

**THE DOCTORAL REGULATIONS
OF
EÖTVÖS LORÁND UNIVERSITY**



2013.¹

¹ Adopted by Senate Resolution CCXLVIII/2013. (VII. 1.), set forth in a single structure including Senate Resolutions CCLXXV/2013. (IX. 23.) and CCLXXV/2013. (IX. 23.) on the amendments of the Doctoral Regulations.

Table of Contents

GENERAL PROVISIONS	4
SCOPE OF THE UNIVERSITY DOCTORAL REGULATIONS	4
ORGANISATIONAL FRAMEWORK OF THE DOCTORAL DEGREE AND PROGRAMMES	5
BRANCHES OF SCIENCE AND ACADEMIC DISCIPLINES	5
OF THE DOCTORAL PROGRAMMES	5
DOCTORAL COUNCILS	5
University Doctoral Council	5
Disciplinary Doctoral Councils	9
THE DOCTORAL SCHOOL	11
The Head of the Doctoral School	15
Council of the Doctoral School	16
The Teaching Staff of the Doctoral School	16
The Doctoral Programme	17
DOCTORAL STUDENT UNION	18
QUALITY ASSURANCE	18
THE DOCTORAL PROGRAMMES.....	19
AIM AND REGULATION OF THE DOCTORAL PROGRAMMES	19
FORMS OF DOCTORAL PROGRAMMES.....	19
APPLICATION AND ADMISSION	19
STUDENT STATUS.....	23
Establishment of Student Status: Enrolment or Transfer	23
Registration, Subscription to Courses	24
Interruption of Studies.....	24
Reassignment	25
Individual Training Programme	25
Termination of Student Status	26
ACADEMIC REQUIREMENTS	27
The Doctoral Topic. The Study Scheme	27
Attendance.....	28
Checking the Fulfilment of Academic Requirements	29
The Credit System.....	29
Changing the Topic of the Thesis.....	31

STUDENT EMPLOYMENT	31
JOINT DOCTORAL PROGRAMMES WITH OTHER UNIVERSITIES.....	33
Joint Doctoral Programme with a University Abroad.....	33
Joint Doctoral Programme of Individual Students (Co-tutelle).....	33
Studies in Visiting Student Status	34
Study Programmes Abroad	35
Recognition of Previous Achievements	35
Completion of Studies	35
THE CONDITIONS OF OBTAINING A DOCTORAL DEGREE	37
THE PROCEDURE FOR OBTAINING A DOCTORAL DEGREE.....	38
INITIATION OF THE PROCEDURE.....	39
DOCTORAL CANDIDATE STATUS.....	42
THE DOCTORAL COMPREHENSIVE EXAMINATION.....	42
SUBMISSION OF THE DOCTORAL THESIS.....	43
THE PUBLIC DISPUTATION.....	44
DECISION ON THE AWARD OF THE DOCTORAL DEGREE	47
THE REVOCATION OF THE DOCTORAL DEGREE.....	47
REMEDIES IN THE DOCTORAL PROCEDURE.....	48
THE PUBLICITY OF THE ABSTRACTS AND THE DOCTORAL THESIS	48
THE DOCTORAL DEGREE AND CONFERMENT	49
THE CONFERMENT OF DOCTOR WITH HONOURS.....	50
RESPECTIVE REGISTERS OF DOCTORAL CANDIDATES AND DOCTORS	51
SPONSORING OF STUDENTS PARTICIPATING IN DOCTORAL TRAINING AND THE	
FEES PAYABLE BY THEM	52
NOSTRIFICATION OF ACADEMIC DEGREES OBTAINED ABROAD	54
FEES PAYABLE BY STUDENTS DURING THE DOCTORAL PROCEDURE, AND DUE	
REMUNERATION OF THOSE CONDUCTING SUCH PROCEDURE.....	56
APPROPRIATION OF STATE FUNDS AND OTHER INCOMES OF THE DOCTORAL	
PROGRAMME	56
THE 'DOCTOR HONORIS CAUSA' AND THE 'DOCTOR ET PROFESSOR HONORIS	
CAUSA' TITLES	57
MISCELLANEOUS PROVISIONS	58

The Senate of Eötvös Loránd University (hereinafter: University) in compliance with

