business Administration” (abbreviated as DBA) is the academic degree attested by a diploma.

*doctoral topic:* a research field, that enables the doctoral student to learn the application of the scientific methods, reach evaluable scientific results and prove it in the form of scientific publications, scientific lectures and doctoral dissertation (artwork, work) in the process of its development under the guidance of the supervisor.

*Study point (credit):* unit of measure of the work for acquisition of knowledge, the fulfilment of the subject requirements, research work and educational tasks in the doctoral programme.

*Procedure for obtaining a doctoral degree:* a series of acts aiming the obtainment of a doctoral degree.

*Doctoral theses:* a summarized work prepared on the basis of the doctoral dissertation for the scientific public, that presents those scientific results of the candidate based on which he/she proves during the procedure for obtaining a degree that he/she is prepared for obtaining a scientific degree. The theses are prepared in Hungarian and in English (possibly in other language appropriate to the characteristics of the given branch of science).

*Doctoral degree:* a scientific degree that may be awarded by the UDHC, may be obtained based on the university organised programme or individual preparation in the framework of a procedure for obtaining a doctoral degree.

*Faculty doctoral official:* a person appointed at the faculty in case of a faculty having more doctoral school, in case of faculties having one doctoral school the secretary of the doctoral school.

## **ANNEX 1: DOCTORAL SCHOOLS OF THE UNIVERSITY OF PANNONIA**

### **Doctoral School of Business and Management**

**Field of science:** Social Sciences

**Discipline:** Management Sciences and Business Administration

### **Doctoral School of Information Science and Technology**

**Field of science:** Engineering

**Discipline:** Information Science and Technology

### **Doctoral School of Chemistry and Environmental Sciences**

**Field of science:** Natural Sciences

**Discipline:** Chemical Sciences, Environmental Sciences

### **Multilingualism Doctoral School**

**Field of science:** Humanities

**Discipline:** Linguistics

### **Doctoral School of Chemical Engineering and Material Sciences**

**Field of science:** Engineering

**Discipline:** Bio, environmental and chemical engineering studies; material sciences and technologies

## **ANNEX 2: PUBLICATION REQUIREMENTS**

In collaboration with the supervisors the DDHC shall encourage the doctoral students to publish their scientific results in the form of publications.

### **Doctoral School of Business and Management**

In the PhD programme, until the application for labor dispute the student shall have – at least one publication published or accepted for publication in refereed international journal or book and at least one publication published or accepted for publication in refereed national and/or international journal or book, even as co-author – or at least two publications published or accepted for publication in non-refereed international journal or book and at least one publication published or accepted for publication in refereed national and/or international journal or book, even as co-author. National and/or international professional book, book chapter published or accepted to publication – in writing by the publishing house – at a recognized professional publishing house may also be accepted as publication performance with the consent of the supervisor.

In DBA programme, one single-authored or first-authored publication in a journal with ISSN number or a declaration about acceptance is required for the absolutorium; and one single-authored or first-authored publication in a journal list issued by any department or committee of the Hungarian Academy of Sciences is required for the application for the public debate.

The DDHC gives an opinion on the fulfilment of the publication requirements. The DDHC reserves the right to assess the quality of the publications. If DDHC decides that the publication performance of the candidate does not meet the required requirements, the dissertation may not be defended. A publication is refereed if it is on the journal list issued by Web of Science, Scopus or any departments or boards of the Hungarian Academy of Sciences.

### **Doctoral School of Information Science and Technology**

**The minimum publication requirements** for obtaining a doctoral degree are **at least two articles published** in a professionally recognized, **refereed international journal with impact factors**.

The fulfilment is certified with off-prints or confirmation letter about the acceptance and the copy of the submitted manuscript.

The DDHC examines the fulfilment of the minimum publication requirements at the time of the submission of the dissertation. If the publication requirements have not been accepted by DDHC, the dissertation may not be defended.

### **Doctoral School of Chemistry and Environmental Sciences**

In the Doctoral School of Chemistry and Environmental Sciences the minimum requirements necessary for obtaining a doctoral degree are the following:

- three publications published or accepted for publication in refereed international journal, all of which having an impact factor more than 1, regardless the order of the authors; or at least

- two articles published or accepted for publication in a professionally recognized and refereed English journal with impact factor, in at least one of which the first author is the candidate;
- a lecture and/or poster presented on at least one international scientific conference.

### **Multilingualism Doctoral School**

A minimum requirement for obtaining a doctoral degree is to present the independent scientific work by articles, studies or otherwise in accordance with the requirements of the given doctoral school:

- publication of a lead-authored foreign language study in a peer-reviewed international journal or confirmation letter of acceptance,
- publication of three Hungarian or English study or book chapters in a peer-reviewed journal or in a peer-reviewed edited volume or confirmation of acceptance,
- three lectures given at national or foreign scientific conferences.

