

**REGULATIONS GOVERNING THE DOCTORAL TRAINING  
PROGRAMMES AND THE AWARDING OF  
THE DOCTORAL DEGREE**

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## Tartalom

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**List of abbreviations:**

<b>DS</b>	<b>Doctoral School</b>
<b>DDC</b>	<b>Disciplinary Doctoral Council</b>
<b>UDC</b>	<b>University Doctoral Council</b>
<b>University</b>	<b>Széchenyi István University</b>
<b>Senate</b>	<b>the Senate of Széchenyi István University</b>
<b>The Act / NHEA</b>	<b>Act 2011 CCIV on Higher Education</b>
<b>HAC</b>	<b>Hungarian Accreditation Committee</b>
<b>PhD</b>	<b>Doctor of Philosophy</b>
<b>MSc</b>	<b>Master of Sciences</b>
<b>HAS</b>	<b>Hungarian Academy of Sciences</b>
<b>The Government Decree</b>	<b>Government Decree (387/2012) (XII.19) on Doctoral Schools, Procedures and Habilitation (The Government Decree)</b>

## INTRODUCTION

ACT CCIV of 2011 determines the doctoral training as the highest level of National Higher Education (NHEA) and the Doctor of Philosophy degree (hereinafter: doctoral) the highest qualification obtained at university. Széchenyi István University (hereinafter: University) in line with the ruling of the Hungarian Higher Education Accreditation Committee (hereinafter: HHEAC) shall be entitled to run doctoral training programmes, carrying out the procedure of obtaining a scientific degree and awarding doctoral degrees in the following schools, academic disciplines and branches of sciences:

Doctoral School of Law and Political Sciences

- Law and Political Sciences

Multidisciplinary Doctoral School of Engineering

- Civil Engineering
- Information Sciences
- Transportation and Vehicle Sciences

Doctoral School of Regional Sciences and Economics

- Business and Management Sciences
- Regional Sciences

Wittmann Antal Crop-, Animal- and Food Sciences Multidisciplinary Doctoral School

- Animal Sciences
- Crop Sciences and Horticulture
- Food Sciences

The legal framework of the Széchenyi István University Doctoral School Regulation (hereinafter: SDSR) incorporates the followings:

- Act CCIV of 2011 on national higher education,
- Government Decree 387/2012.(XII.19) on Doctoral Schools, doctoral procedures, and habilitation,
- Act CCIV of 2001 on the recognition of foreign certificates and degrees ;
- Government Decree 266/2016.(VIII.31.) modifying the Government Decree 87/2015.(IV.9.) on the implementation of relevant regulations of the national higher education Act CCIV of 2011,
- The ruling of the Hungarian Accreditation Committee 2016/6/V/1. and the related sections of the Organizational and Operational Regulations.

Within the framework of these regulations the Senate of Széchenyi István University (hereinafter: Senate) approves the Doctoral Regulations of the university - as listed in the appendix of the Organizational and Operational Regulations

## CHAPTER 1

### GENERAL PROVISIONS

#### §1. General rules for obtaining a doctoral degree

- (1) The university awards the highest university qualification: the title Doctor of Philosophy, PhD, (hereinafter: doctoral). The doctoral certificate ensures that its owner is capable of doing academic/scientific work.
- (2) The university is entitled to provide trainings and award doctoral degrees only for disciplines and branches of sciences that are acknowledged by the Hungarian Accreditation Committee.
- (3) The doctoral degree can be obtained by completing organized training programmes or individual preparations.
- (4) The scope of the doctoral training programme is the institutional support for obtaining the degree in line with the social and economic demands for the training programmes run by the university.
- (5) The doctoral degree can be obtained provided that a request is submitted to the university which carries out the doctoral procedures. The doctoral degrees proposed by the Disciplinary Doctoral Schools are awarded by the University Doctoral Council. The doctoral degree, proposed by the Disciplinary Doctoral Council, operating at the university, is awarded by the University Doctoral Council.
- (6) The doctoral procedure can be done in Hungarian or at request fully or partly in a foreign language such as English, German, French, Russian, Italian and Spanish, provided that the members of the committee involved in the comprehensive doctoral exams and the members of the committee involved in the open defence exam know the respective language. The request for the foreign language can be submitted in Hungarian or in the respective language.
- (7) According to the Civil Law §8:1 the doctoral candidates, their close relatives, or anybody who is biased, cannot take part in the doctoral procedure. The PhD candidate or anybody who knows about the incompatibility must announce it before the beginning of the procedure at the latest. The affected person must announce his/her incompetency. The Disciplinary Doctoral Council shall inform the candidate about the list of the participants. The candidate must declare if there is any cause for incompatibility.
- (8) Appeals can only be made if there is breach of the doctoral regulation or an error in the doctoral procedure. The appeal must be submitted to the Rector 15 days after the ruling has been made. The Rector shall make a decision in 30 days.

## **§2. The Doctoral Council of the University**

- (1) The University Doctoral Council (UDC) is in charge of organizing, supervising and continuously assessing and evaluating the doctoral training programme.
- (2) The UDC is an independent board regarding academic questions. Rulings in doctoral matters- in line with paragraph 1.§ (8) – can only be subject to appeal in case of breach of doctoral regulations, and error in the doctoral procedure. The mandate of the president, vice-president and its members is for 5 years. The mandate can be extended several times.
- (3) The UDC must have 11 members at least. One third or at least two members shall not be employed by the university. In this case the Professor Emeritus of the institution must be employed by the university. The members of the Doctoral Council – except for the representative of the PhD candidate mentioned in paragraph (5)- can only be people who meet the requirements for core members. When selecting the members of the Doctoral Council, all branches of science which are entitled to award the higher education institution doctoral degree must be represented in proportion. The member of the DCU is the Head of the Doctoral School. Those Disciplinary Doctoral Councils which did not get a representative from the Head of the Doctoral School shall each delegate one member into the UDC.
- (4) Upon the proposal of the Rector the president and vice-president of the UDC is elected by the members of the UDC.
- (5) The Chair of the PhD Candidates’ Local Government has the right to vote at UDC meetings.
- (6) The quorum of the UDC is valid if more than half of the members who are eligible to vote are present or they have previously cast their vote. Decisions are made by simple majority and in personal matters a secrete vote is cast. In case of tied vote – except for personal matters – the vote of the president of the UDC makes the decision.
- (7) In case of obstruction, based on a previous written notification to the Chair, the member of the UDC who is not a civil servant at the university, the representatives of PhD candidates, and representatives of those branches of science where there is no habilitation, teaching staff with an academic degree, the other members of the DCU can appoint the university’s other teaching staff who gained habilitation, as a substitute with the right to vote. If the substitute does not meet the above mentioned requirements, he/she can only participate at UDC meetings with consultation rights.
- (8) In case of obstruction, members of the UDC can vote in a printed or electronical letter previously to the meeting regarding the agenda.
- (9) Minutes are being prepared about the meetings of the UDC, which is authenticated by the president’s signature. Administrative tasks related to the activity of the council are done by the secretary of the UDC.
- (10) In general the UDC forms an opinion in principle about the doctoral training and the doctoral procedures. It ensures that the level of judgement is unified and integrated in all doctoral schools of the university.

- (11) The UDC in line with the provisions of the related legislations:
- a) comments on the proposals of the foundation of the doctoral schools;
  - b) assesses regularly the doctoral trainings and the awarding of doctoral degrees for the Senate;
  - c) where appropriate, it initiates the termination of the doctoral schools
  - d) forms an opinion for the Senate set forth to the Rector the submission of giving conferment on honorary doctor and honorary doctor and professor title and proposes the termination of doctoral schools;
  - e) decides on awarding the doctoral degree on their naturalization and withdrawal defined in paragraph 16. § (4) on higher education;
  - f) Based on paragraph 16. § (5) on higher education on each branches of sciences – including the branches of sciences determined by the doctoral regulations of the higher education regulations Disciplinary Doctoral Councils are set up;
  - g) elects the Heads of the Doctoral Schools of higher education, gives mandates and absolves the members of the Disciplinary Doctoral Schools
  - h) makes a decision on recognizing credits, on the requirements of comprehensive exams
  - i) upon the proposals of the Doctoral Schools defined in the doctoral regulations, appoints the members of the Doctoral Admission Committee, the members of the assessing board and the official supervisors and reviewers, establishes the comprehensive examination committee, approves the supervisor of the doctoral topic and the teaching staff of the doctoral school.
  - j) determines the requirements for foreign languages as the first foreign language ( the first language exam) and the list of accepted languages;
  - k) makes a decision on closed defence request based on the opinion of the assessing committee;
  - l) approves the announcer of the doctoral topic, the supervisors of the doctoral topic and the teaching staff of the Doctoral Schools;
  - m) proposes the announcement of the recommended doctoral topics;
  - n) approves the announcer of the doctoral topics' decision on the topic;
  - o) approves the doctoral theme of the PhD candidate;
  - p) during the training it carries out the performance assessment.
- (12) The licenses of the UDC set forth in paragraph (11) sections h)-p) – authorized by the current doctoral regulations and the Government Decree – transfers the authority to the Disciplinary Doctoral Councils.
- (13) The UDC constantly monitors the operation of the Doctoral Schools, relies on the opinion of PhD candidates and recently graduated people, and if needed asks an external expert to do the tasks.