- **Act CCIV of 2011 on National Higher Education (hereinafter: NHEA)**
- **Government Decree 387/2012 (XII.19.) on doctoral schools, doctoral procedure, and habilitation (hereinafter: GD.)**
- **Act C of 2001 on the recognition of foreign certificates and degrees (hereinafter: RA)**
and
- **Government Decree 423/2012 (XII.29) on higher education admission procedure (hereinafter: FelviR.)**
- **Government Decree 51/2007 (III.26) on grants and benefits as well as payable fees and contributions of students in higher education**

as well as in consideration of rules and principles pertaining to the European Higher Education Area and the European Research Area hereby sets forth the rules and regulations on doctoral programmes and on the obtaining of a doctoral degree as follows:

GENERAL PROVISIONS

NHEA Section 2 (3) The main educational activities of tertiary institutions shall include: higher vocational training, undergraduate, postgraduate, doctoral programmes and postgraduate specialist training. Activities falling under the scope of the main educational activities - unless this Act provides otherwise - shall solely be pursued by tertiary institutions.

Section 3 (1) The interdependent training cycles of tertiary education providing university or college qualification are as follows:

- a) the undergraduate programme,**
- b) the postgraduate programme,**
- c) the doctoral programme.**

NHEA Section 12 (3) The Senate

- e) shall adopt the institution's**
- eb) bylaws, doctoral regulations,**

SCOPE OF THE UNIVERSITY DOCTORAL REGULATIONS

Section 1

(1) The scope of the university doctoral regulations (hereinafter: Regulations) shall extend to:

- a) doctoral programmes,
- b) the doctoral procedure for obtaining a doctoral degree (PhD) (hereinafter: doctoral procedure) and the awarding of the doctoral degree (PhD),
- c) students participating in a doctoral programme,
- d) lecturers and researchers participating in a doctoral programme,
- e) those assisting in a doctoral programme,
- f) doctoral candidates participating in a doctoral procedure and those participating in such procedure,
- g) the nostrification of academic degrees obtained abroad,
- h) conferring the title of Doctor with Honours,
- i) conferring the title 'Honorary Doctor',
- j) conferring the title 'Honorary Doctor and Professor'.

(2) Under these Regulations the issues specified herein shall be provided by the doctoral regulations of the respective faculty, as well as the bylaws of the doctoral schools attached hereto.

ORGANISATIONAL FRAMEWORK OF THE DOCTORAL DEGREE AND PROGRAMMES

NHEA Section 16 (1) The doctoral training which prepares for the award of the doctoral degree following the Master's degree is part of the programme. ...

(2) That particular higher education institution may become eligible to offer a doctoral programme which already operates a Master's programme in the related branch of science.

(3) The higher education institution shall be authorised to provide doctoral programmes and confer doctoral degrees in the given branch of science, or more specifically in disciplines or fields of art, for which it has been granted the operating licence. The higher education institution can earn the right to provide a PhD training preparing students for a scientific degree, or a DLA training leading to a 'Doctor of Liberal Arts' degree in art education (hereinafter 'doctoral programme'), and to confer such degrees.

(4) The scientific degree certified by the diploma awarded for the completion of the doctoral programme is 'Doctor of Philosophy' (abbreviation: PhD), or in art education 'Doctor of Liberal Arts' (abbreviation: DLA). The diploma shall be signed by the Rector and the Chair of the doctoral council.

BRANCHES OF SCIENCE AND ACADEMIC DISCIPLINES OF THE DOCTORAL PROGRAMMES

Section 2

Doctoral programmes and degrees which may be obtained at Eötvös Loránd University are set out in Annex 1 hereof.

DOCTORAL COUNCILS

NHEA Section 16 (5) The doctoral council of the higher education institution shall have the right to organise doctoral programmes and award a doctoral degree (hereinafter 'doctoral procedure'). The doctoral council of the institution may set up doctoral councils by branches of science as per academic disciplines or branches of art as specified in the doctoral regulations of the higher education institution. All members of the doctoral council – except for PhD / DLA students - shall hold a scientific degree.

GD Section 9 (1) The Senate shall decide on the establishment of the doctoral council pursuant to NHEA Section 16 (5). Upon selection of the members of the doctoral council – purely theological doctoral programmes excluded - one third of them or at least two members shall not be in employment with the higher education institution operating the doctoral school. A Professor Emeritus of the institution shall be deemed as having employment status in the meaning of this subsection. Solely those persons may be selected as members with voting rights for the doctoral council - except for doctoral students - who meet the criteria pertaining to core members. Upon selection of the members of the doctoral council a proportionate representation of academic disciplines shall be taken into consideration, in which disciplines the higher education institution is eligible to award doctoral degrees. It is deemed to be a quorum if the majority of voting members is present.

