

**Károli Gáspár University of the Reformed Church in Hungary**  
**Organizational and Operational Rules**

**VOLUME THREE**

**III.6 Regulation on Doctoral Studies and Doctoral Degree (PhD) Procedure<sup>1</sup>**



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<sup>1</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

In accordance with the provisions of Act CCIV on national higher education (hereinunder referred to as the National Higher Education Act), Act V of 2011 on higher education of the Reformed Church in Hungary, Government Decree 387/2012 (19 December) on doctoral schools, on the order of doctoral procedures and on habilitation (hereinunder referred to as the Decree) and the provisions of other legislation providing the background for doctoral programmes<sup>2</sup>, the Senate of Károli Gáspár University of the Reformed Church in Hungary (hereinunder referred to as the University) adopts the following regulation on doctoral programmes and the procedure for obtaining a doctoral degree at the University.

When adopting its Doctoral Regulation, the University has taken into account the position of the Hungarian Accreditation Committee (Hungarian abbreviation: MAB) on the establishment and operation of doctoral schools (Annex 4 to the MAB OOR); and the recommendation of the Association of Hungarian PhD and DLA Students (Hungarian abbreviation: DOSZ).<sup>3</sup>

## **Part I**

### **General provisions**

#### **Article 1<sup>4</sup>**

- (1) The purpose of this Regulation is to set out clear requirements for doctoral (PhD) degrees in accordance with the National Higher Education Act and other legislation, and to ensure the high professional quality of doctoral degrees awarded by the University. The detailed rules of operation of the individual doctoral schools are included in the operational rules of the doctoral schools within the framework of this regulation.
- (2) For students who started their doctoral studies or doctoral candidates who started their degree acquisition procedure before 1 September 2016, the provisions of this regulation shall apply with the derogations set out in Part VIII.

#### **Article 2<sup>5</sup>**

This regulation covers all the doctoral schools of the University, the lecturers and researchers involved in doctoral programmes, the persons involved in doctoral studies, individual preparation and doctoral procedures at the University, the University Doctoral and Habilitation Council, the Disciplinary Doctoral and Habilitation Councils, the Councils of the Doctoral School and the staff bodies.

#### **Article 3**

The University offers doctoral programmes and awards doctoral degrees as the highest level of education in those disciplines in which the Senate has decided to establish a doctoral school based on the expert opinion of the Hungarian Accreditation Committee. The doctoral degree attests to a high level of knowledge of a specific discipline, the pursuit of new knowledge and the ability to carry out independent research work.

#### **Article 4**

The doctoral degree can be obtained through doctoral studies organised by the University or individually.

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<sup>2</sup> Government Decree No. 137/2008 (16 May) on the certified examination of foreign language attainment and on the nostrification in the Republic of Hungary of language certificates of foreign language attainment issued abroad; Government Decree 389/2016 (2 December) on the financing of the core activities of higher education institutions; Government Decree 51/2007. (26 March) on the benefits and fees of students in higher education; Government Decree 423/2012 (29 December) on higher education admission procedures; Government Decree 87/2015 (9 April) on the implementation of certain provisions of Act CCIV of 2011 on national higher education; Act C of 2001 on the recognition of foreign certificates and degrees.

<sup>3</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

<sup>4</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

<sup>5</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

### **Article 5**

The doctoral procedure may be conducted in Hungarian or, upon request, in part or in whole in another foreign language, with the consent of the competent Disciplinary Doctoral and Habilitation Council. The application for a foreign language procedure may be submitted in Hungarian or in the language requested.

### **Article 6**

Close relatives of the person concerned or persons who cannot be expected to consider the case objectively for any other reason may not participate in the doctoral procedure or be members of the Committee. A conflict of interest may be declared by the applicant or by a person who has knowledge of the conflict of interest, and the person concerned must declare it.

### **Article 7**

Any changes in the registered data of the doctoral school must be reported without delay to the Educational Authority.

## **Part II**

### **Definitions**

#### **Article 8<sup>6</sup>**

(1) For the purpose of this Regulation, the following definitions are used:

- 1 ***doctoral student***: a student participating in a doctoral (PhD) programme.
- 2 ***doctoral programme***: is a training, research and reporting activity in the framework of individual or group preparation adapted to the specific characteristics of the discipline and the needs of the doctoral student, consisting of a training and research phase and a research and dissertation phase. During the doctoral studies, at the end of the fourth semester, at the end of the training and research phase and as a condition for starting the research and dissertation phase, a complex examination must be passed which measures and evaluates the student's academic and research progress. The University's educational programme comprises the doctoral programme which prepares students for a doctoral degree, following a master's degree. At least two hundred and forty (240) credits must be earned in doctoral studies. Unless otherwise provided by law, the duration of the programme shall be eight semesters.
- 3 ***doctoral degree procedure***: the research and dissertation phase of doctoral studies following a successful complex examination.
- 4 ***doctoral dissertation***: a paper, creation or work prepared by a doctoral student in order to demonstrate the ability to solve independently an academic task adapted to the requirements of the degree;
- 5 ***doctoral topic***: a research area which is suitable for the doctoral student, under the guidance of the supervisor, to master the application of scientific methods, to obtain valuable scientific results, and to provide evidence of this in the form of scientific publications, scientific presentations and then a doctoral dissertation (creation, word).
- 6 ***doctoral thesis supervisor***: a lecturer or researcher with an academic qualification whose thesis announcement has been approved by the Disciplinary Scientific and Habilitation Council, and who, on the basis of this, responsibly directs and assists the studies and research work of the doctoral student working on the thesis, and the candidate's preparation to obtain a degree.
- 7 ***semester***: in the case of doctoral programmes, a period defined for the purpose of organizing education from 1 September to 31 January and from 1 February to 31 August of each year.
- 8 ***complex examination***: at the end of the fourth semester of doctoral studies, as a condition for closing the training and research phase of the programme and the start of the research and dissertation phase, a complex examination shall be passed which measures and assesses the

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<sup>6</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

progress in studies and research. Following the complex examination, the student will participate in the doctoral degree procedure by completing the research and dissertation phase. Doctoral studies may also be undertaken by those who have prepared individually for the degree, provided that they have met the requirements for admission and doctoral studies. In this case, the student status is established on completion of the complex examination.

- 9 **credit**: a unit for measuring students' academic work which expresses in respect of a course or curriculum unit the time estimated to be necessary for acquiring the defined learning outcomes and meeting the requirements; one credit represents thirty academic hours on average, and the value of a credit does not depend on the assessment of the learning outcome acquired by the student, provided that the student's performance was accepted.
- 10 **study abroad programme**: part of doctoral studies in which the doctoral student may take part in a work programme related to his/her doctoral topic, approved by the supervisor and accepted by the Disciplinary Doctoral and Habilitation Council which ensures the validity of the study period in the university's doctoral programme.
- 11 **correspondence work schedule**: an organisational arrangement where, unless otherwise agreed with the students concerned, students have contact hours in blocks, every two weeks or less frequently, on working days or at weekends in the institution, and the rest of the programme is taught by using distance learning methods;
- 12 **academic year**: in the case of doctoral studies, a period comprising twelve months, defined for the purposes of organising education;
- 13 **full-time work schedule**: the full-time doctoral programme comprises at least forty contact hours per semester or the equivalent in closed-system electronic distance learning.
- 14 **theses**: a summary of the candidate's scientific achievements, based on the doctoral dissertation which is presented to the scientific community and which proves that the candidate is prepared for the academic degree in the course of the degree procedure. The theses shall be written in Hungarian or in English (or in another language appropriate to the scientific discipline). The theses of the doctoral dissertation shall include:
  - a) a brief summary of the research task,
  - b) a brief description of the research, examinations and analyses carried out, the scientific method of the research, the methods of collecting the material, the exploration and use of sources,
  - c) a brief, thesis-like summary of the new scientific results, their utilization and the possibilities for further utilization. Utilization may be: direct or indirect practical application of the results, or the promotion of the internal development of the discipline or the addition of a new knowledge to another discipline, or the opportunity of utilization in education,
  - d) a list of the candidate's publications and papers accepted for publication in the dissertation topic or in other areas.
- 15 **disciplines**: humanities, theology, agricultural sciences, technology, medical and health sciences, social sciences, natural sciences and liberal arts, which can be further divided into branches.
- 16 **pre-degree certificate (absolutorium)**: the higher education institution shall issue a pre-degree certificate (absolutorium) to the doctoral student who has acquired the required credits in the doctoral programme.
- 17 **closed-system electronic distance learning**: a form of training in which the theoretical curriculum is thought using digital learning material, and the teacher and the student work together via an IT network (internet, intranet) using a closed distance learning training management system in which the common means of communication between the teacher, the programme coordinator and the student are the computer and the IT network as well as the closed distance learning training management system and the study administration system.

## **Part III**

### **The organizational framework for doctoral studies and doctoral degrees<sup>7</sup>**

#### *1. University Doctoral and Habilitation Council*

##### **Article 9<sup>8</sup>**

- (1) The Senate shall establish the University Doctoral and Habilitation Council for the organization of doctoral studies at the University and for the award of doctoral degrees (hereinunder referred to as “UDHC”).
- (2) The members of the UDHC shall be appointed by the Rector on the basis of the decision of the Senate. The UDHC shall elect a chairperson from among its members. The term of office of the chairperson and the members of the UDHC shall, with the exception of section (8), be three years. The term of office of the chairperson and the professor members of the council may be renewed several times.
- (3) All voting members of the UDHC shall hold an academic degree and a habilitated doctorate, 2/3 of its members, including the members referred to in section (5), shall be university professors, and its chairperson shall be a professor of the University and/or an academic doctor.
- (4) The UDHC should have at least nine members. Its composition shall aim at a proportional representation of all disciplines in which the University is entitled to award doctoral degrees.
- (5) 1/3 of the members of the UDHC, or at least two members, shall be persons not employed by the University.
- (6) A Professor Emeritus of the University is considered to be a person employed by the University.
- (7) The voting members of the UDHC may only be persons who meet the requirements of the Decree for core membership.
- (8) If they are not members of the UDHC, the chairpersons of the Disciplinary Doctoral and Habilitation Councils (hereinafter referred to as DDHC) and the heads of the doctoral schools shall be invited to attend the UDHC with advisory rights. The UDHC shall include one doctoral student as a member in an advisory capacity, whose term of office shall be one year.
- (9) The external and internal members of the UDHC are proposed by the relevant DDHCs.

##### **Article 10**

- (1) The meetings of the UDHC are convened and chaired by the chairperson.
- (2) <sup>9</sup> <sup>10</sup>The UDHC shall have a quorum if more than half of the voting members are present. Decisions shall generally be taken by open ballot, by simple majority. The chairperson decides in the case of a tied vote. In personal matters, the UDHC shall decide by secret ballot.  
In justified cases, the UDHC may decide by written vote out of session. The written vote shall be taken by electronic means with the proposal for a decision being sent by the chairperson, with a time limit, to the members who may vote “yes”, “no” or “abstain”. For questions requiring a secret ballot, it must be ensured also by electronic means that only the final result of the vote is known but the votes are not linked to the voters. Voting is valid if more than half of the members with voting rights participate within the time limit set. The result of the vote shall be decided by a simple majority, the chairperson shall have a casting vote in the event of a tied vote. The result of the written vote shall be recorded in minutes certified by the minutes-taker and the Chairperson of the UDHC a copy of which shall be sent to the members.
- (3) The UDHC shall determine its own rules of procedure.

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<sup>7</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

<sup>8</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

<sup>9</sup> Amended by Senate Decision No. 90/2020 (VI.24), effective from 29 June 2020.

<sup>10</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

## **Article 11<sup>11</sup>**

- (1) The powers of the UDHC, in particular:
  - a) give its opinion on the proposal of doctoral schools for the establishment of doctoral programmes;
  - b) draw up draft regulations on the procedure for the organization of doctoral programmes and the awarding of doctoral degrees which shall be adopted by the Senate;
  - c) annually evaluate the doctoral studies and degree acquisition at the University for the Senate;
  - d) if justified, initiate the termination of doctoral schools;
  - e) based on the provisions of Article 16 (5) of the National Higher Education Act, may establish a doctoral council for each discipline in compliance with the requirements on composition and staffing;
  - f) decide on the award, naturalisation and withdrawal of the doctoral degree specified in Article 16 (4) of the National Higher Education Act, on the initiation of the conferral of a doctoral title with distinction, as specified in Article 51 (8) of the National Higher Education Act and Articles 18-19 of the Decree, and following the decision, shall send the proposal to the University's Rector;
  - g) give its opinion to the Senate on the Rector's proposals on the award of the title of Honorary Doctor or Honorary Doctor and Professor, and on the proposal to terminate the doctoral school;
  - h) elect the heads of the University's doctoral schools from among the professors of the doctoral school concerned, on the recommendation of a majority of its core members;
  - i) appoint and dismiss the members of the council of the doctoral school;
  - j) make proposals to the Senate for the modification of the programme of the doctoral school if it is initiated by the DDHC;
  - k) ask the head of the doctoral school to report annually on the work of the doctoral school;
  - l) decide on the distribution of the University's state-funded quota for admission to doctoral programmes between the individual doctoral schools.
- (2) The decision of the UDHC is subject to appeal in accordance with the University's Procedure for Student Legal Remedy (OOR, III.3).

## **2. *Disciplinary Doctoral and Habilitation Councils (DDHC)***

### **Article 12<sup>12</sup>**

- (1) If the University offers doctoral studies in several disciplines, several Disciplinary Doctoral and Habilitation Councils may be established.
- (2) The DDHC is established by the UDHC, taking into account the proposal of the deans of the faculties offering master programmes in the discipline of the doctoral school. The term of office of the members of the DDHC shall be for a maximum of three years which may be renewed after approval by the UDHC. The credentials of the members and the chairperson shall be issued by the Chairperson of the UDHC.
- (3) The DDHC consists of at least three members with voting rights. The chairperson shall be elected from among its members. Its composition shall ensure that all fields determining the education activity of the discipline are represented. When selecting its members, it must be ensured that at least two of its members are not employed by the University. The provisions of Article 9 (3) shall apply to the composition and staffing of the DDHC.
- (4) The DDHC may elect a secretary to assist the chairperson's work who shall be proposed by the chairperson of the DDHC. The secretary of the DDHC may be a lecturer of the University and of a doctoral school of the faculty concerned.

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<sup>11</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

<sup>12</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

- (5) The members of the DDHC with consulting rights are the representatives elected by the doctoral students of the disciplinary doctoral schools concerned (one per doctoral school) and the secretary of the doctoral school. The term of office of the representatives of doctoral students is for one academic year which may be extended by decision of the DDHC. Those whose presence is deemed justified by the Chairperson of the DDHC for the agenda in question may be invited to attend the DDHC meeting *in an advisory capacity*.

