

THE DOCTORAL REGULATIONS OF SZENT ISTVÁN UNIVERSITY

Gödöllő

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I Preamble

Act CCIV of 2011 on National Higher Education defines doctoral programme as the highest level of university education and the doctoral degree („Doctor of Philosophy”, hereinafter referred to as PhD) as the highest level of qualification at university level. Szent István University (hereinafter referred to as SZIE or University) is authorised to announce doctoral programmes, conduct dissertation procedures and confer doctoral degrees by the Hungarian Accreditation Committee (hereinafter referred to as HAC) in the following disciplines:

1. agri-mechanical engineering,
2. animal husbandry sciences,
3. biological sciences,
4. food sciences,
5. management and business administration ,
6. environmental sciences,
7. plant and horticultural sciences,
8. regional sciences.

The following sources of law are applicable to the Doctoral Regulations of Szent István University (hereinafter referred to as DR):

- Act CCIV of 2011 on National Higher Education
- Government Decree 387/2012 (19 December) on doctoral schools, doctoral procedure and Habilitation (hereinafter referred to as Government Decree)
- Act C of 2001 on the recognition of foreign degrees and certificates
- HAC Decree 2008/8/II/2 on the accreditation requirements of establishment and operation
- organisational and operational regulations of SZIU.

Hence, the Senate of the University (hereinafter referred to as Senate) sets forth the doctoral regulations of the university as part of the Organisational and Operational Regulations Student Rights in the form outlined below.

II General provisions

1. §

Definitions and contents of the doctoral programme and the doctoral degree

- (1) The “Doctoral Programme” is an academic programme of advanced studies and research in an academic discipline for individual or organised training by taking the special features and the requirements of PhD students into consideration with the inclusion of regular monitoring and testing.
- (2) The doctoral degree serves as proof of high-level knowledge in a certain branch of science, aptitude to independent research work and achievements of new or novel results by international indicators.
- (3) Doctoral trainings may solely be pursued under the operation of accredited doctoral schools.

- (4) Trainings shall take the following forms:
 - a) state funded,
 - b) fee paying.
- (5) Students preparing individually may exclusively take part in the fee-paying training.

2. § Definitions

1. **university PhD student register:** records about the PhD students admitted and participating in the PhD programme kept by the University Doctoral, Habilitation and Science Organisation Office;
2. **university PhD register:** records about the persons who have obtained the PhD title at University and its details kept by the University Doctoral, Habilitation and Science Organisation Office;
3. **PhD student:** state funded or fee-paying students who take part in the PhD programme with all the rights and liabilities outlined in the regulations on higher education.
4. **PhD student contract:** a contract on student employment in compliance with subsection (5) of § 44 of the Act on National Higher Education.
5. **PhD dissertation:**
 - (a) A doctoral dissertation (a piece of work, work of art) prepared by the doctoral candidates or students that proves their aptitude to carry out scientific work to meet the requirements.
 - (b) The dissertation may also be a brief thesis-like summary of several scientific publications. If this is so, the original works are annexed and their quality and quantity are examined by the Board. Works of art or patents may also be submitted as an annex of the dissertation.
6. **doctoral degree:** a degree of the doctoral council whose requirements are listed in the doctoral regulations of the university pursuant to the applicable laws.
7. **doctoral degree procedure:**
 - (a) the procedure to obtain the doctoral degree in the three-year-long programme;
 - (b) the research and dissertation preparation phase in the eight-term-long programme.
8. **council of the doctoral school:** a body holding regular meetings to assist the head of the doctoral school that consists of the regular members of the doctoral school and the invited visiting members holding a scientific degree who research the given branch of science and who are commissioned and acquitted by the head of the University Doctoral and Habilitation Council (UDHC) after hearing the opinions of the UDHC;
9. **doctoral programme:** educational, research and examination activity tailored to the special features of the branches of science as well as the PhD students in organised or individual programmes;
10. **doctoral stipend:** monetary incentive granted to students taking part in state funded doctoral programmes and international students entitled to the same rights and benefits as Hungarian nationals based on acts or international agreements;
11. **doctoral regulations:** part of the organisational and operational regulations of the higher education institution that sets forth the rules of the doctoral programme and obtaining the doctoral title as well as the operations of the disciplinary doctoral schools in details;

12. **doctoral topic:** such an area of research that is suitable for the doctoral students to get acquainted with the application of scientific methods, obtain assessable scientific results and prove their aptitude by publishing scientific publications, lectures and doctoral dissertation (works of art);
13. **doctoral theses:** a summary for the public presenting the scientific results of the doctoral student that testify completing the general and special requirements necessary for obtaining the doctoral title and readiness for the procedure of conferring the title.
14. **studies and research phase:** the first period of the doctoral programme that is finished with a comprehensive exam at the end.
15. **comprehensive exam (rigorosum) :** a form of testing and examining at the end of the fourth semester of the doctoral programme in front of a Board that marks the end of the studies and research part consisting of two parts where the theoretical part tests the students' theoretical knowledge and in the dissertation part the students give an account of their scientific progress made.
16. **research and dissertation phase:** the second period of the doctoral programme following the comprehensive exam which is part of obtaining the degree procedure with the objective of earning the degree.
17. **study programmes abroad:** part of the doctoral programme in which the doctoral student may take part on the basis of such a work programme similar to their research topic and approved by the supervisor that ensures recognising studying abroad in the doctoral programme of the university. The council of the doctoral school shall make a decision on accepting the work programme of studies abroad.
18. **credit:** an academic point achieved by meeting the criteria while studying pursuant to the regulations of the doctoral school.
19. **preliminary disputation:** presenting, evaluating and disputing the draft (preliminary) doctoral dissertation in front of the colleagues and other researchers and prominent experts organised by the supervisor(s) of the PhD student.
20. **public disputation:** presenting the scientific results and achievements of the doctoral dissertation prepared by the doctoral candidate in order to achieve the doctoral degree in a public disputation in front of a board and in the presence of official opponents as well as replying to any questions, comments and opinions that may arise in the supervisory or disputation period.
21. **opponent:** the official assessor of the doctoral dissertation at least one of which must not be employed by the higher education institution that runs the doctoral school,
22. **supervisor:** the doctoral topic supervisor of the PhD student/doctoral candidate; an active researcher or lecturer with a scientific degree whose topics were preliminary approved by the CDS who is responsible for instructing and assisting the doctoral students in studying, researching and publishing the research results, building international contacts, participating in conferences and preparing the doctoral candidates for obtaining the degree. The doctoral student/candidate may have two supervisors (co-supervisors) simultaneously who are responsible for their making progress. A supervisor shall not have more than six doctoral students at a time: maximum three in the studies and research phase and three in the doctoral degree phase.