University Doctoral Council

Section 3

The members of the University Doctoral Council:

- a) the Chair of the University Doctoral Council
- b) 1 person on behalf of the doctoral schools of the Faculty of Law, 1 person on behalf of the doctoral schools of the Faculty of Humanities, 1 person on behalf of the doctoral school of the Faculty of Informatics, 1 person on behalf of the doctoral schools of the Faculty of Pedagogy and Psychology, 1 person on behalf of the doctoral school of the

Faculty of Social Sciences, 1 person on behalf of the doctoral schools of the Faculty of Natural Sciences

- c) on the grounds of the proposal of the Rector three members on behalf of the Hungarian Academy of Sciences and its institutes who do not have public servant status at the University, one of them representing the field of Humanities, one the field of Social Sciences and one the field of Natural Sciences,
 - d) one member appointed by the doctoral students, and
 - e) the Deputy Rector in charge of academic affairs having right of consultation if such Deputy Rector is not Chair or is not member of the University Doctoral Council.
- (2) The Chair of the University Doctoral Council is elected by the Senate on the recommendation of the Rector.
- (3) The disciplinary doctoral councils shall make a proposal – with the consent of the faculty councils concerned - on the members of the University Doctoral Council representing the doctoral schools. The Doctoral Student Union of the University is entitled to nominate the representative of the doctoral students from among its members having active student status in a doctoral programme. The members shall be elected by the Senate and their mandate issued by the Rector.
- (4) The Senate shall elect alternate members having voting rights – on the grounds of the recommendation of the body entitled to nominate - in order to substitute members representing the doctoral schools.
- (5) The members having voting rights and the alternate members of the University Doctoral Council – except for the member representing the students – may be full or corresponding members, doctors of HAS² and/or university professors who meet the requirements pertaining to core members of doctoral schools.

Section 4

- (1) The mandate of University Doctoral Council members shall cease on 31 December subsequent to the expiry of the mandate of the Senate which elected them.
- (2) The mandate of a University Doctoral Council member shall cease upon:
 - a) expiry of the mandate of the University Doctoral Council
 - b) resignation
 - c) recall
 - d) termination of student status in case of the doctoral student representative
 - e) death of the member
- (3) In the event of the cases specified in subsection (2) b)-e) above the Senate having regard to the recommendation of the body/member entitled to nominate shall appoint a new member within 60 days – in the event that the Senate does not hold a meeting within such period, appointment shall be made at the next meeting following the date of expiry.
- (4) Those entitled to nominate shall make a recommendation for the members of the University Doctoral Council within 60 days prior to the expiry of the University Doctoral Council's mandate.

Section 5

- (1) The University Doctoral Council and the body/person entitled to nominate shall be entitled to recall the member of the University Doctoral Council.

² Hungarian Academy of Sciences (HAS)

- (2) The recall of the member of the University Doctoral Council may be initiated in the event of
- a) permanent unavailability of the member;
 - b) the regular absence of the member from the meetings of the University Doctoral Council;
 - c) a binding criminal sentence or disciplinary decision against the member;
 - d) the member becoming unworthy of his/her membership for any reason whatsoever.
- (3) It shall qualify as regular absence if a member cannot be expected to fulfil his/her duties in the University Doctoral Council for the whole period of an academic year, and cannot be present at the meetings.
- (4) Recall due to regular absence may be initiated if a member did not attend at least once the University Doctoral Council meetings during an academic year.
- (5) The Senate shall decide on the recall at its ensuing session.