### **Article 13<sup>13</sup>**

In doctoral matters, the DDHC

- a) decides on admission or transfer to doctoral programmes;
- b) decides on the allocation of state-funded doctoral places, on reclassification and on the repayment of scholarships;
- c) decides, within the powers delegated by the UDHC, on the exemptions from subjects, on the credit recognition of previous work experiences, on the termination of doctoral student status or doctoral candidate status;
- d) in powers delegated by the UDHC, on the recommendation of the head of the doctoral school, appoints and elects the members of the doctoral admission committee, the chairperson and members of the evaluation committee involved in the degree awarding procedure and the authorised reviewers, sets up the complex examination board, the comprehensive examination board appointed by the chairperson of the DDHC, and approves the persons of the doctoral supervisors and the lectures of the doctoral school;
- e) determines the conditions under which foreign citizens may participate in doctoral studies;
- f) makes proposals for the doctoral school's curriculum and courses, as well as for the modification of the doctoral programme;
- g) defines the list of foreign languages which may be accepted as the first foreign language (first language examination) for the foreign language requirements for doctoral studies, and the conditions and procedures for the second foreign language examination;
- h) monitors and annually evaluates the activities of the doctoral school in the field of doctoral training and degree awarding;
- i) decides on the exemption from subjects (up to 50%) to be taken during the doctoral programme on the basis of individual requests;
- j) decides on the recognition of activities undertaken at other higher education institutions or as part of a study abroad programme;
- k) authorizes participation in a parallel study programme in the field of study corresponding to the doctoral programme;
- l) proposes the successful or unsuccessful completion of the programme;
- m) decides on the requirements for the complex examination, the credit recognitions and the subjects of the doctoral comprehensive examination;
- n) decides on applications for a closed thesis defence on the basis of the opinion of the examination committee;
- o) recommends the award of the doctoral (PhD) degree or the termination of the unsuccessful procedure;
- p) proposes the naturalisation of academic degrees obtained abroad;
- q) upon request, makes a proposal to the UDHC for the conferral of doctoral degrees with distinction, as defined in Article 51 (8) of the National Higher Education Act and Article 18-19 of the Decree, and, on the initiation of the education units, proposes to the Faculty Council the award of the title of honorary doctor (Dr.h.c.) and honorary doctor and professor;
- r) keeps records of the first employment of doctoral graduates;

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<sup>13</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

- s) upon request of the head of the doctoral school, gives an opinion on other issues concerning the doctoral school;
- t) on the proposal of the head of the doctoral school, approves the structure, documents and sample curriculum of the organized doctoral programme;
- u) decides on a justified change to the title of the doctoral dissertation (draft), the last day of which may be 30 days after the workshop discussion (pre-defence of the doctoral thesis);
- v) decides on passivation, academic, disciplinary and examination matters of students;
- w) performs the tasks delegated to this body by the legislation, the University's regulations and the doctoral school's rules of operation.

#### **Article 14<sup>14</sup>**

- (1) The meetings of the DDHC are convened and chaired by the chairperson of the DDHC.
- (2) The DDHC shall have a quorum if more than half of the voting members are present. Decisions of the DDHC shall be taken by simple majority. In the event of a tie, the chairperson shall have a casting vote. The DDHC shall decide on personal matters by secret ballot. The rules of operation of the doctoral school may require a public vote for decisions on certain personal matters.
- (3) The invitation, including the items on the agenda of the DDHC, and the proposals shall be sent to the members electronically at least five days before the meeting.
- (4) Deans and Heads of the Dean's Office of the faculties offering master programmes in the discipline of the doctoral school shall be invited to the DDHC meetings in an advisory capacity.
- (5) A member of the DDHC who is a relative of the applicant or who cannot be expected to consider the case objectively for other reason may not participate in the procedure and decision-making in connection with the applicant.
- (6) <sup>15</sup>In justified cases, the DDHC may decide by written vote out of session. The written vote shall be taken electronically, by means of a proposal for a decision sent by the chairperson, setting a time limit, to the members who may vote "yes", "no" or "abstain". For questions requiring a secret ballot, it must be ensured also by electronic means that only the final result of the vote is known but the votes are not linked to the voters. Voting is valid if more than half of the members with voting rights participate within the time limit set. The result of the vote shall be decided by a simple majority, the chairperson shall have a casting vote in the event of a tied vote. The result of the written vote shall be recorded in minutes certified by the minutes-taker and the chairperson of the DDHC a copy of which shall be sent to the members.
- (7) Minutes shall be taken at the meetings of the DDHC which shall be signed and authenticated by the chairperson.
- (8) The decision of the DDHC is subject to appeal in accordance with the University's Procedure for Student Legal Remedy (OOR, III.3).

### *3 Doctoral School*

#### **Article 15<sup>16</sup>**

- (1) Doctoral training can only take place in the framework of doctoral schools.
- (2) At the University, the doctoral schools accredited by the Hungarian Accreditation Committee and registered by the Educational Authority provide doctoral studies in law in the discipline of social studies, in theology in the discipline of theology and in history in the discipline of humanities.

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<sup>14</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

<sup>15</sup> Amended by Senate Decision No. 90/2020 (VI.24), effective from 29 June 2020.

<sup>16</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.



### **Article 16<sup>17</sup>**

- (1) The Senate shall decide on the establishment, termination of the doctoral school and on the commencement of training in accordance with the provisions of the University's Organisational and Operational Rules and this regulation.
- (2) When the doctoral school is established, it must indicate the discipline, including the field of science in which the doctoral studies are to be carried out. The professional activity reflecting the operational frameworks of the doctoral school can be identified by the designation of the field of research within or between the fields of science.

### **Article 17<sup>18</sup>**

- (1) The establishment of a doctoral school may be initiated by at least seven core members. The majority of the core members are university professors, which also means that the majority of the core members must be university professors at all times. A person may be a core member of only one doctoral school at a time. At least five of the seven core members of a newly established doctoral school, or at least eight members in the case of an interdisciplinary doctoral school, must meet the requirement that at least one doctoral student has obtained a doctoral degree under their thesis supervision or they were co-supervisors of at least two students who have obtained a doctoral degree.
- (2) A doctoral school operating in more than one discipline must have at least nine core members, and at least three core members per discipline, the majority of whom must be university professors and carry out their research in the discipline concerned. Doctoral schools in the field of education may also have a core member from a disciplinary field related to teacher training.
- (3) A core member:
  - a) holds an academic degree, and his/her scientific activity is relevant to the doctoral school's education and research area,
  - b) is engaged in active, continuous, high-level scientific activity in the discipline or research field of the doctoral school, which scientific activity is to be examined in the data base of the Hungarian Scientific Bibliography (Magyar Tudományos Művek Tára, MTMT),
  - c) has demonstrated his/her ability to supervise doctoral candidates by having supervised at least one doctoral candidate who has obtained a doctoral degree, or by having co-supervised at least two students who have obtained a doctoral degree,
  - d) is a full-time lecturer or researcher employed by the University who, pursuant to Article 26 (3) of the National Higher Education Act, has designated the University in his/her the declaration which can be taken into account in the verification of the existence of the University's operating conditions.
- (4) On the recommendation of the DDHC and with the approval of the UDHC, a core member may be a person who meets the conditions set out in session (3), a Professor Emeritus or Professor Emerita (hereinafter referred to jointly as "Professor Emeritus") of the University, as defined in Article 32 (1) of the National Higher Education Act, as well as a scientific advisor or research professor employed full-time by a research institute who holds a doctorate of the Hungarian Academy of Sciences, provided that the University has concluded an agreement with the research institute to this effect.

### **Article 18<sup>19</sup>**

- (1) A core member must comply with the requirements of Article 17 (3) for at least one educational cycle and for the duration of the degree awarding procedure for that cycle, and must also undertake to act as a supervisor in the doctoral school.

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<sup>17</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

<sup>18</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

<sup>19</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

- (2) One Professor Emeritus may be taken into account in respect of core members specified in Article 17 (1), and one of the core members specified in Article 17 (2) may be taken into account per discipline.
- (3) A maximum of two scientific advisors/research professors may be considered for the core members specified in Article 17 (1), and one member per discipline for the core members specified in Article 17 (2).
- (4) The DDHC shall make a proposal to the UDHC on the person of the core member. If the UDHC accepts the proposal for the person of the core member, it shall inform the Hungarian Accreditation Committee through the Rector's Office.

#### **Article 19<sup>20</sup>**

- (1) The documentation required for the establishment of the doctoral school shall be prepared and submitted to the UDHC by the core members. The Senate shall decide on the application, taking into consideration the proposal of the UDHC.
- (2) The documentation referred to in section (1) shall include:
  - a) the discipline and sub-discipline classification of the doctoral school;
  - b) the master programmes in the discipline concerned, on the basis of which the University complies with the requirements indicated in Article 16 (2) of the National Higher Education Act;
  - c) the name of the doctoral school's field of research;
  - d) the name of the doctoral degree to be awarded as a result of the doctoral degree procedure;
  - e) the name, academic CV and documentation of the most important scientific achievements and works of the previous five years of the person nominated to head the doctoral school, the core members of the doctoral school, the proposed supervisors for the first four years of the doctoral school, other lecturers, invited national and international professors and researchers;
  - f) the doctoral school's educational programme;
  - g) a description of the doctoral school's international relations which are likely to be taken into account in its operation;
  - h) the doctoral school's quality assurance plan, taking into consideration the quality assurance aspects of the Hungarian Accreditation Committee;
  - i) the rules of operation of the doctoral school;
  - j) a declaration that the doctoral school will annually provide regular and public information on its doctoral programme on its website, and will publish the admission requirements on its website and in the usual manner at the higher education institution on an annual basis;
  - k) a statement that the data of the doctoral school are continuously updated to reflect the current state of the doctoral school.
- (3) The documentation must be accompanied by the declarations from the persons concerned that they accept the request and comply with the conditions laid down for them by law and this regulation.
- (4) The cooperation agreements concluded by the University in relation to the doctoral school's activities shall be part of the documentation for the establishment of the doctoral school.
- (5) The UDHC's prior opinion is required before the person proposed to head the doctoral school can submit the request for the establishment of the doctoral school to the Senate for approval through the Rector.

#### **Article 20<sup>21</sup>**

- (1) Following the Senate's decision to establish the doctoral school, the Rector shall request the Education Authority to register the doctoral school. The application shall be accompanied by the documents listed in Article 6 (2) of the Decree.

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<sup>20</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

<sup>21</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

- (2) On the basis of the Senate's decision to establish the doctoral school, the Rector shall,
  - a) in the event of the establishment of a new doctoral school, if the founding charter does not include the discipline, initiate the amendment of the founding charter with the maintainer;
  - b) request the Educational Authority to supplement the records of the University's activities with reference to a change in the University's core activities.
- (3) Any changes in the registered data of the doctoral school shall be reported to the Educational Authority within the time limit specified in Article 11 (2) of Government Decree 87/2015 (9 April) on the implementation of certain provisions of Act CCIV of 2011 on national higher education (hereinafter referred to as "Implementation Decree").
- (4) The Senate decides on the termination of the doctoral school on the initiative of the Doctoral Council or the Rector. If the termination is initiated by the Rector, the Senate shall obtain the opinion of the relevant DDHC and UDHC before taking its decision. In the event of the Senate's decision to terminate the doctoral school, the Rector shall initiate the cancellation of the doctoral school with the Educational Authority.

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

##### **Article 21<sup>22</sup>**

- (1) The head of the doctoral school is a university professor, a core member of the doctoral school who is responsible for the academic quality and educational work of the school. The head of the doctoral school should preferably hold a DSc (Doctor of Science) / doctor of the Hungarian Academy of Sciences degree/title, and the head of the doctoral school in theology should hold a PhD degree. He/she must certify that he/she has a doctoral student (with documented thesis supervision) who has obtained a doctoral degree and that he/she only holds a full-time position in another workplace in especially justified cases. The Senate may waive this restriction for persons having a full-time position in another workplace.
- (2) The eligible candidate shall be elected by the UDHC on the recommendation of a majority of the core members and appointed by the Rector for a maximum term of five years, after the Senate's preliminary opinion. The term of office may be extended twice.
- (3) In his absence, the head of the doctoral school shall be represented by a core member delegated by him/her at the meetings of the UDHC with voting rights. In the event of the permanent absence of the head of the doctoral school, the Rector may, on the proposal of the UDHC, delegate his deputy as a full substitute for the period in question.
- (4) Tasks of the head of the doctoral school:
  - a) is responsible for the operation of the doctoral programme,
  - b) is responsible for the scientific quality of the research conducted at the doctoral school and for the educational work,
  - c) coordinates the doctoral training,
  - d) directs the operation of the doctoral school and the work of the Doctoral School Council established in association with the doctoral school,
  - e) coordinates the scientific activities of the doctoral school and is responsible for its quality assurance,
  - f) represents the doctoral school,
  - g) gives an opinion on the research topics proposed by the supervisors, and submits them to the DDHC for approval,
  - h) is responsible for preparing, organising and conducting the admission procedure and interviews,
  - i) is responsible for the preparation and publication of the information material on the programme,
  - j) is responsible for managing the academic affairs of doctoral students and individual trainees,
  - k) is also responsible for collecting the reports of doctoral students and their supervisors,

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<sup>22</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

- l) preparing proposals for the meetings of the DDHC and UDHC concerning the activities of the doctoral school,
- m) coordinating and guiding the activities of research topics,
- n) preparing reports on the activities of the doctoral school,
- o) keeping the doctoral school's website up to date,
- p) issuing pre-degree certificates (absolutorium),
- q) organizing cooperation with specific workshops for doctoral training and research, organizing cooperation with departments:
  - 1. to receive research topics and to ensure the infrastructural conditions for research,
  - 2. to provide lecturers and assignment fees,
  - 3. to organize the departmental/institutional workshop discussions (pre-defence of the doctoral thesis),
- r) makes a proposal to the DDHC to terminate the students' student status.

### *5 The Doctoral School Council*

#### **Article 22<sup>23</sup>**

- (1) A Doctoral School Council may be established to assist the head of the doctoral school. The Doctoral School Council shall consist of at least five members and shall be chaired by the head of the doctoral school.
- (2) The voting members of the Doctoral School Council are persons having academic qualifications, elected from among the core members of the doctoral school for a period of three years, who are appointed and dismissed by the Chairperson of the UDHC, on the basis of the decision of the UDHC. At least one-third of the voting members of the Doctoral School Council should be external experts with academic degrees who are not employed by the University.
- (3) The term of office of a voting member of the Doctoral School Council shall end
  - at the end of the term of office,
  - by resignation,
  - by recall,
  - with the death of the member.
- (4) The recall of a voting member shall be decided by a simple majority of the core members of the doctoral school on the proposal of the Doctoral School Council. If a member's term of office expires before the end of the term of office, the core members of the doctoral school shall elect a new member within 30 days for a term of office that shall last until the end of the mandate of the doctoral school.
- (5) A representative elected by the doctoral students in the doctoral school in question shall be a member of the Doctoral School Council in an advisory capacity. The term of office of the doctoral student shall be for one academic year.
- (6) The tasks of the Doctoral School Council, in particular:
  - a) approve the announcers and supervisors of the doctoral dissertations, and the lecturers of the doctoral school;
  - b) make proposals for the doctoral research topics to be announced;
  - c) approve the announced doctoral research topics;
  - d) approve the doctoral student's research topic;
  - e) carry out the performance evaluation during the training;
- (7) If there is a DDHC in the discipline of the doctoral school, and there is only one doctoral school in that discipline, the doctoral school's rules of operation may provide that the functions of the Doctoral School Council are exercised by the DDHC.

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<sup>23</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

## *6 Persons involved in the doctoral school*

### **Article 23**

(1) The administrative and organizational tasks related to the operation of the doctoral school may be managed by the secretary of the doctoral school (hereinafter: secretary). The provisions governing the appointment of the secretary are included in the rules of operation of the doctoral school.

Duties of the secretary of the doctoral school:

- organize and coordinate the doctoral school’s activities,
- manages the administrative and operational tasks concerning the operation of the doctoral school,
- assist the head of the doctoral school,
- keep a record of the training,
- contribute to the preparation for the meetings of the Doctoral School Council and the core members,
- organize the external relations of the doctoral school.

(2) <sup>24</sup>A staff member shall be appointed to carry out the administrative management and organizational tasks of the doctoral school, whose duties shall include, in particular:

- contributes to the announcement of the programmes;
- keeping contact with doctoral students, doctoral candidates, lecturers and supervisors of the doctoral school;
- informs students about the school’s requirements and support opportunities;
- performs the administrative tasks of the meetings of the Doctoral School Council;
- draws up minutes and notes of the meetings and decisions of the Doctoral School Council;
- keeps records of documents concerning the doctoral training and degree procedure, provides data;
- keeps the register of the doctoral school;
- contributes to the annual publication of the doctoral study guide of the doctoral school, ensures that it is sent in due time in accordance with the requirements;
- at the request of the head of the doctoral school, organizes the public discussion of doctoral theses, and provides the designated persons and institutions with the printed and electronic versions of the dissertation and theses;
- at the request of the doctoral candidates issues a certified copy of the qualification of the doctoral comprehensive examinations and the defence, as well as other circumstances of the award of the degree not indicated in the doctoral diploma;
- ensures that the data of degree holders are recorded in Neptun;
- ensures that the dissertations and theses, and their records are made available to the public;
- keeps a copy of all documents relating to doctoral activities, stores them properly organized and keeps them for a period of time specified in specific regulations, and ensures that the documents are received by the competent institutions in the manner prescribed by law and regulations;

(3) The doctoral schools draw up their own rules of operation which are approved by the Senate on the proposal of the UDHC.