### **Doctoral School of Chemical Engineering and Material Sciences**

Minimum 3 publications published or accepted for publication in foreign language refereed journals, two of which are international refereed journals shall be attached for obtaining a doctoral degree. At least one of the journals shall be a Q1 journal or the aggregate impact factor of the publications shall exceed 2.00.

### **ANNEX 3: THE DOCTORAL OATH IN HUNGARIAN**

Én .....fogadom,  
hogy az egyetem doktorához méltó magatartást tanúsítok,  
betartom a tudományos etikát,  
a jövőben is a tudomány fejlesztésén munkálkodom.

Igyekezem tudásomat az egyetemes emberi kultúra szolgálatába állítva közkinccsé tenni.  
Arra törekszem, hogy tudományos munkámmal  
mind a Hazámnak,  
mind a Pannon Egyetemnek,  
mind magamnak megbecsülést szerezzek.

#### **ANNEX 4: THE DOCTORAL OATH IN ENGLISH**

*I, ....., do solemnly declare  
to make the utmost effort and endeavour to hold decent conduct,  
to abide by scientific ethics,  
and work towards the development of science.*

*I will apply my knowledge and scientific results to the benefit of humanity.  
With my scientific work, I do my best to contribute further to the good reputation of  
my Country,  
the University of Pannonia,  
and myself.*



**ANNEX 5/A: THE (PHD) DOCTORAL CERTIFICATE IN HUNGARIAN**

Oklevélszám: .....

Intézményi regisztrációs szám: FI 80554

MI,  
A PANNON EGYETEM REKTORA  
ÉS DOKTORI TANÁCSA  
KÖSZÖNTJÜK AZ OLVASÓT,  
ÉS EZENNEL HITELT ÉRDEMLŐEN TUDATJUK, HOGY

(név)

aki év hó napján (hol) született,  
tudományterületen, tudományágban szigorú vizsgálaton bizonyította kiemelkedő tudását,  
önálló tudományos munkára való alkalmasságát, és az Egyetem Doktori Szabályzatában foglalt  
előírásoknak

.....  
minősítéssel eleget tett.

Mindezek alapján a Ránk ruházott hatalomnál fogva, a törvények értelmében a nevezettet  
doktornak nyilvánítjuk, és őt a

doktor (PhD)

cím (vagy a Dr. rövidítés) használatára feljogosítjuk.

ENNEK HITELÉÜL EZT AZ OKLEVELET KIADTUK,  
ANNAK ÉRVÉNYÉT SAJÁT KEZŰ ALÁÍRÁSUNKKAL ÉS A PANNON EGYETEM  
PECSÉTJÉVEL MEGERŐSÍTETTÜK.

Kelt Veszprémben, ..... év ..... hó ..... napján.

PH

Rektor

az Egyetemi Doktori Tanács elnöke

**ANNEX 5/A2: THE (DBA) DOCTORAL CERTIFICATE IN HUNGARIAN**

Oklevélszám: .....

Intézményi regisztrációs szám: FI 80554

MI,  
A PANNON EGYETEM REKTORA  
ÉS DOKTORI TANÁCSA  
KÖSZÖNTJÜK AZ OLVASÓT,  
ÉS EZENNEL HITELT ÉRDEMLŐEN TUDATJUK, HOGY

(név)

aki év hó napján (hol) született,  
társadalomtudományok tudományterületen, gazdálkodás- és szervezéstudományok  
tudományágban bizonyította, hogy az üzleti doktori képzés követelményeihez mért tudományos  
feladat önálló megoldására képes, és az Egyetem Doktori Szabályzatában foglalt előírásoknak

.....

minősítéssel eleget tett.

Mindezek alapján a Ránk ruházott hatalomnál fogva, a törvények értelmében a nevezettet  
doktornak nyilvánítjuk, és őt a

doktor (DBA)

cím (vagy a Dr. rövidítés) használatára feljogosítjuk.

ENNEK HITELEÜL EZT AZ OKLEVELET KIADTUK,  
ANNAK ÉRVÉNYÉT SAJÁT KEZŰ ALÁÍRÁSUNKKAL ÉS A PANNON EGYETEM  
PECSÉ TJÉVEL MEGERŐSÍTETTÜK.

Kelt Veszprémben, ..... év ..... hó ..... napján.