GD Section 9 (2) The doctoral council

- a) shall express an opinion on the proposals to establish a new doctoral school;*
- b) shall provide the Senate with a regular assessment of the doctoral training and the process of acquiring the degree at the university;*
- c) shall initiate the dissolution of the doctoral school if it is justified;*
- d) may establish subject to NHEA Section 16 (5) as per branches of science – in academic disciplines or fields of art as determined in the doctoral regulations of the higher education institution – disciplinary or arts doctoral councils (hereinafter: disciplinary doctoral council) in compliance with subsection (1) as to its constitution and staff requirements;*
- e) shall decide on the launching of the doctoral procedure, on the recognition of credits, on the subjects of the doctoral comprehension examination, on the conferring of doctoral awards defined under NHEA Section 16 (4), on their nostrification and revocation, which powers – except for the awarding of degrees, their nostrification and revocation – may be assigned to the disciplinary doctoral council;*
- f) shall appoint the members of the Admission Committee, the Committee of Assessors and the official opponents in accordance with the doctoral regulations and on the recommendation of the doctoral schools, shall establish the Comprehensive Examination Board, approve the supervisors and teaching staff of the doctoral school, which powers may be assigned to the disciplinary doctoral council;*
- g) shall specify the acceptable languages which may be selected as first language (first foreign language examination) in respect of the foreign language requirements of the doctoral degree, which power may be assigned to the disciplinary doctoral council;*
- h) shall decide on the request of doctoral candidates of holding a closed defence based on the opinion of the Committee of Assessors, which power may be assigned to the disciplinary doctoral council;*
- i) shall provide the Senate with an opinion on the proposals to the Rector for the award of titles of Honorary Doctor, Honorary Doctor and Professor and on the dissolution of a doctoral school;*
- j) shall elect the executives of the doctoral school of the higher education institution, appoint or dismiss members of the doctoral school.*

Section 6

The duties of the University Doctoral Council shall be:

- a.) deciding on the award, qualification and revocation of the doctoral degree on the recommendation of the disciplinary doctoral councils,
- b.) providing an opinion on the recommendations made on the award of the title of Doctor with Honours and referring them to the Rector,
- c.) deciding on the nostrification of the academic degrees obtained abroad on the suggestion of the disciplinary doctoral councils,
- d.) safeguarding that the high and uniform professional and academic standard testified by the doctoral degree is preserved,
- e.) supervising the lawful operation of the disciplinary doctoral councils,

- f.) making prior arrangements on launching new doctoral schools with the initiating core members and the disciplinary doctoral councils,
- g.) providing an opinion on the application presented by the respective disciplinary doctoral council on the establishment of the doctoral school,
- h.) submitting the training scheme of the doctoral programme to the Senate for approval,
- i.) approving the bylaws of the doctoral schools,
- j.) electing the Head of the relevant doctoral school from its core members having university professor status with the majority support of core members and consulting with the disciplinary doctoral council, and by indicating the term of office making a proposal for such appointment to the Rector,
- k.) approving the members of the council of doctoral schools,
- l.) providing an opinion on the draft version of the faculty doctoral regulations,
- m.) deciding on subsidized places within the scope provided by the Hungarian state to the University and allocating them among the various branches of science based on principles accepted by prior majority vote,
- n.) suggesting the Rector, and the Senate on agreements with foreign universities relating to doctoral programmes,
- o.) discussing the reports of the disciplinary doctoral councils,
- p.) making proposals to the Senate on providing funds for the operational costs of the doctoral programmes
- q.) preparing reports for the Senate as part of the university report on the appropriation of funds granted to doctoral programmes,
- r.) developing guiding principles and methods for quality assurance of the doctoral programmes and PhD degree by taking into account the opinion of the disciplinary doctoral councils,
- s.) preparing an annual assessment on the quality of the operation of doctoral schools,
- t.) making a proposal for the suspension or dissolution of the doctoral school and of the doctoral programme in case it is deemed necessary,
- u.) providing an opinion for the Senate on the submission of the conferment of the title of Honorary Doctor, as well as Honorary Doctor and Professor to the Rector.

Section 7

- (1) The University Doctoral Council shall, at its first meeting of each academic year, elect a Deputy Chair from among its members employed by the University. The Deputy Chair shall replace the Chair in the event of his being prevented from attending to his duties.
- (2) The University Doctoral Council shall hold its meetings at least four times an academic year or as necessary.
- (3) The Chair shall convene the meetings of the University Doctoral Council by forwarding a copy of the agenda to the members at least 8 days prior to the meeting.
- (4) The members shall attend the meetings of the University Doctoral Council having voting rights.
- (5) The following may have the right of consultation at the meetings of the University Doctoral Council:
 - a) the Chairman of the disciplinary doctoral council (if not a member of the body),
 - b) those invited to the meeting by the Chair of the University Doctoral Council.