(4) The doctoral students’ study and financial administration is carried out by the head of the doctoral school in cooperation with the Registrar’s Office of the Faculty.

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<sup>24</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

## **Part IV**

### **Doctoral training**

#### **Article 24<sup>25</sup>** Support for doctoral studies

- (1) The training grant for state-funded doctoral students is regulated by the applicable legislation.
- (2) A share of the amount allocated for doctoral training as determined by the UDHC, but not more than 10% of the amount set in the university budget may be spent on the operational costs of the DDHC, the remuneration of the heads of the doctoral schools and the salaries of the university doctoral supervisors. The rest of the funding shall be distributed in full among the doctoral schools in proportion to the number of doctoral students.
- (3) On the recommendation of the head of the doctoral school, the DDHC decides on the use of the doctoral training grant allocated to each doctoral school. The DDHC reports annually to the UDHC on the use of the funding.

#### *1 Forms of doctoral training*

#### **Article 25**

- (1) The knowledge required to obtain a doctoral degree can be acquired through organized doctoral training or individual preparation.
- (2) The doctoral training organized by the University helps to acquire the knowledge and scientific research experience required to obtain a doctoral degree.
- (3) In the framework of the doctoral training, doctoral students participate in organised, scientific training, if necessary, in a foreign language, and carry out individual scientific research work.

#### **Article 26<sup>26</sup>**

- (1) Forms of the doctoral training:
  - a) full-time (state-funded or self-funded),
  - b) part-time (correspondence, self-funded),
  - c) individual preparation (self-funded).

#### *2 Admission to an organized doctoral programme*

#### **Article 27<sup>27</sup>**

- (1) Admission to an organized doctoral programme is based on an admission procedure.
- (2) The head of the doctoral school shall ensure that information on the admission possibilities, the requirements for application and admission, the deadline for submission of the documents required for the application, based on the recommendation of the DDHC, are published in the official admission guide and on the University's website.
- (3) The purpose of the admission procedure is to ensure an unbiased, impartial and public process for the selection of the most suitable students of outstanding abilities for doctoral studies.

#### **Article 28<sup>28</sup>**

- (1) Applications for doctoral studies are open to Hungarian or foreign citizens who have
  - a) a master's degree and professional qualification, and
  - b) at least one state-recognised general, intermediate (B2) complex language exam or equivalent.
- (2) The UDHC may, on the proposal of the DDHC, add additional requirements to those set out in section (3) provided that the admission requirements are the same for all applicants, regardless of the higher education institution from which they obtained the master's degree or university diploma.

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<sup>25</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

<sup>26</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

<sup>27</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

<sup>28</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

- (3) An initial proven scientific/professional result (e.g. publication, study abroad programme, winning paper on the Scientific Students' Association Conference or similar activities) is an advantage for admission.
- (4) A diploma attesting to a higher education qualification obtained abroad may be accepted on the basis of an international agreement between the countries concerned, or in its absence, if the law of the country where the diploma was obtained entitles the applicant to admission to doctoral studies equivalent to those in Hungary. The Head of the DDHC may contact the Rector's Office regarding the equivalence and the Rector's Office will ensure that the professional opinion of the Educational Authority is obtained.
- (5) A sample application form is included in Appendix 6 to this Regulation.
- (6) Applicants must indicate their chosen research topic and attach to the application form a letter of support from their supervisor, including acceptance of the supervisor's tasks.
- (7) In the case of students studying in master or single-cycle programmes who are preparing for their final examination, the admission decision is conditional unless the student acts in accordance with Article 53 (3a) of the National Higher Education Act.

### **Article 29<sup>29</sup>**

The following documents must be submitted for the application:

- application form including the supervisor's statement of acceptance,
- a copy of the transcript of records or master file,
- original and copy of the diploma attesting to a university or master's degree, if already obtained,
- a professional curriculum vitae including a summary of the applicant's professional interests,
- original and copies of documents proving language proficiency,
- proof of Students' Scientific Association activities,
- list of publications,
- a description of the applicant's idea on the doctoral topic,
- a statement indicating whether the applicant is applying for a state scholarship or whether he/she wishes to be admitted if no state scholarship is granted,
- a receipt certifying payment of the application fee,
- any other documents required by certain doctoral schools for the assessment of the applicant's professional competence.

### **Article 30**

- (1) <sup>30</sup>The admission procedure is carried out by an admission committee of at least three members appointed by the DDHC on the recommendation of the head of the doctoral school. All members of the admission committee shall hold academic qualifications. One member of the admission committee shall be an external expert not employed by the University. The content of the admission procedure and the way it is conducted shall also be determined by each DDHC.
- (2) <sup>31</sup>The committee shall interview the applicant to get an impression of the applicant's professional intelligence, his/her ideas about the doctoral work, his/her previous scientific activities and language skills. If justified, the interview may be conducted by electronic means, provided that audio and video transmission between the applicant and the members of the admission committee can be ensured continuously.
- (3) The points that can be awarded by the committee in the admission procedure are set out in the rules of operation of the doctoral school.

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<sup>29</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

<sup>30</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

<sup>31</sup> Amended by Senate Decision No. 90/2020 (VI.24), effective from 29 June 2020.

- (4) <sup>32</sup>In the case of a university or master's degree issued more than five years ago, the diploma cannot be scored, in this case the maximum number of points for professional intelligence and previous scientific work is increased by 10-10 points.
- (5) In the case of foreign applicants, the admission criteria, requirements and scoring system is determined by the DDHC on the proposal of the doctoral schools.
- (6) A minimum of 60 points is required for admission.

#### **Article 31**

- (1) <sup>33</sup>The admission committee shall score the applicants on the evaluation of the application documents and the interviews, and the head of the doctoral school shall submit the ranking to the DDHC.
- (2) When deciding, the DDHC may only deviate from the ranking based on the scores if the scholarship budget available for the programme has already been used up and the next applicant in the ranking only applies for admission if he/she receives a scholarship.
- (3) The applicant shall be notified of the decision on admission within eight days via registered mail with acknowledgement of receipt. The decision on admission shall state the conditions for participation in the programme (fees, reimbursements, allowances, benefits etc.) as well as the possibility of appeal.
- (4) The ranking and the decision on admission is public, and shall be published in the usual manner at the University, with written notification to the persons concerned.
- (5) <sup>34</sup>Applicants for state-funded and self-funded training are subject to the same requirements and conditions for admission.
- (6) <sup>35</sup>The decision to refuse admission may be appealed against according the University's Procedure for Student Legal Remedy (OOR, III.3).

#### **Article 32<sup>36</sup>**

- (1) The registration of the admitted doctoral students is kept by the Registrar's Office of the faculty in which the master programme corresponding to the doctoral school's discipline is offered (if there are several such faculties, the Registrar's Office keeping the register is appointed by the DDHC on the recommendation of the head of the doctoral school). The head of the doctoral school sends the Rector information on the data of doctoral students for the university doctoral student register within 15 days of admission, and after registration, each semester by 20 October and 20 March the latest.
- (2) The data of doctoral students may only be transferred to the organizations specified in Annex 3, I/B 4 of the National Higher Education Act under the heading "Student Data", under the conditions specified therein. The statistical data on the number of doctoral students not containing personal data may be made available by the University to the Association of Hungarian PhD and DLA Candidates (hereinafter: DOSZ) and the University Doctoral Student Union (hereinafter: DÖK) upon request.

### *3 Order of the doctoral training*

#### **Article 33<sup>37</sup>**

- (1) In an organized doctoral programme, the duration of the training period, the period for completing the study obligations, performing the research work and receiving the doctoral scholarship is eight semesters.
- (2) Pursuant to the provisions of the University's Student Requirement System, Academic and Exam Regulation, OOR, III (hereinafter: AER), doctoral students are required to enrol at the beginning of their studies, and to register in Neptun at the beginning of the subsequent semesters. The student status of doctoral students is established upon enrolment.

<sup>32</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

<sup>33</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

<sup>34</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

<sup>35</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

<sup>36</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

<sup>37</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.



- (3) The student status of a doctoral student is terminated<sup>38</sup>:
- a) if the doctoral student has been transferred to another doctoral school, on the day of the transfer;
  - b) if the doctoral student announces the termination of his/her student status, on the day of the announcement;
  - c) if the doctoral student is not allowed to continue his/her studies in a state-funded programme and does not wish to continue them in a self-funded form on the basis of the student's announcement;
  - d) on the last day of the semester in which the doctoral student obtained the pre-degree certificate (absolutorium);
  - e) if the Rector terminates the student status of a doctoral student who remains in arrears of payment after an unsuccessful demand for payment and examining the social situation of the student, on the day that the decision on the termination of student status becomes final;
  - f) on the day when the disciplinary decision on expulsion becomes final,
  - g) if the conditions for the establishment of a student status laid down in the National Higher Education Act are no longer met, on the day on which the decision to terminate the student status becomes final,
  - h) if the doctoral student fails to pass the complex examination, on the day of the missed or unsuccessful examination;
  - i) at the end of the eighth semester of the doctoral programme for which the student has registered;
  - j) if the student fails to fulfil his/her obligations relating to academic progress laid down in the Academic and Exam Regulation or in this regulation;
  - k) if the doctoral student fails to register for the third consecutive semester;
  - l) if the doctoral student does not start his/her studies after the suspension of his/her student status,
  - m) if the doctoral student participating in a programme funded through a full or partial Hungarian state scholarship withdraws the declaration referred to in Article 48/D (2) of the National Higher Education Act and does not undertake to participate in a self-funded programme;
  - n) if the total number of unsuccessful and repeated retake exams of the doctoral student in the same study unit reaches five;

In the case of points j) and l), the termination of the student status is subject to the condition that the student has been reminded in writing, at least twice, to fulfil his/her obligation by the deadline and has been informed of the legal consequences of failure to do so.

- (4) The duration of the study abroad programme based on the work programme approved by the supervisor is included in the duration of the doctoral programme, the student status is not suspended. The state scholarship shall be paid for the duration of the approved study abroad programme.

#### **Article 34**

- (1) <sup>39</sup>Each semester, the doctoral student takes up the required and/or elected semester study obligations from the announced options by registering in the NEPTUN Education Administration System. The verification of the fulfilment of the study obligations and research requirements shall be verified on the master file in Neptun.
- (2) Semesters in doctoral studies are also divided into a study period and an examination period the schedule of which is approved by the Senate and has the same function as in other programmes. The first (autumn) semester of the academic year lasts from 1 September to 31 January, except for the examination period of the second (spring) semester of each academic year which lasts from 1 February to 31 August. Doctoral students must start their research in parallel with their studies.<sup>40</sup>

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<sup>38</sup> Amended by Senate Decision 49/2019 (IV.03), effective from 8 April 2019.

<sup>39</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

<sup>40</sup> Amended by Senate Decision 49/2019 (IV.03), effective from 8 April 2019.

#### **Article 35<sup>41</sup>**

- (1) The fulfilment of the doctoral student's academic requirements is measured in academic credit points (credits).
- (2) The doctoral programme requires the completion of an average of 30 credits, 1 credit representing a student workload of 30 hours of work.
- (3) Doctoral students shall submit a written report on their research activities to their supervisor in writing each semester. The report checked and signed by the supervisor shall be submitted to the secretariat of the doctoral school no later than two weeks before the examination period.
- (4) On the proposal of the head of the doctoral school, the DDHC may award language credit points to students on the basis of the criteria specified by the DDHC.

#### **Article 36<sup>42</sup>**

- (1) The evaluation of knowledge can be
  - a. excellent (5), good (4), satisfactory (3), pass (2) and fail (1) on a five-point grading scale,
  - b. excellent (5), satisfactory (3), fail (1) on a three-point grading scale
- (2) If the doctoral student fails to complete a subject, an "unfulfilled" entry will be recorded in Neptun for the given subject. The "unfulfilled" mark can be corrected once. After receiving four "unfulfilled" marks during the first two years of the programme, the doctoral student shall be dismissed from the programme.
- (3) The DDHC shall decide on the recognition of credits or documented performance of the doctoral student obtained at another higher education institution or abroad, after prior approval, on the basis of a written application and the syllabus of the completed course.
- (4) Students who have completed the credits specified in the curriculum of the doctoral programme within the prescribed time will receive a pre-degree certificate (absolutorium). At the written request of a student leaving the organized doctoral programme without a PhD degree, the UDHC issues a written certificate, countersigned by the head of the doctoral school.
- (5) On the proposal of the head of the doctoral school, the DDHC shall terminate the student status and scholarship of doctoral students who fail to complete their academic obligations.

#### **Article 37<sup>43</sup>**

- (1) A doctoral student from a doctoral school in the same discipline may submit to the DDHC an application for transfer by the end of the third academic semester. The application may only be submitted if the applicant has at least one completed semester in which at least 25 credits have been earned, and one of the faculty's departments has declared that it accepts the applicant as a researcher.
- (2) In the application for transfer, the doctoral student must indicate his/her chosen research topic and attach a statement of support from his/her supervisor, including acceptance of the supervisor's tasks.
- (3) Transfer is only possible for self-funded training. Detailed conditions for transfer are set out in the rules of operation of the doctoral schools.

### *4 Rights and obligations of students participating in the training*

#### **4.1 Legal status of participants in organized training and degree procedure**

#### **Article 38<sup>44</sup>**

- (1) Doctoral studies can be carried out in state-funded or self-funded form. Doctoral students participating in a state-funded programme receive a state doctoral scholarship pursuant to Article 85/A and 114/D (1) b) of the National Higher Education Act. Doctoral students, whether state-funded or self-funded, may receive other grants from the sponsoring organisation as determined by the sponsor. Students participating in doctoral studies are also obliged to pay other fees and charges

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<sup>41</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

<sup>42</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

<sup>43</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

<sup>44</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

stipulated in the University's Regulation on Student Fees and Benefits (OOR III.2, Student Requirement System). Doctoral students participating in self-funded training are not entitled to a state doctoral scholarship, and, during their studies, are obliged to pay the tuition fee set annually by the Senate for doctoral students starting their studies in the academic year in question.

- (2) After enrolment, doctoral students participating in an organized programme have student status for the duration of the training. At the request of the doctoral student, the Registrar's Office shall issue a certificate of education to prove the student status. On the basis of an application initiated from Neptun Student Administration System, the doctoral student may apply for a student ID card which must be validated at the Registrar's Office after registration for each active semester.
- (3) Unless otherwise provided in this Regulation, the regulations of the University shall apply to doctoral students.
- (4) Doctoral students participating in an organized training usually carry out their duties at the University. The DDHC may grant an exemption from this in individual cases.
- (5) The DDHC may grant exemption from certain obligations in organized training.
- (6) Time spent on research/creative activity at the University, a higher education institution or an institution having cooperation agreement with the University is also considered as a contact hour in doctoral studies. In disciplines where the research/creative work and preparation involves library, archives, museum, fieldwork or external data collection, research/creative work may be completed in a different way from the above, by working under a permission, precisely describing the activity, signed by the supervisor and the head of the doctoral school and with a certificate of completion from the supervisor.
- (7) The student has the right to appeal against any decision, measure, or failure to act (hereinafter referred to as decision) of the University, with the exemption of a decision relating to the assessment of academic performance, with reference to the violation of the provisions concerning his/her student rights, in accordance with provisions of the University's Procedure for Student Legal Remedy (OOR, III.3).

