

In case of any disputes arising in connection with the English translation of the Regulations Concerning Doctoral Training and the Procedure for Obtaining a Doctoral (PhD) Degree of the University, the provisions of the original Hungarian text shall prevail.

The Regulations of Károli Gáspár University of the Reformed Church in Hungary

Concerning the Doctoral Training and the Procedure for Obtaining a Doctoral (PhD) Degree

(Annex III.6 to the OOR)



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**The Regulations of Károli Gáspár University of the Reformed Church in Hungary
Concerning the Doctoral Training and the Procedure for Obtaining a Doctoral (PhD)
Degree**

(Annex III.6 to the OOR)

Having regard to the provisions of Act CCIV of 2011 on the National Higher Education (hereinafter referred to as "NHEA") and Government Decree No. 387/2012 (XII.19.) on Doctoral Schools, Doctoral Procedure, and Habilitation (hereinafter referred to as the "Decree"), Károli Gáspár University of the Reformed Church in Hungary (hereinafter referred to as "KRE"; the "University") hereby adopts the following regulations concerning doctoral training and the procedure for obtaining a PhD degree at the University.

I. General part

Section 1 (1) The purpose of these Regulations is to lay down the clear requirements applicable to the PhD (doctoral) degree, as set out under the NHEA and other provisions of law, and to ensure the high professional quality of the PhD degree granted by the University.

(2) The provisions of these Regulations shall apply to persons establishing student status after 01 September 2016 and persons participating in an individual preparation programme, subject to the derogations in Chapter VIII.

Section 2 The scope of these Regulations covers all doctoral schools of KRE in Hungary, as well as all persons involved in the doctoral training, independent studies or the procedure for obtaining the PhD degree that are organised at the University.

Section 3 At the highest level, the University conducts doctoral training and awards PhD degree in the disciplines where the Senate adopted a decision on the establishment of a doctoral school based on the HAC's position. The PhD degree is to certify in-depth knowledge of the given discipline, its studying while demonstrating new achievements, and the capability of individual research work.

Section 4 Doctoral degree can be obtained by taking part in the doctoral training organised by the University, or via individual studies.

Section 5 The doctoral procedure is conducted in the Hungarian language, although, upon request and subject to the approval of the competent Sectoral Doctoral and Habilitation Committee (hereinafter referred to as "SDHC"), it may take place, either in whole or part, in a foreign language as well. Application for a foreign language procedure may be submitted either in Hungarian, or in the requested foreign language.

Section 6 Close relatives of the person concerned, or persons who cannot be reasonably expected to assess the case objectively for other reasons may not take part in the doctoral procedure or be members of the committee. Any grounds for conflicts of interest may be reported either by the applicant or any other person being aware of the same, whereas the person concerned shall be obliged to report it.

Section 7 Any change in the registered data of the doctoral school must be reported without delay to the Educational Authority.

II. Provisions concerning interpretation

Section 8 (1) For the purposes of these Regulations and the Habilitation Procedure of KRE:

1. **PhD student:** a student participating in a doctoral (PhD) training with the rights and duties set out in the laws governing higher education.
2. **PhD student status:** the legal relationship between the PhD student and the University. The status is defined by the rights and duties of the student and the institution, as set out by the laws governing higher education. The legal relationship is created via the student's enrolment, and it is confirmed by the University through the issue and validation of the student card, and the completion of a registry sheet.
3. **State Doctoral Scholarship:** financial support that may be granted to PhD students with Hungarian citizenship participating in organised full-time doctoral training, and also to foreign students falling under the same classification as Hungarian ones, pursuant to the provisions of law or an international agreement.
4. **PhD candidate:** a person undergoing the procedure to obtain a PhD degree. If the PhD student starts the procedure to obtain the degree during the doctoral training, he/she shall, in addition to his student status, concurrently become a PhD candidate. A person who does not take part in any organised doctoral training, but prepares for obtaining the degree individually shall also be considered a PhD candidate. A PhD candidate is not considered to be a PhD student, he/she has no student status.
5. **PhD candidate status:** the PhD candidate status is established by the application for admission to the procedure to obtain a PhD degree and the acceptance of such application.
6. **Accredited PhD programme:** a professional program forming the basis for the doctoral training, which is developed prior to the establishment of doctoral schools and reviewed as part of an accreditation procedure.
7. **Doctoral training:** the training, research, and reporting activity conducted as part of either individual or group based preparation, which is tailored to the particular needs of the respective academic discipline and the particular PhD student. It is a training conducted by the University after the Master's training that generates PhD student status and lasts for three years (36 months). It is designed to prepare for obtaining the PhD degree. The doctoral training comprises regular studying, research and reporting activities including the fulfilment of the duties set out herein, such as passing the doctoral examinations with the exception of the doctoral comprehensive examination.
8. **Doctoral research topic:** an area of research for the PhD student to work on – with the assistance of a supervisor – and acquire skills that enable the student to apply scientific methods, demonstrate assessable scientific findings and render proof of the conclusions in scientific publications, lectures, and in the form of a doctoral thesis.
9. **Announcer of a doctoral research topic:** The announcer of a doctoral research topic shall be the teacher or researcher with an academic degree, whose announced topics are approved by the SDHC.
10. **Supervisor of doctoral research topic:** the supervisor of a doctoral research topic shall be a member of the teaching staff or any researcher with an academic degree who provides actual data at the site www.doktori.hu, and whose announced topics are approved by the SDHC. Based on this, the supervisors shall responsibly manage and assist the PhD student researching the topic with his studies and research work, as well as PhD candidates with their preparation for obtaining the PhD degree. A PhD student or PhD candidate may have maximum two supervisors at any given time, provided that this is approved by the SDHC identifying the responsible supervisor. Within the doctoral school training programme, one supervisor may not have more than six supervised students. The title page of the doctoral thesis must clearly indicate the name of the supervisor or supervisors.

11. ***Credit in the doctoral training programme***: the unit of studying, research and teaching work demonstrated in order to fulfil the PhD students' obligations.
12. ***Procedure to obtain a PhD degree***: course of action aimed to obtain a PhD degree, which is rooted in the doctoral training programme, however, it is independent from the programme, from both legal and procedural aspects.
13. ***Doctoral comprehensive examination***: a part of the procedure to obtain a PhD degree. The examination is a summarizing and comprehensive form of assessment aimed at evaluating the knowledge acquired in the relevant discipline by the person taking part in the doctoral procedure. Its qualification (such as "rite", "cum laude", "summa cum laude", score) is governed by these Regulations, and the Operating Regulations of the individual doctoral schools, having regard to the traditions.
14. ***Subjects of the doctoral comprehensive examination (primary and secondary subject)***: the primary subject is the scientific field of the PhD candidate's research topic, and a secondary subject is another field related to the research topic.
15. ***Workshop***: a discussion in a professionally competent group preceding the release of the thesis for public debate. Its purpose is to reveal any deficiencies in the thesis, and provide assistance for the development of the thesis in the highest possible quality.
16. ***Doctoral thesis***: a piece of writing, creation or work whereby its author, the PhD candidate demonstrates, in the procedure of obtaining the PhD degree, that he/she is apt to perform an independent research assignment appropriate to the degree requirements.
17. ***PhD degree***: a degree awarded by the Sectoral Doctoral and Habilitation Committee, which may be obtained subject to the conditions set out, pursuant to the NHEA, by these Regulations, and the Operating Regulations of the doctoral schools. The PhD degree shall be obtained following a PhD degree procedure either in the framework of a university organised training programme or through individual preparation.
18. ***Doctoral abstract***: the abstract booklet of the doctoral thesis is a summarising piece of work designed for the academic public. The booklet collects the PhD candidate's scientific conclusions demonstrating, during the procedure to obtain the degree, that the candidate is prepared for being awarded an academic degree. The abstract is written in the Hungarian and English languages, or in a different foreign language fit for the specific purposes of the given discipline. The Ministry responsible for education and the doctoral school controls the administration and publication of the abstract.
19. ***University Doctoral and Habilitation Committee (UDHC)***: a body established by the Senate for the organisation of the doctoral training, and the granting of the PhD degree and habilitation. It has decision making powers, with regard to the doctoral training and the habilitation, with particular regard to the approval of the training programme, as well as the granting of the PhD degree and habilitation.
20. ***Sectoral Doctoral and Habilitation Committee (SDHC)***: the body established by the University Doctoral and Habilitation Committee pursuant to Section 16 (5) of the NHEA that may perform the tasks of the Council of the Doctoral School set out by a decree.
21. ***Teaching staff of the Doctoral School***: The teaching staff of the doctoral school shall consist of lecturers and researchers holding scientific degrees, who have been found suitable by the SDHC, based on the recommendation of the Head of the doctoral school, to pursue lecturing, research and supervisory activities within the doctoral school.
22. ***Council of the Doctoral School***: a panel elected by the core members of the doctoral school that meets on a regular basis and assists the work of the Head of the Doctoral School. The members of the panel shall be elected and dismissed by the UDHC.
23. ***University registry of PhD students***: the registry maintained by the University for the records of PhD students admitted to and taking part in the doctoral training.
24. ***University registry of doctors***: the registry maintained by the University for the records of persons obtaining PhD degree at the University, and the details of such degrees.

25. **Individual preparation:** a preparation programme, where the candidate can be exempted, either in whole or part, from the training duties.
26. **International mobility for studies:** a part of the doctoral training, in which PhD students may participate based on such work programmes related to their doctoral research topics, as approved by their supervisor, that will ensure the acceptance of the given study period as part of their university doctoral training. The Sectoral Doctoral and Habilitation Committee has the right to decide on the acceptance of the work programme of an international mobility programme for studies.
27. **Candidate of sciences title:** a person with this degree may use the title "PhD degree".

III. The organisational framework of the doctoral training, the procedure to obtain a PhD degree and the habilitation

1. University Doctoral and Habilitation Committee (UDHC)

Section 9 (1) For the organisation of the doctoral training, the awarding of the PhD degree and the adoption of positions in the conceptual issues in habilitation procedures, the Senate shall establish the University Doctoral and Habilitation Committee (hereinafter referred to as "UDHC").

(2) Based on the decision of the Senate, the Rector appoints the members of the UDHC. The UDHC shall elect one of its members as the Chair. The UDHC Chair and members are appointed for three years, subject to the derogation under paragraph (8). The Chair and the university teacher members of the Committee may be re-elected multiple times.

(3) Every member of the UDHC with voting right must hold an academic degree or habilitated doctor degree, 2/3 of the membership, including the members specified in paragraph (5), must be university teachers, and the Chair must be a university teacher of the University and/or an academic doctor.

(4) The UDHC comprises at least nine members. As regards its composition, it must be ensured that all disciplines are represented, in which University PhD degree may be granted.

(5) 1/3 of the UDHC membership, or at least two members shall be persons having no employment status with the University.

(6) A Professor Emeritus of the institution shall be deemed as having employment status.

(7) Solely those persons may be selected as UDHC members with voting rights who meet the criteria pertaining to core members under the provisions of the Decree.

(8) The leaders of the doctoral schools shall be invited to the UDHC in an advisory capacity unless they are already members. One PhD student shall be a member of the UDHC in an advisory capacity, who shall be appointed for one year.

(9) The external and internal members of the UDHC shall be proposed by the competent Council of the Doctoral School.