- (6) The University Doctoral Council shall have a quorum if more than half of its members and the Chair or the Deputy Chair are present.
- (7) The University Doctoral Council shall pass resolutions by majority vote. Personal issues shall be decided by secret vote.
- (8) Meetings of the University Doctoral Council are not public. Memoranda of the meetings of the University Doctoral Council shall be drawn up, which shall contain the resolutions passed and the most important contributions made to the discussion. Such memoranda shall be published on the website of the University.
- (9) The resolutions of the University Doctoral Council shall be recorded in writing and shall be forwarded to those concerned.
- (10) Secretarial tasks of the University Doctoral Council shall be performed by the Directorate of Education of the Rector's Office.

Section 8

- (1) The University Doctoral Council may delegate the scope of its duties and authority defined in subsections e)-f) of Section 6 and as per paragraph m) the re-allocation of state-subsidized places not yet fulfilled following admission decisions to the Chair of the University Doctoral Council.
- (2) Under such delegated authority, the Chair of the University Doctoral Council shall act after hearing the representatives concerned of the disciplinary doctoral councils of the University Doctoral Council.

Disciplinary Doctoral Councils

NHEA Section 108 (46) *branches of science: Humanities, Theology, Agricultural Sciences, Engineering, Medical and Health Sciences, Social Sciences, Natural Sciences and the Arts, which are divided into academic disciplines;*

Section 9

- (1) The University Doctoral Council in order to exercise certain powers shall establish by branches of science the following doctoral councils further diverging into academic disciplines, or by consolidating particular disciplines (hereinafter: disciplinary doctoral council):
 - a) Doctoral Council of Law and Political Science: for the management of the doctoral schools of the following disciplines: Law and Political Sciences,
 - b) Doctoral Council of Humanities: for the management of the doctoral schools of the following disciplines: History, Literary and Cultural Studies, Linguistics, Philosophy, Art and Cultural History,
 - c) Doctoral Council of Information Technology: for the management of the doctoral school of the following discipline: Information Science and Technology,
 - d) Doctoral Council of Pedagogy and Psychology: for the management of the doctoral schools of the following disciplines: Educational Sciences and Psychology,
 - e) Doctoral Council of Sociology: for the management of the doctoral school of the following discipline: Sociology,
 - f) Doctoral Council of Natural Sciences: for the management of the doctoral schools of the following disciplines: Mathematics and Calculus Studies, Physics, Chemistry, Geosciences, Biology, Environment Science.

(2) The disciplinary doctoral councils operate on the grounds of the particular doctoral regulations of the faculties annexed to the University Doctoral Regulations as the diverse doctoral schools functioning under the auspices of such councils bear distinct characteristic features.

Section 10

(1) The number of the members of the disciplinary doctoral councils and the rules for nomination shall be defined by faculty doctoral regulations taking into consideration the following:

- a) the representatives of the doctoral schools within the scope of duty and competence of the respective disciplinary doctoral council and those of all disciplines shall be present;
- b) the disciplinary doctoral council shall have at least two external members;
- c) doctoral students shall be represented by a doctoral candidate duly delegated by the Doctoral Student Union as per their bylaws having student status at one of the accredited doctoral schools of the respective Faculty;
- d) all members save doctoral students of the disciplinary doctoral council shall meet the requirements pertaining to core members of doctoral schools.

(2) The members of the disciplinary doctoral council shall be elected by the respective faculty council by secret vote on the proposals of the doctoral schools and the Doctoral Student Union and shall be appointed by the Dean.

Section 11

(1) The scope of duty and competence of the disciplinary doctoral council shall include in particular:

- a) making a recommendation to the University Doctoral Council
 - aa) for awarding, qualifying and revoking doctoral degrees,
 - ab) for the nostrification of academic degrees obtained abroad,
 - ac) for establishing a doctoral school,
 - ad) for the Head of a doctoral school,
 - ae) for concluding an agreement with a foreign university relating to doctoral programmes,
 - af) on the acceptance and amendments of the training scheme of the doctoral programme.
- b) on the proposal of the doctoral school concerned deciding
 - ba) on initiating a procedure for obtaining a doctoral degree,
 - bb) deciding on the scope of subjects of comprehensive examinations – if faculty regulations prescribe to determine them – and on course-units included in the doctoral comprehensive examination and on the composition of the Committee of Assessors,
 - bc) deciding on the opponents of a doctoral thesis and on the composition of the Committee of Assessors,
- c) making proposals for the text and amendments of the faculty doctoral regulations,
- d) approving the core members, teaching staff and supervisors on the recommendations of the council of the doctoral school,