#### **4.2 Characteristics of part-time (correspondence) organized training**

##### **Article 39<sup>45</sup>**

- (1) Part-time (correspondence) programmes have the same admission, study and examination requirements as full-time programmes.
- (2) Part-time (correspondence) doctoral students may perform their academic requirements at the University, and their individual research work, in whole or in part, at their workplace, if the conditions are met. If necessary, the student must prove that these conditions are met. The supervisor is provided by the University.
- (3) Part-time (correspondence) doctoral students pursue studies according to the curriculum developed for this type of training.
- (4) Participants in correspondence work schedule may not receive a state scholarship, they must pay a tuition fee determined by the Senate during their studies.
- (5) For matters not regulated here, the rules of full-time organized doctoral programmes shall apply to this form of training, with the exception of the contact hours.

#### **4.3 Grants available for doctoral students, fees payable by them**

##### **Article 40<sup>46</sup>**

Grants available for doctoral students, fees and charges payable by them, and the rules of procedure for their payment are regulated in the University's Regulation on Student Fees and Benefits.

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<sup>45</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

<sup>46</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

#### 4.4 Teaching activities of doctoral students

##### Article 41

- (1) Within the framework of their study obligations, doctoral students may be required to participate in the University's educational and scientific work for a period equivalent to twenty percent of the total weekly working time.
- (2) <sup>47</sup>The time of work performed by a doctoral student, including the work referred to in section (1), may not exceed fifty percent of the total weekly working time on average over a semester. The doctoral students' work schedule shall be determined in such a way that they are able to comply with the obligations to take and prepare for examinations.
- (3) In the case of employment corresponding to fifty percent of the full working time, the monthly amount of the remuneration may not be less than the lowest mandatory remuneration for work (minimum wage), or its *pro rata temporis* part in the case of employment of a different duration. Student employment remuneration shall be paid by the University to the doctoral student's account monthly in arrears, no later than the 10<sup>th</sup> day of the following month.
- (4) No credit may be awarded for paid teaching activities.
- (5) Disputes arising from doctoral student agreements shall be settled in accordance with the provisions on the settlement of labour disputes.
- (6) Doctoral students may also carry out teaching activities for credits, the amount of which is determined by the rules of operation of the doctoral school.
- (7) A doctoral student with a state scholarship may establish an employment relationship other than those specified in section (1) only with the written permission of the dean.

#### 4.5 Individual preparation

##### Article 42<sup>48</sup>

- (1) The aim of the individual preparation is to enable professionals with significant teaching or research experience and a documented scientific record (e.g. university professor title, sufficient number and quality of publications) to obtain a doctoral (PhD) degree. In the case of individual candidates, previous doctoral studies are equivalent to research experience.
- (2) Conditions for participation in individual preparation:
  - proven initial scientific research results (university doctoral degree/title, publications, presentations at national and international conferences, book, notes etc.)
  - the possibility to carry out all or part of the scientific research in the applicant's workplace or elsewhere.

In all other aspects, the conditions and requirements for applying for a degree by individual preparation are the same as for an organized doctoral programme. In the case of individual candidates, upon request, the doctoral degree procedure starts with the completion of the complex exam. In the case of individual candidates, the student status is established on completion of the complex exam.
- (3) If the applicant is admitted to the individual preparation, the DDHC, on the recommendation of the head of the doctoral school will appoint a supervisor to guide, monitor and assist the candidate's preparation.
- (4) Individual candidates are exempted only from fulfilling their study obligations, but they must meet all the requirements for the doctoral (PhD) degree. No exemption may be granted from the completion of the complex examination. Academic and other obligations to be fulfilled by individual candidates are determined by the DDHC during the admission procedure.

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<sup>47</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

<sup>48</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

- (5) After successfully passing the complex examination, the individual candidate will enter into a student status with the University, and is subject to the rules applicable for students who have passed the complex examination, but is not entitled to a state scholarship.
- (6) Those admitted to individual preparation may take part in the classes of the organized doctoral programme.
- (7) The following documents are to be attached to the application for participation in the individual preparation:
  - a) a university or master's degree,
  - b) documents proving language proficiency,
  - c) evidence of previous teaching, research experience,
  - d) evidence of previous publication activity,
  - e) professional curriculum vitae,
  - f) a brief summary of the doctoral topic,
  - g) statement of acceptance from the supervisor.

## **Part V**

### **Obtaining a doctoral degree<sup>49 50</sup>**

#### **Article 43**

- (1) At least two hundred and forty (240) credits must be earned in a doctoral programme.

#### **Article 44**

- (1) Pursuant to Article 72 (5) of the National Higher Education Act, the complex examination shall be organized in accordance with the principles laid down by the Hungarian Doctoral Council. The requirements for the complex examination shall be published when the doctoral programme is announced, as specified in the rules of operation of the doctoral school.
- (2) To be admitted to the complex examination, students must complete at least 90 credits in the "training and research phase" (first four semesters) of the doctoral programme and all the "training credits" specified in the doctoral school's curriculum (except for individual candidates for the doctoral degree). The complex examination must be applied for in writing. Since after passing the complex examination the student enters the degree acquisition procedure, the application for the complex examination is also the application for the degree acquisition procedure.
- (3) The complex examination shall be taken in public, before a board appointed by the DDHC. The examination board consists of at least three members. With the exception of doctoral schools providing exclusively religious training, at least one third of the board members shall not be employed by the institution operating the doctoral school. The examination board may be chaired by a university professor, habilitated associate university professor, habilitated college professor, Professor Emeritus or a professor, researcher with the title of Doctor of the Hungarian Academy of Sciences. The supervisor of the doctoral student may not be a member of the examination board.
- (4) Prior to the complex examination, the supervisor evaluates the performance of the doctoral student in writing and declares whether or not he/she recommends to start the degree acquisition procedure.
- (5) The complex examination consists of two main parts: the first part assesses the student's theoretical knowledge ("theoretical part") and the second part reports on his/her scientific progress ("dissertation part").
- (6) In the theoretical part of the complex examination, the doctoral student will demonstrate his/her knowledge of the discipline's literature and will report on his/her current theoretical and methodological knowledge. In the theoretical part of the complex examination the student takes an

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<sup>49</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

<sup>50</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

exam in at least two subjects/topics, the list of subjects/topics is included in the doctoral school's curriculum. The theoretical part of the examination may also have a written part.

- (7) In the second part of the complex examination the student gives a presentation on his/her knowledge of the literature, reports on his/her research results, outlines his/her research plan for the second phase of doctoral studies, and presents the schedule for the preparation of the dissertation and the publication of the results. The supervisor should be given the opportunity to assess the student in the examination.
- (8) The examination board assesses the theoretical and dissertation part of the examination separately. A protocol of the complex examination is drawn up, including a written evaluation. The result of the complex examination will be announced on the day of the oral exam. The complex examination is successful if the majority of the board members agree that both parts of the examination are successful. The doctoral student may retake the failed complex examination once during the same examination period.
- (9) The complex examination is graded in two levels, pass or fail.
- (10) The doctoral student may only register for the fifth semester of the doctoral programme after passing the complex examination.

**Article 45** General conditions for the award of the degree:

- (1) The degree procedure is the second, research and dissertation phase of the doctoral programme, following the complex examination.
- (2) Applications for the degree procedure shall be submitted to the DDHC. The procedure to award a doctoral degree starts with the registration for the semester following the semester in which the complex examination was passed.
- (3) In the degree procedure, suspension of the student status may not exceed two semesters.
- (4) The doctoral student must submit the final version of his/her doctoral dissertation (after the workshop discussion, i.e. the pre-defence of doctoral dissertation) within three academic years after the complex examination. This deadline may be extended by at least one academic year with the decision of the DDHC provided that the student is unable to meet his/her obligations due to childbirth, accident, illness or any other unexpected cause, without any fault on his/her part.
- (5) Notwithstanding section (4), doctoral students who passed their complex examination between 1 February 2018 and 10 May 2021 shall submit their doctoral dissertation within four academic years after the complex examination, as specified in the doctoral regulation. Upon the student's request, the DDHC may extend this deadline by up to one year in the case of special equity circumstances.
- (6) In the case of doctoral students referred to in section (5), the suspension of the student status may not exceed four semesters in the doctoral degree procedure.
- (7) Conditions for obtaining a doctoral degree:
  - documented independent scientific work;
  - evidence of fulfilment of the language requirements which may be provided after the defence of the dissertation;
  - submission and defence of the dissertation in a public debate.
- (8) The condition for submitting a doctoral dissertation is to obtain the pre-degree certificate (absolutorium). When submitting the doctoral dissertation, the student must declare in writing that
  - he/she is not in the process of obtaining a doctorate in the same discipline;
  - he/she has not previously submitted his/her dissertation to another institution and it has not been rejected;
  - he/she has not had an unsuccessful doctoral defence within two years;
  - he/she is not under a procedure for the withdrawal of his/her doctoral degree, or has not had a previously awarded doctorate withdrawn within 5 years;
  - the dissertation is his/her independent work, the references are clear and complete.

- (9) <sup>51</sup>Language requirements for obtaining a doctoral degree in the case of students with Hungarian mother tongue is two state-recognised, at least intermediate (B2) complex – type C – or equivalent language examinations in two foreign languages. Exemption from the level of the language examination in doctoral studies does not apply to doctoral applicants and students. However, the exemption from part of the language examination may be granted to doctoral applicants and students depending on the type of disability determined in the expert’s opinion.
- (10) The first foreign language may only be one of the foreign languages specified by the doctoral council. The knowledge of a second foreign language, in the absence of a language examination, may be proved by meeting the following conditions: oral examination before an examination board appointed by the DDHC with the assistance of the Foreign Language Centre and translation of at least one author’s sheet of specialist text from Hungarian to the language chosen by the DDHC.
- (11) <sup>52</sup>During the oral interview, a member of the committee appointed by the Foreign Language Centre
- a) will conduct a five-minute introductory conversation with the candidate in the target language and a further conversation based on the completed text translated from Hungarian into the target language,
  - b) will ask the candidate guided, professional, linguistic and translation technique questions in fifteen minutes,
  - c) will have the candidate write a 220-250-word essay in 30 minutes (the conditions for this are provided by the Foreign Language Centre), and
  - d) will assess the translation, the answers to the questions and the essay together with the candidate in ten minutes.
- (12) A separate request for recognition of language proficiency through the translation of a specialist text must be submitted at the same time as the degree procedure starts. The DDHC decides on the recognition of language knowledge.
- (13) The doctoral school’s rules of operation contain a list of languages accepted for the language requirement for the doctoral degree.
- (14) For Hungarians living beyond the borders, the non-Hungarian official language of the mother country may be accepted as a second language if the candidate can prove that his/her school living certificate or diploma or his/her language proficiency is equivalent to a language examination according to Article 14 of Government Decree No. 137/2008 (16 May) on the certified examination of foreign language attainment and on the nostrification in the Republic of Hungary of language certificates of foreign language attainment issued abroad.
- (15) If the candidate’s mother tongue is other than Hungarian, only one language examination is required.
- (16) In addition to the provisions of section (1), the doctoral school’s rules of operation may impose further language requirements.
- (17) In the composition of the evaluation committee, particular attention should be paid to avoiding any conflicts of interest. A person who is a close relative of the doctoral student or who cannot be expected to consider the case objectively for any other reason may not participate in the doctoral procedure.
- (18) Pursuant to the Implementation Decree of the National Higher Education Act, minutes must be kept for each phase of the doctoral procedure. The data must also be recorded in Neptun.
- (19) During the degree acquisition procedure, the DDHC must take particular care to assess whether the candidate’s scientific activity is indeed his/her own and whether the candidate’s scientific work and publications intended for the award of the degree has not been used by others to obtain a scientific degree in Hungary or abroad. During the procedure the relevant declarations must be obtained from both Hungarian and foreign co-authors.

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<sup>51</sup> Added by Senate Decision No. 3/2020 (I.29), effective from 3 February 2020.

<sup>52</sup> Added by Senate Decision No. 109/2022 (IV.28), effective from 27 May 2022.

- (20) If there are reasonable ground for suspecting plagiarism, deliberate manipulation of data, deliberate misleading or fraud of any kind concerning a candidate's scientific publication or dissertation, the head of the relevant doctoral school must initiate an ethical investigation against the candidate, including an investigation into the possible responsibility of the supervisor. For the duration of the ethical examination, the UDHC must suspend the degree procedure. In the light of the outcome of the ethical investigation, the UDHC will decide on any sanctions.
- (21) Detailed conditions for awarding a degree (within the framework of this regulation) are laid down in the rules of operation of the doctoral schools.

### *I The Doctoral Dissertation*

#### **Article 46**

- (1) The doctoral topic is a research area which is suitable for the doctoral student, under the guidance of the supervisor, to master the application of scientific methods, to obtain valuable scientific results, and to provide evidence of this in the form of scientific publications, scientific presentations and then a doctoral dissertation (creation, word).
- (2) The doctoral dissertation is a summary of the candidate's objectives, new scientific results, knowledge of the literature and research methods in Hungarian or in a foreign language approved by the DDHC which demonstrates that the candidate is capable of independently solving the scientific task corresponding to the degree requirements.
- (3) The condition for the submission of a doctoral dissertation is that the doctoral student should not be in the process of obtaining a doctoral degree in the same discipline, or his/her application for a degree procedure has not been rejected within two years, or he/she has not had an unsuccessful doctoral defence within two years. The doctoral student shall declare in writing that he/she complies with these additional requirements when submitting the doctoral dissertation and applying for the degree procedure.
- (4) The title page of the doctoral dissertation must indicate the name of the author, the name of the doctoral school and its head, the name of the supervisor and co-supervisor, the place and time of preparation. The dissertation includes a table of contents, a summary in Hungarian and a bibliography. The latter should also include the candidate's scientific publications. The doctoral dissertation may include an appendix (e.g. a collection of photos, documents etc.) The title page of the doctoral dissertation should be followed by a separate page (according to the form provided by the doctoral school) on which the names of the supervisor, reviewers and the members of the evaluation committee as well as the date of the defence are entered. The attachment is filled in during the public debate.
- (5) The doctoral dissertation must be at least 8 and no more than 11 author's sheets (320.000-440.000 characters) long. The candidate may submit a longer dissertation, subject to paying a higher doctoral procedure fee in proportion to the length of the dissertation. The length does not include the table of contents, the bibliography, quotations, acknowledgements and any figures, illustrations, drawings or other illustrative material and the summary in Hungarian or in a foreign language.
- (6) The limits on the scope and formal requirements regulated in section (5) shall not apply if the doctoral student prepares and defends his/her dissertation in the framework of a study abroad programme or an international agreement between the universities. In such cases, the rules of the partner institutions shall apply in accordance with the international agreement.
- (7) The rules of operation of the doctoral school may specify additional formal requirements for the doctoral dissertation.