### **§ 3. The Doctoral School, core membership conditions**

- (1) The Doctoral School is the institutional framework for training and obtaining a doctoral degree.
- (2) The core members prepare the documents for founding a doctoral school, which contain the followings:

- a) ranking the disciplinary and branches of disciplines of the doctoral school;
- b) Master's Degree specializations which are in line with the requirements of the higher education set forth in paragraph 16. § (2);
- c) naming the research field of the doctoral school;
- d) naming the doctoral degree as a result of the doctoral graduation procedure;
- e) the appointed person of the Head of the Doctoral School, the core members, the topic leaders proposed for the first four years, the other teaching staff of the doctoral school, invited visiting professors from home and abroad, the names of researchers, their professional biographies, the documents containing the most important scientific results of the previous five years;
- f) the training plan of the Doctoral School which is in line with the Hungarian Qualifications Framework level 8;
- g) the international relations of the doctoral school, which could be taken into consideration during its procedure;
- h) the plan of the Doctoral School's quality assurance;
- i) operational regulations of the Doctoral School;
- j) the statements of the affected people about their willingness to undertake the tasks and their suitability with the requirements of the terms and conditions required by the regulations
- k) The cooperation agreements listed especially in the Government Decree 2. § (5) is part of the foundation documents of the Doctoral School regarding its activities. There is a need for the previous consent of the UDC to enable the person proposed for the position of Head of the Doctoral School to submit the inquiry for founding a doctoral school -through the Rector- in order to be approved by the Senate.

(3) The Rector – following the decision of the Senate with regard to the foundation of the doctoral school – asks the Education Office (hereinafter: the Office) to register the Doctoral School.

The followings should be enclosed for registration:

- a) the documents of the foundation of the Doctoral School;
- b) the opinion of the UDC;
- c) the developing concepts for fields of research involved in the foundation of the Doctoral School;
- d) the higher education regulations of the Doctoral School;
- e) the related announcement about the homepage of the Doctoral School about the regular annual public information on doctoral training programmes, publishes the admission requirements on its homepage as it is common in higher education institutions
- f) the announcement that they continuously upgrade the data of the Doctoral School so they are always up-to-date regarding the status of the Doctoral School.

(4) The changes of the recorded data set forth in Act CCIV of 2011, in regulations 87/2015. (IV. 9.) and the Government Decree paragraph 11. § (2) must be announced to the Office in due time.

(5) The Senate makes a decision about the termination of the Doctoral School initiated by the Disciplinary Doctoral Council or the Rector. When the Rector initiates the termination the Senate-before making a decision – obtains the opinion of the UDC.

Upon the decision of the Senate, the Rector initiates at the Office the modification of the recorded data. Without carrying out the certification procedure, the Office deletes from the register the Doctoral School.

- (6) At least seven core members are needed for the foundation of the Doctoral School. The core members cannot undertake the same position in other Doctoral Schools. The majority of core members must be active university teachers.
- (7) Doctoral Schools engaged in several branches of science there must be at least nine core members, for each branch of science three core members are required. The majority must be university teachers, and must do research in their field of science.
- (8) Core members can be people who possess an academic degree and in their field of science carry out research at a high level - except for the artistic activity. It is tested by the Act XL. 1994. 3. § (1) section o) defined in the national scientific bibliography database (hereinafter: Database) of the Hungarian Academy of Sciences.
- (9) The core members can prove their competence for monitoring PhD candidates by awarding the doctoral degree to at least one PhD candidate.
- (10) It is possible to become a core member upon the approval of the University Doctoral Council and if the requirements listed in paragraphs (6)-(8) are met at the setting up of a doctoral school. They can also be core members in the doctoral school where they were awarded their title Professor Emeritus, or Professor Emerita (hereinafter together: Professor Emeritus). From among the Professors Emeritus only one member can be taken into consideration with regard to the core members set forth in paragraph (6), and with regard to the core members set forth in paragraph (7) only one member per discipline can be taken into consideration.
- (11) Besides the core members set forth in paragraph (6)-(8) core members can be people who work for a research institution, full-time employees, or public servants, people awarded the title doctor of the Hungarian Academy of Sciences as well as scientific consultants, or research professors provided the higher education institution has an agreement with the research institution. At least two members can be specified regarding the members set forth in paragraph (6), and one member for each branch of science set forth in paragraph (7).
- (12) The core members of the doctoral school by accepting the referral undertake at least one training cycle, which is four years, and must meet the core membership requirements during the whole procedure leading to obtaining the degree.
- (13) The core members of the doctoral school are official members of the Disciplinary Doctoral Council approved by the Hungarian Accreditation Committee (hereinafter: HAC).
- (14) The teaching staff of the doctoral school consists of professors and researchers with a scientific/academic degree and who are declared suitable by the DDC for performing the tasks required by the doctoral school in the field of education, research and can take on the role of a supervisor.

- (15) The doctoral administrator publishes the list of the people who are awarded the degree and is responsible for publishing all data about the doctors in the doctors' national record.

#### **§4 The Head of the Doctoral School**

- (1) The Head of the Doctoral School, professors and topic supervisors are appointed on the basis of the regulations of the Hungarian Higher Education Accreditation Committee.
- (2) The Head of the Doctoral School should be internationally recognised, 70 years old during the procedure, and under 66 years at the time of the foundation of the Doctoral School, a core member, a university professor, responsible for the educational and scientific standard of the Doctoral School. The Head of the Doctoral School must possess a DSc/Hungarian Academy of Sciences (HAS) degree.
- (3) The Head of the Doctoral School:
- a) performs the tasks specified in the Operational Regulations and the current regulations
  - b) He or She together with the Chairs of DDC is responsible for organizing the operation of the Doctoral School, and represents the Doctoral School in institutions and other professional bodies involved in the doctoral training
  - c) follows the procedures of the doctoral training, the education and research performance of the PhD candidates
  - d) collects information about the legal background regarding the doctoral training and in case of any modification, in collaboration with the Chair of DDC is in charge of the transitions set forth in the related regulations
  - e) the UDC in case of obstruction authorizes the certificate for obtaining the doctoral degree with his or her signature
  - f) Upon the instructions of the National Doctoral Council together with the Chair of the DDC prepares the quality assurance plan of the Doctoral School
  - g) He/She is helped by the doctoral administrator.

#### **§5 Disciplinary Doctoral Council**

- (1) DDC has at least five members. One third or at least two members shall not be employed by the university. In this case the Professor Emeritus of the institution must be employed by the university. The members of the Doctoral Council – except for the representative of the PhD candidate mentioned in paragraph (3) - can only be people who meet the requirements for core members. The UDC gives and revokes the mandates. The five-year-mandate can be unlimitedly extended for several times. In case of such DDCs where the respective Head of the Doctoral School is not a core member, he/she only has consultation rights.
- (2) The Chair of the DDC is elected from its membership by its members, and is appointed by the Rector.
- (3) The representative of the University PhD students' Local Government is a member of the DDC who is involved in the given field of science and has the right to vote.

- (4) The detailed instructions concerning the operation of the DDC can be found in the operational regulations of the Doctoral School.
- (5) Besides the tasks taken from UDC set forth in paragraph 2 § (12), the DDC is in charge of the followings:
- a) defines annually the framework of the doctoral training procedure: programmes, topics, and themes, or other organizational and operational forms,
  - b) makes a decision on admission in the doctoral training and in judging state scholarships,
  - c) determines the suitable doctoral training requirements and their credit points,
  - d) approves the individual preparation plans,
  - e) proposes to DDC the terms and conditions of foreign candidates willing to take part in the doctoral training programmes,
  - f) makes a decision on recognizing credits on an individual bases,
  - g) judges the requests for postponing and informs the UDC about its decision,
  - h) makes a decision on recognizing the foreign part-training activity,
  - i) gives permission for participating in parallel trainings provided they match the field of science of the doctoral training,
  - j) defines the conditions of transfer and partial transfer and upon request allows the transfer or the partial transfer,
  - k) makes a decision on request about the launch of the doctoral training procedure, and on giving permission for procedures in a foreign language,
  - l) appoints the organizational unit in charge of workplace discussions,
  - m) proposes the UDC who to award the degree and to close an unsuccessful procedure,
  - n) on request makes a proposal to the UDC to award the title of Honorary Doctor,
  - o) follows the career of people obtaining the doctoral degree.
- (6) The assigned Head of the Doctoral School submits the regulations of the DDC to UDC.
- (7) DDC creates its own agenda, operational framework, and training plans , which are approved by UDC. DDC, if it is necessary, but at least quarterly, shall hold a meeting.
- (8) The administrator is in charge of DDC' administrative tasks.
- (9) A secretary, who is teaching staff and holds an academic degree, can help the work of DDC.