- e) making proposals to the University Doctoral Council on the training scheme of the doctoral programme on the initiation and subject to the preparation of the doctoral school concerned,
- f) making a proposal for the suspension or termination of doctoral programmes. Prior to the proposal – in the event that the suspension or termination of the doctoral programme was not initiated by the doctoral school concerned – such doctoral school shall be consulted,
- g) deciding on the Head of the doctoral programme on the recommendation of the council of the doctoral school,
- h) determining the annual number of students admissible to doctoral schools,
- i) publishing the conditions of participation in a doctoral programme,
- j) appointing the members of the Admission Committee,
- k) deciding on admissions to a doctoral programme,
- l) supervising the operation of the doctoral programme,
- m) based on individual requests on the recommendation of the doctoral school concerned
 - ma) making a proposal to the Rector for the conclusion of a co-tutelle agreement with a foreign university pertaining to a particular student,
 - mb) deciding on the acceptance of the study plan and the recognition of the results of study programmes abroad,
 - mc) deciding on the recognition of studies pursued in another Hungarian higher education institution,
- n) expressing an opinion on the bylaws of the doctoral schools,
- o) expressing an opinion on the use of appropriations for doctoral programmes,
- p) electing members of the council of the doctoral school subject to the proposals of core members of the doctoral school, and presenting its decision for approval to the University Doctoral Council,
- q) formulating an opinion on the Head of the doctoral school,
- r) expressing an opinion on the principles and methods for quality assurance of the doctoral programmes and procedure,
- s) deciding on reclassifying state-funded and fee-paying (tuition fee) forms of education pursuant to the conditions and in the procedure defined by the faculty doctoral regulations complying with NHEA Section 48 (2).

(2) The disciplinary doctoral council shall have competence in making a decision on all issues which faculty doctoral regulations have assigned to it.

THE DOCTORAL SCHOOL

NHEA Section 12 (3)

h) furthermore, the Senate shall decide on

hd) the establishment or dissolution of a doctoral school, and the launch of a doctoral programme,

GD Section 1 (1) A doctoral programme may solely be pursued under the operation of a doctoral school.

(2) Upon the establishment of a doctoral school within the branch of science, the particular academic discipline or field of art shall be indicated in which the doctoral programme 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.

(3) Unless otherwise provided by this Decree, academic discipline shall include field of art, academic degree shall include a degree in art, academic or scientific activity shall include artistic activity as well.

Section 2 (1) The establishment of a doctoral school may be initiated by at least seven 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) it shall constitute of at least three 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, - mainly consisting of university professors conducting research in the respective academic discipline. In case of a doctoral school covering two disciplines (interdisciplinary) it shall constitute of at least eleven core members, 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, - mainly consisting of university professors conducting research in the respective academic discipline.

(3) Core members may be the following:

a) who hold a scientific degree;

b) who pursue continuous and high standard scientific activity in the academic discipline and research field of the doctoral school, which scientific activity – artistic activity excluded – is to be inspected on the basis of the Database of Hungarian Scientific Works (hereinafter MTMT);

c) in case of habilitation based on a work of art, whose creations are noted and recognized on both a national and international level, which is supported by the appreciation of competent international art forums;

d) his/her aptitude to lead doctoral candidates was justified by the fact that acting as supervisor at least one such candidate has been awarded the doctoral degree, furthermore

e) being employed full time on a contractual basis or as public servant at the relevant higher education institution as a lecturer or academic researcher pursuant to Section 26 (3) of Act CCIV of 2011 on national higher education (hereinafter: NHEA) has indicated this higher education institution with regard to state funding.

(4) If conditions under subsection (3)a-d) are met, in order to establish a doctoral school core members may be - with the consent of the doctoral council of the respective higher education institution (hereinafter: doctoral council) - Professor Emeritus, or Professor Emerita (hereinafter collectively: Professor Emeritus) as per NHEA Section 32 (1) in the doctoral school of the higher education institution in which he/she was emeritated. With respect to core members pursuant to Section 2 (1) one Professor Emeritus may be accounted for as a core member, and as for core members pursuant to Section 2 (2) one such member may be accounted for per discipline.