### *2 Workshop discussion (pre-defence of the doctoral dissertation)*



#### **Article 47**

- (1) To be admitted to the workshop discussion (pre-defence of the doctoral dissertation), the supervisor's written statement of acceptance and a bound copy of the dissertation must be submitted to the secretariat of the doctoral school. The doctoral school's rules of operation may impose additional requirements. The head of the doctoral school will assess whether these conditions are met and will decide whether the pre-defence of the doctoral dissertation may be organized. The doctoral school's rules of operation may refer the decision to the DDHC's competence. The workshop discussion may not be scheduled for a date within three weeks of the submission of the bound copy of the dissertation.
- (2) The head of the doctoral school will request two persons with academic qualifications and expertise in the topic of the doctoral dissertation to carry out a written preliminary evaluation of the draft dissertation and to prepare a preliminary summary statement within the time limit indicated in the request.
- (3) The workshop debate (pre-defence) is organized by the head of the competent educational unit on behalf of the head of the doctoral school. The following persons shall be invited to the pre-defence of the doctoral dissertation:
  - a) all lecturers, researchers and doctoral students of the faculty,
  - b) the core members of the doctoral school,
  - c) the supervisor (supervisors).The pre-defence may be held if at least one of the pre-reviewers is present in person, and the other has sent a written opinion within the time limit, and at least three of the invited persons have academic qualifications.
- (4) The aim of the workshop discussion (pre-defence) is to identify the shortcomings of the draft dissertation and to make suggestions for a better-quality final dissertation.
- (5) The opinion of the pre-reviewers must be presented to those present at the workshop discussion. In the case of two negative preliminary assessments, those with academic qualifications who are present shall decide on a common resolution by open ballot. If there is one supporting preliminary assessment, the scientific degree holders present may request an open vote from the chair leading the pre-defence. Only those who have been present throughout the pre-defence may participate in the open vote. Written opinions may not be taken into account in the voting.
- (6) In the workshop discussion, it must be ensured whether the doctoral dissertation
  - presents the chosen topic using modern research methods and covering all important details,
  - contains creditable data,
  - contains the candidate's own scientific results,
  - meets the formal requirements,
  - contains new scientific results.
- (7) Minutes must be kept of the workshop discussion indicating the name of the participants, their academic degrees and their place of work. The minutes shall include the views on the issues referred to in section (6), the opinions expressed and the decision taken according to section (8). The written preliminary assessments shall be annexed to the protocol. The minutes-taker is appointed by the DDHC.
- (8) One of the following summarized positions can be taken during the workshop discussion:
  - a) the draft dissertation is suitable for further procedure without revisions (or with minor revisions not affecting the substance of the dissertation), without another workshop discussion,
  - b) the draft dissertation is suitable for further procedure with revisions affecting the substance of the dissertation, without another workshop discussion,
  - c) the draft dissertation is only suitable for further procedure with full revision, after a new workshop discussion.
- (9) The same pre-reviewers must be invited to a repeated workshop discussion. The repeated procedure may be held in accordance with the time limits for the degree procedure.

### *3 Submission of the doctoral thesis for public debate*

#### **Article 48**

- (1) The doctoral thesis may be submitted for public debate only with the supervisor's statement of acceptance, at least one month after the workshop discussion, and must be accompanied by
  - the doctoral dissertation in three bound and six stapled copies (one bound copy will be kept in the faculty library, one in the doctoral school, and one copy will be returned to the candidate after the completion of the doctoral procedure);
  - a thesis abstract including a summary of contents in English (hereinafter referred to as the abstract) in 15 copies;
  - the doctoral dissertation and the abstract in electronic form;
  - the attendance sheet and minutes of the workshop discussion;
  - the candidate's statement that the dissertation is his/her own work, and that the references are clear and complete;
  - the candidate's statement that his/her application for the degree procedure has not been rejected within two years and that he/she has not had an unsuccessful doctoral defence within two years.
- (2) The doctoral dissertation shall be submitted to the secretariat of the doctoral school.

### *4 Publicity of the doctoral thesis*

#### **Article 49**

- (1) The doctoral thesis is publicly available for all. The head of the doctoral school shall ensure that the doctoral dissertation and its theses are made public in electronic and printed form and that they are kept in register. Furthermore, the head of the doctoral school shall ensure that the doctoral dissertation and its theses are made available for the public in electronic form in the Hungarian Scientific Bibliography, with an identifier (DOI) in accordance with the generally accepted international practice.
- (2) The doctoral dissertation and its theses, as well as their registration shall be made accessible to all in electronic form on the website of the doctoral school in a separate database – in the national scientific bibliographic database specified in Article 3 (1) Act XL of 1994 on the Hungarian Academy of Sciences – with an identifier (DOI) according to the generally accepted international practice, in Hungarian, and in English, and in another language appropriate to the discipline.
- (3) One copy of the doctoral dissertation on an electronic medium and one hard copy must be deposited and catalogued in the library.
- (4) Public disclosure may be delayed for up to two years at the request of the candidate, for acceptable reasons, by the decision of the UDHC.
- (5) In the case of a doctoral dissertation, subject to patent or protection proceedings, the publication of the dissertation and its theses may be postponed, at the request of the person submitting the dissertation, based on the favourable opinion of the evaluation committee and with the approval of the Doctoral Council, until the date of registration of the patent or protection at the latest. A doctoral thesis and its theses containing classified information for national security reasons can be made public after the expiry of the period of classification.

### *5 The evaluation procedure, the evaluation committee*

#### **Article 50**

- (1) The members of the evaluation committee are invited by the DDHC on the proposal of the head of the doctoral school. The proposal must also include three alternate members (alternate chairperson, alternate secretary and alternate reviewer). If the candidate's defence becomes impossible for any reason, the DDHC will propose to the UDHC to terminate the doctoral procedure.

- (2) The evaluation committee assessing the doctoral dissertation consists of a chairperson, two official reviewers, a secretary and two-three additional members, with a total of at least four and a maximum of seven members (one person may only hold one function). The members of the committee must hold academic qualifications, one reviewer and at least one member must be an external expert not employed by the University. The committee is chaired by a competent university professor, including Professor Emeritus. The supervisor of the doctoral student may neither be a member of the committee nor a reviewer.
- (3) The reviewers are invited by the DDHC. The invited reviewers may refuse the request without justification within 15 days. The candidate may object in writing to the composition of the evaluation committee, only in the case of a conflict of interest or bias, to the DDHC within 15 days. If the objection is accepted, a new member shall be appointed to the committee.
- (4) The minutes of the workshop discussion and its annexes prepared according to Article 53 shall be sent to the reviewers together with the doctoral dissertation. The reviewers must prepare the written assessments within the time limit indicated in the invitation, provided that the written assessments must be completed within two months – during the study period – from the submission of the doctoral thesis at the latest. The assessments should detail the content and formal strengths and shortcomings of the doctoral thesis, with particular reference to the acceptability of the candidate's own new scientific results presented in the thesis. The reviewers must state whether they recommend the doctoral thesis for acceptance and public debate. In the assessments, questions can be put to the candidate.
- (5) Three copies of the assessments must be submitted to the DDHC.
- (6) The doctoral thesis can only be submitted for public debate if there are two supporting proposals. In the case of one yes and one no proposal the DDHC will request an additional reviewer. In the case of two affirmative proposals, the doctoral thesis must be submitted for public debate within two months – during the study period – of the receipt of the two supporting proposals. In the case of two negative proposals, the doctoral procedure must be declared unsuccessful and must be terminated. In an unsuccessful case the degree procedure must be terminated. A new procedure (submission of a new doctoral thesis for public debate) can be initiated at the earliest after two years, and only once in the same doctoral topic.

#### **Article 51**

- (1) The candidate will receive the written assessments in advance, and will answer the questions raised in writing possibly 15 days prior to the public debate. The organisational unit responsible for the doctoral school's administration shall ensure that the thesis, the assessments and the answers are available for the members of the evaluation committee.
- (2) If the reviewers or others suspect plagiarism, the competent DDHC will request a disciplinary investigation and, if the plagiarism is confirmed, will initiate the exclusion of the candidate from the doctoral degree procedure.

### *6 Public debate*

#### **Article 52**

- (1) The doctoral thesis must be defended in a public debate before an evaluation committee.
- (2) The candidate must be notified in writing of the date and place of the debate in due time, and the debate must be announced on the notice board of the doctoral school, on the website of the doctoral school and the University, on the website of the Hungarian Doctoral Council and at the debate venue three weeks before the date of the debate. The doctoral dissertation and the abstracts must be published electronically on the server of the University Library prior to the public debate, and must be submitted to the secretariat of the doctoral school and made available to the public. Public disclosure may be delayed for up to two years for justifiable reasons, at the request of the candidate, for acceptable reasons, by the decision of the UDHC.

### **Article 53**

- (1) The debate is led by the chairperson of the committee.
- (2) At the beginning of the public debate, the chairperson shall establish the quorum which requires the presence of at least four members of the evaluation committee including at least one external expert. The debate can be held if at least one reviewer is present and the other reviewer has declared in writing that he/she accepts the answers to the questions.
- (3) During the public debate, the candidate can present the theses of his/her doctoral dissertation in a free speech at the most and then respond to the written and oral comments of the reviewers as well as to the questions from the committee members, the reviewers and those present.
- (4) After the debate has been closed by the chairperson, the committee shall decide on the acceptance of the doctoral dissertation by secret ballot in a closed session, with a score between 1-5 which requires 60% of the scores given by the members of the committee present. The classification for a successfully defended doctoral dissertation is awarded in proportion to the number of scores achieved and the number of points obtained: summa cum laude (90,00-100,00 %), cum laude (75,00-89,99 %), rite (60,00-74,99 %). The chairperson shall publicly announce and justify the result of the public debate after the vote. The score of the defended thesis is calculated to two decimal places. If the score is calculated to more than two decimal places, the following rule applies for two decimal places: if the third digit of the fraction is 0, 1, 2, 3 or 4, round down, if it is 5, 6, 7, 8 or 9, round up.
- (5) Minutes shall be taken of the public debate. The minute-keeper is appointed by the head of the doctoral school. The minutes are public.
- (6) The rules of operation of the doctoral school may deviate from the grading system referred to in section (4) if the traditions of the discipline concerned justify this.
- (7) In the case of an unsuccessful defence, a new procedure may be initiated in the same doctoral topic only once no earlier than two years after the unsuccessful defence.
- (8) The public debate can be held online or in a mixed form (simultaneously present and online), if the legislation or the university rules in force do not allow the participation of some or all of the participants on the debate in a traditional (present) form. The online presence of a candidate can be supported only in exceptional and justified cases if his/her presence in person is permanently hindered.
- (9) On the basis of the DDHC's decision, an online public debate can only be organized if the candidate explicitly requests it, justifying the reasons, and the head of the doctoral school supports the request.
- (10) During the online public debate, the online presence of the candidate, the official reviewers (opponents) and the appropriate number of the evaluation committee must be ensured by video and audio. It is also necessary to ensure the conditions for secret ballot. Anyone should be given the opportunity to comment on the debate.
- (11) An online public debate may only be organized if the technical conditions are available for the candidate and for all the official reviewers and the members of the evaluation committee, taking into account the attendance rules set out in Article 18 (5). (The online public debate can be conducted if at least one of the reviewers is present online and the other reviewer who is not present has declared in writing that he/she accepts the answers to the questions; and at least two thirds of the members of the evaluation committee, including at least one external expert, are present online.)
- (12) Who wants to participate in the online public debate as an audience has to register for the defence on an electronic surface created for this reason. Anybody may submit a signed comment on the doctoral thesis to the Secretary of the DDHC by 12 noon prior to the day of the online debate. The Secretary of the DDHC will forward the comments to the chair of the evaluation committee.

*7 Doctoral degree, classification of the doctoral degree, the content of the doctoral diploma and the doctoral inauguration*

#### **Article 54**

- (1) On the basis of the scores obtained, the DDHC takes a position on the award and classification of the degree. The award of the doctoral (PhD) degree is decided by the UDHC, which, on the basis of the decision recorded in the doctoral register, enters the data in Neptun and issues a diploma indicating the field of study, including the discipline. After recording the diploma data in Neptun, the Directorate of Education of the Rector's Office reports the data of the issued diplomas to the higher education information system and thus the University fulfils its reporting obligation to the Educational Authority according to Article 16 (8) of the Decree.
- (2)
- (3) The classification of the doctoral (PhD) degree shall be calculated as a simple arithmetic average of the percentage result of the public debate. Classification of the degree: summa cum laude (90,00-100,00 %), cum laude (75,00-89,99 %), rite (60,00-74,99 %). The simple arithmetic average of the percentages of the complex examination and the public debate is calculated to two decimal places. If the score is calculated to more than two decimal places, the following rule applies for two decimal places: if the third digit of the fraction is 0, 1, 2, 3 or 4, round down, if it is 5, 6, 7, 8 or 9, round up.
- (4) The rules of operation of the doctoral school may deviate from the grading system referred to in section (3) if the traditions of the discipline concerned justify this.

#### **Article 55**

- (1) The doctoral diploma shall contain the name and seal of Károli Gáspár University of the Reformed Church in Hungary, the name of the holder of the diploma, the place and date of birth, the classification of the doctoral degree, the field of study including the discipline in which the candidate has been awarded the doctoral degree, the place, day, month and year of the award of the degree. The diploma is signed by the Rector and the Chairperson of the UDHC (Annex 3).
- (2) The diploma is issued by the University in Hungarian and Latin. Upon request, the diploma may be issued in another foreign language for a special fee.
- (3) The doctoral school keeps a register of the doctoral diplomas issued. The data recorded in the register of doctoral degrees shall be sent within 30 days to the Rector's Office which shall keep a central register of the diplomas issued. The register is accessible to any person and electronic access shall also be ensured.

#### **Article 56**

Persons having obtained the doctoral degree shall receive their diplomas at a public doctoral inauguration ceremony which must take place within six months of the successful defence. As part of the inauguration ceremony, the candidates take an oath. The text of the oath is included in Appendix 2.

#### **Article 57**

Upon request of the persons having obtained the doctoral degree, before the inauguration ceremony, the University issues a certificate of the result of the complex examination and the public debate, as well as the decision of the UDHC, signed by the Chairperson of the UDHC.

#### **Article 58**

- (1) Once the procedure is completed (and closed), the documents of the procedure must be placed in the faculty archives. The documents of the procedure which have not been printed may not be discarded. The head of the doctoral school is responsible for the return of the printed material of the procedure to the candidate and for the deposit of the copies of the doctoral thesis in the faculty libraries.
- (2) The Chair of the UDHC shall ensure that the decision and data on doctoral degree holders and rejections are recorded in Neptun so that the Directorate of Education of the Rector's Office can fulfil its obligation to report the data to the Educational Office from Neptun to the higher education information system within 15 days of the award of the degree or the end of the unsuccessful

procedure, and shall upload the necessary documents to [www.doktori.hu](http://www.doktori.hu). At the same time a copy is sent to the Rector for the doctoral register of the University.

### *8 Doctoral degree with distinction*

#### **Article 59**

- (1) The Rector of the University, with the prior consent of the President of the Republic, shall award a doctoral title with the distinction of *Promotio sub auspiciis praesidentis Rei Publicae* to the person whose academic performance in secondary school, higher education and doctoral studies has always been the highest, provided that he/she has also shown outstanding performance in the doctoral degree procedure. The conditions and procedure for the award of doctorates with distinction is governed by Article 18-19 of the Decree.
- (2) The award of a doctoral degree with distinction is initiated by the candidate concerned in a written application to the DDHC. The DDHC forwards the application, with its recommendation, to the Chairperson of the UDHC who submits it to the Senate. The Senate decides whether to support the application.

### *9 Withdrawal of a doctoral degree*

#### **Article 60**

- (1) In the doctoral procedure, the University accepts and applies the principles and recommendations on plagiarism of the Code of Ethics of the Hungarian Academy of Science.
- (2) A doctoral degree can be withdrawn if its holder has obtained it by presenting all or a part of another person's intellectual work as his/her own, or used false or falsified data in his/her doctoral thesis, thereby deceiving or misleading the body or person responsible for the doctoral procedure. The procedure for the withdrawal of a doctoral title may be pursued if the holder of the title is still alive when the procedure is initiated.
- (3) The acts referred to in section (2) shall not be time-barred, and only the holder of the title may be held liable.
- (4) The procedure for the withdrawal of a doctoral degree may be initiated with the Chairperson of the UDHC which awarded the degree by a person who certifies or has reasonable grounds to believe that the circumstances referred to in section (2) are likely to arise, and who holds a doctoral or equivalent academic degree in the discipline related to the topic of the disputed doctoral thesis.
- (5) The UDHC decides on the withdrawal of the doctoral degree. In the case of the withdrawal of a doctorate, the proposer shall be the Chairperson of the UDHC who shall request the opinion of the DDHC competent in the field of the doctoral degree as to whether the provisions of section (2) can be in fact established about the holder of the degree. If the person concerned fails to appear despite repeated and regular notification or requests that the hearing be waived, the UDHC is entitled to take a decision on the merits without a hearing. If the infringement of copyright has already been established by a final court judgment in the proceedings initiated by the original author, before the initiation of the UDHC'S procedure for the withdrawal of the degree, the UDHC no longer needs to investigate the matter, the final judgement is sufficient to revoke the degree.
- (6) The UDHC's decision to revoke the doctoral degree is subject to appeal by submitting an application for review addressed to the Rector, but submitted to the Secretariat of the UDHC acting at first instance in accordance with the provisions of the Procedure for Student Legal Remedy (OOR, III.3).
- (7) The final withdrawal decision will be made public by the University. The Chairperson of the UDHC shall ensure the withdrawal of the issued degree in accordance with the provisions of the National Higher Education Act and its Implementation Decree.
- (8) In the event of the withdrawal of a doctoral degree, the person concerned may not apply for a new degree procedure for five years.