3. §

The structure of the programme and obtaining a degree at university

(1) The following shall fulfil the regulatory, decision making, organisational, administrative and registration tasks of the doctoral programme and obtaining the doctoral degree as outlined by paragraphs (2)-(6):

- a) approve the Doctoral Regulations of the University,
- b) accept the Operational Regulations of the Doctoral School,
- c) approve the chair and the members of the University Doctoral and Habilitation Council (UDHC),
- d) decide on discontinuing the doctoral school after the initiations of the UDHC or the Rector,
- e) decide on conferring the title of doctor honoris causa and
- f) summa cum laude,
- g) confer the titles to persons who have earned the doctoral degree at its traditional annual, ceremonial public meeting.¹

(2) In terms of the programme and obtaining the degree the Senate shall

- a) accept the Doctoral Regulations of the University,
- b) approve the chair and the members of the UDHC,
- c) decide on discontinuing the doctoral school after the initiations of the UDHC or the Rector,
- d) decide on conferring the title of doctor honoris causa.

(3) The rector shall

- a) appoint the heads of the doctoral schools for a maximum period of five years following the approval of the UDHC which period may be extended several times,
- b) decide on conferring the summa cum laude title,
- c) request the Education Office to register the school following the Senate's decision made on the establishment of the doctoral school,
- d) confer the titles to persons who have earned the doctoral degree at its traditional annual, ceremonial public meeting,
- e) recommend conferring the title of doctor honoris causa following the approval of the UDHC.

(4) The UDHC is the supreme decision making and managing body of the doctoral programme and obtaining the doctoral degree that formulates and supervises the university system of the doctoral programme, obtaining the doctoral degree and habilitation, assures the quality of the scientific degree and the international equivalence and recognition of degrees obtained in diverse disciplines and branches of science.

(5) The DS serves as the workshop of the doctoral programme and research and the doctoral programme may exclusively be run by the DS. The scope of its tasks includes

- a) outlining its own operational regulations in which it defines
 - aa) the procedure and requirements of the admission procedure,
 - ab) the educational and research topics of the doctoral candidates,
 - ac) the compulsory and optional subjects and their credit system,
 - ad) the quality assurance and publication requirements of the DS.
- b) approving the measures,
- c) establishing the council of the doctoral school (hereinafter CDS) that assists the work of the head of the doctoral school.

¹ Modified by 47/2017/2018 regulation by the Senate from 26 October 2017 thereof

- (6) The tasks of the UDHC are set forth by § 51 of the Operational Regulations, § 6 of the present regulations and its own regulations.

4. §

The University Doctoral and Habilitation Council

- (1) The UDHC performs its tasks and duties in line with the regulations of subsection (4) of § 3 and § 15 of the Operational Regulations and its own regulations.
- (2) The UDHC shall decide on
- a) all the strategic issues of the doctoral programme and obtaining the degree,
 - b) the university structure of the doctoral programme and obtaining the doctoral degree,
 - c) the allocation of state stipends and grants per discipline (scholarships, as well as programme and research subsidies) and controlling the use of financial means,
 - d) the heads of the doctoral schools,
 - e) the approval or acquittal of the council members of the doctoral schools,
 - f) the members of the admission committee following the approval of the doctoral schools,
 - g) the admission of applicants following the approval and ranking order of the doctoral schools,
 - h) commencing the procedure for obtaining the doctoral degree following the approval of the doctoral schools and the members of the comprehensive exam board as well as the ones of the public disputation,
 - i) awarding, refusing, revoking the doctoral degree and recognising the scientific titles earned abroad,
 - j) the members of the board at the comprehensive exam of the doctoral students in the eight-term programme,
- (3) The UDHC shall
- a) formulate its opinion on establishing doctoral schools and discontinuing them on imperative grounds,
 - b) evaluate the doctoral programme and obtaining the doctoral degree at university for the Senate on a regular basis,
 - c) manage all university level issues on the doctoral programme and obtaining the doctoral degree.
 - d) decide on awarding Doctor Honoris Causa, Honoris Causa Professor titles,
 - e) decide on professorships, the title of university private professor, honorary professorships,
 - f) make recommendations on „SZIU lectures”,
 - g) in all other cases requested by the Rector or the Senate of the University.

5. §

The doctoral school and the council of the doctoral school

- (1) The head of the doctoral school, a university professor who meets the requirements of the core members and a regular or corresponding member or DSc of the Hungarian Academy of Sciences, is responsible for the scientific standard and educational work of the

school. The head of the doctoral school is recommended by the CDS, and commissioned or acquitted by the rector following the decision of the UDHC.

(2) The core member of the DS shall meet the requirements outlined in subsections (3)-(5) of § 2 of the Government Decree.

(3) The core members shall meet the requirements listed in (2) above for at least a period of the programme and the degree obtaining procedure and have a research topic announced by the doctoral school.

(4) The Council of the Doctoral School shall

- a) decide on
 - aa) accepting the research scheme of the doctoral students, their subjects and credits;
 - ab) issuing an absolutorium ('completion of studies' certificate);
 - ac) further allocating the funds of the doctoral school (state grants and subsidies),
 - ad) the advisors, supervisors and instructors of the doctoral school,
 - ae) the doctoral research topic of the doctoral candidates,
 - af) on awarding core member emeritus titles.
- b) make proposals on
 - ba) the members of the admission committees,
 - bb) assigning a new supervisor due to lack of scientific progress or any other grounds;
 - bc) admission to the doctoral programme,
 - bd) accepting state funded students;
 - be) accepting applications for obtaining the doctoral degree;
 - bf) the members of the rigorosum (comprehensive exam) and public disputation committees following the recommendation of the supervisor(s),
 - bg) the members of the complex examination board of the eight-semester training,
- c) formulate an opinion on
 - ca) the due accounts of the PhD students and supervisors;
 - cb) matters assigned to the UDHC;
- cc) the scientific, professional and educational achievements of applicants in the process of habilitation and acceptance of incorporating them into the disciplines of the doctoral school.