(5) Beside fulfilling conditions under subsection (3)a-d), scientific advisors or research professors - holding the title of 'Doctor of the Hungarian Academy of Sciences' - employed full time on a contractual basis or as public servant at a research institute may qualify as core members in the event that the higher education institution has concluded an agreement with the research institute to this effect. With respect to core members pursuant to Section 2 (1) two such members may be accounted for as a core member at the most, and as for core members pursuant to Section 2 (2) one such member may be accounted for per discipline.

Section 3 The core member shall

a) comply with Section 2 pertaining to at least one training cycle and for the duration of the degree award procedure corresponding to such cycle, and

b) undertake supervisory work in the doctoral school.

Section 4 (1) The Head of the doctoral school shall be elected by the doctoral council from among the university professor core members of the doctoral school on the recommendation of the majority of core members, and appointed by the Rector for a five-year term of office at the most. The appointment may be renewed on several occasions.

(2) The teaching staff of the doctoral school shall consist of lecturers and researchers holding scientific degrees and who - on the recommendation of the Head of the doctoral school – have been found suitable by the doctoral council to pursue lecturing, research and supervisory activities within the doctoral school.

Section 5 (1) The core members shall prepare the documents related to the establishment of the doctoral school which shall contain the following:

a) the classification of the doctoral school as per branch of science, and academic discipline;

b) the list of Master's degree courses on the basis of which the higher education institution complies with the conditions laid down in NHEA Section 16 (2);

c) the designation of the research field of the doctoral school;

d) the designation of the doctoral degree awarded as a result of the doctoral procedure;

e) the names of those nominated as head of the doctoral school, the names of core members, supervisors recommended for the first three ensuing years, further lecturers, names of guest lecturers invited from Hungary or abroad (in case of a doctoral school in art, the artists), researchers, their respective scientific

or artistic biographies, the documentation of the most prominent scientific (in case of a doctoral school in art scientific or artistic) findings or artistic creations of the last five years;

f) the training scheme of the doctoral school;

g) international contacts of the doctoral school which may be expected to be relevant during operation;

h) the quality assurance plan of the doctoral school, and

i) the bylaws of the doctoral school.

(2) The declaration of those concerned shall be attached to the documentation stating that they assume the work and comply with all the conditions pertaining to them prescribed by this Decree.

(3) The cooperation agreements from the part of the higher education institution and relating to the activities of the doctoral school with special regard to the cooperation agreements pursuant to Section 2 (5) shall form an integral part of the constitutional documents of the doctoral school.

(4) The prior consent of the doctoral council shall be necessary so that the person recommended as Head of the doctoral school may submit the application for the establishment of the doctoral school – via the Rector – to the Senate for approval.

Section 6 (1) The Rector of the higher education institution – subsequent to the decision of the Senate on the establishment of the doctoral school – shall lodge a request with the Educational Authority (hereinafter: Authority) as to the registration of such doctoral school.

(2) The following shall be enclosed with the application requesting registration:

a) the documents related to the establishment of the doctoral school;

b) the opinion of the doctoral council;

c) the development strategy of the research field involved in the establishment of the doctoral school of the higher education institution;

d) the doctoral regulations of the higher education institution;

e) a declaration to the effect that the website of the doctoral school shall provide regular information annually on the doctoral programme, admission requirements shall be published yearly thereon as well as by usual means of the higher education institution, and

f) 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 Hungarian Accreditation Committee (hereinafter: HAC) in order to support its expert opinion pursuant to NHEA Section 67 (4) shall examine in particular the fulfilment of requirements as per Section 2 (3) b), the performance of the agreement as per Section 2 (5) and Section 5 (3), as well as the fulfilment of other professional assessment criteria.

Section 7 The Authority shall be promptly notified of any changes pertaining to the registered data of the doctoral school.

Section 8 The doctoral council or on the initiation 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 doctoral council prior to reaching a decision. The Rector subject to the decision of the Senate shall initiate the modification of the registered data of the doctoral school with the Authority. The Authority removes the doctoral school from the register without conducting any evidentiary procedure.

Section 12

(1) The application compiled by core members for the establishment of a new doctoral school shall be verified by the Chair of the University Doctoral Council whether it is in compliance with the prescriptions of **GD** and the assessment aspects of the Hungarian Accreditation Committee.