*13 The titles of Honorary Doctor (Doctor Honoris Causa – Dr. h.c.) and Honorary Doctor and Professor (Doctor et Professor Honoris Causa)*

**Article 61**

- (1) The University may confer the title of Honorary Doctor (Doctor Honoris Causa) or Honorary Doctor and Professor (Doctor et Professor Honoris Cause) on deserving nationals or foreigners in the disciplines in which it is entitled to award doctoral degrees, up to an average of four persons per year. The honorary title can be earned for academic work of international reputation and for activities performed for the benefit of the University. The award of the distinction may be initiated by the educational units at the DDHC. Based on the DDHC's proposal, the Faculty Council takes a position. Its award is decided by the Senate, taking into account the UDHC's opinion, and a diploma is issued in Latin.
- (2) The inauguration of an honorary doctor or an honorary doctor and profession will take place during a ceremony.

*11 Naturalisation of academic degrees obtained abroad*

**Article 62**

- (1) The DDHC shall take a position on the naturalisation of an academic degree obtained abroad if the requirements for obtaining the degree are met or, subject to additional conditions, can be met in accordance with the requirements for the award of a doctoral degree set out in the regulation. In the latter case, it shall require the fulfilment of specific conditions.
- (2) The application for naturalisation must be submitted to the competent DDHC. On the basis of the DDHC's proposal, the UDHC will decide whether to grant naturalisation. The naturalised degree has no qualification.
- (3) The head of the doctoral school is responsible for registering the academic degree and notifying the Educational Authority. Other questions of naturalisation are regulated by the Regulation on the Recognition of Foreign Degrees and Certificates (OOR, III.7).

*12 Predoctoral positions*

**Article 63**

- (1) The faculties of the University, from their revenues from the doctoral training, may offer a certain number of predoctoral positions per year to doctoral candidates who have obtained the pre-degree certificate (absolutorium) and have applied for a degree procedure in the framework of the organized training. The aim of the predoctoral position is to help doctoral students to complete their thesis within one year of the end of the organized training.
- (2) Predoctoral positions are filled on a fixed term assignment contract for a maximum of 12 months, the holder of the position does not have a student status. The net assignment fee is equal to the amount of the current doctoral scholarship.
- (3) The holder of the predoctoral position may not have any other income from a full-time job during the term of the assignment contract.
- (4) The other requirements for filling predoctoral posts and the conditions of application are regulated by the rules of operation of the doctoral schools.

## **Part VI**

### **Principles, methods and organisational rules of quality assurance for doctoral studies and degree procedure<sup>53</sup>**

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<sup>53</sup> Amended by Senate Decision No. 215/2020 (IX.30), effective from 5 October 2020.

#### Article 64

- (1) <sup>54</sup>The quality assurance system for doctoral studies is part of the University's quality assurance system. The UDHC develops the principles and methods of quality assurance for doctoral studies and degree awarding. The detailed rules and organizational structure for the operation of quality assurance for doctoral studies are determined by each doctoral school.
- (2) <sup>55</sup>In the field of quality assurance, the UDHC takes into account the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG-2015), Act CCIV of 2011 on national higher education, Government Decree 87/2015 (9 April) on the implementation of certain provisions of Act CCIV of 2011 on national higher education, Government Decree 19/2012 (22 February) on certain aspects of quality assurance and improvement in higher education, the provisions of the Hungarian Accreditation Committee and the Hungarian Doctoral Council as well as the regulations of the University.
- (3) <sup>56</sup>The quality assurance system for doctoral studies is based on the ENQA ESG model and takes into account the relevant recommendation of the Hungarian Accreditation Committee.

#### Article 65

- (1) <sup>57 58</sup>The quality assurance activities of doctoral training and degree awarding are managed by the Rector of the University. The UDHC monitors the quality assurance activities of the doctoral schools and once a year puts the quality assurance reports of the doctoral schools on the agenda. The council issues guidelines as necessary to implement and, where appropriate, coordinate the University's quality assurance strategy and quality assurance policy. The Chair of the University Quality Assurance Committee shall also be invited to the meeting of the UDHC with advisory rights. Taking into account the guidelines of the University's quality policy and quality assurance strategy, as well as the recommendations of the Hungarian Accreditation Committee and the Hungarian Doctoral Council, the UDHC defines the principles for the allocation and use of the material and financial resources available in the budget of the doctoral schools. The Chair of the UDHC provides for the implementation of the council's decisions on quality assurance, and, if necessary, makes proposals for the amendment of the quality assurance provisions of the doctoral regulation and for the adoption of guidelines. The Chair of the UDHC may make proposal to the Rector of the University to take measures to ensure the conditions of doctoral quality assurance at the University and the doctoral school, and to improve the necessary operational conditions.  
The Chair of the UDHC is assisted in the implementation of the university quality assurance objectives of doctoral studies and degree acquisition by the Quality Assurance Officer for Doctoral Training, who performs the tasks delegated by the Chair of the UDHC, ensures university communication on doctoral education and degree acquisition, assists the quality assurance activities of the doctoral schools, and communicates the guidelines of the university bodies and university leaders, as well as the Hungarian Accreditation Committee and the Hungarian Doctoral Council. Upon authorization of the Chair of the UDHC, he/she participates in the meetings of the boards of the doctoral schools dealing with quality assurance agendas, as well as in the meetings of the University Quality Assurance Committee.
- (2) <sup>59 60</sup>The individual doctoral schools develop their quality assurance systems independently, within the framework of the university regulations, the university quality assurance strategy and the university quality assurance policy. The head of the doctoral school is responsible for the doctoral school's quality assurance. The doctoral school also sets up its own quality assurance organization and decides independently on the organizational guarantees necessary for its autonomous operation.

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<sup>54</sup> Amended by Senate Decision No. 215/2020 (IX.30), effective from 5 October 2020.

<sup>55</sup> Amended by Senate Decision No. 215/2020 (IX.30), effective from 5 October 2020.

<sup>56</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

<sup>57</sup> Amended by Senate Decision No. 215/2020 (IX.30), effective from 5 October 2020.

<sup>58</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

<sup>59</sup> Amended by Senate Decision No. 215/2020 (IX.30), effective from 5 October 2020.

<sup>60</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.



The doctoral schools elect a quality assurance manager to head the quality assurance organization set up by them who assists the head of the doctoral school. The members and the head of the organization are elected by the DDHC, and their mandate takes effect upon confirmation by the UDHC. The doctoral school's quality assurance organization delegates one member to participate in the work of the Faculty Quality Assurance Committee.

- (3) The quality assurance system for doctoral studies and degree acquisition is aimed at implementing the quality strategy and policy of the University and the doctoral school. The UDHC announces and annually reviews the quality policy for doctoral studies and degree acquisition, taking into account the institutional requirements and the guidelines of the Hungarian Accreditation Committee. The quality policy for doctoral studies and degree acquisition guarantees the quality of the scientific degrees awarded and is committed to a culture promoting quality and quality assurance.
- (4) <sup>61</sup>In order to continuously improve the quality of doctoral studies and to ensure the high-standard of degree acquisition, the UDHC is developing a strategy in line with the requirements of ESG-2015 system, and strives to implement it through continuous monitoring.

#### **Article 66<sup>62</sup>**

- (1) An essential element of the quality assurance system for doctoral studies is the process-oriented regulation of the launching, monitoring and evaluation of doctoral programmes of the doctoral schools.
- (2) The quality assurance system for doctoral studies and degree acquisition ensures that training plans are well designed, regularly monitored and periodically reviewed thus ensuring that they are always up-to-date and valid.

#### **Article 67**

- (1) The evaluation of the performance of doctoral students is carried out according to professionally and consistently applied criteria, rules and procedures, published in advance.
- (2) The evaluation of doctoral students' performance is carried out by lecturers who understand the role of evaluation in student development so that the doctoral student achieves the knowledge and skills required to obtain the desired doctoral qualification.

#### **Article 68**

- (1) <sup>63</sup>In order to ensure the quality of doctoral training and degree acquisition, the University ensures the quality and competence of its teaching staff with appropriate procedures.
- (2) The University gives its teaching staff the opportunity to develop and expand their teaching skills and encourages them to value these skills.

#### **Article 69**

- (1) <sup>64</sup>The UDHC, with the help of the Rector, if necessary, ensures that the resources available to support doctoral students' studies – from physical resources (libraries, computing facilities) to human support (tutors, advisors) are sufficient and appropriate for each research topic offered.
- (2) <sup>65</sup>The UDHC regularly monitors, reviews and continuously improves the quality of learning support services. Doctoral schools add their own questions to the questionnaire of the student feedback on the performance of the teaching staff concerning doctoral studies. The evaluated data of the questionnaires shall be sent to the head of the doctoral school. In order to assure the quality of doctoral training, in addition to the evaluation of courses, students should be consulted on other aspects (e.g. topic announcement, topic supervision).

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<sup>61</sup> Amended by Senate Decision No. 215/2020 (IX.30), effective from 5 October 2020.

<sup>62</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

<sup>63</sup> Amended by Senate Decision No. 215/2020 (IX.30), effective from 5 October 2020.

<sup>64</sup> Amended by Senate Decision No. 215/2020 (IX.30), effective from 5 October 2020.

<sup>65</sup> Amended by Senate Decision No. 215/2020 (IX.30), effective from 5 October 2020.

## **Article 70**

- (1) The UDHC is responsible for the systematic collection, analysis and use of information necessary for the regulation of doctoral studies and degree acquisition.
- (2) <sup>66</sup>The information system required for the regulation of doctoral training and degree acquisition mainly includes information on the progress and performance of doctoral students, their employability on the labour market, their satisfaction with the training plans, the performance of teaching staff (efficiency), the available learning resources and their costs, the key performance indicators.
- (3) <sup>67</sup>The UDHC ensures the publicity of doctoral studies and degree acquisition. To this end, it ensures that up-to-date and objective qualitative and quantitative data and information on its training programmes are published on a regular basis. The UDHC publishes the qualitative and quantitative data on its training programmes.
- (4) The information on doctoral training and degree acquisition is accurate, unbiased, objective and easy to access, and demonstrates that the doctoral training and degree acquisition meet the requirements for impartiality and objectivity.

## **Article 71**

- (1) <sup>68 69</sup>Doctoral schools annually review and evaluate their work from a quality point of view. This report is part of the annual institutional quality report. Reports should assess the fulfilment of the annual quality assurance objectives and indicators are to be evaluated. When determining these, the current guidelines of the National Doctoral Council should be taken into account.
- (2) <sup>70</sup>Other provisions concerning quality assurance, which also apply to doctoral training, are included in the University's Quality Assurance Regulation (OOR, I.1) and the rules of operation of the doctoral schools. The doctoral schools' quality assurance procedures and other documents detail the ESG-2015 requirements for doctoral studies and degree acquisition adapted to the specific doctoral school.

## **Part VII**

### **Cooperation of the University with other institutions<sup>71</sup>**

#### **Article 72**

- (1) In the field of doctoral training and degree acquisition, the University may participate in the following forms of cooperation:
  - a) general cooperation with national or foreign organizations;
  - b) cooperation between the University and a higher education institution in Hungary;
  - c) cooperation between the University and a foreign higher education institution;
  - d) cooperation with research institutions for doctoral training and research, provided that the doctoral degree is awarded and granted by the University in all cases.
- (2) In the case of the supporting decision of the Senate, the University may establish a joint doctoral school with higher education institutions in Hungary, provided that both institutions meet the requirements for the establishment of any discipline accredited at the University. The joint doctoral degree is signed by the Rector and the Chair of the Doctoral Council of both universities.
- (3) The University may establish a joint doctoral school and award a joint degree with foreign higher education institution on the basis of a written agreement, if, like Károli Gáspár University of the

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<sup>66</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

<sup>67</sup> Amended by Senate Decision No. 215/2020 (IX.30), effective from 5 October 2020.

<sup>68</sup> Amended by Senate Decision No. 215/2020 (IX.30), effective from 5 October 2020.

<sup>69</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

<sup>70</sup> Amended by Senate Decision No. 215/2020 (IX.30), effective from 5 October 2020.

<sup>71</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

Reformed Church in Hungary, the foreign institution is also entitled to award doctoral degrees in its own country. The joint degree is signed by both institutions according to their own rules.

- (4) In the case of the forms of cooperation referred to in section (2) and (3), the application for joint training submitted in writing to the Hungarian Accreditation Committee shall be accompanied by a detailed written agreement to that effect.
- (5)
- (6) Doctoral schools may be in contact with the doctoral schools of other universities or with persons involved in doctoral training at foreign institutions, in matters relating to doctoral training and degree acquisition, even without a cooperation agreement.
- (7) The scientific sections of the doctoral schools also maintain independent contact with other university bodies and organisations outside the university in the fields of their study.

## Part VIII

### Different rules for students establishing student status after 1 September 2016 and for persons participating in individual preparation programme<sup>72</sup>

#### Article 73

For the purpose of this regulation:

1. **State doctoral scholarship:** financial support granted to doctoral students of Hungarian citizenship or foreigners to be treated in the same way as Hungarian nationals pursuant to an international agreement who participate in organized, full-time doctoral studies.
2. **Doctoral student:** a student participating in doctoral (PhD) programme who has the rights and obligations laid down in the legislation on higher education.
3. **Doctoral student status:** the legal relationship between the doctoral student and the University the content of which is constituted by the rights and obligations of the doctoral student and the institution as defined in the legislation on higher education. The student status, which is established by enrolment in the University, is confirmed by the University issuing or validating a student ID card and issuing a master file.
4. **Doctoral candidate:** a person participating in the doctoral degree procedure. If the doctoral student starts the degree procedure within the training period, he/she is also a doctoral candidate in addition to his/her student status. A person who has not participated in an organized doctoral programme and has prepared for the degree individually is also a doctoral candidate. A doctoral candidate is not a doctoral student and does not have a student status.
5. **Doctoral candidate status:** the doctoral candidate legal status is established by the application for a degree procedure, upon acceptance of the application.
6. **Accredited doctoral programme:** a professional programme that forms the basis of doctoral training, developed before the establishment of doctoral schools and examined during the accreditation procedure.
7. **Doctoral training:** a training, research and reporting activity carried out within the framework of individual or group preparation adapted to the specific features of the discipline and the needs of the doctoral student. It is a training provided by the University for a period of three years (36 months) after the master programme, resulting in a doctoral student status, which prepares the student for the award of a doctoral degree. The doctoral training is a systematic study, research and reporting activity which involves the fulfilment of the obligations laid down in this regulation, including the successful completion of the doctoral examinations, with the exception of the doctoral comprehensive exam.