#### **§6. The doctoral topic and the doctoral supervisor**

- (1) The doctoral topic is a research area which is suitable for the PhD candidate to work on- with the assistance of a supervisor- to acquire the application of scientific methods, to reach assessable scientific results, to bring about scientific findings, to render proof of their scientific conclusions in scientific publications, to hold scientific presentations and prove their competence by writing their dissertation.
- (2) The person taking part in the doctoral procedure shall report about their research in scientific publications. The training plan of the Doctoral School comprises the number and the quality of the scientific articles - published or accepted for publication - which should be handed in at the time of the submission of the thesis.

- (3) The supervisor of the doctoral topic shall be the person holding an academic/scientific degree, involved in education and research activities. His/her announcement of the topic is approved by DDC. He/she is responsible for monitoring and helping the PhD candidate in their studies, research work and in preparing for obtaining the doctoral degree. The supervisor of the doctoral topic can have no more than six PhD candidates at the same time.
- (4) The supervisor of the topic shall report to the DDC about the results of the PhD candidate annually. The candidate is allowed to read it and to make notes. The reports must be preserved together with the PhD candidate's personal remarks.
- (5) A PhD candidate is allowed to have two supervisors of the doctoral topic at the same time provided that it is approved by DDC. The name or names of the supervisor or supervisors must be clearly written on the cover/title page of the doctoral thesis.
- (6) The cooperation between the supervisor of the doctoral topic and the PhD candidate is determined by the work plan, which is approved by the Chair of the DDC and the supervisor of the doctoral topic.

## **CHAPTER 2**

### **PREPARATION FOR OBTAINING THE DOCTORAL DEGREE**

#### **§7. The organized doctoral training in general**

- (1) The doctoral training is an individual or collective preparation, involving carrying out research and reporting activities, while meeting the demands of the characteristics of the branch of science and the needs of the PhD candidate. Only those candidates can take part in the doctoral training who obtained a Master's degree.
- (2) In the framework of the doctoral training PhD candidates:
  - a) take part in an organized scientific further training,
  - b) do individual research in their topics.
- (3) The content requirements of the organized doctoral training are defined by the DDC.
- (4) In the framework of the individual scientific research work the PhD candidate -monitored by thesis supervisor - shall be able to process literature individually and carry out experimental and research activities. The aims of the individual research work are determined by the work plan, the results of which are summarised in writing by the PhD candidate each semester. The second part of the four-semester training is dedicated to research activities and the completion of the doctoral thesis.
- (5) In the case of the organized doctoral training the completion of the requirements is justified by the DDC by issuing the completion-of-studies certificate. The terms and conditions thereof are defined in the training plans of the Doctoral Schools.

## **§8. Admission to the organized doctoral training**

- (1) The DDC publishes the admission conditions and their requirements on an annual basis. At the same time it informs the PhD students about the support and benefits provided by the university and the state, the conditions and the amount of the fees and expenses, as well as, the partial or full exemptions for one academic year.
- (2) General conditions for admission in the doctoral training:
  - a) a good or cum laude university diploma justifying the successful completion of the university studies and the final (state exam) obtained within three years before the admission request,
  - b) a good command of at least one foreign language necessary for processing the scientific literature for the chosen research topic, the knowledge of which is proved by a successful B2 complex exam or the equivalent type of C (advanced) complex exam,
  - c) adequate professional knowledge of the chosen topic.
  - d) Justified scientific and professional results such as scientific publications, awards, part-time training abroad, awarded paper of scientific student circle assignments or any other similar activities are an advantage.
- (3) The general admission requirements can be completed by fulfilling the special requirements of the DDC-published in the admission information- in compliance with legal requirements.
- (4) Prior to admission as stipulated by the relevant provisions, the certificate obtained abroad must be accepted by the university. Prior to their final exam, university students must enclose their record book. Their admission is conditional. In case the students do not have "cum laude" qualifications and they lack recognition the conditional admission will be invalid.
- (5) In order to apply for admission on the published date, students must submit the application form, the slip verifying the payment of the admission procedure fee.
- (6) At the request of the DDC an Admission Committee-consisting of at least three members-run an application interview, to form an opinion about the professional knowledge of the students, their ideas on doctoral studies, and their scientific activity. Further details of the admission procedure can be found in the operational regulations of each Doctoral School.
- (7) In order to be admitted there is a demand for reaching 60% of the maximum scores in the interview. However, this percentage does not directly mean that the students will be admitted.
- (8) Admission Committees rank the students according to their achieved scores, and propose them to the DDC for admission. The DDC makes a decision about the admission on the basis of the number of scholarship quotas and the training capacities.
- (9) The DDC can admit students who achieved the necessary percentage of at least 60% on the admission exams (except for full time training with scholarship) to any form of the

organised training that do not receive state scholarship or does not apply for state scholarship.

- (10) Foreign citizens can only take part in the doctoral training if they meet the requirements of the UDC.
- (11) The admission information must include the conditions of admission, such as tuition fees, fee discounts, scholarships, and repayment obligations. In the admission information admitted PhD students must be informed about the institutions and organizations handling their personal data and their purpose with the candidates' personal data.

### **§ 9 The mode of the doctoral training programme**

- (1) The doctoral training programme involves the fulfilment of requirements as prescribed by the Study and Exam Rules, the credit point obligations, the comprehensive examination and the procedure of obtaining a doctoral degree by PhD students.
- (2) Training is organised by the Scientific Doctoral Council in charge by profession. It is responsible for announcing the courses, performing administrative tasks related to training, disbursing scholarships and keeping records. Details about the training are included in the operational regulations of the doctoral school, as well as, in the curriculum.
- (3) The doctoral schools may establish their topics, doctoral programmes or other organisational and operational forms. Training outside the seat may be launched by the approval of the University Doctoral Council (UDC) and the Senate.

### **§ 10 The organised full-time doctoral training programme**

- (1) PhD students participating in organised full-time training have the legal status of a student with the University.
- (2) In the case of the organised full-time training PhD students of Hungarian nationality, as well as, foreign PhD students - pursuant to legal provisions or international agreement with the same rights – may be granted a state scholarship.
- (3) PhD students in organised full-time training may be entitled to receive a scholarship continuously or with interruptions for forty-eight months. The state scholarship quota at the disposal of the University shall be distributed between the branches of science by the head of the University Doctoral Council consulting the Rector and UDC, who decides on redirecting the potentially available funds within the disciplines of science.

- (4) PhD students receiving a state scholarship may be transferred into fee-paying category in cases and conditions stipulated by law.
- (5) The University may also provide funds from other resources, the amount of which may differ from that of the state scholarship. The entity granting the scholarship may oblige the PhD student terminating his studies due to his own failure to refund the money. Full-time students, not mentioned in paragraph 2 may also be granted non-state scholarship. Full-time PhD students may also receive scholarship from foundations or other resources for more than forty-eight months, but during this period they shall not be regarded as university students any more.
- (6) Full-time students with state scholarship may receive government subsidy on text books and lecture notes. The method and proportion of allocating the available funds will be determined by the University Doctoral Council taking the Student Support and Awards Regulations into account.
- (7) During the organised full-time training PhD students with state scholarship are exempt from tuition fee for forty-eight months
- (8) PhD students shall earn 240 credit points comprising education, research, doctoral thesis and teaching activity. The content of the individual parts will be determined and reconsidered – if necessary – by Scientific Doctoral Committee (SDC). The doctoral school determines the credit requirements and conditions for obtaining credits in the operational regulations. Credits for the fulfilment of the individual elements will be verified by the responsible person for the course and the supervisor, and shall be recorded in the study system and course record book by the secretary of the doctoral school.
- (9) PhD students participating in organised full-time training shall fulfil their tasks at the University. In individual cases exemption may be granted by the SDC. In case of training organised by more than one institution, PhD students shall fulfil their duties at the organisational unit of their thesis supervisor. In this case the PhD students' scholarships shall be transferred by the head of the doctoral programme to the institution (university) where they perform their duties. PhD students may carry out their scientific research activities in research institutes cooperating with the University in the doctoral training programme. Institutions involved in the training and the cooperating research institutes shall agree on the allocation of state subsidies.
- (10) PhD students in organised full-time training receiving state scholarship may establish other types of employment (both full-time and part-time) during the time of disbursement by the permission of the head of the SDC, and shall declare this fact on admission acknowledging this restriction with a signature. PhD students may exclusively perform teaching activity at the University on a contractual basis with financial compensation or as public servants except for the lessons taught by full-time PhD students based on their student legal status, which may be determined by the regulations of the individual doctoral schools. Teaching activities at the University or in another higher education institution may be awarded credit points by doctoral schools. The head of department in charge is entitled to certify the fulfilment of the contract.