Section 10 (1) Meetings of the UDHC shall be convened and chaired by the Chairperson.

(2) The UDHC meetings shall have a quorum, if more than half of the voting members are present. The UDHC will usually adopt decisions with open ballot, with the simple majority of the votes. Where votes are tied, the Chairperson shall have the casting vote. In justified cases, the UDHC may adopt decisions outside meetings by written voting. Written voting takes place electronically. In this case,

the Chairperson of the UDHC sends the proposal for a decision to the members setting the time limit, and the members may cast their votes by indicating "yes", "no" or "abstaining". The voting shall be valid upon participation by more than half of the members with voting right within the time limit set. The decision is taken by simple majority of the votes. Where votes are tied, the Chairperson shall have the casting vote. The result of a written voting shall be recorded in minutes authenticated by the keeper of such minutes and the Chairperson of the UDHC; a copy of the same shall be sent to the members.

(3) The UDHC shall determine its own rules of procedure.

Section 11 (1) The UDHC shall, in particular:

- a) deliver its opinion concerning proposals on the establishment of doctoral schools;
- b) develop the Doctoral Regulations concerning the organisation of the doctoral training and the grant of the PhD degree, which shall be approved by the Senate, having regard to the HAC's (Hungarian Accreditation Committee) position;
- c) continuously evaluates the doctoral training and procedure to obtain a PhD degree;
- d) initiate the termination of doctoral schools, in justified cases;
- e) pursuant to Section 16 (5) of the NHEA, in each discipline, sectoral doctoral councils may be established, as defined in the doctoral regulations of the higher education institution, observing all requirements concerning their composition and staff requirements;
- f) decide on the grant of PhD degrees under Section 16 (4) of the NHEA, their nostrification and revocation;
- g) deliver a position to the Senate concerning the Rector's proposals for the award of titles of Honorary Doctor, Honorary Doctor and Professor and on the dissolution of a doctoral school;
- h) elect the executives of the doctoral school of the higher education institution, appoint or dismiss members of the Council of the Doctoral School;
- i) make proposals to the Senate for the amendment of the doctoral school programme, where the same is initiated by the UDHC;
- j) request the leader of the doctoral school to report on the work of such doctoral school on a yearly basis.
- k) decide on the allocation of state scholarships among the individual doctoral schools.

(2) In respect of UDHC decisions, legal remedy may be sought in line with the regulation on the order of the procedure for the legal remedy of the student.

2. Sectoral Doctoral and Habilitation Committees (SDHC)

Section 12 (1) More than one Sectoral Doctoral and Habilitation Committees (hereinafter referred to as "SDHC") may be established, if doctoral training is conducted more than one disciplines.

(2) An SDHC shall be established by the UDHC having regard to the proposals of the Deans of individual faculties, where Master's training is held in the discipline of the doctoral school. SDHC members are appointed for three years, at a maximum, whereas such appointment may be extended, subject to the UDHC's approval. The Chairperson of the UDHC issues credentials for the members and the Chair.

(3) The membership of the SDHC comprises at least five persons with voting right, and the panel elects its own chairperson from its members. As regards its composition, it must be ensured that all topics characterising the training activity of the given discipline shall be represented. As regards the selection of the membership, the panel shall have at least two members having no employment status

with the University. The composition and staff requirements of the SDHC shall be governed by the provisions under Section 9 (5).

(4) The SDHC may appoint a secretary to assist with its chairperson's work who shall be recommended by the chairperson of the SDHC. The secretary of the SDHC shall be a teacher of the University, and of one of the doctoral schools operating at the given faculty.

(5) The members of the SDHC in an advisory capacity shall include one representative per doctoral school who shall be elected by the PhD students participating in the training program of the doctoral school, and the secretary of the doctoral school. The term of office of the PhD student representatives shall be one school year.

Section 13 In doctoral matters, the SDHC shall:

- a) deliver decisions as to the admission to the doctoral training and the procedure for obtaining a PhD degree, the grant of state doctoral scholarships, exemptions and the termination of a PhD student status;
- b) appoint the members of the doctoral admission committee, the chairperson and members of the assessment committee involved in the procedure for obtaining a PhD degree, and the official opponents, as proposed by the head of the doctoral school, create the complex examination committee, create the Comprehensive Examination Committee, and approve the doctoral supervisors and teaching staff of the doctoral school;
- c) determine the conditions governing the admission of foreign nationals to the doctoral training;
- d) make proposal for the training programme of the doctoral school and the class programs, and the amendment of the doctoral programme;
- e) specify the acceptable languages which may be selected as first language (first foreign language examination) in respect of the foreign language requirements of the PhD degree;
- f) follow up the activity of the leader of the doctoral school related to the execution of the doctoral programme;
- g) decide on any exemption from the subjects to be included in the doctoral programme (these may not exceed 50%), based on individual requests;
- h) decide on the recognition of activities performed at other universities or as part of international mobility programs for studies;
- i) authorise participation in simultaneous studies in special fields compatible with the doctoral training,
- j) make proposal for the successful or unsuccessful closure of the training,
- k) decide on the requirements applicable to the complex examination, the launching of the procedure to obtain PhD degree, the recognition of credits, and determine the subjects of the doctoral comprehensive examination;
- l) decide on requests concerning the conduct of closed defence, based on the opinion of the assessment committee;
- m) when requested, make proposal for the launch of a procedure to obtain PhD degree or the closure of the unsuccessful procedure;
- n) make proposal for the nostrification of an academic degree obtained abroad;
- o) make proposal to the UDHC, upon request, for awarding a doctorate with distinction, and to the Faculty Council for the granting of titles of Honorary Doctor (Dr.h.c.) and Honorary Doctor and Professor, based on initiatives of the educational organisational units;
- p) maintain a registry for the first jobs of persons obtaining PhD degree;
- q) deliver opinion, upon request of the leader of the doctoral school, as to issues concerning the given doctoral school;
- r) develop the framework and documents for the organised doctoral training;
- s) decide on the correction of the title of the doctoral thesis (draft), which may take place no later than on the 30th day following the workshop discussion;
- t) decide on the students' postponement related, academic, disciplinary and examination issues;

- u) perform the duties assigned to it under the provisions of law, the University's regulations and the Operational Regulation of the doctoral school.

Section 14 (1) Meetings of the SDHC shall be convened and chaired by its Chairperson.

(2) The SDHC meetings shall have a quorum, if more than half of the voting members are present. Decisions of the SDHC shall be taken by a simple majority. Where votes are tied, the Chairperson shall have the casting vote. The SDHC shall decide by secret voting in personal questions. The Operational Regulation of the doctoral school may set out open voting for decisions concerning certain personal questions.

(3) The invitation to an SDHC meeting specifying the items of agenda must be sent to the members electronically at least 5 days before.

(4) The Deans and the heads of each Dean's Office of such faculties shall be invited to the SDHC meetings in an advisory capacity, where Master's training is held in the discipline of the doctoral school.

(5) If a conflict of interests exists, such members of the SDHC may not take part in the Committee's work who are close relatives of the candidate, or otherwise cannot be expected to objectively assess the case.

(6) In justified cases, the SDHC may adopt decisions outside meetings by written voting. Written voting takes place electronically. In this case, the Chairperson of the SDHC sends the proposal for a decision to the members setting the time limit, and the members may cast their votes by indicating "yes", "no" or "abstaining". The voting shall be valid upon participation by more than half of the members with voting right within the time limit set. The decision is taken by simple majority of the votes. Where votes are tied, the Chairperson shall have the casting vote. The result of a written voting shall be recorded in minutes authenticated by the keeper of such minutes and the Chairperson of the SDHC; a copy of the same shall be sent to the members.

(7) SDHC meetings shall be recorded in minutes authenticated by the Chairperson by signing.

(8) In respect of SDHC decisions, legal remedy may be sought in line with the regulation on the order of the procedure for the legal remedy of the student.

3. *Doctoral school*

Section 15 (1) Doctoral training may solely be pursued under the operation of a doctoral school.

(2) At KRE in Hungary, doctoral training is conducted by operational doctoral schools registered by the HAC in the discipline of law within the field of social sciences, in the discipline of theology within the field of theology, and in the discipline of history within the field of humanities.

Section 16 (1) The Senate shall make decisions on setting up, closing a doctoral school and launching doctoral trainings, in line with the provisions of these Regulations.

(2) Upon the establishment of a doctoral school, the particular discipline or field of art shall be indicated in which the doctoral training is intended to be pursued. The professional work reflecting the scope of activities of the particular doctoral school shall be identified by the designation of the research field within the respective discipline or as having multidisciplinary nature.

Section 17 (1) The establishment of a doctoral school may be initiated by at least seven core members. The majority of the core members shall be university teachers, which also implies that the majority of

university teachers must be continuously maintained among the core members. A person may be core member solely in a single doctoral school at a time.

(2) In case of a doctoral school covering at least three disciplines (multidisciplinary), at least three core members per discipline shall be ensured – in respect of doctoral schools operating in the field of educational sciences, core members may be selected from disciplinary areas relating to teacher training –, and the majority of them (at least two for each one) shall be university teachers conducting research in the respective academic discipline. For the minimum number of expected core members, no more than one Professor Emeritus, and no more than one external researcher delegated by a research institute can be included for each discipline.

In case of a doctoral school covering two disciplines (interdisciplinary), at least eleven core members shall be ensured with "accepted" qualification, with at least four core members per discipline – in respect of doctoral schools operating in the field of educational sciences, core members may be selected from disciplinary areas relating to teacher training –, and the majority of them (at least three for each one) shall be university teachers conducting research in the respective academic discipline. In the eleven core members, no more than one Professor Emeritus, and no more than one external researcher delegated by a research institute can be included for each discipline.

(3) Core members may be the following:

- a) who hold a scientific degree and pursue scientific activity in the academic discipline and research field of the doctoral school,
- b) who pursue active, continuous and high standard scientific activity in the academic discipline and research field of the doctoral school, which scientific activity is to be inspected on the basis of the Database of Hungarian Scientific Works (hereinafter referred to as "MTMT"),
- c) whose aptitude to lead PhD candidates was justified by the fact that, under his/her supervision, at least one candidate has been awarded the PhD degree, or he/she has been the co-supervisor of at least two students awarded a degree,
- d) who is a lecturer or a scientific researcher in full-time employment at the University, and who designated the University for the purpose of budget funding in accordance with Section 26 (3) of the NHEA.

(4) Based on the proposal of the SDHC and with the consent of the UDHC, persons may be core members, if they meet the requirements in paragraph (3) and are Professor Emeritus, or Professor Emerita (hereinafter collectively referred to as "Professor Emeritus"), as per Section 32 (1) of the NHEA, in the doctoral school of the University, and are also scientific advisors or research professors employed full time on a contractual basis, while holding the title of 'Doctor of the Hungarian Academy of Sciences', provided that the University has concluded an agreement with the research institute to this effect.

Section 18 (1) Throughout the duration of at least one training cycle and the procedure to obtain a degree for such cycle, the core member shall comply with Section 17 (3), and undertake supervisory work in the doctoral school.

(2) With respect to core members pursuant to Section 17 (1), one Professor Emeritus may be accounted for as a core member, and as for core members pursuant to Section 17 (2), one such member may be accounted for per discipline.