6. §

The Doctoral, Habilitation and Science Organisation Office (DHSOO)

(1) The DHSOO shall perform the administrative tasks of the doctoral programme.

(2) The DHSOO shall keep records on the students admitted to the doctoral schools and participated in the programme, and applied for obtaining the title and were conferred the title. Data must be disclosed to the Higher Education Information System by DHSOO.

(3) The DHSOO keeps records on

- a) students admitted to the doctoral programme,
- b) students entering the doctoral programme,
- c) subjects and courses announced by the doctoral schools in the semester concerned,
- d) academic requirements and completing research work,
- e) interrupting studies,
- f) PhD students passing/failing the comprehensive exam,
- g) doctoral students obtaining an absolutorium ('completion of studies' certificate),
- h) doctoral candidates,
- i) procedures of obtaining the doctoral degree,

- j) persons with a doctoral degree.
- (4) The doctoral dissertations and the theses in Hungarian and English are made public at least 2 weeks prior to the public disputation by the UDHC. If requested by the author a maximum of two years' postponement can be granted before the publication following the approval of the UDHC.
- (5) In compliance with the effective regulations the DHSOO shall be made legally responsible for disclosing data on the records and announcements to the bodies concerned in the doctoral programme and obtaining the doctoral degree (Ministry of Human Capacities, Hungarian Doctoral Council, Hungarian Accreditation Committee, Hungarian Higher Education Information Centre, the University or other bodies when instructed).
- (6) the funds coming in from the training contributions, tuition fees and special procedures are managed by the DHSOO about which the UDHC shall constantly be informed.

III The financial conditions of the programme and obtaining the degree

7. §

State funded programme (students with stipend)

- (1) Services provided free of charge for the state funded students include
- a) lectures, seminars, consultations, practices, field practices, reports, exams necessary to meet the educational and training requirements of the programme and obtain the absolution ('completion of studies' certificate),
 - b) launching the degree earning procedure during the three-year long programme in accordance with § 53 and 53/A of the Act on the National Higher Education.
 - c) use of the facilities of the higher education institution, including library and basic library services, laboratories, computer, sporting and recreational facilities, and the equipment thereof pertaining to services free of charge,
 - d) the first issuance of all documents relating to the training or the conferral of the doctoral degree.
- (2) If the doctoral student takes part in the educational and research activity of the higher education institution, it can be considered a form of employment. This employment may solely be carried out within the framework of PhD student contracts pursuant to § 44 of the Act on National Higher Education.
- (3) The costs of completing scientific research tasks (programmes) at the internal and external departments (research institute) of the university may exceptionally be covered at other research institutes from the central budget after the recommendation of the supervisor following the approval of the head of the doctoral school.
- (4) The tuition fee and the costs of the doctoral programme of the international PhD student studying within the framework of an international agreement or a bilateral cultural-scientific agreement and exchange programmes may be covered by the Ministry of Human Capacities from a special budget. Accordingly, an international student with such a legal standing bears the same rights and responsibilities as their Hungarian equivalents and upon acceptance a similar student status must be ensured.
- (5) The amount of the doctoral state stipend transferred monthly by the University is set out by the effective budgetary act. The terms and conditions of entitlement to stipend are included in the regulations on fees and grants in the Students' Regulations.

(6) The fees payable by students during the doctoral procedure are set out in Appendix 11 hereof.

8. §

Fee paying programme

(1) Only applicants with a declaration on covering all the costs of the services listed in (1) of § 7 shall be admitted to the fee -paying programme. The fees payable per semester are set out in Appendix 11 hereof.

(2) Contrary to subsection (1) any further fees borne by the scientific research programme of the doctoral student may be set by the operational regulations of the doctoral school.

IV The admission procedure

9.§

Announcing the programmes; maximum admissible number

(1) The Rector shall announce the programmes of the accredited doctoral schools of the University with the possibilities and requirements of application in the admissions information published by the Ministry of Human Capacities every academic year on www.felvi.hu and www.doktori.hu.

(2) The admissible number of students funded by Hungarian state scholarship shall be decided by the Hungarian Doctoral Council on the basis of the higher education institution contingent. The number of admissible Hungarian and non-Hungarian doctoral students of the fee-paying programme shall be approved by the UDHC following the proposal of the head of the doctoral school on the basis of the capacity of the schools.

10. §

Application and eligibility

(1) Applications to the doctoral programmes addressed to the Doctoral School concerned shall be submitted to the UDHC till 31 May every year or 20 January in the case of courses starting in the second semester, respectively.

(2) Pursuant to (4) of § 1 the criteria of eligibility include

- a) a Master's degree of at least „good' qualification earned in Hungary or abroad and a professional qualification or its equivalent in higher education or a certificate to meet the criteria laid down in the operational regulations of the doctoral school. Exemption from the „good" qualification may be granted in the case of degrees earned three years prior to admission on grounds of proven scientific achievements.
- b) at least a type 'C' intermediate-level or B2 state accredited general language examination in one of the international languages accepted by the doctoral schools or a language certificate equivalent thereto and
- c) preliminary scientific activities conducted in accordance with the requirements of the doctoral school,