- (11) The SDC may allow the interruption of the study period at most for once for a total of one year (two semesters). No state scholarship can be paid during the interruption of the student status.
- (12) The PhD student may also participate in part-time training abroad. Tasks performed during part-time training abroad may be included in the doctoral programme on the basis of the decision of the SDC. In case of a part-time training abroad at least for a period of six months, the state scholarship must be disbursed and may be disbursed for up to twelve months.
- (13) If the student status is interrupted, PhD students will not receive support for the duration of the interruption, they shall not be charged to pay any fees. PhD students who return to continue their studies are required to pay the applicable fees.
- (14) With the prior permission of the SDC, PhD students may participate in parallel training in the professional field closely related to the doctoral training.
- (15) Full-time PhD students receiving state scholarship may apply for dormitory accommodation only for the duration of their student status. Under the same conditions, doctoral students have priority over other full-time students. The dormitory fee is set by the Senate and PhD students pay the same fee as other full-time students. The dormitory admission rules and the rules for the allocation of places are governed by the college regulations.
- (16) Disciplinary regulations for PhD students are contained in the Discipline Regulations of the University Students and the Discipline Rules of the Dormitory.
- (17) On the basis of an interinstitutional agreement, under the conditions laid down therein, foreign students may take part in doctoral training. In this case, on the basis of the proposal of the competent DDC, the UDC will decide on the status of the student, the amount, the source of the scholarship and the amount of the cost.
- (18) Regarding the facilities and services of the higher education institution either free of charge or at a fee, for PhD students with a student status the relevant provisions of the NHEA are applicable.
- (19) The student status shall be terminated
  - a) if the student fails to enrol and will be deleted from the student list,
  - b) if the student has been dismissed at his own request,
  - c) if the student fails to meet his payment obligations or he is excluded as a result of disciplinary procedure, if due to payment arrears, the rector terminates the student status after unsuccessfully requesting the student for payment and examining his social situation, on the date when the decision on termination becomes final,
  - d) if the student fails to complete the comprehensive exam, on the date the student does not fulfil his obligations or fails the exam,
  - e) if the student acquires the pre-degree certificate,
  - f) in case of full-time students at the end of the 8th semester of the doctoral training the student has enrolled in,
  - g) In case of students who prepare independently at the end of the 6th semester the student has enrolled in,

- h) if the statutory requirement for the establishment of a student status no longer exists, on the date on which the decision on termination becomes final.

### **§11. Individual preparation programme**

- (1) Individuals who have prepared for graduation on their own may also be admitted to doctoral training, provided that they have met the requirements for admission and doctoral training. In this case, the student status is obtained by applying for the comprehensive exam, accepting and successfully completing thereof.
- (2) Application for individual preparation is permitted for students
  - a) with a university degree or master's degree approved by the SDC;
  - b) with at least three years' employment and
  - c) with proven initial scientific research results (e.g. scientific publications, presentations at national and international conferences, higher education notes);
  - d) with the possibility of continuing scientific research in part or in full at the candidate's full-time job.
- (3) The requirements for admission in the case of fulfilling the requirements of paragraph (2) are the same as the requirements for full-time doctoral training, starting from the beginning of the research and dissertation phase.
- (4) The work of the PhD student participating in individual training is directed by the thesis supervisor invited by the head of the SDC. When designing an individual training plan, it should be taken into account:
  - a) which subjects the individual involved in the training is required to attend
  - b) how many credit points the candidate has received based on his performance so far.
- (5) The duration of individual training is up to three years, with the first two years including training for research and dissertation activity, and within the next 1 year the student is required to submit a doctoral thesis in the appropriate format.
- (6) Students enrolled in individual preparation training have a legal relationship with the University but are not eligible for a state scholarship and are required to pay a fee, which is determined by the SDC.
- (7) Individuals admitted for individual training may attend courses within the framework of an organized doctoral programme.
- (8) The fulfilment of the requirements for individual preparation training is certified by issuing a completion-of-studies certificate by the SDC. The conditions for issuing the completion-of-studies certificate are set out in the training plans of individual doctoral programmes.
- (9) Foreign citizens can also apply for admission to individual preparation training.

## **§12 The doctoral comprehensive examination**

- (1) The doctoral comprehensive examination shall be completed at the end of the 4<sup>th</sup> semester as a closure of the training and research phase. If this is not the case, the student status will be terminated on the last date of the exam period during the given semester.
- (2) If the PhD student in the organised programme registering for the comprehensive programme may not possess the required credit points by the end of the 4<sup>th</sup> active semester, registration for the comprehensive examination may be permitted by the SCD with a maximum of 20% of the missing credit numbers. The missing credits shall be collected in the first two semesters of the second training phase.
- (3) Registration for the comprehensive examination shall require the verification of two foreign languages determined as a training and outcome requirement of the doctoral training.
- (4) The Examination Board consists of at least three members, at least one third of whom shall not be employed by Széchenyi István University. The Chairman of the Examination Board is a university professor, a habilitated associate professor, a habilitated college professor, a Professor Emeritus or the Doctor of the Hungarian Academy of Sciences. All members of the examination committee shall have a scientific degree. The PhD student's supervisor may not be a member of the examination board.
- (5) The comprehensive examination consists of two main parts: one part demonstrates the candidate's theoretical preparedness, the overview of the field of science ("theoretical part"), and the other part gives an account of the candidate's scientific progress ("dissertation part"). In the theoretical part of the comprehensive examination, the candidate takes an exam at least in two subjects; the list of the subjects is included in the training plans of the individual doctoral programmes. The theoretical exam may contain a written part based on the decision of the Disciplinary Doctoral Council. In the second part of the comprehensive examination, the candidate gives a lecture on his knowledge of scientific literature, reports on his research findings, presents his research plan for the second phase of the doctoral training, the schedule for the completing his doctoral thesis and publishing the results.
- (6) The examination committee evaluates the theoretical and dissertation part of the exam separately. A protocol including a textual assessment is prepared on the comprehensive examination. The results of the exam must be published on the day of the exam. The comprehensive examination is successful if the majority of the board members consider both exam parts to be successful. In case of an unsuccessful theoretical part, the candidate may retake the exam in the failed subject (s) once during the given exam period. The dissertation part of the exam cannot be retaken in case of failure.
- (7) Following a consultation with the board members, the venue and date of the doctoral comprehensive examination are determined by the chairman of the examination board.

The secretary in charge of administration shall inform the candidate about the venue and time of the comprehensive exam at least thirty days prior to the exam. In justified cases the 20 doctoral comprehensive examinations may be organized outside the official premises of Széchenyi István University.

- (8) The comprehensive examination can be assessed at a two-grade scale: pass or fail, qualified or non-compliant qualification. The result of the exam must be published on the day of the last exam part.
- (9) The theoretical and dissertation parts will receive a separate grade or percentage as follows:
  - a) Grade 2: 40%
  - b) Grade 3: 60%
  - c) Grade 4: 80%
  - d) Grade 5: 100%

The percentage of the comprehensive examination is given by the average of the theoretical and dissertation exam results.

### **§13. Tuition fees, allowances and exemptions**

- (1) Students who do not receive a state scholarship will pay for tuition (self-funding).
- (2) Students shall be exempt from paying tuition fees if they receive childbirth allowance, childcare allowance, childcare support or childcare fee on the first day of the relevant semester during the disbursement period of the benefit or the grant.
- (3) A request for cost reduction on the basis of equity must be submitted to the Rector with a request including the supporting documents using the Equity Application Form in the Neptun System.
- (4) The Rector of the University shall be authorised to decide on reducing the fees, which is not subject to further appeal within the University.

### **§14. Fees and charges**

- (1) The tuition fee for the given semester must be paid for in a lump sum by the payment deadline set to the rate in the Neptun system. In case of late payment, a special procedure fee shall also be charged. The dormitory fee is paid according to the provisions for full-time university students and, in case of non-compliance, with similar legal consequences.

- (2) The amount and distribution of the procedural and other fees associated with the doctoral procedure are set out in the University Remuneration and Benefit Rules.
- (3) The payment of the cost and other fees by wire transfer must be verified through the Student Information System (NEPTUN), which is checked by the relevant doctoral school.

### **CHAPTER 3 THE PROCEDURE FOR OBTAINING A DOCTORAL DEGREE**

#### **§15. The general requirement for obtaining a doctoral degree, the legal status of the doctoral candidate**

- (1) Doctoral degrees at the University can be obtained in the disciplines listed in Annex 1.
- (2) Requirements for obtaining a doctoral degree:
  - a) university degree
  - b) successful completion of the doctoral comprehensive examination
  - c) in the case of participation in doctoral training, obtaining the pre-degree certificate;
  - d) presenting scientific work certified by the doctoral supervisor with articles, studies or otherwise, fulfilling the requirements laid down by the DDC;
  - e) an adequate level of knowledge of at least two foreign languages, as required by the DDC;
  - f) performing a scientific task independently in compliance with the degree requirements, defending the doctoral thesis or the work (hereinafter referred to as the doctoral thesis), defending the results summarized in the theses in a public debate.

#### **§16. Knowledge of foreign languages**

- (1) The language requirements for obtaining the doctoral degree, the list of languages accepted for the fulfilment of the language requirements, and the method of verifying the language proficiency are included by the operational regulations of the doctoral school. The first foreign language can only be one of the foreign languages determined by the University Doctoral Council. In the case of the first foreign language to verify proficiency at least a state-accredited complex B2 language exam or an equivalent documentary proof is required, which is verified during the admission procedure.
- (2) In case of training in Hungarian language, foreign candidates who are not native speakers of Hungarian shall verify – in addition to their mother tongue – the knowledge of an additional (non-Hungarian) language with a state accredited B1 language exam or a type B1 or equivalent thereof at basic level. The language requirements of the organized and individual training are determined by the competent DDC.