(3) With respect to core members pursuant to Section 17 (1), two scientific advisors/research professors may be accounted for as a core members, and as for core members pursuant to Section 17 (2), one such member may be accounted for per discipline.

(4) The SDHC makes proposal, as to the identity of the core member, to the UDHC. If the UDHC accepts the proposal relating to the identity of the core member, they shall notify the Hungarian Higher Education Accreditation Committee of the same via the Rector's Office.

Section 19 (1) The core members shall prepare the documentation required for the establishment of the doctoral school, and submit the same to the UDHC for commenting. Then, the application may be presented to the Senate.

- (2) The documentation referred to in paragraph (1) shall include:
- a) the classification of the doctoral school as per field of science and academic discipline;
 - b) the list of Master's trainings in which training is conducted in the given discipline, and on the basis whereof the University complies with the conditions laid down in Section 16 (2) of the NHEA;
 - c) the designation of the research field of the doctoral school;
 - d) the designation of the PhD degree awarded as a result of the procedure to obtain PhD degree;
 - e) the names of persons nominated as head of the doctoral school, the names of core members, supervisors recommended for the first four ensuing years, further lecturers of the doctoral school, the names and academic CVs of guest lecturers and researchers invited from Hungary or abroad, the documentation of their most prominent scientific findings or artistic creations of the last five years;
 - f) the training schedule of the doctoral school;
 - g) international contacts of the doctoral school, which are expected to be relevant during operation;
 - h) the quality assurance plan of the doctoral school;
 - i) the operational regulations of the doctoral school;
 - j) a declaration to the effect that the website of the doctoral school shall provide regular and publicly available information annually on the doctoral training, and the admission requirements shall be published annually on the website, as usually done at a higher education institution;
 - k) a declaration to the effect that the data of the doctoral school shall be continuously updated, so as to provide authentic information on the doctoral school.

(3) The declaration of those concerned shall be attached to the documentation stating that they assume the work and comply with all conditions in these Regulations pertaining to them.

(4) The cooperation agreements concluded by the University concerning the activity of the doctoral school form part of the founding documentation of the doctoral school.

(5) The prior consent of the SDHC shall be necessary so that the person recommended as head of the doctoral school may submit, via the Rector, the application for the establishment of the doctoral school to the Senate for approval.

Section 20 (1) After the decision of the Senate on the establishment of the doctoral school, the Rector shall lodge a request with the Educational Authority for the registration of such doctoral school. The request shall be enclosed the documents listed in Section 6 (2) of the Decree.

- (2) Based on the decision of the Senate on the establishment of the doctoral school, the Rector shall
- a) initiate the amendment of the founding document, in case of the establishment of a doctoral school related to a new discipline,
 - b) request the registration centre to review the registered data related to the activity of the higher educational institution, with reference to the change of the basic activity of the higher educational institution.

(3) Any change in the registered data of the doctoral school must be reported without delay to the Educational Authority.

(4) The doctoral council or, upon request of the Rector, the Senate shall decide on the dissolution of the doctoral school. In the event the Rector initiates the procedure, the Senate shall call upon the opinion of the SDHC and the UDHC prior to making a decision. Subject to the decision of the

Senate, the Rector shall initiate the modification of the registered data of the doctoral school at the Authority. The Authority removes the doctoral school from the registry without conducting any procedure to produce evidence.

4. *Head of the doctoral school*

Section 21 (1) The head of the doctoral school shall have the academic degree/title "DSc/Doctor of the MTA", and work as the head of the doctoral school in the discipline of theology with PhD degree. He or she shall confirm that he or she has PhD students with a degree (already obtained under his documented supervision), and may not undertake full time employment at other workplaces, but in particularly justified cases.

(2) Upon recommendation by the majority of the core members, the candidate meeting the requirements shall be elected by the UDHC, and assigned by the Rector for a period of maximum five years. The assignment can be renewed twice.

(3) In case of unavailability, the head of the doctoral school may be represented at the UDHC meetings with voting right by a core member delegated by him. In case of absence for an extended period, the Rector may assign the substitute of the head of the doctoral school – upon his request and the UDHC's proposal –full right of representation for the given period.

4) The head of the doctoral school shall:

- a) assume responsibility for the operation of the doctoral programme;
- b) assume responsibility for the traditional academic standard of the research and educational activity conducted at the doctoral school,
- c) coordinate the doctoral training;
- d) manage the operation of the doctoral school and the panel operating with the doctoral school, and assume responsibility for the enforcement of his responsible decisions;
- e) coordinate the professional activity, and assume responsibility for its quality;
- f) represent the doctoral school.
- g) form opinion on the research topics to be announced by the doctoral supervisors, and submit them the UDHC for approval;
- h) assume responsibility for the preparation, organisation and conduct of admission interviews;
- i) assume responsibility for the development and publication of training related information;
- j) take care of the academic matters of PhD students and students preparing individually that are enrolled in the training;
- k) hold accountable all students and their supervisors;
- l) prepare proposals for SDHC and UDHC meetings;
- m) coordinate and control activities in the research topics;
- n) produce reports on the activity of the doctoral school;
- o) update the website of the doctoral school;
- p) ensure the issue of pre-degree certificates;

organise cooperation with the actual workshops of the doctoral training and research activities, the faculties, in respect of the following:

- q)
 - 1. adoption of research topics and the availability of the research infrastructure,
 - 2. availability of lecturers and contract fees,
 - 3. the organisation of the faculty/institutional workshops for the discussion of draft theses,
- r) makes proposal for the doctoral comprehensive examination subjects of those candidates who aim to obtain a PhD degree;
- s) makes proposal for the termination of the students' student status.

5. *Council of the Doctoral School*

Section 22 (1) To assist the work of the head of the doctoral school, a Council of the Doctoral School may be established. The Council of the Doctoral School shall be a panel comprising at least five members and chaired by the head of the doctoral school.

(2) The membership of the Council of the Doctoral School with voting right shall consist of persons with academic degree appointed by the core members of the doctoral school for three years who shall be assigned and dismissed by the UDHC. At least one third of the membership of the Council of the Doctoral School with voting right shall comprise external professionals with academic degree having no employment contract with the University.

(3) The assignment of a member of the Council of the Doctoral School with voting right shall be terminated:

- upon expiry of the mandate,
- upon resignation,
- upon removal of the person,
- upon death of the person.

(4) Based on the proposal of the Council of the Doctoral School, the core members of the doctoral school shall decide on the dismissal of a member with voting right with the simple majority of the votes. If the member's mandate is terminated before its expiry, the core members of the doctoral school shall elect a new member within 30 days for the period remaining until the expiry of the mandate of the Council of the Doctoral School.

5) The members of the Council of the Doctoral School in an advisory capacity shall include one representative who shall be elected by the PhD students participating in doctoral training at the faculty. The term of office of the PhD student representative shall be one school year.

(6) The Council of the Doctoral School shall, in particular:

- a) approve the announcers and supervisors of doctoral research topics, and the lecturers of the doctoral school;
- b) make proposals for the doctoral research topics to be announced,
- c) approve the topic announcement by the announcer of the doctoral research topic;
- d) approve the PhD students' doctoral research topics;
- e) carry out performance assessments during the training.

(7) Where the SDHC is operated in the discipline of the doctoral school, and only one doctoral school exists in the given discipline, the operational regulations of the doctoral school may set out that the SDHC shall carry out the duties of the Council of the Doctoral School.

6. *Persons involved in the operation of the doctoral school*

Section 23 (1) The secretary of the doctoral school (hereinafter referred to as the "secretary") shall manage the administrative and organisation work related to the operation of the doctoral school. Where a secretary exists, the operational regulations of the doctoral school includes provisions applicable to his assignment.

The secretary of the doctoral school shall:

- organise and coordinate the activity of the doctoral school;
- manage the administrative and operative work related to the operation of the doctoral school;
- assist the head of the doctoral school;

- maintain the training related records;
- assist in the preparation of Council of the Doctoral School and core member meetings;
- organise the external relations of the doctoral school.

(2) A person shall be appointed for the administrative management and organisational duties of the doctoral school who shall, in particular:

- assist in the announcement of programmes;
- liaise with the PhD students, PhD candidates, teachers and supervisors of the school;
- inform students on the school requirements and support opportunities;
- prepare the meetings of the Council of the Doctoral School, in terms of administrative aspects, and perform other administrative tasks,
- record minutes and reminders of the Council of the Doctoral School sessions and positions;
- maintain a registry of the documents related to the doctoral training and procedure; and supply data;
- maintain the official register of the doctoral school;
- assist in the annual publication of the information brochure on doctoral training of the doctoral schools, and ensure the submission of the same, in line with the relevant requirements and in a timely manner,
- upon request of the head of the doctoral school, organise the public debate of doctoral theses, provide for the submission of the theses in hardcopy and electronic form to the designated persons and institutions;
- upon the PhD candidates' request, issue authentic copies of the qualification of doctoral comprehensive examinations and the defence, as well as other preconditions of obtaining the diploma, which are not indicated on such diploma;
- take measures to ensure the forwarding of the data of persons obtaining a degree to the National Higher Education Information Centre and the University registry;
- take measures to ensure the publicity of theses, abstracts, and their registry,
- for doctoral acts, file one copy of every document in the registry, maintain them organised, and upon the end of the studies, keep these for the period set out in a separate regulation, and ensures that the documents shall be sent to the competent institutions, as required under the provisions of law;

(3) Doctoral schools adopt operational regulations, which are approved by the Senate upon the UDHC's recommendation.

(4) The duties related to the academic and financial administration of doctoral schools are performed by the Registrar's Office operating in the programme.

IV. Doctoral training

1. Doctoral training forms

Section 24 (1) The knowledge required for obtaining a PhD degree may be developed as part of either the organised doctoral training or individual preparation.

(2) The doctoral training organised by the University promotes the development of the knowledge, information and scientific research expertise required for obtaining the PhD degree.

(3) In doctoral training, the PhD student receives organised academic training, foreign language training, as required, and performs individual academic research activity.

Section 25 (1) Doctoral training forms:

- a) full time (regular state-funded or fee-paying),
- b) part time (correspondence fee-paying),
- c) individual preparation (feepaying).

2. *Admission to the organised doctoral training*

Section 26 (1) Admission to the organised doctoral training can be achieved via the admission procedure.

(2) The admission opportunities, the conditions of application for the training and admission, and the deadline for the submission of documents required for the application are published by the head of the doctoral school, based on the proposal of the the SDHC, in the official university entrance information brochure and on the website of the University.

(3) The purpose of the admission procedure is to ensure the selection of students who are the most suitable for the doctoral training and have excellent capabilities by way of an impartial and unbiased procedure.

Section 27 (1) Such Hungarian or foreign citizens may apply for admission to the doctoral training who have

- a) a degree and qualification obtained in a Master's training,
- b) at least passed one intermediate level Type "C" state language examination – intermediate (B2 level) general language examination certificate – or any equivalent language examination

(2) Upon the SDHC's proposal, the UDHC may set out further requirements for the admission, in addition to paragraph (3), setting out that the admission requirements must be identical for all applicants, irrespective of the higher educational institution issuing their diploma.

(3) As regards admission, verified academic/professional achievements (e.g. publications, participation in international mobility programmes for studies, prize winning paper for the Students' Scientific Association (TDK), or any similar activity) are given priority.