- d) a declaration on non-employment and undertaking personal presence in all parts of the doctoral programme till completion if admitted.
 - e) Final year students may also apply for the programme but may only be admitted after obtaining the degree on completion of all other requirements.
- (3) Anyone is eligible for the fee-paying programme in the case of meeting the criteria listed in (4) § 1 a) whose position and working conditions make it possible for them to meet the requirements of obtaining the doctoral degree. Only applicants with a written declaration of ensuring proper conditions by the workplace or any other places of meeting the criteria may be admitted to the fee-paying programmes.
- (4) The application form is set out by Appendix 2 of the regulations supplemented
- a) for state funded trainings by
 - aa) the resume,
 - ab) the academic records booklet and the university degree,
 - ac) language certificate(s),
 - ad) the list of publications and the draft of the research and doctoral topic,
 - ae) the funds designated to cover the research programme and the receiving declaration of the research institute,
 - af) any further admission criteria set out by the DS,
 - ag) the cheque serving as proof of having paid the admission procedural fee.
 - b) In the case of applying for fee paying programmes in addition to the points listed in a) a declaration of the applicant and the superior at work must also be attached on the funds designated for the research part of the doctoral programme.
 - c) When applying for the fee-paying training a declaration must also be attached in which the applicant or an institution undertakes paying the fee fixed in the regulations upon admission.
 - d) International applicants with their studies completed not in the Hungarian or English language are required to submit an international language certificate in any of the languages set out by the operational regulations of the DS.
- (5) Applicants are required to approve of the details of the scientific programme and research topic selected, the scientific achievements, scientific students' scholarly circles and publication activities. The head of the doctoral school and the supervisor recommended may assist in compiling the application, drafting the research topic and the preliminary doctoral topic whose essential part is setting out the technical and financial criteria of the research programme.
- (6) The form of applications submitted shall be checked by the DHSOO and in the case of any missing documents, applicants are required to submit them.

11. § Admission audition

- (1) Applicants submitting a proper application regarding both content and form shall be invited to the admission audition. The admission audition is organised by the DHSOO following a consensus with the head of the doctoral school till 30 June or 31 January in the case of programmes starting in February.
- (2) Admission auditions shall be carried out by the Admission Committee of the DS.
- (3) The admission audition is organised with the objective of getting an overview of the human and professional attitudes of the applicant, ideas concerning the doctoral work,

scientific achievements and language knowledge. The Committee evaluates the applicants individually by accepting or refusing their application. The Admission Committee shall also put the applicants in a ranking order.

(4) Points are awarded by the Admission Committee at the audition on the basis of the following criteria in line with the operational regulations of the DS.

1	human and professional attitude	0 - 30 points based on the evaluation of the Admission Committee
2	scientific achievements	0 - 30 points (details are included in the operational regulations of the DS)
3	qualification of the degree	0 - 10 points (10= with honours, 5= excellent, 0= good)

(5) Degrees obtained three years prior to the admission procedure may not be assessed and 'good' qualification is not a prerequisite, either.

(6) For admission recommendation reaching at least 40 points in Points 1 and 2 of subsection (2) is a prerequisite.

(7) Applicants with good points are ranked by the Admission Committee and put forward to the Council of the Doctoral School.

(8) The Council of the Doctoral School regulates the evaluation system of points separately in the case of international applicants.

12. §

Decision on admission

(1) The CDS prepares the list of ranking the applicants for state funded and fee-paying programmes on the basis of the order of the admission committee which is forwarded by the head of the DS to the UDHC. In case of too many applicants the CDS may offer the fee-paying programme to those applying for the state funded training.

(2) The UDHC shall decide on admission on the basis of the recommendations and the quota and capacity available till 10 July or 31 January in the case of courses starting in the second semester.

(3) Applications may be rejected if they do not meet the admission criteria of the doctoral programme.

(4) Applicants are informed of the decision till 31 July, or 10 February in the case of courses starting in the second semester.

(5) In case of admission the note should contain

- a) the form of the training,
- b) the date of enrolment and the list of the necessary documents.

(6) If the applicant meets the admission requirements but was rejected on the grounds of the tight quota for state funded programmes, the fee-paying training shall be offered as an option. Submission of the declaration prescribed by (3) c of § 12 shall result in admission to the fee-paying programme.

(7) Appeals against rejections of admittance may be lodged within 15 working days of receipt of such rejection to the UDHC addressed to the Rector of the University if the law or institutional regulations have been infringed. Review of appeals shall be subject to rules governing the remedies of student affairs applied as appropriate within 30 days.

V The programme

13. §

Common provisions

- (1) The doctoral student continues studies and conducts individual research work under the guidance of the supervisor on the basis of the work plan approved by the doctoral school (DS).
- (2) Duration of the programme
 - a) for students admitted till the 2015/2016 academic year three years (hereinafter three-year programme) which can only be completed full time during six semesters.
 - b) The length of the doctoral programme for students admitted after 1 September 2016 is eight semesters (hereinafter eight-semester programme) that consists of two separate four-semester-long periods.
- (3) The programme caters for completing the compulsory and optional subjects and courses of the curricula, submitting the assignments, passing the exams and obtaining the necessary number of credits. For the three-year programme 180 credits, for the eight-semester programme 240 credits shall be obtained.
- (4) The requirements of the compulsory and optional subjects and the courses themselves are included in the training programmes of the DS.
- (5) Other special requirements of the semesters are set out by the operational regulations of the doctoral schools.
- (6) Distributing the annual university state funded contingents among the doctoral school is assigned to the UDHC.

14. §

Language requirements

- (1) The language criteria for a Hungarian doctoral student or doctoral candidate to the programme are
 - a) at least an elementary level (B1) institutional language exam in addition to the intermediate level complex („C”) or B2 language exam at admission
 - b) certificate of second foreign language knowledge
 - ba) at least an elementary level examination
 - bb) a language examination organised by the higher education institution.
- (2) The language criteria for a non-Hungarian doctoral student or doctoral candidate are at least an intermediate-level language examination in English. The mother tongue of the doctoral student or doctoral candidate is accepted by the DS as a second foreign language. If the mother tongue of the doctoral student or doctoral candidate is English the second foreign language examination must be presented pursuant to subsection (1) b).
- (3) The list of languages for (1) and (2) accepted by the doctoral school is included in the operational regulations.

15. §

Regulations on the three-year programme

(1) After the doctoral student obtained the 180 credits stipulated by subsection (2) a) of § 13 and proved the research activity set out by the DS regulations an absolutorium ('completion of studies' certificate) shall be issued. Further special requirements may be set by the doctoral school.

(2) The absolutorium must be obtained within 6 years after commencing the doctoral studies; otherwise the student record must be deleted from the register.

16. §

Regulations on the eight-semester programme

(1) The training outlined in subsection (2) b) of § 13 shall include the following parts

- a) Semester 1-4: studies and research part,
- b) Semester 5-8: research and dissertation part.

(2) At the end of the studies and research part a complex exam must be taken pursuant to subsection (1) a).