- (3) At least one of the documents proving the language proficiency of the candidate shall be submitted at the same time when application is handed in for admission, while the other shall be submitted at the latest by the date of application for the doctoral comprehensive examination.
- (4) As regards doctoral training students applying for admission to doctoral training, PhD students and doctoral candidates shall not be exempted from the language exam, a part or the level thereof.

### **§17 The Doctoral thesis**

- (1) The doctoral thesis shall summarise the candidate's aims, new scientific results (the description of his professional work, knowledge of the scientific literature, research methods), which can be written in Hungarian or in a foreign language authorized by the DDC. The editorial and formal requirements are stipulated by the Study and Exam Rules (SER) of the doctoral school.
- (2) The doctoral thesis shall be accompanied by a recommendation of the doctoral supervisor (up to three pages).
- (3) The doctoral thesis to be defended and the theses of the dissertation shall be submitted in the number and format prescribed by the DDS.
- (4) The doctoral abstract shall contain:
  - a) in the 1st a brief summary of the research activity,
  - b) in the 2nd part a short description of the research, experiments, the methods of collection samples, investigations into the sources and their use,
  - c) In the 3rd part a short summary of the scientific results, their utilization and the possibilities of utilization (utilization can be: direct or indirect practical application of the results, or the promotion of the discipline's internal development or the development another discipline with new knowledge),
  - d) in the 4th part the list of publications related to the topic of the work
  - e) in the case of a doctoral dissertation or a printed work using the results of a collective research project, a detailed and precise description of the applicant's own work in the work of the group (in this case, the theses must be presented to the staff who have to declare that the results described in the theses are attributed to the applicant; and have not been used or are not used in other doctoral procedures).
- (5) Prior to submission, the doctoral thesis must be discussed at a workshop defence to a by the professionally competent educational organisational unit (department). When submitting the doctoral thesis, the minutes of the discussion must be attached.
- (6) The rules of the workshop defence are as follows:

- a) The workshop is organized by the competent educational organizational unit (e.g. department) on behalf of the DDC. The leader of the discussion shall not be the doctoral supervisor of the candidate participating in organised training.
- b) The workshop shall be given a broad scientific publicity. To this end, all members of the faculty related to the doctoral school shall be invited to the discussion, the doctoral dissertation shall be made available, and external experts with a degree shall be invited.
- c) The workshop shall make sure that the doctoral thesis meets the formal requirements, contains authentic data that and scientific results have been achieved by the candidate.
- d) A workshop report shall be prepared containing a list of attendees and a brief statement of the views expressed on the issues referred to in (c) and opinions stated.

### **§18. Request for the doctoral procedure**

- (1) During the doctoral training, following the completion of the comprehensive examination, the student takes part in a graduation process by completing the research and dissertation stage, which is aimed at obtaining the doctoral degree.
- (2) The application (and its annexes) for conducting the doctoral procedure must be submitted and addressed to the competent doctoral council in case of organised training at the latest at the beginning of the seventh active semester, in case of individual training, at the beginning of the 3rd semester. Forms can be requested from the Doctoral Administrator.
- (3) The PhD student must submit a doctoral thesis as stipulated in the doctoral regulations within three years after the comprehensive examination. This deadline is worthy of special appreciation in cases regulated by Article 45 Section (2) of NHEA it may be extended for up to one year as specified in the doctoral regulations. In the graduation process, the suspension of student status may be up to two semesters. Submitting the doctoral thesis requires completion-of-studies certificate.
- (4) The application may be submitted in the language of the respective training.
- (5) The graduation procedure is free of charge for the full-time student with state scholarship who takes part in the procedure within the training period.

### **§19. The Committee of Assessors**

- (1) The DDC shall appoint a committee of assessors to conduct the doctoral procedure and prepare the decision of the University Doctoral Council. In addition to the official assessors, the Committee shall consist of at least three members. At least one third of the members of the Committee shall not be employed by the institution of the doctoral school. The chairman of the committee is a university professor, a habilitated university

associate professor, a habilitated college professor, Professor Emeritus or an instructor or researcher with the title Doctor of the Hungarian Academy of Sciences (DSc). All members of the committee must have a scientific degree. The candidate's doctoral supervisor or any other person for the student may not be a member of the PhD student of the candidate or a person for whom any conflict of interests exists as stipulated in Article 1 (7) shall not be a member of the committee.

- (2) The members of the DDC may also be invited to the committee of assessors.

### **§20. The doctoral procedure**

- (1) Based on applications received, the DDC proposes to initiate the doctoral procedure or to reject the application. In the former case, as laid down in Section 17 it makes a proposal for the composition of the committee of assessors. On the basis of the proposal, the DDC shall decide by secret voting with simple majority, whether or not to initiate the procedure. In the former case, after an open vote, he invites the chairman and members of the committee of assessors and passes the application and its annexes to the chair of the committee. The members of the committee of assessors may be appointed by the DDC after the submission of the doctoral thesis.
- (2) An application for the initiation of a doctoral procedure must be rejected in writing if:
  - a) recognition of a diploma acquired abroad does not meet the requirements;
  - b) the applicant's independent scientific work to date does not reach the level deemed necessary by the DDC;
  - c) The subject of the applicant's (planned) doctoral dissertation cannot be included in the domain of DDC discipline.
- (3) ) In the case of two refusing assessment or unsuccessful defence, a new doctoral thesis on the same doctoral topic may be submitted after two years at the earliest, and only once more.
- (4) The administrative coordinator shall notify the candidate in advance in writing, of all procedural acts and their dates of the doctoral procedure ensuring appropriate time for preparation.

### **§21. Defending the doctoral thesis, public debate**

- (1) The doctoral thesis must be defended in a public debate before the committee of assessors, and the composition thereof shall be governed by the provisions of Section 17.
- (2) The two official assessors, within two months at the request of the DDC, during the term-time, shall prepare a written assessment of the doctoral thesis and state whether they propose to make it public. The doctoral thesis can only be submitted for a public debate in case of two supporting proposals. If one of the critics makes a negative

recommendation, the DDC will invite a third assessor who is also a member of the committee of assessors.

- (3) With two supporting assessment, upon the candidate's written request the doctoral thesis shall be submitted to a public debate within two months during the semester time. The candidate will receive the assessments beforehand and will answer them in writing prior to the public debate and in the course thereof in speech.
- (4) The administrative coordinator will make the doctoral thesis and the doctoral abstract available to those interested on the doctoral school's website at least one month prior to the public debate. Information on this is also provided by the invitations to the public debate sent to the University's, internal staff and external professionals. The date and venue of the debate will be announced by the administrative coordinator on the website of the doctoral school.
- (5) The debate is run by the chair of the committee of assessors. At least one official assessor must be present to conduct the debate. Without the presence of the assessor providing a negative assessment, the debate shall not be conducted. During the debate the opinion of the official assessors must be listened to.
- (6) ) In the public debate, the candidate presents the theses of his doctoral thesis in a free presentation and then responds to the comments and questions of the official assessors, the other members of the committee of assessors and the attendees.
- (7) The new results of the doctoral thesis must be proven according to the rules of the profession. In the course of the defence, the committee shall make it sure that the results of the thesis are authentic and they have been achieved by the candidate.
- (8) A doctoral thesis may be submitted in co-authorship only exceptionally with the prior consent of DDC. In this case, the co-authors must declare in writing the proportion of their contribution and whether the scientific results contained in the doctoral thesis have not been used or are used in other doctoral procedure.
- (9) Following the closure of the debate, the committee decides in closed session by secret voting, with 1-2-3-4-5 scores on the acceptance of the doctoral thesis, which requires at least 66.7% of the maximum score. Following voting the chairman announces the result publicly and justifies it.
- (10) At the request of the doctoral candidate, the University issues a certificate of the doctoral comprehensive exam and its rating, as well as the defence of the doctoral thesis and its rating. The rating of the doctoral thesis must be assessed in proportion to the score obtained and the achievable score:
  - a) „summa cum laude” – between 90-100%,
  - b) „cum laude” – between 80-89.99% and
  - c) „rite” – between 66.67-79.99%.
- (11) On the basis of the results of the doctoral comprehensive exam and the report of the committee of assessors as well as the scores obtained, the DDC submits a proposal to the University Doctoral Council to award a doctoral degree.