(4) Higher education degrees awarded abroad shall be accepted based on an international agreement between the countries concerned, or in the lack of this, if the certificate ensures eligibility for admission to a doctoral training equivalent to the Hungarian one, based on the jurisdiction of the country, where the applicant obtained such certificate. In case of conflicting opinions, the position of the Ministry responsible for education shall govern.

(5) A sample application form is included in Annex 6 hereto.

(6) The applicant for admission shall designate his chosen research topic, and enclose his supervisor's statement of support including the supervisor's agreement to perform the supervising duties to the application form.

(7) For students waiting to take the final exam or participating in a Master's training, the decision concerning their admission is conditional.

Section 28 The following documents shall be submitted for the application:

- application form
- copy of the course record book
- original or copy of university or "MA" diploma (if already received)

- Résumé including a summary of the applicant's professional interests
- original or copy of the documents verifying language skills
- certificate of activities in the Students' Scientific Association
- list of publications
- broad description of the doctoral research topic
- a statement of whether the applicant will apply for state scholarship, and if he/she will accept his/her admission, in case he/she does not receive state scholarship
- the receipt confirming the payment of the fee for the admission procedure
- (other documents required for the assessment of the applicant's professional eligibility, as required by the individual Council of the Doctoral Schools)

Section 29 (1) The admission procedure shall be conducted by an admission committee appointed by the SDHC, based on the recommendation of the doctoral school, and comprise at least three members. All members of the admission committee shall be leading members of the teaching staff holding scientific degrees. One member of the admission committee shall be an external professional having no employee status at the University. The contents and conduct of the admission procedure shall be determined by the individual SDHCs.

(2) The committee shall conduct an admission interview with the applicant, in order to get an impression of the candidate's professional intelligence, his ideas about his doctoral activity, his academic activities pursued so far, and his language skills.

(3) The scores to be given in the admission procedure by the committee shall be determined by the operational regulations of the doctoral school.

(4) For university diplomas issued more than five years ago, the diploma may not be given a score; in this case, the maximum scores for the professional intelligence and the academic activities pursued so far shall be added 10 points each.

(5) For foreign applicants, the conditions, requirements and the scoring system for the admission procedure shall be determined by the SDHC based on the proposals of the doctoral schools.

(6) Admission shall require 60 points at a minimum.

Section 30 (1) The admission committee shall determine the ranking of applicants based on the documents submitted for the applications and the assessment of the admission interviews. It shall present the ranking to the SDHC.

(2) When SDHC makes the decision, no deviation shall be made from the ranking obtained based on the scores, unless the available scholarship funds have been exploited, and the next candidate in the order will not apply for admission without scholarship.

(3) The candidate shall be notified of the decision on his admission within eight days by registered postal mail with return receipt. The decision on admission shall include the conditions of participation in the programme (fees, support, allowances etc.) and a legal remedy clause.

(4) The admission ranking and the decision on admission shall be public; in addition to its written notification to the persons concerned, it shall be posted in the usual way at the University.

(5) Applicants for programmes financed or partially financed through state scholarships, or self-financed programmes shall take part in the admission procedure with equal requirements and conditions.

(6) If the admission is rejected, legal remedy may be sought in line with the regulation on the order of the procedure for the legal remedy of the student.

Section 31 (1) The registry of PhD students admitted shall be maintained by the Registrar's Office at the faculty, where the Master's training appropriate to the discipline of the doctoral school is conducted (if there are more than one such faculties, the SDHC shall appoint the Registrar's Office maintaining the register, based on the proposal of the head of the doctoral school). The head of the doctoral school shall submit a report to the Rector for information on the details of PhD students within 15 days from the date of admission, and later, in every semester until 30 October and 1 March following enrolment, at the latest.

(2) Subject to the consent of the persons concerned and the provisions of Act CXII of 2011 on the right to information self-determination and the freedom of information, he/she shall make available PhD students' data to the Association of Hungarian PhD and DLA Students (Doktoranduszok Országos Szövetsége).

3. *Order of the doctoral training*

Section 32 (1) The study period of the organised doctoral training, and the term allowed for fulfilling the study obligations, performing research and receiving the state doctoral scholarship shall be three years (36 months).

(2) Pursuant to the provisions of KRE OOR III: System of Requirements for students, Academic and Exam Regulation (hereinafter referred to as "AER"), at the beginning of his studies, the PhD student shall be enrolled, and at the beginning of each subsequent semester, he/she shall declare if he/she wishes to continue his/her studies. The PhD student status shall be established through the enrolment.

(3) The PhD student status shall terminate:

- a) if the PhD student is transferred to another doctoral school, on the day of transfer,
- b) if the PhD student declares the termination of his student status, on the day of declaration,
- c) if the PhD student cannot continue his studies in a state-financed training and does not wish to continue it in a fee-paying form, based on the student's statement,
- d) if the PhD student has received the pre-degree certificate, on the last day of the given semester, as of 31 January or 31 August,
- e) if the Rector terminates the PhD student's student status, after giving warning to no avail and after reviewing the student's social situation, because the student is in arrears with payment, on the day the decision on termination becomes final,
- f) on the day when the disciplinary resolution of expulsion becomes effective,
- g) if the PhD student fails to fulfil his academic obligations set out in the academic and examination regulations or laid down herein;
- h) if he/she fails to declare if he/she wishes to continue his/her studies in two consecutive years,

For items g) and h), the legal relationship shall be terminated, provided always that the student has been previously requested at least twice in writing to fulfil his obligations until the specified deadline, and he has been informed about the legal consequences of his failure.

(4) The duration of any international mobility programme for studies attended based on the work programme approved by the supervisor shall be taken into account in the term of the doctoral training; the student status shall not be suspended. The state scholarship shall be paid to the student during the time of the authorised international mobility programme for studies.

Section 33 (1) By entering data in the NEPTUN Academic System every semester, the PhD student shall undertake the compulsory and/or optional study obligations for the semester out of the offered possibilities. The fulfilment of the study obligations and the research requirements shall be certified in the course record book.

(2) In the doctoral training, semesters are divided into an academic and an exam period. These have the same schedule and function as in the bachelor or master training, except for the exam period in the second semester of every school year, which lasts until 31 August. PhD students must start their research work in parallel with the organised studies.

Section 34 (1) The fulfilment of PhD students' study obligations is measured using learning scores (credits).

(2) In the doctoral training, the earning of 30 credits is required on an average in each semester, where one credit means 30 work hours spent.

(3) PhD students shall report to their supervisors every semester on their research activity.

(4) Based on criteria determined by itself, the SDHC may grant language credits to the participants in the training.

Section 35 (1) The knowledge obtained shall be rated in the following schemes:

- a. five grades: excellent (5), good (4), average (3), pass (2), fail (1),
- b. three grades: excellent (5), pass (3), fail (1).

(2) In case of "fail" grade, one retake possibility is allowed. If the PhD student is given "fail" grade four times during the first two semesters of the training, he/she shall be dismissed from the training. A PhD student shall also be dismissed, if he/she fails to earn, during the first two years of the training, at least 60% of the credits required for the whole training term.

(3) Upon a written request, the SDHC shall decide on the recognition of a PhD student's credits earned or documented performance demonstrated, based on preliminary approval, at a different university or abroad, taking into account the syllabus of the course completed.

(4) Students fulfilling all examination and other obligations set out in the doctoral training by the time limits specified shall receive a final certificate (pre-degree certificate). Students leaving the organised doctoral training without a PhD degree shall be issued a certificate of the same by the UDHC, upon their written request countersigned by the head of the doctoral school.

(5) If a PhD student fails to fulfil his study obligations, the SDHC shall terminate his student status and scholarship, upon request of the head of the doctoral school.

Section 36 (1) A PhD student of a doctoral school may request his transfer to another doctoral school covering the same discipline until the closure of the third semester. Such a request may be submitted, if the requestor has at least one closed semester, in which he/she has earned at least 25 credits, and one of the departments at the given faculty issues a statement of acceptance as a research unit.

(2) In his request for transfer, the PhD student shall indicate his chosen research topic, and he/she shall enclose his supervisor's statement of support including such supervisor's acceptance of his supervision duties.

(3) Transfer is allowed to a fee-paying training only.

4. *Rights and obligations of students enrolled in the training*

4.1. Legal status of PhD students enrolled in an organised training and the procedure to obtain PhD degree

Section 37 (1) The doctoral training can be conducted either with a scholarship (with state or other financing) or by self-financing. PhD students participating in state-funded training shall receive state doctoral scholarship based on the support policy identified for them. Students with other scholarships shall receive financing from the supporting organisation. PhD students participating in the training with a scholarship shall pay other fees and contributions. Self-paying PhD students shall not receive state doctoral scholarship, and they shall pay the tuition fee established on a yearly basis.

(2) As of his enrolment, the PhD student participating in an organised programme shall have PhD student status for term of the training. The PhD student status shall be certified through the issue and validation of the student card.

(3) Unless provided otherwise herein, the regulations of the University shall apply to all participants in the doctoral training.

(4) The PhD student enrolled in an organised programme shall perform his duties usually at the University. In certain cases, the SDHC may grant exemption from this.

(5) The SDHC may grant exemption from certain obligations set out as part of the organised training.

(6) Within the doctoral programme, the time spent on research or creative work at the higher education institution or at another institution having a cooperation agreement with the former in place shall also be recognised as contact hours. In disciplines where research, creative work and preparation is linked to libraries, archives, museums, on-site work or external data collection, a permission is needed to carry out the particular research and creative work. The permission shall describe in detail the particular activity carried out, and shall be signed by the supervisor and the head of the doctoral school. In this case, the time spent on research or creative work may be recognised, by derogation from the above, subject to the certification of performance by the supervisor.

(7) Except for the evaluation concerning the fulfilment of study requirements, the student has the right to request a review of any decision, measure or default (hereinafter referred to as "decision") of the University (its organisations, employees), with reference to the violation or the provisions applicable to his student status, pursuant to the regulation on the order of the procedure for the legal remedy of the student (Annex III.3 to the OOR).

4.2. Characteristics of the organised correspondence training

Section 38 (1) For the correspondence training, the admission, academic and examination requirements are identical to those applicable in the full-time training.

(2) PhD students enrolled in the correspondence training shall perform their study obligations at the University, and carry out their individual research work at their workplaces, in part or whole, provided that the necessary conditions are available. Where needed, the student shall prove the existence of the conditions. Supervisors shall be delegated by the University.

(3) PhD student enrolled in the correspondence training shall proceed with their studies observing the curriculum developed for this training form.

(4) PhD student enrolled in the correspondence training may not be granted state financing. They shall pay, throughout the term of the training, the tuition fee determined by the Senate.

(5) Except for the contract hours, all matters not covered herein for this training form shall be governed by the regulations of the full-time organised doctoral training.

4.3. Support available to, and fees and contributions payable by PhD students

Section 39 The provisions concerning support available to, and fees and contributions payable by PhD students, and the rules governing the payment procedure are included in Regulation KRE OOR III.2 on the support available to, and fees and contributions payable by PhD students,

4.4. PhD students' teaching activities

Section 40 (1) With reference to their study obligations, PhD students may be requested to perform works related to the educational and research activity of the University in up to twenty percent of their total weekly working hours.

(2) The PhD student's working hours may not exceed fifty percent of their full weekly work time based on the average for a semester, and the PhD student's work schedule shall be devised in such way that the student shall be capable of satisfying obligations related to taking and preparing for exams.