PH

Rektor

az Egyetemi Doktori Tanács elnöke

**ANNEX 5/B: THE (PHD) DOCTORAL CERTIFICATE IN ENGLISH**

No.: .....  
Registration No.: FI 80554

WE, THE RECTOR OF AND THE DOCTORAL COUNCIL OF  
THE UNIVERSITY OF PANNONIA,  
OFFER OUR COMPLIMENTS AND NOTIFY ALL CONCERNED THAT

.....

born in ..... on the ..... day of ....., demonstrated on rigorous examination an outstanding degree of knowledge within the field of ..... on the subject of ....., proved aptitude for independent scientific work and according to the University's Doctoral Regulations, achieved the classification of

.....

In consequence, by the statutory authority invested in us, in accordance with the law,  
the degree of

**Doctor of Philosophy**

is conferred upon the above named, together with the right to use the title of Doctor (PhD)  
and its abbreviation, Dr.

IN WITNESS THEREOF THIS CERTIFICATE IS PRESENTED, BEING VALIDATED BY  
OUR OWN SIGNATURES AND THE SEAL OF THE UNIVERSITY OF PANNONIA.

Veszprém, on the .....

PH

Rector

The Chairman of the University Doctoral Council

**ANNEX 5/B2: THE (DBA) DOCTORAL CERTIFICATE IN ENGLISH**

No.: .....

Registration No.: FI 80554

WE, THE RECTOR OF AND THE DOCTORAL COUNCIL OF  
THE UNIVERSITY OF PANNONIA,  
OFFER OUR COMPLIMENTS AND NOTIFY ALL CONCERNED THAT

.....

born in ..... on the ..... day of ....., demonstrated the ability to independently solve  
an academic problem that meets the requirements for a doctorate in business within the field of  
social science on the subject of business and management, and according to the University's  
Doctoral Regulations, achieved the classification of

.....

In consequence, by the statutory authority invested in us, in accordance with the law,  
the degree of

**Doctor of Philosophy**

is conferred upon the above named, together with the right to use the title of Doctor (DBA)  
and its abbreviation, Dr.

IN WITNESS THEREOF THIS CERTIFICATE IS PRESENTED, BEING VALIDATED BY  
OUR OWN SIGNATURES AND THE SEAL OF THE UNIVERSITY OF PANNONIA.

Veszprém, on the .....

PH

Rector

The Chairman of the University Doctoral Council

**ANNEX 5/C: THE (PHD) DOCTORAL CERTIFICATE IN LATIN**

Numerus:

NOS RECTOR  
ET COMMISSIO DOCTORUM UNIVERSITATIS PANNONICAE  
LEGENTES SALUTAMUS ET IN NOTITIAM OMNIUM FIDELITER PERFERIMUS,  
QUOD

.....

qui/ae die <sup>0</sup> mensis      anno      in      natus/a est, in disciplina      in      scientia/is  
in riguroso examine rerum scientiam excellentem habilitatemque suam ad studia per  
se agenda nobis probavit, et praescriptionibus Statuti Doctorandorum Universitatis  
Pannonicae

.....

satisfecit.

Secundum exposita, usu potestatis nobis deditae, legis permissu,  
Nominatum/am

DOCTOREM DECLARAMUS

et ius utendi titulo Doctoris (PhD) vel abbreviatione Dr. ei damus.

IN QUORUM FIDEM HOC DIPLOMA EI DANDUM CURAVIMUS  
ET SUBSCRIPTIONE MANUUM PROPRIARUM ET SIGILLO  
UNIVERSITATIS PANNONICAE MUNIVIMUS.

Datum Vesprii, die <sup>0</sup> mensis      anno

Rector

Praeses Commissionis  
Universitariae Doctorum

**ANNEX 5/C2: THE (DBA) DOCTORAL CERTIFICATE IN LATIN**

Numerus:

NOS RECTOR  
ET COMMISSIO DOCTORUM UNIVERSITATIS PANNONICAE  
LEGENTES SALUTAMUS ET IN NOTITIAM OMNIUM FIDELITER PERFERIMUS,  
QUOD

.....

qui/ae die <sup>0</sup> mensis      anno      in      natus/a est, in disciplina      in      scientia/is  
in riguroso examine rerum scientiam excellentem habilitatemque suam ad studia per  
se agenda nobis probavit, et praescriptionibus Statuti Doctorandorum Universitatis  
Pannonicae

.....

satisfecit.

Secundum exposita, usu potestatis nobis deditae, legis permissu,  
Nominatum/am

DOCTOREM DECLARAMUS

et ius utendi titulo Doctoris (DBA) vel abbreviatione Dr. ei damus.

IN QUORUM FIDEM HOC DIPLOMA EI DANDUM CURAVIMUS  
ET SUBSCRIPTIONE MANUUM PROPRIARUM ET SIGILLO  
UNIVERSITATIS PANNONICAE MUNIVIMUS.