- (12) There shall be minutes taken of the doctoral procedure containing the most important statements made. This protocol shall be public and shall be made accessible after completion of the procedure in the archives of the doctoral school.
- (13) The University closes the doctoral procedure within one year from the acceptance of the application, unless the doctoral thesis is submitted after the submission of the application. In this case, the deadline for closure is extended to a maximum of three years. After a failed procedure, a new procedure in the same discipline may be initiated at the earliest two years after the announcement of the closure decision, at most once.
- (14) The qualification of the doctoral degree must be determined from the arithmetic mean of the doctoral comprehensive exam and the percentage of defence, and based on this the qualification of the degree is as follows:
- a) „summa cum laude” – between 90-100%,
  - b) „cum laude” – between 80-89.99% and
  - c) „rite” – between 66.67-79.99%.
- (15) The protocol on the doctoral defence shall include the name of the higher education institution, its institutional identifier, the name of the doctoral candidate, the student reference number, university degree, the discipline of the degree to be obtained, the title of the doctoral thesis, the title, the name of the doctoral supervisor, teacher reference number (TRN), the date, place and language of the public debate. the names of the chairman and members of the committee of assessors, the teacher reference number (TNT), the signature, the opinions of the official assessors, the main points of the questions raised speeches made during the public debate and the, the names of the participants in the debate, the opinion and assessment of the committee of assessors.

## **§22. The doctoral degree and conferment**

- (1) After the successful completion of the doctoral procedure, the University will confer a doctoral degree in Hungarian and English. This should include the discipline in which the candidate has been awarded the PhD. A specimen of the diploma is given in Annex 3. The secretary of the UDC shall keep a record of the doctoral diplomas issued.
- (2) The documents of the procedure cannot be discarded. The secretary of the doctoral school returns the printed material of the procedure to the candidate.
- (3) The doctoral degree is handed over by the University at a solemn conferment ceremony. At the ceremony the doctoral candidates shall take the doctoral oath according to Annex 4.
- (4) Individuals with a PhD degree may use their names with the title "Doctor" or "Dr." or "Doctor of Philosophy" or "PhD" as of the date of the relevant UDC decision.
- (5) Based on the results of the doctoral graduation procedures, administrative staff shall continuously update the doktori.hu database.

### **§ 23. Data protection, recording and publicity**

- (1) A bound copy of the defended doctoral theses will be sent to the University Library and a copy will be placed at the doctoral school.
- (2) The date of defence, the theses and by appropriate protection the doctoral dissertation shall be published at the doctoral school's website and in the doktori.hu database.
- (3) The doctoral dissertation and its theses should be made available to everyone in electronic form in the Hungarian Scientific Workshop, with a DOI number, in accordance with the generally accepted international practice.
- (4) The DDC shall decide on the classification process or on closed defence.
- (5) At the request of the doctor the public availability of the dissertation may be delayed for two years after the defence.

### **§24. Quality assurance**

- (1) UDC monitors the quality assurance of the individual doctoral schools.
- (2) The operational regulations of the doctoral schools include the quality assurance plan and the evaluation process.

### **§25. Conferment of a doctoral degree with Honours**

- (1) With the prior consent of the President of the Republic, the University will award the Doctoral Degree „Promotio sub auspiciis praesidentis Rei Publicae” to a doctoral student with excellent results in terms of high school, university and doctoral studies under the conditions laid down by the relevant minister.
- (2) The doctoral candidate concerned may initiate the awarding of the doctoral degree with honours in a written request to the DDC. The DDC will forward the request, together with its proposal, to the Chair of the University Doctoral Council. The Senate decides to support the application. In order to contribute to awarding the title Doctor with Honours, on the basis of the recommendation of the higher education institution, the minister responsible for education submits a proposal to the President of the Republic.
- (3) For the submission, the rector of the higher education institution will send the minister responsible for education a certified copy of the documents confirming that the candidate fulfils the requirements for being awarded the doctoral degree with honours.

## **§26. The title honorary doctor and honorary professor**

- (1) The University may award Honorary Doctor ("Doctor honoris causa", Dr. hc), or Honorary Doctor and Professor (Dr. hc Prof.) to the Hungarian and foreign citizens worthy of it, as described in Annex 5, by awarding a Hungarian and English and/or Latin diploma. The award title can be earned by internationally renowned scientific research and development work or by high-quality scientific and / or research organizational activities for the University.
- (2) Doctor honoris causa title can be awarded by the university in the discipline in which the higher education institution is entitled to award a doctoral degree.
- (3) Educational units can initiate the award at the DDC. Decision is made by the Senate based on the proposal of the DDC on the rector's recommendation taking into account the opinion of the University Doctoral Council.
- (4) In a given discipline honorary doctoral titles may be awarded once a year, and in exceptional cases not more than twice a year.

## **§27. Nostrification of an academic degree obtained abroad**

- (1) The nostrification of an academic degree obtained abroad is regulated in the document "The procedure of the naturalisation of an academic degree obtained abroad" which forms Annex 7 of the present regulations.

## **§28. Joint Doctoral School**

- (1) Establishing a joint doctoral school with another domestic or foreign university is only possible based on the proposal of the University Doctoral Council respectively the decision of the Senate.
- (2) The terms and conditions of establishing and operating a joint doctoral school are included in the relevant rules of law and in the statement of HAC about the requirements of establishing and operating doctoral schools.

## **§29. Withdrawal of an academic degree**

- (1) The University accepts within the framework of a doctoral procedure and applies the principles and proposals concerning plagiarism set in the Codex of Scientific Ethics of the HAS. The substantive decisions which are made based on paragraph (2) of article X of the Constitution can be disputed neither at court nor at an administrative body.
- (2) An academic degree can be withdrawn if it was obtained by introducing somebody else's intellectual work partly or utterly as one's own or by using fake or falsified data in the

thesis and thus deceiving or misleading the corporation or person proceeding in the doctoral matter. The procedure of withdrawing a doctoral title can be conducted if the person entitled to this title is alive at the time of initiating the procedure.

- (3) The actions stated in paragraph (2) do not become forfeited, the impeachment only affects the person entitled to this title.
- (4) The procedure of withdrawing a doctoral degree can be initiated at the president of the University Doctoral Council (UDC) which issued the degree, by someone who certifies the statements laid down in paragraph (2) or renders it probable in a well-founded way that they have a doctoral or equivalent academic degree in a scientific area related to the topic of the disputed dissertation.
- (5) The withdrawal of a doctoral degree is decided on by the UDC. The withdrawal of a degree can be submitted by the president of the UDC, who is obliged to ask the responsible doctoral council relevant to the discipline of the doctoral degree for their opinion whether the statements laid down in paragraph (2) are actually true for the owner of the degree. An expert / experts can be entrusted with the procedure of the withdrawal of a doctoral degree and the person concerned must be listened to as well. If the person concerned does not show up despite a repeated standard notice or asks for ignoring their questioning, the UDC is entitled to make a substantive decision even by ignoring the questioning. If the violation of copyright was laid down by a legally binding judicial verdict in a procedure initiated by the original author even before starting the procedure, the UDC is not obliged to conduct an investigation in the case. The legally binding verdict is enough to withdraw the degree.
- (6) In case of an appeal against the withdrawal of the degree the UDC appoints a case-by-case committee which consists of regular members of the doctoral school 50% of whom does not have a legal relationship concerning employment with the institution of higher education withdrawing the degree. It is the Senate of the institution of higher education who decides in the case of the appeal based on the opinion of the case-by-case committee.
- (7) The legally binding order concerning the withdrawal is made public by the University.
- (8) In case of a withdrawal of the doctoral degree the person concerned is not entitled to apply for another procedure aiming at obtaining a degree for the following 5 years.

Győr, 25 June 2018

## ANNEXES

## Annex 1 The right of the University to doctoral programmes and to grant degrees

Fields and disciplines of science regarding the right of the Széchenyi István University to doctoral programmes and to grant degrees

### Engineering Sciences:

- Civil Engineering
- Information Sciences
- Transportation and Vehicle Sciences

### Social Sciences:

- Law and Political Sciences,
- Business and Management Sciences,
- Regional Sciences.

### Agricultural Sciences:

- Animal Sciences
- Crop Sciences and Horticulture
- Food Sciences

## Annex 2 Academic work required to obtain a doctoral degree

One of the purposes of the doctoral programme is to support the regular and continual academic work of the candidates and to adopt it to the communication system of the field of science which they work in. To achieve this goal, doctoral schools establish a system of requirements, the fulfilment of which is supported by programmes and controlled as an essential condition of granting a doctoral degree.

There are significant differences between fields of science as regards the type of the academic work, the practice of assessment and the measurability of level. Thus the institution empowers the doctoral schools to establish the detailed system of requirements concerning academic work. (This system of requirements shall assess academic publications and further achievements related to academic work by scoring.)

The doctoral schools submit their system of requirements for approval to the Doctoral Council of the institution. The Disciplinary Doctoral Council does the following to maintain the national uniformity of the level of requirements for obtaining a degree.

- It proves whether the system of requirements fits the competences and obligations which are laid down in the accreditation of the institution.
- It proves whether the level of requirements is in accordance with the system of requirements of other doctoral schools of the institution.
- It compares the system of requirements with that of other institutions' doctoral schools operating in the same or similar fields or disciplines of science mainly concerning the level and certification of the minimum requirements.

The approval by the UDC cannot be extenuating as regards the nationally established, standard requirements. In justified cases – if the regulation proposed by the doctoral school based on special consideration involves less strict requirements than that of professionally similar doctoral schools – the UDC asks for the opinion of the HAC before making a decision.