(3) An absolutorium ('completion of studies' certificate) shall be issued by the higher education institution to the doctoral student who obtained all the credits set out in the doctoral programme.

(4) Individual programme participants may join this part pursuant to subsection (1) b) provided that the regulations of the admission and doctoral programme have been met and the complex exam has been taken (hereinafter individual programme participant).

(5) Three years after taking the complex exam the doctoral student is to submit the dissertation pursuant to the doctoral regulations. This deadline may be extended by maximum one year in special cases regulated by subsection (2) of § 45 of the Act on National Higher Education. Interruption of the student status in the process of obtaining the title is limited to a maximum of two semesters.

17. §

Regulations on individual training

(1) Individual programme participants may join in the study programme set out by subsection (1) b) of §15 pursuant to fulfilling the requirements set in the operational regulations and passing the complex exam.

(2) Students of the individual programme shall submit a petition in accordance with Appendix 3 to the DHSOO and in the case of any missing documents; applicants are required to submit them by a fixed deadline.

(3) Compliance with the criteria set out by subsection (1) of the operational regulations are formulated by the CDS and decided by the UDHC following the proposals.

(4) The higher education institution recognises the minimum credits necessary for the complex examination and in accordance with 49.§ (7a) of the Act on National Higher Education further credits can be recognised.

(5) After the successful completion of the complex examination further credits can be acknowledged as set out by the operational regulations of the DS following the request of the doctoral student, which can reduce the study programme set out by subsection (1) b) of §15.

18. §

Regulations on the doctoral students

- (1) The doctoral students in the state funded programme shall receive a stipend from the central budget the period of which is 36 months in the case of the three-year programme and 48 months for the eight-semester programme which amount is set by law.
- (2) The state funded doctoral student is entitled to social grant in accordance with the effective government decree. The filed petitions are examined by the Students' Self-Government, the permission is signed by the head of the UDHC and the sum is transferred by the DHSOO.
- (3) With the approval of the supervisor the doctoral student may take part in trainings abroad. Working abroad is recognised in the doctoral programme. The state funds are transferred for a maximum 6 months in the case of training abroad but more than 12 months of stipend cannot be transferred in the case of studies abroad. In the period between six and twelve months the head of the doctoral school shall decide whether the doctoral student is entitled to the stipend.
- (4) The doctoral student is entitled to have a student card.
- (5) The doctoral student shall bear the following responsibilities.
 - a) At the beginning of each semester a sign must be made on continuing their studies via the Neptun system by deadline.
 - b) The compulsory/optional courses must be selected of the alternatives for the semester in the Neptun system.
- (6) The supervisor leads and assists the doctoral student in preparation and research.
- (7) The research programme of the doctoral student is evaluated and approved by the CDS following the approval of the head of the doctoral school.
- (8) The doctoral students can institutionally represent themselves and establish a doctoral students' self-government pursuant to § 63 of the Act on National Higher Education.
- (9) In the event that the student status of the student who was admitted to the training funded by the Hungarian state scholarship as per a given quota shall be terminated prior to the completion of his/her studies or such student elects to continue studies in a fee-paying form for whatever reason, a fee-paying student (tuition fee) pursuing studies in the respective higher education institution may be assigned to his/her place upon request.
- (10) Pursuant to subsection (5) a) if the student sets the status of the semester to passive in the NEPTUN system the student status is interrupted. The regulations of interruption include the following.
 - a) The contiguous interruption of student status cannot be longer than two semesters.
 - b) The student shall have the right to interrupt their studies several times.
 - c) The first interruption shall only be made after completing the first semester.
 - d) The doctoral student in the fee-paying programme shall bear no costs while temporarily terminating the student status.
- (11) The doctoral student may bear other liabilities than the doctoral tasks pursuant to subsection (2) of § 7.
- (12) The student status shall be terminated in the case outlined by 59.§ (1) of the Act on National Higher Education.
- (13) The students admitted shall sign a document to prove the acknowledgement of all doctoral programme documents as well as rights and liabilities.

VI Obtaining the doctoral degree

19. §

Common provisions

- (1) Obtaining the doctoral degree
 - a) is the procedure following the obtaining of the absolutorium ('completion of studies' certificate) after which applications to obtaining the doctoral degree must be made within three years in the case of programmes of subsection (2) a) of § 15
 - b) in the case of programmes of subsection (2) b) of § 15 obtaining the doctoral degree has a research and a dissertation part.
- (2) The doctoral student who submits the dissertation within the study period launches the procedure of obtaining the degree pursuant to subsection (1) a). In this case the student is simultaneously a doctoral candidate.
- (3) Conditions of obtaining the degree in the three-year programme:
 - a) passing the rigorosum,
 - b) documenting independent research achievements in line with the operational regulations of the DS,
 - c) meeting the language criteria,
 - d) solving scientific tasks individually, submitting a dissertation or other works,
 - e) Defending the results in the public disputation.
- (4) Conditions of obtaining the degree in the eight-semester programme:
 - a) passing the complex exam,
 - b) documenting independent research achievements in line with the operational regulations,
 - c) obtaining the absolutorium by completing the 240-credit criterion,
 - d) meeting the language criteria,
 - e) solving scientific tasks individually, presenting a dissertation or other works,
 - f) Defending the results in the public disputation.
- (5) The participants of the three-year programme shall initiate the procedure of obtaining the degree.
- (6) No separate application for the procedure of obtaining the degree shall be made in the eight-semester training as the procedure of obtaining the degree starts automatically with passing the complex exam and the registration for the next semester.

20.§

Application for the process of obtaining the degree

- (1) In the three-year programme
 - a) applications shall be made by filling in the form of Appendix 4a and submitting the necessary attachments.
 - b) Applications are checked by the DHSOO and in the case of any missing documents, applicants are required to submit them by a fixed deadline.
 - c) The CDS examines the content and professional nature of the applications that are properly formatted. If the fact whether the criteria of obtaining the degree are met can be stated on the basis of the documents submitted, i.e. they possess absolutorium, a second language exam, subjects or topics for the rigorosum approved by the supervisor and the CDS and make proposals on the members of the complex exam

board and/or exam board at the public disputation that will be decided by the UDHC following the proposal of the head of the doctoral school².