(3) In case the employment accounts for fifty percent of the full work time, the monthly remuneration paid may not be less than the lowest minimum compulsory wage (minimum wage), or for employment with different work hours, the pro rata part of the former. The University shall pay the student's remuneration subsequently, until the 10th day of the next month, by the latest, via bank transfer to the PhD student's account.

(4) No credit may be recognised for educational activity performed for remuneration.

(5) Disputes arising from the PhD student's contract shall be governed by the provisions on the resolution of labour disputes.

(6) The PhD student may perform educational activity for credits too. The credits recognised in this way are determined in the operational regulations of the doctoral school.

(7) A PhD student granted state scholarship may create employment relationship other than those identified under paragraph (1) subject to the Dean's written approval.

4.5. Individual preparation

Section 41 (1) The purpose of individual preparation is to enable professionals having a significant amount of experience as instructors and/or researchers, as well as documented academic accomplishments (university doctorate and/or publications of a sufficient number and quality) to obtain the PhD degree.

(2) To participate in an individual preparation programme, the following conditions shall be met:

- working for at least five years in a lecturer or researcher position,
- justified initial scientific research achievements (e.g. university PhD degree/title, publications, presentations at domestic or foreign conferences, books, articles etc.),
- possibility for the continuation of the research, either in whole or part, at the applicant's workplace or other place.

In all other respects, applications for obtaining a degree by individual preparation are governed by the same conditions and requirements as those applicable to the organised doctoral training.

(3) If an applicant is admitted to an individual preparation programme, the SDHC shall appoint a supervisor for him who shall guide the applicant's work and monitor and assist with his preparation.

- (4) Persons participating in individual preparation programmes shall be relieved of study obligations only; they must fulfil all other requirements related to the procedure to obtain PhD degree. No exemption may be granted from passing the doctoral comprehensive examination.
- (5) Persons participating in individual preparation programmes shall not have student status at the University, and they shall not receive state financing either. Persons participating in individual preparation programmes shall also be considered PhD candidates.
- (6) Persons admitted to individual preparation programmes may attend session held as part of the organised doctoral training.
- (7) The duration of individual preparation may not exceed five years. This rule shall not apply to students creating student status with individual preparation after 1 September 2016.
- (8) After the expiry of one year from admission, the SDHC shall review the progress of the person enrolled in individual preparation programmes, and decide if it shall continue to ensure the supervisor, or remove the candidate from the list of registered preparing persons.
- (9) To be enrolled in an individual preparation programme, an application must be submitted to the SDHC in writing, and it must be verified that the conditions of individual preparation, as laid down herein, are met. The SDHC shall assess applications for enrolment in an individual preparation programs in July and January.
- (10) The following documents must be attached to applications for enrolment in individual preparation programmes:
- a) university diploma,
 - b) documentary evidence of language skills,
 - c) documentary evidence of former work as lecturer or researcher,
 - d) evidence of former publication activity,
 - e) curriculum vitae,
 - f) short description of the doctoral research topic,
 - g) supervisor's statement of acceptance.

V. Obtaining a PhD degree

1. Requisites for obtaining a PhD degree

Section 42 (1) The course of action aimed to obtain a PhD degree is built on the doctoral training programme, however, it is independent from the programme, from both legal and procedural aspects. A PhD candidate is a person undergoing the procedure to obtain a PhD degree. Individuals who have not participated in any organised doctoral training, but have prepared for the degree on their own may also be PhD candidates provided that they have obtained a Master degree and fulfilled the requirements of the doctoral training.

(2) The PhD candidate status is established upon acceptance of the application for admission to the procedure to obtain a PhD degree. The requirements set out herein and the Decree shall be fulfilled as part of the PhD candidate status.

(3) The PhD candidate status shall terminate at the end of the procedure to obtain PhD degree, as well as if the PhD candidate fails to submit his doctoral thesis within two years from the acceptance of his application for admission to the procedure to obtain PhD degree.

(4) In line with the provisions of law and the regulations of the University, the PhD candidate shall comply with the academic and examination procedures, disciplinary requirements, scientific ethics and norms of conduct, as well as pay the fee for the training and other contributions.

Section 43 (1) The application for the start of the procedure to obtain PhD degree shall be submitted to the SDHC.

(2) The following documents shall be attached to the application:

- university diploma,
- doctoral pre-degree certificate or verification of the completion of individual preparation,
- documentary evidence of language skills,
- documentary evidence of former work as lecturer or researcher,
- evidence of former publication activity,
- résumé,
- the applicant's statement that he/she has no other doctoral procedure in progress in the discipline,
- a statement that no application of the applicant for admission to the doctoral procedure has been rejected, and he/she has not failed a doctoral defence over the past two years,
- a statement that the candidate is not involved in a procedure aimed to withdraw his doctoral degree, and that no formerly awarded doctoral degree has been withdrawn from him over the past five years,
- an official certificate of good conduct not older than three months (for foreign nationals, a certificate to the same effect),
- evidence of payment of the doctoral procedure fee.

(3) If the doctoral thesis is available at the time when the application for admission to the procedure to obtain PhD degree is submitted, the following shall also be enclosed with the application form, in order to enable the public defence:

- one electronic and one paper-bound copy of the doctoral thesis,
- the supervisor's written statement of approval that the thesis can be released for workshop discussion,
- thesis summary,
- a summary of the thesis in English language,
- an electronic copy of the doctoral thesis, the abstract and the summary in English language.

(4) The doctoral thesis must be submitted for public debate within no more than two years from the acceptance of the application for the procedure to obtain PhD degree. The two years shall include the completion of all partial activities related to the doctoral procedure, as specified under Sections 46 to 48 and 52.

If the PhD candidate fails to comply with this paragraph, his procedure to obtain PhD degree shall be terminated upon expiry of the two-year period.

(5) Within 30 days from its submission, the SDHC shall review the written request for the start of the procedure to obtain PhD degree. If the application is incomplete, one opportunity shall be allowed, upon request of the head of the doctoral school, to the applicant for the supply of missing documents within the time limit specified. The deadline set for the SDHC's procedure shall be extended by the time allowed for the supply of missing documents. If the application is found complete, the SDHC shall make a proposal to the UDHC. If missing documents are not supplied, the SDHC shall terminate the procedure.

(6) The UDHC shall decide on the acceptance of the application for starting the procedure to obtain PhD degree at its meeting following the SDHC's proposal, but in no case later than in 60 days from the submission of the complete application.

Section 44 (1) Requisites for obtaining a PhD degree:

- acceptance of the application for admission to the doctoral procedure by the UDHC,

- pre-degree certificate in the organised doctoral training, or for individual preparation, the fulfilment of all study and examination obligations,
- successful doctoral comprehensive examination,
- presentation, documentation and verification of independent scientific work, as required herein, an article published or accepted for publication in at least two scientific journals or other papers recognised by the profession, whose topic is related to the thesis,
- sufficient command of at least two languages, as laid down herein, which may be substituted, for the deaf, by the confirmation of the command of a non-Hungarian sign language;
- the development and presentation of a thesis produced using scientific work methods and built on independent research, as well as the defence of the same in a public debate before the assessment committee,
- the supervisor's statement of support,
- favourable results from the workshop discussion,
- verification of the fulfilment of payment obligations (comprehensive examination, defence fee etc.).

(2) For a native Hungarian PhD candidate, the obtaining the degree shall require the passing of intermediate level Type "C" (level B2) state recognised language examination, or any equivalent language examination in two foreign languages.

(3) The first foreign language must be one of those determined by the doctoral council. In the lack of a language examination, the command of the second foreign language can be verified by meeting the following conditions: an oral presentation before a committee appointed by the SDHC, and the translation of at least one author's sheet specialised text designated by the SDHC from Hungarian into that foreign language assisted by the Foreign Language Lectorate of the University. For the recognition of the foreign language skills via the translation of a specialised text, a separate application must be submitted upon the start of the procedure to obtain PhD degree. The SDHC shall decide on the recognition of the foreign language skills.

(4) The list of languages eligible to ensure compliance with the language requirements of the PhD degree procedure is included in the operational regulations of the doctoral school.

(5) For Hungarian applicants living outside the country, the non-Hungarian official language of that country may be recognised as language (b), provided that the person concerned obtained the school-leaving certificate or diploma in that language, or he/she can credibly verify proficiency in that language.

(6) If the candidate's native language is other than Hungarian, one language examination shall be sufficient.

(7) In addition to paragraph (1), the operational regulations of the doctoral school may set out further language requirements.

Section 45 (1) Taking the doctoral comprehensive examination forms part of the procedure to obtain the PhD degree.

(2) The public debate of the thesis and the defence shall not take place, but after passing the comprehensive examination.

(3) In the composition of the Comprehensive Examination Committee and the assessment committee, particular care must be taken to avoid any possible conflict of interest.

(4) The fee payable for the doctoral procedure and the remuneration of the persons involved in it are laid down in Annex 1 to these Regulations.

(5) In case of rejection for formal reasons, the SDHC shall repay 80% of the procedural fee upon written request.

(6) Minutes shall be taken at all stages of the doctoral procedure.

2. Doctoral comprehensive examination:

Section 46 (1) A doctoral comprehensive examination is a comprehensive examination in the course whereof a doctoral candidate gives account of his knowledge acquired in the discipline of the thesis he/she has submitted. The comprehensive examination covers one primary and at least one secondary subject. The subjects and the date of the comprehensive examination shall be publicly announced on the website of the doctoral school.

(2) The comprehensive examination forms part of the procedure to obtain PhD degree; the public debate may not take place, but after passing the comprehensive examination, having regard to the provisions under Sections 42 (3) and 43 (6).

(3) After the start of the procedure to obtain PhD degree, the SDHC shall determine the comprehensive examination subjects, having regard to the proposal of the doctoral school, and it shall also specify the syllabus of the comprehensive examination subjects, which shall be communicated to the candidate at least 1 month before the specified date of the comprehensive examination.

Section 47 (1) The doctoral comprehensive examination shall be taken publicly before a board comprising three members, including its chairperson. The chairperson shall direct the activity of the board. The chairperson of the Comprehensive Examination Committee must be a university professor, a Professor Emeritus, a habilitated associate professor or habilitated college professor.

(2) The examination board shall be appointed by the SDHC based on the proposal of the head of the doctoral school. Its members must hold a scientific degree in the academic discipline of the doctoral school. One member of the board shall be a person having no employment with the University who has not participated in the candidate's training programme.

(3) The date of the doctoral comprehensive examination and the composition of the board shall be published and communicated to the candidate one month before the examination. The candidate may raise objection in writing before the UDHC to the composition of the board within eight days, setting out that the same may be based on alleged bias or conflict of interest.

(4) The comprehensive examination may only be conducted if all three members of the board are present.

Section 48 (1) Each member of the board shall evaluate the candidate's performance on a scale of grades from 1 to 5. The comprehensive examination shall be considered successful, if the candidate's score is equal or higher than 60% of the maximum points. The qualification of a successful doctoral comprehensive examination can be summa cum laude (90.00-100.00 %), cum laude (75.00-89.99 %) or rite (60.00-74.99 %).

(2) The operational regulations of the doctoral school may derogate from the qualification system referred to under paragraph (1), if the traditions of the given discipline justify so.