The system of requirements approved by the UDC is made public by the DDC parallel to the annual programmes. If any modification in the system of requirements is justified for any reasons (for instance because of electronic or other ways of publication), it has to be carried out as described above.

Annex 3 Doctoral Diploma

Number: x/xxxx.

**DOCTORAL DIPLOMA**

*The Rector of Széchenyi István University and  
the President of the University Doctoral Council  
hereby certify that*

**NAME**

*who was born in (town, country), on (day, month, year)  
on the ..... Sciences has honorably fulfilled all the requirements  
prescribed by the law and by the University Doctoral Code,  
demonstrating thorough knowledge of the field of sciences,  
and an aptitude to enrich it with new achievements  
with „rite/cum laude/summa cum laude” qualification.  
Accordingly, on this day, by the power legally vested in us,  
we, the undersigned confer on Him/Her the scientific degree of*

**DOCTOR OF PHILOSOPHY (PhD)**

*in*

*..... SCIENCES*

*and authorize Her/Him to use the title „doctor (PhD)”  
or the abbreviation „Dr”.*

*In witness thereof, we have hereto subscribed our names  
and caused the seal of the University on this document.*

*Győr, day, month, year*

*President  
University Doctoral Council*

*Rector  
Széchenyi István University*

#### Annex 4 The text of the doctoral oath

I, ..... swear I will [keep to the constitution and lawful order of Hungary and be loyal to my Country and nation.]

show due regard for the Rector of the Széchenyi István University as well as for each citizen of the University any time. I will follow the rules and customs of the University. I will make an effort to study and achieve the best results I can as well as to become an academically qualified and educated person and thus to prepare for my chosen career.

\*[ ] omitted in case of foreigners

Annex 5 The text of the honorary doctoral degree

**HONORARY DOCTORAL DEGREE**

We, the Széchenyi István University and Senate

hereby certify that

Mr/Mrs ..... ,  
who was born in .....town/municipality, on .....  
day/month/year

has performed outstandingly regarding the development of ..... on an  
international level as well  
and accordingly we confer on him/her the scientific degree of

**honorary doctor**  
and authorise him/her to use the title

**"Doctor honoris causa"**  
or the abbreviation "Dr.h.c.".

In witness thereof, we have hereto subscribed our names and caused the seal of the  
University on this document.

Győr, .....

*President*  
*University Doctoral Council*

*Rector*  
*Széchenyi István University*

**Contract of employment with PhD students (Sample)**

which is made by and between the Széchenyi István University (9026 Győr, Egyetem tér 1.) hereinafter the University), and

Name (maiden name)	
Address	
Place and date of birth	
Mother's maiden name	

hereinafter PhD student) dated on the undersigned date and venue, as follows.

**1. Subject of Contract**

1.1. The Contracting Parties state that the PhD student has a student status in the ..... doctoral programme of the University. The Contracting Parties agree that – as an obligation resulting from the student status – the PhD student takes part in the activities of the University concerning teaching and research. As for this contract, the Contracting Parties only consider the research activities other than those connected to the research topic of the PhD student as research-related activities.

1.2. The PhD student takes part in the University's teaching and/or research activities as follows.

1.3. The PhD student is entitled to get an allowance related to the student wage laid down by the law based exclusively on the offset of his/her work during his/her first doctoral programme and for the duration of the training set in the relevant qualification requirements. The PhD student is obliged to submit the certificate of his/her student status to the Wages and Labour Department of the University.

**2. Duration of Contract:**

**3. Place of Employment:**

**4. Weekly Working Hours:**

**5. Monthly Student Wage, which is the personal basic salary according to Mt.:**

- 5.1. The PhD student states that on the grounds of student wage he/she does not receive further remuneration from any organisation defined by Law 1995/CXVII on personal income tax, respectively, the extent of the remuneration does not exceed the threshold of the allowance which does not bear tax burden having regard to the present contract as well. The PhD student is obliged to immediately report any case when the total amount of his/her student wages gained from anywhere exceeds the threshold of the allowance which does not bear tax burden. The PhD student is entitled to make a decision on whether to terminate his/her student status or to fulfil his obligation to immediately pay compensation to the University for exceeding the tax-free threshold. The competent dean is entitled to relieve the PhD student of that obligation in writing as long as the Faculty pays for the University's additional costs. The failure to fulfil this obligation is considered as a substantial breach of the contract and may result in the immediate termination of the contract besides the existence of the obligation of compensation.
- 5.2. By signing this contract the PhD student agrees that he/she received the relevant information laid down in Mt. 46.§ (7) The PhD student notes that according to the present contract he/she cannot claim for any further allowances or benefits from the University beside his/her student wage.

**6. Duties to be carried out:**

Simultaneously with entering into the contract the employer hands over a job description to the employee, which document is considered as part of the contract of employment.

**7. Management of working hours:**

- 7.1. The management of the PhD student's working hours as well as his/her duties as regards teaching and research are in respect of the present contract determined by his/her immediate superior ..... (name, position, department).
- 7.2. The director of the Doctoral School is entitled to make and terminate the contract with the PhD student.

**A./ Unequal working hours which cannot be determined by contract in advance:**

- 7.3. If the present contract does not determine the management of working hours in detail, the PhD student shall be informed about his/her working hours for at least a week, at least seven days in advance. Failing this, the last working hours are considered to be authoritative.
- 7.4. The working hours can be spread unequally on the working days. The Contracting Parties agree that the daily working hours can be shorter than four hours. The Contracting Parties also agree that in case of an unequal management of working hours the shortest working hours can be 1 hour a day.
- 7.5. The working hours of the PhD student shall be determined in such a way that he/she shall be able to fulfil his/her obligation of taking exams and preparing for them. The PhD

student is obliged to immediately inform his/her immediate superior about his/her exam dates as soon as he/she finds them out, so that they can be taken into consideration in the process of managing his/her working hours. The PhD student is also obliged to initiate conciliation with his/her immediate superior about the necessary preparation time during which he/she cannot be asked to do any work. In case of exclusively taking part in teaching work, the Contracting Parties agree that they mutually do not consider it as a kind of work which hinders preparation if it does not exceed ..... hours per week.

## **8. Other provisions**

- 8.1. The Contracting Parties agree that the PhD student is obliged to keep the University's business secrets without any time limitation. Besides keeping these business secrets, the PhD student is further obliged to behave in such a way that does not offend the University's economic interests or threaten its reputation.
- 8.2. The PhD student is obliged to fulfil his/her duties according to the current laws in force, the University's internal regulations and other regulations based on the Organisational and Operational Rules as well as the instructions of the exercisers of employer's rights.
- 8.3. The PhD student notes and, regarding this contract, gives his/her explicit consent that the University submits the certificates and documents which are necessary for accounting to the organisation which is responsible for the accounting of the project if the student wage is actually paid from financial resources for a tender and the present contract as well as certificates and documents necessary to the performance of the contract are necessary to be submitted for accounting.
- 8.4. (1) If it is proven by court that the University has terminated the employment relationship of the PhD student in an unlawful way, the PhD student shall be employed further in his/her original position on his/her request.  
(2) On request of the University, the court ignores the re-employment of the PhD student in his/her original position provided that this cannot be expected from the University.  
(3) The order laid down in paragraph (2) cannot be applied if  
*a)* the action carried out by the employer conflicts the requirement of the proper legal practice, the requirement of equal treatment (Mt. 219. §), and the protection against dismissal [Mt. 65. §] or  
(4) the PhD student does not ask for his/her re-employment in his/her original position or the court ignores this on request of the University, the court obliges the University to  
– consider each consequence of the case, especially the legal offence and its effects and  
– pay an amount of at least two-, at most twelve-month average earnings to the PhD student.  
(5) the PhD student does not ask for his/her re-employment in his/her original position or the court ignores this on request of the University, the employment relationship terminates on the date on which the decree concerning legal offence becomes final.  
(6) If the employment relationship is terminated in an unlawful way, the PhD student is entitled to receive a compensation for his/her missing salary (other allowances) and

damages. The part of the salary (other allowances) which has been compensated in another way, is not expected to be compensated for.

(7) If the employment relationship has been terminated by extraordinary notice, the PhD student is entitled to receive  $\square$  besides the statements set out in paragraph (6)  $\square$  his/her average income for the period of notice (Mt. 70. §) and a severance payment in case of an ordinary notice as well.

8.5. (1) If the PhD student terminates his/her employment relationship by ignoring the provisions laid down in Mt., he/she is obliged to pay the University an amount which equals his/her average income for the period of notice relevant to him/her. If the termination of the PhD student's employment relationship is unlawful exclusively because he/she does not entirely serve the required notice period, his/her obligation for compensation is proportional to the unserved notice period.

(2) If the PhD student terminates his/her fixed-term employment relationship in an unlawful way, the content of paragraph (1) shall be applied. If the remaining period of time is shorter than the time period defined in paragraph (1), the University is entitled to claim for a compensation for the average income for the remaining time only.

(3) The University is also entitled to claim for a compensation for its damages which exceed the extent described in paragraphs (1) and (2).