Datum Vesprimii, die <sup>0</sup> mensis      anno

Rector

Praeses Commissionis  
Universitariae Doctorum

## **ANNEX 6: PROCEDURAL FEES**

1.	Application procedural fee for the doctoral program in Hungarian (admission procedural fee of the programme, application for individual training)	9.000 Huf
2.	Application procedural fee for the doctoral program in English (admission procedural fee of the programme, application for individual training)	150 Euro
3.	Application for obtaining a degree	100.000 Huf
	final examination	<i>40.000 Huf</i>
	defence	<i>60.000 Huf</i>
4.	Fee for the defence process for those starting after September 2016	120.000 Huf
5.	Special procedure fee	2.000 Huf
6.	Naturalization of a degree obtained abroad	50.000 Huf
7.	Duplicate of doctoral certificate	17.000 Huf
	including the preparation of the certificate	15.000 Huf
	and the revenue stamp	2.000 Huf

### **Payments to be covered by the procedural fees**

#### Wages and salaries:

1) amount of honorarium of the referee with contributions/head 30.000 Huf

#### Material expenditures:

- 1) Travel expenses of external board members regulations in force in the university  
2) Price of the diploma and its case, diploma drawing fee 6.000 Huf

## ANNEX 7: PHD POINT SYSTEM FOR ADMISSION

### POINTS BROUGHT

**MAXIMUM 41 POINTS**

#### **1. Classification of diploma (based on index average) max.: 15 points**

<b>Index average (classification of diploma) = 5.00</b>	
(excellent)	15
$4.51 \leq \text{index average} \leq 4.99$	12
$4.01 \leq \text{index average} \leq 4.51$	9
$3.76 \leq \text{index average} \leq 4.01$	6

#### **2. Language proficiency: max.: 6 points**

<b>Level of language certificate</b>	<b>1. language</b>	<b>2. language</b>
advanced C enhanced with professional terminology	6	-
advanced C	6	-
advanced A, or B	5	1
intermediate C enhanced with professional terminology	5	1
intermediate C	4	1
intermediate A, or B enhanced with professional terminology	3	1
intermediate A, or B	2	1
basic C	1	1

#### **3. Scientific-professional activity Max. 20 points**

##### **3.1.TDK (Students' Scientific Conference) Participation max.: 10 points**

*The best result may be taken into account.*

I. prize on the national conference	10
II. prize on the national conference	9
III. prize on the national conference	8
Special award on the national conference	6
I. prize on the institutional conference	5
II. prize on the institutional conference	4
III. prize on the institutional conference	3
Special award/praise on the institutional conference	2
Participation in the institutional conference	1

##### **3.2. Publication activity max.: 10 points**

*The best result may be taken into account.*



Lead-authored article in a foreign language refereed international journal	10
Article in a foreign language refereed international journal (as a co-author)	8
Lead-authored article in a foreign language peer-reviewed journal	8
Article as a co-author in a foreign language peer-reviewed journal	6
Article in a Hungarian refereed journal (lead-authored)	6
Article in a Hungarian refereed journal (as a co-author)	4
Lead-authored article in a Hungarian peer-reviewed journal	3
Co-author in a Hungarian peer-reviewed journal	2
Foreign language publication (min. 4 pages) in a conference publication (first/co-author)	6/3
Hungarian publication (min. 4 pages) in a conference publication (first/co-author)	4/2
Book, book chapter in a foreign language	7
Book, book chapter in Hungarian	4
Lecture in a foreign language in an international conference (as a speaker)	6
Lecture in a foreign language in an international conference (as co-author)	2
Lecture in a conference in Hungarian (as a speaker)	3
Poster in a foreign language in an international conference (only if he was a participant)	2
Poster in a conference in Hungarian (only if he was a participant )	1

### 3.3 Professional activities

max.: 10 points

*The best result may be taken into account.*

Work experience in a scientific field (5 years)	10
Work experience in a scientific field (3 years)	8
Work experience in a scientific field (1 year)	6
Knowledge of instruments and IT tools appropriate to the topic	10
Patent	10

## PERFORMANCE ON THE ENTRANCE EXAMINATION

**MAXIMUM 30 POINTS**

Assessment of the professional awareness demonstrated on the entrance interview (in Hungarian and in a foreign language as required by the doctoral school)

## **ANNEX 8: DBA POINT SYSTEM FOR ADMISSION**

Admission to DBA programme is subject to a pass in the oral entrance examination. At the motivational interview conducted by the admission committee, the following criteria will be evaluated:

- (a) Preliminary professional performance (15 points),
- b) The novelty and relevance of the research topic (15 points) and
- c) Commitment to DBA programme (20 points).

For admission to DBA programme, the applicants must obtain at least 30 out of a possible 50 points. Admission is decided by the UDHC on the recommendation of the DDHC.