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<sup>72</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

8. **Doctoral topic:** a research area which is suitable for the doctoral student, under the guidance of the supervisor, to master the application of scientific methods, to obtain valuable scientific results, and to provide evidence of this in the form of scientific publications, scientific presentations and then a doctoral dissertation.
9. **Announcer of a doctoral topic:** is a lecturer or researcher with an academic qualification whose thesis announcement has been approved by the DDHC.
10. **Doctoral thesis supervisor:** a lecturer or researcher with an academic qualification who provides current data on [www.doktori.hu](http://www.doktori.hu) and whose thesis announcement has been approved by the DDHC, and who, on the basis of this, responsibly directs and assists the studies and research work of the doctoral student working on the thesis and the candidate's preparation to obtain a degree. A doctoral student or doctoral candidate may have no more than two supervisors at the same time provided that the DDHC approves it and designates the responsible supervisor. A supervisor may have up to six supervised students/candidates within the doctoral school. The title page of the doctoral thesis must clearly indicate the name of the supervisor or supervisors.
11. **Credit (academic credit point) in doctoral studies:** a unit for measuring the study, research and teaching work performed to fulfil the obligations of doctoral students. One credit represents thirty academic hours on average. The value of a credit does not depend on the assessment of the learning outcome acquired by the student, provided that the doctoral student's performance was accepted.
12. **Doctoral degree procedure:** a series of actions aimed at obtaining the doctoral degree, based on the doctoral training in terms of content, but independent of it in terms of law and procedure.
13. **Doctoral comprehensive exam:** part of the procedure leading to the award of a doctoral degree, a summative, overview form of assessment of the doctoral candidate's knowledge in the discipline. Its classification (e.g. "rite", "cum laude", "summa cum laude") is regulated by this regulation and the operational rules of doctoral schools in accordance with the traditions.
14. **Subjects of the doctoral comprehensive examination (major and minor):** the major subject is the discipline of the doctoral candidate's research topic; the minor subject is another discipline related to the research topic.
15. **Workshop discussion (pre-defence of the dissertation):** a discussion of the thesis by a professionally competent community prior to the submission of the dissertation for public debate with the aim of revealing the shortcomings of the dissertation and helping to improve the quality of the final dissertation.
16. **Doctoral dissertation:** a paper, creation or work prepared by a doctoral candidate, during the doctoral degree procedure, in order to demonstrate the ability to solve independently an academic task adapted to the requirements of the degree.
17. **Doctoral PhD degree:** a degree awarded by the Doctoral and Habilitation Council, the conditions for the award of which are laid down in this regulation and in the rules of operation of doctoral schools, in the framework of the National Higher Education Act.
18. **Doctoral theses:** a summary of the candidate's scientific achievements which is presented to the scientific community and which proves that the candidate is prepared for the academic degree in the course of the degree procedure. The theses shall be written in Hungarian or in English (or in another language appropriate to the scientific discipline). The doctoral degree may be obtained by participation in an organized university programme or on the basis of individual preparation within the framework of a doctoral degree procedure.
19. **University Doctoral and Habilitation Council (UDHC):** a body set up by the Senate to organize doctoral training and award doctoral degrees and habilitation, which has decision-making powers in relation to doctoral training and habilitation, in particular as regards the approval of the training programme and the award of a doctoral degree, habilitation.
20. **Disciplinary Doctoral and Habilitation Council (DDHC):** a body set up by the University Doctoral and Habilitation Council pursuant to Article 16 (5) of the National Higher Education Act, which may also perform the tasks of the Doctoral School Council as defined in the degree.

21. **Lecturers of the doctoral school:** are those lecturers and researches with scientific degrees who, on the recommendation of the head of the doctoral school, are considered by the DDHC to be capable of carrying out teaching, research and supervising tasks in the doctoral school.
22. **Doctoral School Council:** a body that meets regularly to assist the work of the head of the doctoral school, elected by the core members of the doctoral school. Its members are appointed and dismissed by the UDHC.
23. **University doctoral student register:** the register of doctoral students admitted to and participating in doctoral studies kept by the University.
24. **University doctoral register:** the register kept by the University of persons who have obtained a doctoral degree at the University and the details of the degree.
25. **Individual preparation:** a form of preparation in which the candidate can be partly or fully exempted from the duties of the training.
26. **Study abroad programme:** part of the doctoral studies in which the doctoral student may take part in a work programme related to his/her doctoral thesis topic, approved by the supervisor, which ensures the validity of the study period in the university's doctoral programme. The Disciplinary Doctoral and Habilitation Council is entitled to decide on the acceptance of the work programme for study abroad programmes.
27. **Academic credit point (credit):** a measure of the work done in doctoral studies to acquire knowledge, meet subject requirements, carry out research work and perform teaching tasks. In general, one credit is earned by completing 30 hours of work.
28. **Candidate of Science(s) degree:** a person with such a degree can use the designation "doctoral degree".

#### **Article 74**

- (1) The doctoral degree procedure is a series of actions based on doctoral training in terms of content, but independent of it in terms of law and procedure. The doctoral candidate is a participant in the doctoral degree procedure. A doctoral candidate can also be a person who has not participated in an organized doctoral training, who has prepared for the award of the degree individually, provided that he/she has obtained a master's degree and has fulfilled the requirements of the doctoral training.
- (2) The doctoral candidate status is established by the acceptance of the application for the doctoral degree procedure. The requirements defined in this Regulation and in the Decree shall be fulfilled within the framework of the doctoral candidate status.
- (3) The doctoral candidate status shall terminate upon completion of the degree procedure or if the candidate does not submit the thesis for public debate within two years of the acceptance of the application for the degree procedure.
- (4) The doctoral candidate shall comply with the study and examination regulations, disciplinary regulations, academic ethics and standards of conduct and pay the tuition fee and other fees as provided for in the legislation on doctoral training and the university regulations.

#### *1 Requirements for the award of a doctoral (PhD) degree*

#### **Article 75**

- (1) In order to initiate the procedure for the award of a doctoral degree, an application shall be submitted to the DDHC.
- (2) The application shall be accompanied by the following documents.
  - university degree (diploma),
  - doctoral pre-degree certificate (absolutorium) or proof of completion of individual preparation,
  - documents certifying language proficiency,
  - evidence of previous teaching and research work,
  - evidence of previous publication activity,
  - professional Curriculum Vitae,

- the applicant’s declaration that he/she is not in the process of obtaining a doctorate in the same discipline;
  - the applicant’s declaration that his/her application for a degree procedure has not been rejected within two years, and has not had an unsuccessful doctoral defence within two years;
  - a declaration that the applicant is not under a procedure for the withdrawal of his/her doctoral degree, or has not had a previously awarded doctorate withdrawn within 5 years;
  - certificate of good conduct not more than three months old (or, in case of foreign citizens, a relevant certificate issued by the authorities),
  - proof of payment of the fee for the doctoral procedure.
- (3) If the doctoral thesis is available at the same time as the application for the degree procedure, the application form shall also be accompanied by the following for the public debate:
- one electronic and one bound copy of the doctoral dissertation,
  - a written statement of acceptance from the supervisor that the dissertation may be submitted for a workshop discussion,
  - the theses and an English summary of the dissertation in electronic form.
- (4) The doctoral thesis can be submitted for public debate no later than two years after the date of acceptance of the application for the degree procedure. The two-year time limit includes the completion of all phases of the doctoral procedure as stipulated in Articles 47-49 and 53. If the doctoral candidate fails to comply with the requirements set out in this section, his/her degree procedure shall be terminated after two years.
- (5) The written application to initiate the degree procedure will be examined by the DDHC within 30 days of its submission. If the application is incomplete, the applicant will be requested to correct deficiencies, by means of a notice from the head of the doctoral school, setting a deadline. The deadline for correcting deficiencies shall not be counted in the time limit for the administrative procedure of the DDHC. On the basis of a complete application, the DDHC submits a proposal to the UDHC. In case of failure to complete the application, the DDHC will terminate the procedure.
- (6) The UDHC shall decide on the acceptance of the application to initiate a degree procedure at its next meeting after receipt of the DDHC’s submission, but no later than 60 days after the submission of the complete application.

#### **Article 76**

(1) Conditions for obtaining a doctoral degree:

- acceptance of the application for the degree procedure by the UDHC,
- obtaining the pre-degree certificate (absolutorium) in an organized doctoral programme or fulfilling any study or examination requirements in the event of individual preparation,
- the presentation, documentation and proof of independent scientific work as defined in this regulation, at least two publications, already published or accepted for publication in scientific journals or other periodicals of recognised professional standing, on a topic related to the subject of the thesis.
- an adequate level of knowledge of two foreign languages, prescribed by this regulation, which may be certified by knowledge of a non-Hungarian sign language in the case of deaf persons,
- preparation and presentation and defence of a thesis based on independent research using scientific methods and its defence in a public debate before an evaluation committee,
- supporting statement from the supervisor,
- supporting result of the workshop discussion (pre-defence),
- proof of fulfilment of payment obligations (comprehensive examination fee, defence fee, etc.).

- (2) <sup>73</sup>Language requirements for obtaining a doctoral degree in the case of students with Hungarian mother tongue is two state-recognised, at least intermediate (B2) complex – type C – or equivalent language examinations in two foreign languages. Exemption from the level of the language examination in doctoral studies does not apply to doctoral applicants, doctoral students and doctoral candidates. However, an exemption from part of the language examination may be granted to doctoral applicants, doctoral students and doctoral candidates depending on the type of disability determined in the expert opinion.
- (3) The first foreign language may only be one of the foreign languages specified by the doctoral council. The knowledge of a second foreign language, in the absence of a language examination, may be proved by meeting the following conditions: oral examination before an examination board appointed by the DDHC with the assistance of the Foreign Language Centre and translation of at least one author's sheet of specialist text from Hungarian to the language chosen by the DDHC. A separate request for recognition of language proficiency through the translation of a specialist text must be submitted at the same time as the degree procedure starts. The DDHC decides on the recognition of language skills.
- (4) The doctoral school's rules of operation contain a list of languages accepted for the language requirement for the doctoral degree.
- (5) For Hungarians living beyond the borders, the non-Hungarian official language of the mother country may be accepted as a second language provided that the candidate has obtained his/her school living certificate or diploma in this language or can provide credible proof of his/her language proficiency.
- (6) If the candidate's mother tongue is other than Hungarian, only one language examination is required.
- (7) In addition to the provisions of section (1), the doctoral school's rules of operation may impose further language requirements.

#### **Article 77**

- (1) Completion of the doctoral comprehensive examination is part of the procedure to obtain a doctoral degree.
- (2) The public debate of the doctoral thesis, the doctoral defence can only take place after a successful comprehensive examination.
- (3) In the composition of the comprehensive examination board and the evaluation committee, particular attention should be paid to avoiding conflicts of interests.
- (4) The procedural costs of the degree acquisition are indicated in the Table of Service Fees, Annex to the Regulation on Student Fees and Benefits of the University's Student Requirement System (OOR, III.2). The honoraria for those involved in the doctoral procedure are set out in Appendix 1 to this regulation.
- (5) In case of rejection on formal grounds, upon written request, the DDHC will refund 80% of the procedural fee.
- (6) Minutes shall be kept of all stages of the doctoral procedure.

## *2 Doctoral comprehensive examination*

#### **Article 78**

- (1) The doctoral comprehensive examination is a form of assessment of the knowledge acquired by the candidate in the discipline of the submitted thesis. The comprehensive examination consists of one major and at least one minor subject. The subjects and the date of the comprehensive exam shall be published on the website of the doctoral school.

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<sup>73</sup> Added by Senate Decision No. 3/2020 (I.29), effective from 3 February 2020.

- (2) The comprehensive examination is part of the degree award procedure, after the successful completion of which the public debate may take place, subject to the conditions specified in Articles 43 (3) and 44 (6).
- (3) After the degree procedure has started, the DDHC, taking into account the proposal of the doctoral school, shall determine the subjects of the comprehensive examination and their syllabi which must be made available to the candidate at least one month before the scheduled comprehensive examination.

#### **Article 79**

- (1) The doctoral comprehensive examination shall be taken in public, before a three-member examination board chaired by the chairperson. The chairperson of the comprehensive examination board must be a university professor, Professor Emeritus or habilitated university associate professor or habilitated college professor.
- (2) The examination board is set up by the DDHC on the proposal of the head of the doctoral school. Its members shall hold an academic degree in the discipline of the doctoral school concerned. One member of the board shall be a person not employed by the University and not involved in the teaching of the candidate.
- (3) The date of the doctoral comprehensive examination and the composition of the examination board shall be published and communicated to the candidate one month before the examination. The candidate may object to the composition of the board in writing, only in the case of a conflict of interest or bias, to the UDHC within 15 days.
- (4) The comprehensive examination can only take place if all three members of the board are present.

#### **Article 80**

- (1) Performance in the comprehensive examination is graded on a scale 1 to 5. The comprehensive examination is successful if the candidate's score reaches 60% of the scores available. The qualification of the successful comprehensive examination: summa cum laude (90,00-100,00 %), cum laude (75,00-89,99 %), rite (60,00-74,99 %).
- (2) The rules of operation of the doctoral school may deviate from the grading system referred to in section (4) if the traditions of the discipline concerned justify this.

#### **Article 81**

- (1) The result of the comprehensive examination shall be announced immediately after the examination. Minutes of the doctoral comprehensive examination shall be taken. The score of the comprehensive examination shall be calculated to two decimal places. If the score is calculated to more than two decimal places, the following rule applies for two decimal places: if the third digit of the fraction is 0, 1, 2, 3 or 4, round down, if it is 5, 6, 7, 8 or 9, round up.
- (2) An unsuccessful comprehensive examination may be attempted once after a minimum of six months and a maximum of 12 months before the same examination board.
- (3) If the doctoral candidate fails to attend the comprehensive examination through no fault on his/her own, he/she may submit a request for certification to the head of the doctoral school within eight days of the failure. If the request is accepted, the comprehensive examination may be repeated once.

### *3 Independent scientific work*

#### **Article 82**

- (1) At the time of submission of the thesis, the candidate must provide evidence of his/her scientific work by publications published or accepted for publication in peer-reviewed scientific journals or volumes related to his/her field of research. The needs of the profession in terms of place and number of publications are determined by the rules of operation of the doctoral school. The supervisor shall provide a written declaration of the publication performance.



- (2) Co-authors of publications are subject to the training regulations of the doctoral schools. Where appropriate, co-authors may include the supervisor of the doctoral student. If two or more doctoral students are co-authors of the publication, the supervisor must declare to what extent the results used in the thesis reflect the candidate's contribution.

### **Article 83**

- (1) On the basis of the report of the comprehensive examination board and the evaluation committee and the scores obtained, the DDHC takes a decision on the award and classification of the degree. The award of the doctoral (PhD) degree is decided by the UDHC, which, on the basis of the decision recorded in the doctoral register, issues a diploma indicating the field of study including the discipline and notifies the Educational Authority.
- (2) The degree acquisition procedure is successful if the candidate has successfully passed his/her doctoral comprehensive examination and successfully defended his/her doctoral thesis.
- (3) The classification of the doctoral (PhD) degree shall be calculated as a simple arithmetic average of the percentage result of the comprehensive examination and the public debate. Classification of the degree: *summa cum laude* (90,00-100,00 %), *cum laude* (75,00-89,99 %), *rite* (60,00-74,99 %). The simple arithmetic average of the percentages of the comprehensive examination and the public debate calculated to two decimal places. If the score is calculated to more than two decimal places, the following rule applies for two decimal places: if the third digit of the fraction is 0, 1, 2, 3 or 4, round down, if it is 5, 6, 7, 8 or 9, round up.
- (4) The rules of operation of the doctoral school may deviate from the grading system referred to in section (3) if the traditions of the discipline concerned justify this.

## **CLOSURE**

### **Article 84<sup>74 75</sup>**

The Regulation, consolidated with amendments and submitted to the maintainer, the Reformed Church in Hungary, as discussed by the Senate on 28 April 2022, shall enter into force on the day of its acceptance by the Reformed Church in Hungary in accordance with III.3 of the Founding Charter of Károli Gáspár University of the Reformed Church in Hungary. The University Doctoral Regulation shall be made available on the University's website. Doctoral schools shall publish their rules of operation on their own websites and in the national database.

Prof. Dr. László Trócsányi  
Rector

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<sup>74</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

<sup>75</sup> Amended by Senate Decision No. 109/2022 (IV.28), effective from 27 May 2022.