- d) The UDHC advises the applicant on accepting or refusing the request of obtaining the degree procedure.
- (2) In the eight-semester programme the doctoral student applies for the complex exam by submitting Annex 4b. The prerequisite of applying for the complex exam is 90-120 credits required by the DS and the completion of the second language exam. The procedure of obtaining the degree that consists of the research and dissertation parts starts following passing the exam³.
- (3) Fees in the process of obtaining the degree are included in Appendix 11 of the regulation.

21. §

The doctoral candidate status

- (1) Upon the acceptance of the application doctoral candidate status shall be established between the Applicant initiating the doctoral degree award procedure and the University in the three-year programme. All the necessary requirements of the doctoral degree must be met in the doctoral candidate status.
- (2) In the absence of other regulations, the rights and liabilities of students shall be applicable to the doctoral candidates.
- (3) The DHSOO fills in a doctoral candidate form when such a status is created. The doctoral candidate status shall cease when the procedure for obtaining the degree terminates or the candidate fails to submit his/her doctoral thesis within two years of establishing such doctoral candidate status.

22. §

The doctoral rigorosum

- (1) The doctoral rigorosum is the most complex and thorough revision of the professional knowledge of the doctoral students in the three-year programme and the subjects or topics approved by the CDS.
- (2) The rigorosum must be taken within two years after the acceptance of the request for obtaining the doctoral degree in front of the Doctoral Rigorosum Examination Board. The supervisor must not be member of board.
- (3) Members of the Doctoral Rigorosum Examination Board:
 - (a) chair: may solely be a university professor employed by the university as a public servant, habilitated associate professor, habilitated college professor or University Professor Emeritus.
 - (b) members: at least two; researchers or professors from the topic and subjects of the rigorosum one of which is not in public servant status with the university,
 - (c) minute-taker: a professor, researcher or PhD student prominent in the research topic and in public servant status with the university without a right to vote.
- (4) When evaluating the rigorosum the members of the board shall individually give points to the performance of the doctoral candidate on a scale from 1 to 5. The qualification of the

² Modified by 47/2017/2018 regulation by the Senate from 26 October 2017 thereof.

³ Modified by 47/2017/2018 regulation by the Senate from 26 October 2017 thereof.

rigorosum is based on the average (percentage) of the points. The results shall be announced following the rigorosum. The qualification is calculated on the basis of the average points as follows:

- a) summa cum laude 5.00 – 4.51
- b) cum laude 4.50 – 3.71
- c) ríte 3.70 – 3.17
- d) irríte 3.16 – 1.00

(5) Pursuant to subsection (4) d) the unsuccessful rigorosum can be retaken once after six months.

(6) The date of the rigorosum is negotiated by the supervisor at least 10 days prior to the DHSOO. Administration of the rigorosum is carried out by the DHSOO.

(7) The minute-taker takes minutes in line with Appendix 5a and verified by the signatures of the members. The minutes are open to the public.

(8) The public disputation must follow the rigorosum.

23. §

The complex examination

(1) The doctoral complex examination is a thorough and comprehensive form of assessment for the evaluation of the doctoral candidate's knowledge acquired in the special field of study of the relevant discipline in the eight-semester training. It is made up by the following two parts.

- a) theoretical part: the theoretical knowledge of the examinee is tested in at least two subjects and/or topics. The list of the subjects and/or topics is included in the training plan of the doctoral school. The theoretical part may also contain a written part.
- b) dissertation part: the examinee gives an account of their scientific advancement. The examinee shall deliver a lecture on their literature review; research results, research plan for the second part of the doctoral programme and also the timing of preparing the dissertation and publishing the results.

(2) The complex exam must be taken at the end of the fourth semester marking an end to the studies and research part.

(3) The complex exam must be taken in front of a board that consists of at least three members. The supervisor must not be a member of the board but must be invited.

(4) Members of the complex examination board:

- (a) chair: may solely be a university professor employed by the university as a public servant, habilitated associate professor, habilitated college professor, professor or researcher with DSc of the Hungarian Academy of Sciences, or a University Professor Emeritus.
- (b) members: two researchers or professors from the topic or subjects of the exam one of which is not in public servant status with the university,
- (c) minute-taker: a professor, researcher or PhD student prominent in the research topic and in public servant status with the university without a right to vote.

(5) Pursuant to subsection (4) b) a vice chair shall be elected of the board members. Additional members shall also be appointed, as many as the number of members.

(6) The supervisor shall be provided with the opportunity of evaluating the examinee in writing and/or orally at the exam.

- (7) Minutes including evaluation by text are kept illustrated in Appendix 5b. The Board evaluates the theoretical and dissertation part separately.
- (8) The complex exam is qualified on a two-degree scale: passed or failed.
- (9) The complex exam is successful if more than half of the members accept both parts.
- (10) An unsuccessful complex exam can be re-taken once in the given exam period.

24. §

Submission of the doctoral dissertation

- (1) Submission of the doctoral dissertation
 - a) in the three-year programme the doctoral student shall submit the doctoral dissertation simultaneously with the enrolment or within two years after acceptance in both cases following the preliminary disputation. The doctoral candidate shall submit the minutes of the preliminary disputation, the opinion of the opponents and the register of attendance to the DHSOO. The preliminary disputation is organised by the supervisor of the doctoral candidate and chaired by one of the core members of the Doctoral School with a title of the Doctor of the Hungarian Academy of Sciences.
 - b) In the eight-semester programme the doctoral candidate shall submit the dissertation within maximum three years after the absolutorium ('completion of studies' certificate) and the preliminary disputation together with the publications required by the doctoral school. The preliminary disputation is organised by the supervisor of the doctoral candidate and chaired by one of the core members of the Doctoral School with a title of the Doctor of the Hungarian Academy of Sciences. The minutes of the preliminary disputation, the opinion of the two opponents and the register of attendance shall be submitted to the DHSOO.
- (2) In the case of subsection (1) b) the doctoral candidate shall submit the request to the disputation process on the form attached in Appendix 4c.
 - (a) The format of the dissertations is checked by the DHSOO and in the case of any missing documents, applicants are required to submit them by a fixed deadline.
 - (b) The CDS examines the content and professional nature of the applications that are properly formatted. If the fact whether the criteria of application for obtaining the degree are met can be stated on the basis of the documents submitted, following the recommendation of the supervisor the CDS approves the chair and members of the exam committee at the public disputation that will be decided by the UDHC following the proposal of the head of the doctoral school. The members of the committee shall include the chair, the vice chair, the secretary and the opponents.
- (3) Appendix 6 includes the style and content requirements of the dissertation, the rules of its publication and the review of the opponents.
- (4) Upon submitting the doctoral dissertation, the doctoral candidate or PhD student shall declare in writing that the dissertation has not previously been submitted and rejected by any other institution.
- (5) The properly submitted dissertation is sent to the opponents by the DHSOO who assess the dissertation and the thesis in writing within two academic months following the request.
- (6) The DHSOO shall send the opponents' assessment to the doctoral candidate or PhD student immediately who shall reply in writing within maximum 1 academic month.