Section 49 (1) The results of the comprehensive examination shall be promulgated immediately following the examination. Minutes shall be drawn up on the doctoral comprehensive examination. The points of the comprehensive examination shall be rounded to two decimals. If the result of the score calculation has more than two decimals, the following rule shall be applied to obtain two

decimals: if the third digit after the decimal separator is 0, 1, 2, 3 or 4, it shall be rounded down, and if this digit is 5, 6, 7, 8 or 9, it shall be rounded up.

(2) A failed comprehensive examination may be retaken once before the same committee after six months, but before the expiry of 12 months.

(3) If the PhD candidate fails to appear at the comprehensive examination for reasons outside his control, he/she may submit an application for extension to the head of the doctoral school within eight days from such failure. If the application for extension is accepted, the comprehensive examination may be retaken once.

3. Independent scientific work

Section 50 (1) The candidate is required to verify his scientific work at the submission of his thesis by presenting publications in a reviewed academic journal or volume (which must be accepted, in parts at least, for publication, and related to his area of research). Academic standards regarding the publishing media and the number of articles are defined in the operational regulations of the doctoral school. The supervisor shall make a written statement as to the candidate's publication activity.

(2) As regards co-authoring of the above articles, the training order of the doctoral schools shall be observed. The PhD student's supervisor may also be co-author. If two or more doctoral candidates are authors in a publication, the supervisor shall make a statement as to what extent the results reflect the given candidate's contribution.

4. The thesis

Section 51 (1) The doctoral research topic is an area of research for the PhD student to work on, with the assistance of the supervisor, and acquire skills enabling him to apply scientific methods, bring about assessable scientific findings and render proof of the conclusions in scientific publications, lectures, and in the form of a doctoral thesis.

(2) The dissertation is a work in Hungarian language, or a foreign language authorised by the TDHC, that serves to summarise the candidate's objectives, new academic results, familiarity with the relevant literature and research methods. It also serves as evidence that the candidate is capable of independently resolving scientific tasks comparable to the requirements attached to the degree.

(3) It is a prerequisite for the submission of the doctoral thesis that the doctoral candidate may not be involved in a pending doctoral procedure launched in the same discipline, and his application has not been rejected and he/she has not had any unsuccessful doctoral defence over the past two years. The doctoral candidate shall make a written statement as to meeting the aforementioned criteria upon submission of the doctoral thesis and application to the procedure to obtain PhD degree.

(4) The title page of the thesis shall display the author, the name of the doctoral school and its head, the name of the supervisor and co-supervisor, the place where the thesis was written and the date. The thesis shall include a contents page, a summary in Hungarian language and a bibliography. The latter shall also list the candidate's scientific publications. The thesis may be accompanied by an Appendix (e.g. photographs, collection of documents etc.). On a separate page following the title page of the thesis, space shall be provided, in line with the form prepared by the doctoral school, for names of the supervisor, and the members of the Comprehensive Examination Committee, the assessors and the members of the assessment committee, as well as the date of the comprehensive examination and the defence. The attachment shall be completed during the public debate.

(5) The length of the doctoral thesis shall be minimum 8 and maximum 11 authors sheet (320,000 to 440,000 characters with spaces). The candidate may submit a longer thesis, subject to the payment of a

higher doctoral procedural fee proportional with the length. The length of the thesis shall not include the table of contents, bibliography, quotations and any acknowledgment, nor any picture, illustration, drawing or other graphics, nor the résumé in either Hungarian or any foreign language.

(6) The restrictions concerning the length and the formal requirements in paragraph (5) shall not apply, if the PhD student develops and defends the thesis as part of an international mobility programme for studies, under an international agreement between universities. In this case, the regulations of the partner institution shall apply under the international agreement.

(7) The Operational Regulations of the doctoral school may set out further formal requirements concerning the thesis.

5. Preliminary assessment, workshop discussion

Section 52 (1) Releasing for workshop discussion shall be subject to supervisor's written statement of approval and the submission of one paper-bound copy to the doctoral school secretariat. The Operational Regulations of the doctoral school may set out further requirements. The head of the doctoral school shall assess compliance with the requirements, and decide on the organisation of the workshop discussion based on his assessment. The operational regulations of the doctoral school may refer the decision to the competence of the SDHC. The workshop discussion shall not be scheduled within three weeks from the submission of the paper-bound copy of the thesis.

(2) The head of the doctoral school shall appoint two persons with scientific degree and expertise in the topic of the thesis for the preliminary assessment of the thesis and the delivery of a summarized preliminary position about the draft thesis within the time limit specified in their appointment.

(3) Requested by the head of the doctoral school, the head of the competent educational organisational unit shall organise the workshop discussion. The following persons shall be invited to the workshop discussion:

- a) all professors, researchers and PhD students of the faculty,
- b) the core members of the doctoral school
- c) the supervisor (supervisors).

The workshop discussion may be conducted, if at least one of the assessors is present, the other assessor has submitted his position in writing by the specified time limit, and at least 3 of the invited persons present have scientific degree.

(4) A purpose of the workshop is to allow the persons present to reveal the deficiencies of the draft thesis, and make proposals, in order to obtain a final thesis of the highest possible quality.

(5) At the workshop, the position of the preliminary assessors shall be presented to the persons present. If two preliminary assessments deliver negative position, the persons present with scientific degree shall decide by open ballot voting on the delivery of a joint position. If there is one preliminary assessment with positive result, the persons present with scientific degree may request the chairperson of the workshop discussion to hold open ballot voting. Only persons being present throughout the entire workshop discussion may take part in the open ballot voting. In the course of the voting, written opinions may not be taken into account.

(6) In the course of the workshop discussion, it must be verified if the doctoral work:

- presents the chosen topic using modern research methods and in sufficient details
- contains authentic data
- contains scientific results delivered by the applicant
- complies with the formal requirements
- contains any new scientific result

(7) Minutes shall be recorded about the workshop discussion, which shall include the names, scientific degrees and workplaces of the persons present. The minutes shall include the positions formed and opinions presented about the issues listed under paragraph (6), and the decision made in line with paragraph (8). The written preliminary assessments shall be attached to the minutes.

(8) As a result of the workshop discussion, one of the following joint positions shall be delivered:

- a) the draft thesis is suitable for proceeding forward without rework (or with minor changes not affecting the essence of the thesis), and without the need for a repeated workshop discussion,
- b) the draft thesis is suitable for proceeding forward with rework affecting its essence, but without the need for a repeated workshop discussion,
- c) the draft thesis is not suitable for proceeding forward, unless fully reworked and submitted for a repeated workshop discussion.

(9) A repeated workshop discussion shall be held with the same preliminary assessors. The repeated procedure shall be organised taking into account the time limits applicable to the procedure to obtain the PhD degree.

6. Submission of the thesis for public debate

Section 53 (1) Subject to the supervisor's statement of approval, the thesis can be submitted for public debate after the expiry of one month from the workshop discussion under Section 52. The submission shall be attached:

- the doctoral thesis (three bound and six paper-bound copies), out of the bound copies, one shall be given to the faculty library, one to the archives of the doctoral school, and one shall be returned to the candidate at the end of the doctoral procedure,
- thesis summary (15 copies),
- a summary in English language (10 copies),
- an electronic copy of the doctoral thesis, the abstract and the summary in English language,
- the attendance sheet and minutes of the workshop discussion, and
- a statement that the dissertation is the candidate's independent work and the citations from the special literature are clear and complete,
- a statement that no application of the applicant for admission to the doctoral procedure has been rejected, and he/she has not failed a doctoral defence over the past two years

(2) The thesis shall be submitted to the doctoral school secretariat.

7. Publicity of the doctoral thesis

Section 54 (1) The doctoral thesis is publicly available to anyone. The head of the doctoral school shall provide for the public availability, in both electronic and hardcopy formats, and the registration of the doctoral thesis and its abstract. Furthermore, the head of the doctoral school shall provide for the public availability, under an identification number (DOI) in line with the generally accepted international practice, of the electronic copy of the thesis and its abstract in the Hungarian National Scientific Bibliography.

(2) The doctoral thesis and its abstract, as well as the registry of the same shall be made publicly available in electronic form in a separate database on the website of the doctoral school – database of doctoral theses and dissertations – in Hungarian and English, and possibly in other languages, in line with the specific characteristics of the given academic discipline.

(3) One electronic data carrier containing the doctoral thesis, and one printed copy shall be retained catalogued in the library.

(4) For equitable reasons, and upon the candidate's request, public disclosure may be postponed by no more than two years, subject to the decision of the UDHC.

(5) The public disclosure of a doctoral thesis involved in a patent or protection application may be deferred upon request of the person submitting the thesis up to the date of registration of such patent or protection the latest, on grounds of the supportive opinion of the assessment committee and subject to the approval of the Doctoral Council. A doctoral thesis and its abstracts containing qualified data pertaining to national security shall be disclosed publicly ensuing the lapse of the period relating to the qualification due to national security.

8. The assessment procedure and the assessment committee

Section 55 (1) The SDHC shall appoint the members of the assessment committee, based on the proposal of the doctoral school. The proposal shall specify three replacement members (replacement chairman, secretary and assessor). If the candidate's defence proves impossible for any reason, the SDHC shall make a proposal to the UDHC for the termination of the doctoral procedure.

(2) The assessment committee assessing the doctoral thesis shall comprise the chairperson, two official assessors, the secretary and two or three additional members making up at least three but no more than seven members altogether (one persons may not hold, but one function only). The members of the committee shall have scientific degrees, and one assessor and at least one member shall be external professionals having no employment with the University. The chairperson of the committee shall be a professionally competent university professor or professor emeritus. The PhD candidate's supervisor may not be either a member of the committee, or an assessor.

(3) Assessors shall be invited by the head of the doctoral school. Invited assessors may reject the invitation within 15 days without providing reasons. The candidate may raise objection in writing before the SDHC to the composition of the review board within 8 days, setting out that the same may be based on alleged bias or conflict of interest. If the objection is accepted, new members shall be delegated in the committee.

(4) Along with the thesis, the assessors shall also receive the minutes of the workshop discussion drawn up according to Section 52 and all attachments to the same. The assessors shall draw up their assessment within the deadline specified in their invitation , setting out that a written assessment must be completed within no more than two months from the submission of the thesis, in the academic period.

The assessment shall detail the advantages and deficiencies of the thesis, in terms of form and contents, highlighting if the candidate's new, independent scientific results described in the thesis are acceptable. The assessors shall declare if they recommend to accept the thesis and release it for the public debate. The assessment may include questions addressed to the candidate.

(5) Assessments shall be drawn up in three copies for the SDHC.

(6) The release of the thesis for public debate shall require two supporting proposals. In the case of one positive and one negative proposal, the SDHC shall appoint another assessor. In case of two positive votes, the thesis shall be released for public debate within two months of receiving the two supporting opinions, in the academic period.

In case of two negative opinions, the doctoral procedure shall be considered unsuccessful and it shall be terminated. In case of negative result, the procedure to obtain PhD degree shall be terminated. A new procedure (i.e. the submission of a new thesis for public debate) may take place upon expiry of at least two years, and maximum one more time in the same doctoral research topic.

Section 56 (1) The candidate shall receive the written assessments in advance, and he/she shall answer the questions raised in them in writing at least 15 days before the public debate. The dean's office of the faculty, where the Master's training for the discipline of the doctoral school is held shall take measures to enable the members of the assessment committee to review the thesis, the assessments and the answers.