## Appendix 1

### Honoraria related to the award of doctoral degrees<sup>76</sup>

Opponents of the workplace debate	0,1 x the amount of the current minimal wage
Chairperson or member of the Comprehensive / Complex Examination Board	0,1 x the amount of the current minimal wage
Chairperson of the Evaluation Committee or the Complex Examination Board	0,15 x the amount of the current minimal wage
Member of the Evaluation Committee or the Complex Examination Board	0,13 x the amount of the current minimal wage
Official reviewers (2 persons)	0,36 x the amount of the current minimal wage
Supervisor's (one-time) honorarium on submission of the dissertation	1,5 x the amount of the current minimal wage

The amount of the honoraria may not exceed three times the per capita monthly allowance for doctoral students in the research and dissertation phase of the current academic year.

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<sup>76</sup> Amended by Senate Decision No. 90/2020 (VI.24), effective from 29 June 2020.

## **Appendix 2**

### **Text of the doctoral oath**

I, ....., swear that I will always be faithful to Hungary and its constitutional order.\* I will behave in a manner worthy of a doctorate of the university, and I will observe academic ethics. I will continue to develop my expertise and dedicate my knowledge to the benefit of my country and universal human culture.

In doing so, I will also strive to bring honour to Károli Gáspár University of the Reformed Church in Hungary, which has awarded me a doctorate.

\*For foreigners, this part is omitted.

**Appendix 3**

**Text of the doctoral diploma of the Faculty of Theology (in English and Latin)**

Number: .....

We, the Bishop of the Reformed Church District of Dunamellék, the Rector of Károli Gáspár University of the Reformed Church in Hungary, the Dean of the Faculty of Theology and the University Doctoral and Habilitation Council

greet the Reader and have the pleasure to credibly announce that

Mr./Ms. ....

who was born in ..... on .... day ..... month ..... year,

has proven beyond doubt his/her academic competence in the discipline of ....., and by virtue of the power vested in us by law, we have today awarded him/her, Summa cum laude / Cum laude / Rite, the degree of

***Doctor of Philosophy (PhD)***

We hereby confer upon him/her the right to use the title of Doctor of Philosophy (PhD).

In witness thereof, this diploma is endorsed with the seal of Károli Gáspár University of the Reformed Church in Hungary and our signatures, and is presented to him/her.

Budapest, on..... day.....month .....year.

Seal

.....  
Bishop

.....  
Rector

.....  
Dean

.....  
Chairperson of the University Doctoral  
and Habilitation Council

*Lecturis salutem in Domino!*

*Nos episcopus districtualis Ecclesiae Reformatae in Hungaria rectorque Universitatis Reformatae de Casparo Carolio nominatae et decanus Facultatis Theologicae et Praeses consilii doctorum vigore praesentium fidem facimus indubiam et adtestamur, quod cum reverendissimus dominus/a*

.....

*qui in civitate ..... die ..... mensis ..... anno Domini ..... Natus/a est, dissertatione inaugurali, quae inscribitur*

.....

*id est*

.....

*specimen diligentiae et doctrinae laudabile exhibuisset, eruditionemque comprobavisset, nos eundem reverendissimum dominum*

.....

*doctorem sacrosanctae theologiae*

.....

*creavimus, declaravimus et promovimus conferentes ei omnia privilegia et praerogativas, quibus sacrosanctae theologiae doctores ex jure et consuetudine fruuntur. In quorum fidem has litteras propria manu subscriptas et sigillo munitas ei dari curavimus.*

*Datum Budapestini, die ....mensis ..... anno Domini .....*

.....  
*Episcopus districtualis*

.....  
*Rector Universitatis*

.....  
*Decanus Facultatis Theologicae*

.....  
*Praeses consilii doctorum*

**Text of the doctoral diploma at other faculties of the University (in English and Latin)**

Number: .....

We, the Rector of Károli Gáspár University of the Reformed Church in Hungary, the University Doctoral and Habilitation Council and the Dean of the Faculty of .....

greet the Reader and have the pleasure to credibly announce that

Mr./Ms. ....

who was born in ..... on .... day ..... month ..... year,

has proven beyond doubt his/her academic competence in the discipline of ....., and by virtue of the power vested in us by law, we have today awarded her, (Summa cum laude / Cum laude / Rite), the degree of

***Doctor of Philosophy (PhD)***

We hereby confer upon him/her the right to use the title of Doctor of Philosophy (PhD).

In witness thereof, this diploma is endorsed with the seal of Károli Gáspár University of the Reformed Church in Hungary and our signatures, and is presented to him/her.

Budapest, on..... day.....month .....year.

Seal

.....  
Chairperson of the University  
Doctoral and Habilitation Council

.....  
Rector

.....  
Dean

*Nos Rector et Concilium Academicum Promotionum Doctorum et Decanus  
Facultatis ..... Universitatis Ecclesiae Reformatae de Casparo Károli nominatae*

*lectoribus salutem dicimus*

*et harum litterarum tenore notum facimus universis, quod cum  
dominus/a*

.....

*natus/a in civitate ..... die ..... mensis ..... anno Domini .....*

*doctrinam suam scientificam sine aliquo dubio in artibus  
scientiarum ..... probavisset,*

*ex legitima potestate nostra hodie eum/eam..... promovimus in*

*Doctorem Philosophiae (PhD)*

*et inde ius utendi titulo Doctoris Philosophiae ei concedimus.*

*Cuius rei in fidem hoc diploma sigillo Universitatis Ecclesiae Reformatae de Casparo Károli nominatae et subscriptione nostra manu propria facta munivimus et ei tradere iubemus.*

*Datum Budapestini, die .... menses ....anno Domini Bis Millesimo.....,*

*Praeses Concilii Academici Promotionum*

*Doctorum RectorUniversitatis*

*Decanus Facultatis*

**Appendix 4**  
**English Translation of the degree Honoris Causa**

**Diploma**

Number: .....

We, the Rector of Károli Gáspár University of the Reformed Church in Hungary, the University Doctoral and Habilitation Council

greet the Reader and have the pleasure to credibly announce that

Mr./Ms. ....

who was born on .... day ..... month ..... year,

being a highly esteemed and distinguished professor in the discipline of ..... with internationally recognised achievements, by the power vested in us by law, we have today awarded him/her the title of

Doctor Honoris Causa (Dr.h.c.)

We hereby confer upon him/her the right to use the title of Doctor Honoris Causa (Dr.h.c.).

In witness thereof, this diploma is endorsed with the seal of Károli Gáspár University of the Reformed Church in Hungary and our signatures, and is presented to him/her.

Budapest, on..... day.....month .....year.

Seal

.....

Rector

.....

Vice-Rector



**Appendix 5**

**Decision on the naturalisation of a scientific degree<sup>77 78</sup>**

...../UDHC

Institutional ID number: FI44189

**Naturalisation decision**

The doctoral degree of Mr./Ms.

..... (name)

issued by ..... (institution)

on .... day ..... month ..... year

is naturalised by the University Doctoral and Habilitation Council of Károli Gáspár University of the Reformed Church in Hungary, pursuant to Article 16 (5) of Act CCIV of 2011 on national higher education and Article 15 (3) of Act C of 2001 on the recognition of foreign certificates and degrees,

in the discipline of

.....

as a doctoral (PhD) degree, and entitles the holder to use the title of Doctor of Philosophy (PhD).

Budapest, .....

.....

Chairperson of the University  
Doctoral and Habilitation Council

.....

Rector

<sup>77</sup> Amended by Senate Decision No. 113/2018 (VI.20), effective from 25 June 2018.

<sup>78</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

**Appendix 6**  
**Application form for organized doctoral programme<sup>79</sup>**

Károli Gáspár University of the Reformed Church in Hungary

.....  
Doctoral School

**APPLICATION FORM**  
for organized doctoral programme

I. Personal data:

1. Name: ..... Name at birth: .....
2. Place and date of birth: .....
3. Mother's maiden name: .....
4. Citizenship: .....
5. Marital status: .....
6. Address: .....
7. Notification address: .....
8. Phone number: .....
9. E-mail address: .....

II. Previous studies:

1. Place and date of obtaining the diploma (degree) / expected date of obtaining the diploma (degree) for students in the last year of the master programme or single-cycle long programme: .....
2. Diploma (degree) qualification: .....
3. Partial studies at other universities (in Hungary or abroad): .....
4. Courses (place, date, topic): .....

III. Details of the scientific work carried out so far:

1. Scientific Students' Association (Hungarian abbreviation: OTDK) activities: .....
2. OTDK papers (title, possible placement): .....

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<sup>79</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

.....  
3. Other recognitions: .....

4. Publications (title, place and date of publication): .....

.....

IV. Foreign language proficiency:

1. Data of state-recognised language certificate(s) (language, grade, type, year of acquisition, certificate number): .....

.....

V. Data on training:

1. Are you applying for a state scholarship? yes / no<sup>80</sup>

2. If not admitted to a state-funded training, do you wish to be admitted to a self-funded programme? yes / no<sup>81</sup>

3. What kind of work schedule are you applying for? full-time / part-time (correspondence)

4. Which programme are you applying for? (if there is more than one programme in the doctoral school)

.....

5. Title of your chosen doctoral research topic:

.....

6. Department in charge of the doctoral topic: .....

7. Doctoral supervisor (if any): .....

Date:..... Signature: .....

Enclosures:

1. transcript of records or master file
2. diploma attesting to a university or master's degree (if already obtained)
3. professional Curriculum Vitae including a summary of the applicant's professional interests
4. documents proving language proficiency
5. proof of Scientific Students' Association activities
6. list of publications
7. a description of the applicant's idea on the doctoral topic
8. statement of acceptance from the supervisor
9. a receipt certifying the payment of the application fee
10. any other documents that may help to assess the applicant's professional competence

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<sup>80</sup> Please underline as appropriate

<sup>81</sup> Please underline as appropriate

**Appendix 7**  
**Doctoral Student Agreement<sup>82</sup>**

**DOCTORAL STUDENT AGREEMENT**

concluded – pursuant to Act CCIV of 2011 on National Higher Education – by Károli Gáspár University of the Reformed Church in Hungary (seat: 1091 Budapest, Kálvin tér 9., institutional ID number: FI44189) as the employer (educational institution) on the one hand, and by .....

(place and date of birth: ....., mother’s maiden name: ..... ID number: ..... address: .....), as the employee (doctoral student, hereinafter referred to as the student) on the other hand, on the date below, under the following conditions:

1. The University as the employer (educational institution) employs the student employee in the position of ..... (the name of the activity), for a fixed term from ..... 20.. to ..... 20... / for the teaching of .... lessons (number of lessons) and .... examinations (number of examinations) in the .... semester of the academic year ..... / ..... .
2. Educational task(s) to be carried out by the student (title of course(s) – number of hours per week): ..... (detailed description of the activity).
3. The student employee’s salary (personal base salary): HUF ...../month.
4. The workplace of the student employee: .....
5. The monthly working time of the student employee: ..... hours, the schedule of which is determined by the employer or the direct supervisor.
6. The employer’s rights over the student employee are exercised by .....
7. The direct supervisor of the student employee’s work: .....
8. During the period of employment of the student employee, the employee is obliged to keep business secrets he/she has become aware of and otherwise to behave in a manner that does not harm the legitimate economic interests of the employer (educational institution) and to preserve its good reputation.
9. In the case of an agreement for a period longer than one semester, the student employee is obliged to send the certificate required for the payment of the student’s salary to the Directorate for Economic Affairs in the first two weeks of the academic year in order to prove the existence of the student status.
10. In addition to the reasons specified by law, the employment agreement shall also be terminated if the student status of the student (doctoral student) is terminated.
11. Matters not covered by this agreement shall be governed by the provisions of the Labour Code and other rules applicable to employment relationships.

Budapest, .....

.....

Employee (Student)

.....

Employer

Mandatory attachments:

- certificate of education (proof of student status)
- certificate of membership of a private pension fund if the student’s salary exceeds the amount of the minimal wage

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<sup>82</sup> Amended by Senate Decision No. 66/2022 (I.31), effective from 1 February 2022.

## <sup>83</sup>Appendix 8

### Questionnaire to measure the satisfaction of students entering and participating in doctoral programmes

#### Survey of satisfaction and needs of students entering doctoral programmes

September, 2020

#### Which doctoral school are you a student at?

- Doctoral School of Law
- Doctoral School of Theology
- Doctoral School of History

#### Why did you choose the doctoral school of Károli Gáspár University of the Reformed Church in Hungary? (You can select more than one answer!)

- Definitely wanted to continue my studies at KRE
- Because of the recognition of the doctoral school
- Because of the diversity of the content of the doctoral school
- Because of the teaching staff of the doctoral programme
- Because of the person of the supervisor

#### 1 In your opinion, are the admission procedure and requirements clearly set out in the doctoral programme of your choice?

- not at all       partly       rather yes       completely

#### 2 How satisfied are you with the information you received about the content of the doctoral programme at the beginning of your studies?

- not at all       partly       rather satisfied       completely

#### 3 How satisfied are you with the information you received about the phases of the doctoral programme and their completion at the beginning of your studies?

- not at all       partly       rather satisfied       completely

#### 4 How satisfied are you with the student administration at the beginning of your studies?

- not at all       partly       rather satisfied       completely

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<sup>83</sup> Amended by Senate Decision No. 215/2020 (IX.30), effective from 5 October 2020.

**5 How satisfied are you with the opportunities for personal contact and advice at the beginning of your studies?**

- not at all       partly       rather satisfied       completely

**6 How satisfied are you with the educational infrastructure at the beginning of your studies?**

- not at all       partly       rather satisfied       completely

**7 How well informed are you about the student support services available at KRE?**

- not at all       partly       informed in many ways       completely

**8 Which services do you wish to use during your studies? (You can select more than one answer!)**

- library – reading room, on-site reading of printed literature
- library – reading room, on-site use of online databases, digital materials
- library – lending
- online databases, digital materials accessible via remote connection
- sports facilities
- non-academic advice, Career Office services
- mental health services, pastoral care at the university, university ministry
- scholarships

**9 Which of the following regulations do you know?**

- University Doctoral Regulation
- Rules of Operation of the Doctoral School
- Academic and Exam Regulation

**10 What are your expectations when you start your studies? Which areas do you consider important for you to complete your doctoral studies successfully as soon as possible? (Open question)**

## Survey of satisfaction and needs of students participating in doctoral programmes

September, 2020

### Which doctoral school are you a student at?

- Doctoral School of Law
- Doctoral School of Theology
- Doctoral School of History

### How many years have you been participating in the doctoral studies?

- one year
- two years
- three years
- more than three years

### 1 How satisfied are you with education in general?

- not at all     partly     rather satisfied     completely

### 2 How satisfied are you with the educational infrastructure?

- not at all     partly     rather satisfied     completely

### 3 How satisfied are you with library services?

- not at all     partly     rather satisfied     completely     not used

### 4 How satisfied are you with the library's online database and digital materials?

- not at all     partly     rather satisfied     completely     not used

### 5 How satisfied are you with IT provision?

- not at all     partly     rather satisfied     completely     not used

### 6 How satisfied are you with the organization of education?

- not at all     partly     rather satisfied     completely

### 7 How satisfied are you with the content of the education?

- not at all     partly     rather satisfied     completely

### 8 How satisfied are you with the opportunities for professional and scientific development?

- not at all     partly     rather satisfied     completely

**9 How satisfied are you with the opportunities for professional consultations and the intensity of contact with your supervisor?**

- not at all       partly       rather satisfied       completely

**10 How satisfied are you with the opportunities to get involved in international scientific research?**

- not at all       partly       rather satisfied       completely

**11 How satisfied are you with student administration?**

- not at all       partly       rather satisfied       completely

**12 How satisfied are you with the content and completeness of printed and electronic information?**

- not at all       partly       rather satisfied       completely

**13 How satisfied are you with student services?**

- not at all       partly       rather satisfied       completely

**14 Open questions:**

- 1. In which areas would you like to see improvements and changes?**
- 2. In which areas would you need support in order to successfully complete your doctoral studies and degree procedure as soon as possible?**