- (7) The dissertation is made public only with the supportive opinion of both opponents and the accepted reply on www.doktori.hu.
- (8) If one of the assessors rejects the dissertation, a third opponent may be called upon recommended by the UDHC.
- (9) If both assessors reject it a new dissertation may only be handed in after a year.
- (10) After completing the requirements of subsection (7) the dissertation is recommended for the public disputation so it is only afterwards that the disputation period starts.

25. § The public disputation

- (1) Within one year after submission the dissertation must be defended by the doctoral candidate or PhD student in front of the designated Examination Board (disputation procedure).
- (2) The Examination Board shall consist of experts from the topic or subjects of the research of the dissertation with at least a PhD degree one-third of whom shall not be in public servant status with the university.
- (3) Members of the Examination Board:
 - (a) chair: a professor, habilitated associate professor, habilitated university professor or the Professor Emeritus of the University in public servant status with the university.
 - (b) members:
 - ba) vice-chair complying with the same requirements as the chair,
 - bb) opponents,
 - bc) lecturers, researchers
 - bd) secretary: an assistant professor or associate professor in public servant status with the university.
- (4) Members shall not include
 - (a) the supervisor,
 - (b) those who have jointly published with the doctoral candidate or PhD student in the topic of the dissertation,
 - (c) any other person in a dependent status with the candidate,
 - (d) relatives of the doctoral candidate or PhD student in line with the Civil Code,
 - (e) or anyone from whom unbiased judgement may not be expected.
- (5) The date of the public disputation is fixed by the supervisor of the candidate paying attention that it shall take place at least two weeks after the announcement. The date must be set by informing the internal forum of the University and the professionals of the country at least two weeks prior to the disputation by the DHSOO and the supervisor.
- (6) The doctoral dissertation is defended in the Hungarian language by the doctoral candidate whose mother tongue is Hungarian but following the proposal of the supervisor the public disputation may also be carried out in a foreign language with the permission of the UDHC. If the dissertation is written in a foreign language, the defence and the assessment shall also take place in a foreign language. The administration and costs of the disputation in a foreign language shall be borne by the supervisor.
- (7) The points of assessing the doctoral dissertation are included in Appendix 6.
- (8) The members of the Committee of Assessors are requested by the DHSOO.
- (9) The defence procedure

- (a) prior to the public disputation the committee shall have a conclave at which the questions of the board shall be decided on,
 - (b) the chair of the committee shall open and chair the public disputation,
 - (c) the secretary shall read aloud the resume of the doctoral candidate,
 - (d) the doctoral candidate shall have a lecture of a maximum 30 minutes on the theses of the dissertation,
 - (e) the opponents shall make their assessment public, and the assessment of the opponent unable to attend must be read by the secretary,
 - (f) the doctoral candidate shall reply the assessment,
 - (g) the doctoral candidate shall also reply to the questions and comments orally that may arise from the committee members, the official opponents and the public,
 - (h) following the close of the defence, the Committee of Assessors shall decide by secret vote on the acceptance or rejection of the dissertation in a conclave,
 - (i) the chair shall make the result of the secret vote public,
 - (j) the secretary shall read aloud the opinion of the committee and the accepted new and novel scientific results.
- (10) The procedure pursuant to subsection (9) shall be conducted if the chair or the vice-chair, at least one opponent, at least two members and the secretary are present at the time and date announced. If the opponent rejecting the dissertation is part of the defence, without his/her presence the disputation cannot be held.
- (11) The Committee of Assessors shall assign points to the lecture and dissertation of the doctoral candidate pursuant to subsection (10) h) on a scale from 1 to 5. The average is counted on the basis of the sum of the points. The qualification of the disputation must be set on the basis of the average points as below.
- | | |
|--------------------|-------------|
| a) summa cum laude | 5.00 – 4.51 |
| b) cum laude | 4.50 – 3.71 |
| c) rite | 3.70 – 3.17 |
| d) irrité | 3.16 – 1.00 |
- (12) Minutes shall be taken of the public disputation as of Appendix 5 c).

26. §

Qualification of the doctoral degree

- (1) The qualification of the doctoral degree shall be set on the basis of the rigorosum and the average points of the disputation in the three-year programme as follows.
- | | |
|---------------------|--------------|
| (a) summa cum laude | 5.00 – 4.51 |
| (b) cum laude | 4.50 – 3.71 |
| (c) rite | 3.70 – 3.17. |
- (2) The qualification of the doctoral degree in the eight-semester programme is the same as set out in subsection (11) of § 25.
- (3) Following the award of the doctoral degree the DHSOO shall send one printed copy of the dissertation to the library of the campus and another copy shall go to the library of the department/institute of the supervisor and its electronic version and theses are uploaded to the website of the National Doctoral Council.

27. §

The doctoral diploma and conferment

- (1) The doctoral diploma shall contain the name and seal of Szent István University, the owner's name, place and date of birth, the branch of science and specialisation. The diploma and the inset are in line with Annex 7 and will be issued in Hungarian and English by the DHSOO.
- (2) If requested by the student, the University may issue a certified copy of the original diploma with the date of awarding the degree within two months after earning the doctoral degree while the original diploma shall be passed on at the ceremonial Senate meeting at the end of the academic year.
- (3) The persons with a doctoral degree shall be conferred once a year at the public ceremonial meeting of the Senate.
- (4) At the conferment of the doctoral degree the Hungarian citizens shall take an oath. The Hungarian citizen unable to attend the ceremonial meeting shall also sign the text of the oath to express agreement. Citizens of other countries may be exempt from being present at the conferment.