(2) If the assessors or other persons report suspicion of plagiarism, the competent SDHC shall request disciplinary action. If such plagiarism is found well-grounded, the exclusion of the candidate shall be initiated from the procedure to obtain PhD degree.

9. Public debate

Section 57 (1) The doctoral thesis shall be defended before an assessment committee in a public debate. The procedure to obtain PhD degree shall be completed within one year of the submission of the thesis for public debate.

(2) The candidate shall be notified of the time and place of the dispute in writing and in due time. Furthermore, the debate shall be announced one week before its date on the bulletin board or the doctoral school, the website of the University, the website of the Hungarian Doctoral Council and at the location of the debate. The SDHC shall decide if it will be announced in the press. Prior to the public debate, the thesis and the abstract shall be made available electronically on the library server of the University, as well as submitted to the doctoral school secretariat, in order to make it accessible there to anyone interested. For equitable reasons, and upon the candidate's request, public disclosure may be postponed by no more than two years, subject to the decision of the UDHC.

Section 58 (1) The debate shall be chaired by the chairperson of the committee.

(2) At the beginning of the public debate, the chairperson shall check if there is quorum, which shall require the presence of at least four committee members, at least one of whom being an external expert. The debate may be conducted, if at least one of the assessors is present and the other assessor has stated in writing that he/she accepts the answers received to his questions.

(3) In the course of the public debate, the candidate may only present the abstract of his theses in the form of free speech, then he/she shall react to the assessors' opinions communicated in either words or writing, as well as answer the questions raised by the members of the committee, the assessors or others present.

(4) After closure of the debate by the chairperson, the committee shall, in a closed session and by secret voting, decide if the thesis can be accepted by giving 1 to 5 points. To be successful, the candidate must reach at least 60 % of the total points that can be given by all committee members present. The qualification of a successfully defended thesis can be summa cum laude (90.00-100.00 %), cum laude (75.00-89.99 %) or rite (60.00-74.99 %), taking into account the points obtained and the maximum score. Following the voting session, the chairperson shall publicly announce and justify the outcome of the debate. The score of the thesis defended shall be rounded to two decimals. If the result of the score calculation has more than two decimals, the following rule shall be applied to obtain two decimals: if the third digit after the decimal separator is 0, 1, 2, 3 or 4, it shall be rounded down, and if this digit is 5, 6, 7, 8 or 9, it shall be rounded up.

(5) Minutes shall be drawn up on the public debate. The minutes shall be publicly available.

(6) The operational regulations of the doctoral school may derogate from the qualification system referred to under paragraph (4), if the traditions of the given discipline justify so.

(7) In case of unsuccessful defence, a new procedure may be initiated upon expiry of at least two years from such unsuccessful defence, and maximum one more time in the same doctoral research topic.

10. The doctoral degree, qualification of the doctoral degree, contents of the doctoral diploma and the doctoral inauguration

Section 59 (1) Based on the report of the Comprehensive Examination Committee and the assessment committee, and the points given, the SDHC shall deliver a position concerning the award and qualification of the degree. The UDHC shall decide on the award of the PhD degree, issue a diploma indicating the branch of science, as well as the respective discipline, based on the resolution recorded in the official register, and notify the Educational Authority of these.

(2) The procedure to obtain PhD degree shall be deemed to have been successfully completed, when the candidate has passed his doctoral comprehensive examination and successfully defended his doctoral thesis.

(3) The qualification of the PhD degree shall be determined based on the simple average of the results of the comprehensive examination and the public debate expressed in percentages. The qualification of the degree can be summa cum laude (90.00-100.00 %), cum laude (75.00-89.99 %) or rite (60.00-74.99 %). The simple average of the results of the comprehensive examination and the public debate expressed in percentages shall be rounded to two decimals. If the result of the score calculation has more than two decimals, the following rule shall be applied to obtain two decimals: if the third digit after the decimal separator is 0, 1, 2, 3 or 4, it shall be rounded down, and if this digit is 5, 6, 7, 8 or 9, it shall be rounded up.

(4) The operational regulations of the doctoral school may derogate from the qualification system referred to under paragraph (3), if the traditions of the given discipline justify so.

Section 60 (1) The doctoral diploma shall indicate the name and seal of Károli Gáspár University of the Reformed Church in Hungary, the owner's identifiable name, and place and date of birth, the qualification of the doctoral degree, the branch of science and the discipline, in which the PhD degree has been awarded, and the place, day, month and year of awarding the degree. The diploma shall be signed by the rector and the chairperson of the University Doctoral and Habilitation Committee (Annex 3).

(2) The University shall issue the diploma in Hungarian and Latin languages. Upon request and against a procedural fee, the diploma can be issued in other languages.

(3) The doctoral school maintains a register of doctoral diplomas issued. The data entered in the official register for degrees awarded shall be sent to the Rector's Office within 30 days, where a central registry is maintained on the diplomas issued. The registry is free to access by anyone, and electronic accessibility is also ensured.

(4) The cost of issuing the diploma shall be entered in the NEPTUN Academic System by the registrar's department, and the PhD candidate shall pay it in line with the regulation on the support available to the students, and the fees and compensation to be paid by them (KRE OOR III. 2.).

Section 61 Persons obtaining doctoral degrees shall receive their diplomas as part of a public doctoral inauguration ceremony. The ceremony shall take place within 6 months from the successful defence. As part of the doctoral inauguration, the candidates shall take an oath. Annex 2 contains the text of the oath.

Section 62 Upon request of the person obtaining the degree, the University shall issue a certificate of the results of the comprehensive doctoral examination and the public debate, and the decision of the University Doctoral and Habilitation Committee, which shall be signed by the chairperson of the University Doctoral and Habilitation Committee.

Section 63 (1) After the end (closure) of the procedure, the documentation of the procedure shall be deposited in the archives of the faculty. Materials that have not been printed out and published may not be scraped. The head of the doctoral school shall take measures for the return of the printed and published documentation of the procedure, and the depositing of the copies of the thesis at the libraries of the faculty.

(2) The head of the doctoral school shall submit a report to the Educational Authority within 15 days of either the award of the degree or the closure of the unsuccessful procedure on the persons awarded the PhD degree or rejected, and measures shall be taken for the uploading of the necessary documents to the website www.doktori.hu. A copy of the report shall also be sent to the rector for the purposes of the University registry of doctors.

11. Earning PhD degree with distinction

Section 64 (1) Subject to the prior consent of the Hungarian President and observing the provisions of the effective Ministerial Decree, the rector of the University shall award doctoral titles with a distinction of “Promotio sub auspiciis praesidentis Rei Publicae” to individuals whose performance was exceptionally outstanding during secondary school, higher education and the doctoral training, provided that he/she has also demonstrated outstanding performance during the procedure to obtain PhD degree. The condition and procedure of awarding PhD degree with distinction are governed by Sections 18 and 19 of the Decree.

(2) Candidates concerned shall initiate the conferment of the PhD degree with distinction in a written proposal submitted to the SDHC. Along with its recommendation, the SDHC shall forward the request to the chairperson of the University Doctoral and Habilitation Committee, which shall present it to the Senate. The Senate shall decide if the request can be supported.

12. Revocation of PhD degrees

Section 65 (1) Throughout the doctoral procedure, the University shall follow and apply the principles and recommendations laid down in the Code of Academic Ethics of the HAC concerning plagiarism. Pursuant to the Fundamental Law of Hungary, decisions on the merits shall not be disputed before court or any administrative body.

(2) The PhD degree may be revoked, if the holder of the degree obtained it by presenting the intellectual property of others, partly or fully as his own, or used false or even forged data in his thesis, and thereby misled or kept in error the body or person acting in the matters of the doctoral procedure. The procedure to revoke the PhD degree may be conducted, provided that the holder of the holder of the title is still alive at the time when the procedure is started.

(3) The acts under paragraph (2) shall not lapse, and only the holder of the title shall be held accountable.

(4) A procedure aimed at the revocation of a doctoral degree can be initiated by anyone at the chairperson of the UDHC, provided that he/she can either prove or establish the reasonable likelihood of the situation described in paragraph (2) above, and he/she has a PhD or equivalent academic degree in a discipline related to the topic of the disputed thesis.

(5) The UDHC shall decide on the revocation of a doctoral degree. The revocation procedure shall be

put forward by the chairperson of the UDHC who shall call for a judgment from the SDHC within the relevant branch of science, in order to decide whether the conditions laid down under paragraph (2) actually apply to the holder of the degree. During the PhD degree revocation procedure, experts may be engaged, and the person concerned shall also be heard. If the person concerned fails to appear at the hearing, despite being summoned on multiple occasions, or he/she requests the omission of his hearing from the procedure, the UDHC shall have the right to adopt a decision on the merits without a hearing procedure. If the revocation procedure has been initiated by the original author and the violation of the copyright has been confirmed in a final judgement prior to the launch of the revocation procedure, the UDHC shall not launch an investigation in the matter concerned, but refer to the final judgement as sufficient grounds for the revocation of the degree.

(6) In case an appeal is made against the resolution on the revocation of the degree, the UDHC shall appoint an ad hoc committee comprising core members of the doctoral school. At least 50% of such members shall not have an employment status with the higher institution revoking the degree. Based on the position of the ad hoc committee, the appeal shall be judged by the Senate.

(7) The University shall publicly announce the final resolution of revocation.

(8) If a PhD degree is revoked, the person concerned may not apply for a new procedure to obtain PhD degree for 5 years.

13. Honorary doctor (Doctor Honoris Causa – Dr. h.c.) title honorary doctor and professor (Doctor et Professor Honoris Causa) titles

Section 66 (1) In the disciplines, where it has the right to award a doctoral degree, the University may award the title of honorary doctor (*doctor honoris causa*) and honorary doctor and professor (*doctor et professor honoris causa*) to Hungarian or foreign individuals worthy of such recognition – four persons per year, on an average. The distinctive title may be earned with academic work of international recognition and through activities performed in the interest of the University. The award of the distinction may be initiated by educational organisational units at the SDHC. Based on the proposal of the SDHC, the Faculty Council shall deliver a position. Having regard to the position of the University Doctoral and Habilitation Committee, the Senate shall decide on the award of the title, and it shall issue a diploma in the Latin language.

(2) The honorary doctor or honorary doctor and professor title shall be awarded as part of a ceremony.

14. Nostrification of academic degrees earned abroad

Section 67 (1) The SDHC shall deliver a position concerning the nostrification of an academic degree earned abroad, provided that the requirements attached to the award of the academic degree correspond, or by prescribing certain additional conditions, can be rendered corresponding to the requirements set out herein for obtaining of a PhD degree. In the latter case, the actual conditions must be fulfilled.

(2) The application for the nostrification shall be submitted to the professionally competent SDHC along with the payment of the procedural fee set out in Annex 1. Based on the proposal of the SDHC, the UDHC shall decide on the nostrification by adopting a resolution. The nostrified degree shall have no qualification.

(3) The head of the doctoral school shall provide for the registration of academic degrees, and the reporting of the same to the Educational Authority. All other matters related to nostrification shall be governed by the regulation on the recognition of foreign diplomas and certificates, Annex III.7 to the OOR.