(4) For the enforcement of the University's claims regarding paragraphs (1)-(3), the regulations relevant to the compensation for the damages caused by the employee (Mt. 30. and 177. §) are considered as authoritative.

8.6. As for questions that are not covered in the present contract, Law 2011/CCIV on national higher education, Law 2013/V on Civil Code as well as Law 2012/I on Employment Code shall be applied.

8.7. To judge disputes resulting from the present contract – as long as the Contracting Parties cannot agree with each other – the legal provisions relevant to the settlement of legal disputes concerning employment shall be applied.

8.8. The University informs the PhD student that he/she is entitled to turn to the Administrative and Labour Court of Győr for legal remedy, within 30 days of announcement if he/she considers the content of the present agreement as derogatory.

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

PhD student

University

Countersignor

Annexes:  
Annex 1: Statement

This procedure was prepared for the application of §25 of The Regulations Governing the Doctoral Training Programmes and the Awarding of the Doctoral Degree. The procedures are governed by Act CCIV of 2011 on National Higher Education (NHEA), Act C of 2001 on the recognition of foreign certificates and degrees and the Government Decree (GD) 378/2012 (XII.19)

#### Submitting a request for nostrification

- (1) The request for the nostrification of academic degrees obtained abroad is possible if at the time of submission the applicant:
  - a) Possesses an identity card/passport containing personal data and proving his/her nationality
  - b) Address card proving his/her Hungarian address.
- (2) Requests must be submitted in person and applicants must have documents stipulated in Point 1
- (3) Requests must be addressed to the Disciplinary Doctoral Council and submitted to the Doctoral School in charge. Requests must be made using the prescribed forms and handed in together with the attachments below.
  - c) The copy of the original (in exceptional cases the copy issued) degree authorised by a notary and the Hungarian translation of the degree also authorised by a notary,
  - d) Postal slip proving the payment of the procedural fee.
- (4) Only the request that have all the attachments stipulated in point three shall be dealt with.

#### Nostrification procedure

- (5) The nostrification is decided by the University Doctoral Council based on the proposal of the Disciplinary Doctoral Council.
- (6) Subsequently to the comparison of the obtaining circumstances and conditions of the foreign degree and the relevant regulations of the University is done and within 30 days from the receipt of the request, the Disciplinary Doctoral Council may call upon the applicants to submit any or all the here listed documents:
  - a) Copy of the certificates proving the previous fulfilment of higher education studies and the Hungarian translation of these foreign certificates,
  - b) The doctoral thesis and a synopsis translated into Hungarian.
  - c) The bibliography and references proving the scientific activity of the applicant
  - d) Copy of a regulation detailing the given foreign doctoral training programme and the awarding of the doctoral degree as well as the applied procedures.
- (7) The applicant has 30 days from the receipt of the call to hand in the documents listed in point 5.
- (8) If in case the Disciplinary Doctoral Council cannot decide without doubt the authority of the foreign institute issuing the degree then the Council will ask for the opinion of the Hungarian Equivalence and Information Centre.
- (9) It is possible to request a Disciplinary Doctoral Council expert and the establishment of an expert committee to evaluate the application.
- (10) In the nostrification procedure when defining the requirements the emphasis is mainly put on the content and not on the form, namely:

- a) The doctoral complex or comprehensive exam is not always a requirement in foreign doctoral procedures where the defence itself is equivalent to the complex exam. (e.g. France, the USA etc.)
  - b) The requirements for publication generally must match the relevant university requirements. Slight modifications are acceptable for example if the institution issuing the certificate does not allow preliminary publication (some French and American universities), but it is always required to have the results of the thesis published in a language spoken internationally in an internationally recognised professionally edited journal. It is not the number of publications but the fact that the thesis has been published that is taken into account.
  - c) The format of the doctoral thesis may alter from the Hungarian requirements.
  - d) It is not necessary to prepare a thesis summary but the doctoral thesis must clearly indicate the writer's individual and new results. This must meet the general Hungarian requirements. In case of doubt the Disciplinary Doctoral Council as part of the procedure may ask for a declaration stating which results the writer of the thesis considers to be his/her own.
  - e) Hungarian citizens writing their thesis in a language spoken internationally must also provide proof of their knowledge of a second language. Certificates from language schools not accredited in Hungary are also accepted.
- (11) Supplementary conditions must only be stated if they are necessary for the matching of the content.
- (12) The University Doctoral Council based on the Disciplinary Doctoral Council's proposal can make the following decision:
- a) Nostrifies the academic degree obtained abroad (regards it legally equivalent to the doctoral degree issued by the Széchenyi István University).
  - b) Conditionally nostrifies the academic degree (conditions may be: taking a complex exam, defending the thesis etc.)
  - c) Rejects the nostrification of the academic degree
- (13) The University Doctoral Council provides a detailed reasoning together with the decision.
- (14) According to sub-point a) of point 12, the nostrification decision of the University Doctoral Council grants permission to the applicant to use the doctoral title.
- (15) In case of sub-points b) and c) of point 12 the applicant has 15 days from the receipt of the decision to appeal in writing to the Minister in charge. The appeal must contain a detailed reasoning of which the applicant must be informed about simultaneously to the sending of the decision.
- (16) The nostrified degrees are not rated.

### Closing provisions

- (17) At the end of the procedure, all documents submitted with the nostrification request shall be sent back together with the decision.
- (18) The nostrification fee is one third of the minimal wage defined by the law in effect at the time of submitting the request.
- (19) Nostrification procedure must be finalised not later than 60 days after the receipt of the request. If further documents are required based on point 5, the deadline is extended by 30 days and the applicant is informed in writing.
- (20) All necessary notifications to the applicants must be sent by registered mail to keep deadlines.
- (21) The registration of the nostrified degrees is done by the secretary of the University Doctoral Council based on the doctoral degrees issued by the University.
- (22) The current regulation is part of the University Doctoral Regulations and enters into effect concurrently.

## Request

(Form for the nostrification of Academic Degrees obtained abroad)

I, the undersigned ..... request the University Doctoral Council, to nostrify my academic degree as a doctoral degree based on the submitted reasons.

### I. Personal data

First name:

Surname:

Nationality:

Name at birth:

Mother's maiden name:

Mother's nationality:

Date and place of birth:

ID/Passport number:

Permanent address (postal code, city, county, street, number, phone number):

Address of notification: (postal code, city, county, street, number, phone number):

Name of workplace:

Position held:

Address and telephone number of workplace:

Email address:

Mobile:

### II. Data relating to the academic degree

Discipline of the academic degree obtained abroad:

Name and seat of the institute awarding the degree:

Date of the thesis defence:

The doctoral program the applicant has participated in:

The year and title of the thesis upon which the awarded degree is based in its original language:

The year and title of the thesis upon which the awarded degree is based in Hungarian:

Date of the Doctoral Degree:

Language competence (Language 1), serial number and date of the certificate

Language competence (Language 2), serial number and date of the certificate

III.

Reason for the nostrification request:

Name of the discipline in which the applicant is requesting the nostrification:

Name of the Doctoral School responsible for judging the request:

Date:

Yours Sincerely,

.....

Applicant

Documents named in the procedure to be attached.

## Annex 8 Application form for organisational/individual training

### APPLICATION FORM

Széchenyi István University

..... Doctoral School  
Doctoral (PhD) Training

Name: (name at birth)

Date and place of birth

Mother's name:

Nationality:

Permanent address, telephone number:

Address of notification:

Name, address of workplace and job title:

Name of the chosen topic:

Training type (please underline)

Full time – state scholarship

Full time – fee paying

Individual preparation – fee paying

Data of degree:

- Name of the University, Faculty, Department and qualification
- Serial number, date of issue and grade

Data of the language certificate (number, level and type)

Date:

Signature of the applicant

Attachments:

Copy of the university degree.....pc

Copy of the language exam certificate.....pc

Reference/Recommendation.....pc

Curriculum Vitae

List of publications

Short research plan

Proof of payment of the procedural fee

Other:

MINUTES OF THE PROCEDURE OF AWARDING A DOCTORAL DEGREE

Name of the candidate:

Place and date of birth:

Permanent address:

Topic/Title of the doctoral thesis:

Name of supervisor:

Discipline:

Doctoral School

Language exams:    1.

2.

Preparation:

Date of submitting the request:

The Disciplinary Doctoral Council has decided to conduct the doctoral comprehensive exam with the decision number: .....

**The doctoral complex exam:**

Theoretical part:

Research methodology part:

Date and place of the comprehensive exam:

Result of the comprehensive exam:

Name	Signature	Points (Theory)	Points (Research methodology)

The doctoral comprehensive exam

- a. Average points:
- b. Results in %
- c. Grade

Evaluation of public disputation:

Result of public disputation: .....points .....%

Detailed minutes of the defence and the public disputation are attached.

**We suggest/not suggest the awarding of the doctoral (Ph.D.) degree**

Győr,

Name	Signature

Proposal of the Disciplinary Doctoral Council:

We suggest/not suggest the awarding of the doctoral (Ph.D.) degree

Győr, 20.....

Head of the Disciplinary Doctoral Council

Decision of the University Doctoral Council:

We award/not award the Ph.D. title