28. §

The conferment of doctor with honours

- (1) The Rector of the higher education institution – subject to the prior consent of the President of the Republic – shall confer the doctoral degree with 'Promotio sub auspiciis praesidentis Rei Publicae' honours upon the student whose educational performance was always highly acknowledged during his/her studies in secondary school, higher education and at the doctoral level, provided that he/she also demonstrated outstanding performance in the procedure leading to the award of a doctoral degree. The detailed conditions of receiving a doctoral degree with honours shall be defined by the Government.

VII Other procedures

29. §

Nostrification of academic degrees obtained abroad

- (1) The UDHC may recognise the academic degrees obtained abroad if the requirements of obtaining the degree correspond, or by making additional conditions, equal with the requirements of obtaining a degree in Hungary. The fees of nostrification are included in Appendix 11.
- (2) The application for nostrification must be submitted to the DHSOO by attaching the equivalent MSc degree as a prerequisite and the foreign diploma on the academic degree together with the certified Hungarian translation.
- (3) The doctoral school concerned shall professionally evaluate the application and the opinion is shared with the UDHC by the head of the doctoral school.
- (4) If pursuant to the resolution of the UDHC the scientific title can be nostrified, the certified translation of the document on the academic degree obtained above must be annexed by the clause in Appendix 8.

(5) The resolution of the UDHC may set additional criteria for nostrification (especially, but not exclusively proof of meeting the language requirements, passing the complex examination) the fulfilment of which must be declared by the applicant.

30. §

The doctor honoris causa title

- (1) Doctor Honoris Causa titles may be conferred by the Senate to internationally renowned persons with academic achievements and deeds for the University.
- (2) The regulations on university titles and conferment of state awards as well as their recommendations shall prevail on conferring doctor honoris causa titles.
- (3) The conferment of doctor honoris causa shall take place at the open ceremonial university doctor conferment meeting.

31. §

Conferment of core member emeritus title

- (1) Following the decision of the CDS core member emeritus titles may be conferred to founding members or core members of at least 5 years
 - a) working in the same doctoral school,
 - b) having a documented contact with the institution,
 - c) meeting the requirements of a supervisor.
- (2) The core member emeritus shall not be counted as core members in the evaluation processes of the HAC but their previous achievements are included in the statistics of the DS.
- (3) Core member emeritus shall not be expected to meet the HAC criteria on the 5 new publications as well as continuously updating their data on publications and citations to the Database of Hungarian Scientific Works.

32. §

Procedure on candidate of sciences (CSc) degree

- (1) The Candidates of Sciences may request conferring the doctoral title by submitting a written application as stated in Appendix 9.
- (2) The format of the applications shall be checked by the DHSOO and in the case of any missing documents applicants are required to submit them by a fixed deadline.
- (3) If the branch of science and specialisation of the candidate's diploma is accredited at university, the UDHC shall decide on conferring the doctoral title (doctoral diploma as of Appendix 10) at its next meeting without a special procedure and the candidate will be conferred at the ceremonial meeting set out by subsection (3) of 26.§.
- (4) Appendix 11 includes the fees of the procedure.

33. §

Revocation of the doctoral degree

- (1) If the person obtained the doctoral degree in a fraudulent way by wholly or partially introducing somebody else's intellectual property as their own or disclosing false or forged data and deceived the body or the person in charge, the doctoral degree may be revoked.

- (2) The process of revoking the doctoral degree may be launched by anyone with the head of the UDHC if subsection (1) is justified or made likely.
- (3) The UDHC shall decide on revoking the doctoral degree. The chair of UDHC is liable to ask for the opinion of the council of the disciplinary doctoral school concerned whether the statements of subsection (1) hold true of the owner of the degree. The procedure on revoking the doctoral degree shall be lodged if the owner of the title is alive at the commencement of the procedure.
- (4) In revoking the doctoral title expert(s) may be commissioned and those concerned should also be consulted. If the parties involved do not appear after several regular notices or file for exemption from their hearing, the UDHC is entitled to make a decision without hearing the parties concerned.
- (5) If infringement of property is proved by judgement at law in the process initiated by the original author, the UDHC shall revoke the degree.
- (6) The head of the UDHC shall put forward the matters on revoking the doctoral degree without conducting any procedures. The head of the UDHC shall advise the parties concerned in writing and request them to return their doctoral diploma.
- (7) The degree revoked by the UDHC shall not be regained in a new procedure.
- (8) The judgement at law is made public by the University.

34.§

Remedies in the doctoral procedure

- (1) The doctoral student or applicant may lodge an appeal pertaining to the doctoral procedure with the University Doctoral and Habilitation Council or failure of its measures. The appeal must be justified within 30 days of receiving such resolution or acknowledging it.
- (2) Appeals shall be lodged to the University Students' Committee of Complaints.

35.§

Miscellaneous and closing provisions

- (1) The credit-based academic and examination regulations of the doctoral schools, the university students' disciplinary regulations, the work safety regulations of students, the regulations of the doctoral school and parts of other regulations on students shall be effective for the doctoral students so they should jointly be applied in the given matter.
- (2) The following appendices are attached to this regulation
 1. The doctoral schools of Szent István University and their heads
 2. Application form for the doctoral programme
 3. Application form for the doctoral programme for individual training
 4. Application form for
 - a) obtaining a degree
 - b) the complex examination
 - c) the disputation procedure
 5. Minutes about
 - a) the rigorosum,
 - b) the complex examination,
 - c) the public disputation.
 6. The style and content requirements of the doctoral dissertation and theses

7. Diploma and certificate inset on obtaining the doctoral degree
8. Resolution on the nostrification of PhD titles obtained abroad
9. Application for the doctoral degree on the basis of the candidate of sciences degree
10. Doctoral diploma on the basis of the candidate of sciences degree
11. Fees of procedures

(3) The regulations herein shall be applicable on the day after acceptance by the Senate. At the same time of its effectiveness the Doctoral Regulation 163/2015/2016 SZT will be overruled. The doctoral regulations of the university will be published on the website of the university.