15. Predoctoral jobs

Section 68 (1) For PhD candidates awarded the university-leaving certificate as part of the organised training who have applied for the procedure to obtain PhD degree, the faculties of the University may offer a given number of predoctoral jobs every year on account of their revenues from the doctoral training. The purpose of predoctoral jobs is to assist the PhD student with the development of his thesis within a year after the organised training.

(2) The pre-doctoral jobs may be filled under a contract of services concluded for a fixed period of no more than 12 months. The student taking up the job shall not have a student status. The net contract fee shall be equal to the amount of the current doctoral scholarship.

(3) During the term of the contract of services, the individual employed in the predoctoral job may not have any income from a full-time job.

(4) Other conditions of filling and applying for pre-doctoral jobs shall be determined by the operational regulations of the individual doctoral schools.

VI. Quality assurance principles and methods applicable to the doctoral training and the procedure to obtain PhD degree

Section 69 (1) The quality assurance principles and methods applicable to the doctoral training and the procedure to obtain PhD degree shall be developed by the UDHC.

(2) The quality assurance system applicable to the doctoral training is built on the ENQA ESG model, taking into account the relevant recommendation of the HAC. The quality assurance system applicable to the doctoral training forms part of the quality assurance system of the University.

Section 70 (1) The chairperson of the UDHC shall assume liability for the quality assurance of the doctoral training and the procedure to obtain PhD degree. The head of the quality assurance system applicable to the doctoral training and the procedure to obtain PhD degree shall be the quality assurance manager of the doctoral training.

(2) The quality assurance system of the doctoral school is part of the quality assurance system applicable to the doctoral training and the procedure to obtain PhD degree. The head of the doctoral school is responsible for the quality assurance of the doctoral school. The quality assurance manager of the doctoral school is the manager of the quality assurance system of the doctoral school.

(3) The purpose of the quality assurance system applicable to the doctoral training and the procedure to obtain PhD degree is to implement the quality policy. The chairperson of the UDHC shall publish and annually revise the quality policy applicable to the doctoral training and the procedure to obtain PhD degree. The quality policy applicable to the doctoral training and the procedure to obtain PhD degree is designed to guarantee the implementation of and commitment to the culture highlighting the importance of quality and quality assurance.

(4) If needed, the head of the doctoral school may promote independent quality policies for the individual doctoral schools.

(5) To ensure the continuous improvement of quality, the UDHC shall develop and implement a strategy.

Section 71 (1) An essential part of the quality assurance system applicable to the doctoral training comprises the process oriented regulation of the launch, follow-up and assessment of doctoral training programmes.

(2) The quality assurance system applicable to the doctoral training and the procedure to obtain PhD degree is designed to ensure the proper planning, regular follow-up and periodical review of training programmes, thereby ensuring their relevance and validity at all times.

Section 72 (1) PhD students' performance is assessed against previously announced, proper and consistently, uniformly applied criteria, rules and procedures.

(2) The assessment of PhD students' performance is carried out by teachers who are aware of the importance of evaluation in the students' progress. This is essential for the PhD student to obtain the knowledge and skills, which are required to reach the desired doctoral qualification.

Section 73 (1) To promote the quality assurance applicable to the doctoral training and the procedure to obtain PhD degree, the University shall adopt proper rules of procedure for ensuring the quality and competence of lecturers.

(2) The University shall offer opportunities to teacher for improving their teaching skills, and encourage them to use such opportunities.

Section 74 (1) The UDHC shall take measures to ensure that resources available for the support of the PhD students' academic activities (from physical resources, such as libraries, IT assets to human resources, such as tutors, consultants) shall be satisfactory and suitable in all programmes offered.

(2) The UDHC shall regularly monitor, review, and continuously improve the quality of services designed to support the studies.

Section 75 (1) The UDHC shall take measures for systematic collection, analysis and use of information required for the regulation of the doctoral training and the procedure to obtain PhD degree.

(2) The information system required for the regulation of the doctoral training and the procedure to obtain PhD degree includes, in particular, data related to the PhD students' progress and performance, the demand for them on the labour market, their satisfaction with the training programs, the teachers' performance (efficiency), the available study resources and associated costs, and certain key performance indicators.

(3) The UDHC shall provide for the publicity of the doctoral training and the procedure to obtain PhD degree. For this purpose, it shall take measures for the regular publication of up-to-date and objective quantity and quality related data and information about the training programmes.

(4) Information on the doctoral training and the procedure to obtain PhD degree shall be accurate, unbiased, objective and easy to access, and it shall confirm that the doctoral training and the procedure to obtain PhD degree comply with the requirements related to independence and objectivity.

Section 76 (1) Doctoral schools shall review and assess their work on the yearly basis in terms of quality. The report produced shall form part of the annual quality report of the institution.

(2) All other quality assurance related provisions applicable to the doctoral training are included in the Quality Assurance Policy of the University (OOR, Annex I.1) and the operational regulations of the doctoral schools.

VII. Cooperation between the University and other institutions

Section 77 (1) As regards the doctoral training and the procedure to obtain PhD degree, the University may take part in the following forms of cooperation:

- a) general cooperation with domestic and foreign organisations;
- b) cooperation between the University and a Hungarian higher educational institution;
- c) cooperation between the University and a foreign higher educational institution;
- d) cooperation with another research institute covering the doctoral training and research, setting out that PhD degrees shall be awarded and issued by KRE in all cases.

(2) The University may establish a doctoral school jointly with another Hungarian higher educational institution, provided that the two institutions individually meet the conditions of establishment in any discipline accredited at KRE. A joint PhD diploma shall be signed by the rectors and the chairpersons of the doctoral councils of both universities.

(3) Based on a written agreement, the University may establish a joint doctoral school with foreign university and award the PhD degree jointly (*Joint Degree*), provided that, similarly to KRE, the foreign institution also has the right to independently award PhD degrees in its own country. Jointly issued PhD diplomas shall be signed by both institutions according to their own rules of procedure.

(4) For the forms of cooperation specified under paragraphs (2) and (3), the application for joint training to be submitted to HAC shall be attached a detailed written agreement to this effect.

(5) Cooperation agreements with other institutions shall be generally concluded at university level. Subject to the rector's approval, a faculty may also conclude agreements in its own area of operation (e.g. for sectoral doctoral training), concerning certain special areas even, provided that there is a valid general agreement between the two institutions in place.

(6) Doctoral schools may liaise with doctoral schools of other universities and persons involved in the doctoral training at foreign educational institutions without any cooperation agreement, in connection with doctoral trainings and the procedure to obtain PhD degree.

(7) In their own academic fields, the academic programmes of doctoral schools may individually liaise with other organisations of the University, as well as organisations outside the University too.

VIII. Derogations applicable to persons establishing student status after 01 September 2016 and persons participating in an individual preparation programme

Section 78 For the purposes of these Regulations and the Habilitation Procedure of KRE:

1. **Doctoral training:** The doctoral programme shall consist of training, research and reporting activities comprising research, or research and dissertation phases, which shall be adjusted to the unique character of the scientific discipline and needs of the candidate tutored individually or in a group. During the doctoral training, at the end of the fourth semester, and as the closure of the training and research phase of the training, and as a precondition of the start of the research and dissertation phase, a complex examination must be taken, which is designed to measure and assess the study and research progress. The PhD course is also a part of the education programme, which prepares candidates for obtaining a PhD during the PhD programme taken after completing the Master programme. At least two hundred and forty credits must be obtained in the doctoral

programmes. Unless provided otherwise by law, the duration of the training shall be eight years.

2. **Doctoral thesis:** a piece of writing, creation or work whereby its author, the PhD student demonstrates that he is apt to perform an independent research assignment appropriate to the degree requirements.
3. **Complex examination:** During the doctoral training, at the end of the fourth semester, and as the closure of the training and research phase of the training, and as a precondition of the start of the research and dissertation phase, a complex examination must be taken, which is designed to measure and assess the study and research progress. During the doctoral training, and after the complex examination, the student takes part in the procedure to obtain PhD degree by passing the research and dissertation phase designed to obtain the PhD degree. The doctoral training may be joined by persons preparing for the degree individually, provided that they have fulfilled the requirements of admission and the doctoral training. The student status shall be established, in this case, as of the application for the complex examination and the acceptance of such application.
4. **Pre-degree certificate:** The higher education institution shall issue a pre-degree certificate to PhD students that have obtained the credits prescribed for the doctoral training.

Section 79 (1) Section 32 (1) of these Regulations shall apply, subject to the derogation, whereby the financing period of a student participating in the doctoral training may not exceed eight semesters.

(2) At least two hundred and forty credits must be obtained during the doctoral training.

(3) In addition to Section 32 (3) hereof, the PhD student status shall terminate:

- a) if the PhD student does not pass the complex examination, on the day when he fails to meet his obligation or the examination,
- b) upon obtaining the pre-degree certificate in the doctoral training,
- c) at the end of the eighth semester, in which the student registered.

(4) Section 35 (2) hereof shall apply, subject to the derogation whereby a PhD student shall also be dismissed, if he fails to earn, during the first two years of the training, at least 50 % of the credits required for the whole training term.

Section 80 Sections 32 and 41 hereof shall apply, subject to the derogation whereby, for persons preparing individually, the procedure to obtain PhD degree shall start based on their request, upon their application to the complex examination, and the acceptance of such application. The complex examination after admission shall belong to the first semester of the research and dissertation phase.

Section 81 By way of derogation from Section 42 (3) hereof, the PhD student must submit a doctoral phases complying with the provisions of the Doctoral Regulations in three years after the complex examination. In cases requiring special consideration, as laid down in Section 45 (2) of the NHEA, this time limit may be extended by one year, at a maximum, in line with the provisions of the Doctoral Regulations.

Section 82 (1) Sections 46 to 49 hereof shall be replaced by the following provisions:

a) In line with Section 72 (5) of the NHEA, the complex examination shall be organised observing the principles determined by the National Doctoral Council. The requirements related to the complex examination shall be published at the announcement of the doctoral programme, in line with the operational regulation of the doctoral school.

b) The complex examination shall be taken publicly, before a committee. The committee shall comprise at least three members. Except for purely doctoral schools conducting purely theological trainings, at least one third of the committee members shall have no employment relationship with the

institution operating the doctoral school. The chairperson of the committee must be a university professor, habilitated associate professor, habilitated college professor, Professor Emeritus, or a teacher or researcher holding the title of "Doctor of the Hungarian Academy of Sciences". All members of the committee shall hold scientific degrees. The supervisor of the PhD student examined may not be a member of the committee.

c) The complex examination shall consist of two parts:

- a theoretical part, in the course whereof the PhD student shall demonstrate his knowledge, and current theoretical and methodological skills concerning the special literature of the given branch of science or arts, and
- an introduction of his progress in science or arts.

d) The PhD student may take again a failed complex examination once, during the same examination period.

e) Minutes shall be drawn up on the complex examination. The results of the examination shall be announced on the day of the last examination phase. The complex examination shall be evaluated in two grades: the rating shall be either "pass" or "fail".

Section 83 It shall be a prerequisite for the submission of the doctoral thesis to obtain the pre-degree certificate.

CLAUSE

The wording of these consolidated regulations were accepted along with the amendments hereof by the Senate on 13 October 2016. Amendments shall enter into force on 14 October 2016, and they shall apply to PhD students and persons preparing individually, who start their studies as of school year 2016/2017.

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