(2) The application for the establishment of a doctoral school shall be submitted to the disciplinary doctoral council by the person nominated to be Head of the doctoral school from among the founding core members. The disciplinary doctoral council shall invite the Dean of the Faculty to the meeting where the establishment of the new doctoral school shall be discussed.

(3) The disciplinary doctoral council shall express an opinion on the application for the establishment of a doctoral school, and shall formulate it in the form of a written resolution presenting its reasons for such opinion. The application may be submitted to the University Doctoral Council even in the event that the disciplinary doctoral council did not support the establishment.

(4) The application for the establishment of a doctoral school shall only be forwarded to the Rector for approval to the Senate with the support of the University Doctoral Council. In the event that the University Doctoral Council does not support the establishment of such doctoral school, then it shall provide a detailed resolution setting forth the reasons for rejection. In the latter case, the Rector shall decide on submission to the Senate.

(5) The procedure under subsections (1)-(4) shall prevail even if the Head of the doctoral school initiates the amendment of the document as per **GD** Section 5 (1) from among the documents on the establishment of the doctoral school.

Section 13

(1) The University Doctoral Council may propose the dissolution of the doctoral school if there have been considerable changes concerning staff or facilities so that it does no longer meet the statutory requirements for the operation of doctoral schools.

(2) The opinion of the disciplinary doctoral council shall be consulted on the proposal set out in subsection (1). In the event that dissolution is initiated by the Rector, then the opinion of the University Doctoral Council shall be consulted.

(3) The Senate is eligible to decide on the dissolution of the doctoral school.

(4) In the event of the dissolution of the doctoral school the disciplinary doctoral council shall provide students of the dissolved doctoral school with a possibility to further pursue their doctoral studies.

Section 14

(1) Taking into account the University Doctoral Regulations and the faculty doctoral regulations that are annexed thereto, as well as the rules and regulations laid down in the ELTE Bylaws Volume II: System of Student Requirements (hereinafter: SSR) each doctoral school shall draw up its bylaws. The bylaws of the doctoral schools shall be approved by the University Doctoral Council on the grounds of the opinion of the disciplinary doctoral council.

(2) If not covered by the faculty doctoral regulations, the following shall specifically be defined in the bylaws of the doctoral school:

- a) name and registered office of the doctoral school,
- b) administration of the doctoral school,
- c) issues falling within the competence of the council of the doctoral school,
- d) issues falling within the competence of the Head of the doctoral school,
- e) conditions of application and admission to the doctoral school,
- f) rules related to the admission procedure defined by the doctoral school,
- g) rules related to changing the topic of the thesis and the supervisor within the doctoral school,
- h) modes of taking up and scheduling course-units
- i) rules related to attendance, and to (practical) research activities amounting to lessons and their recognition,
- j) the ways of fulfilling the academic requirements set by the doctoral school and their electronic administration,
- k) any other administrative requirements for students pertaining to the doctoral programme,
- l) rules related to the recognition of course-units,
- m) the minimum amount of credits to be obtained by students over specified periods of study,

- n) the maximum rate of credit values of course-units completed in a different higher education institution and course-units recognized by the institution in a credit transfer procedure, necessary for the *absolutorium*³,
- o) the method of applying the regulations defined in paragraph n) to students continuing their studies after having been dismissed for academic reasons and then readmitted through an admission procedure,
- p) method of applying for examinations and of withdrawing applications,
- q) the number of times students may retake unsuccessful examinations within one examination period, the options for taking up a given course-unit again during studies, as well as the rules stipulating the number of times an exam may be taken in one course-unit, including course-units taken up several times,
- r) terms and compulsory elements of content of an agreement concluded with a student pursuant to *GD* Section 11 (1) and Section 39 of the Regulations herein,
- s) the process of submission of student requests and of their assessment.

The Head of the Doctoral School

Section 15

(1) The Head of the doctoral school may be a core member of the doctoral school who is a university professor.

(2) The Head of the doctoral school shall be elected by the University Doctoral Council on the recommendations of core members and following a consultation with the disciplinary doctoral council and shall be appointed or recalled by the Rector for a term of office of maximum 5 years proposed by the University Doctoral Council. The Head of the doctoral school may be re-elected several times by the University Doctoral Council under the same procedure.

(3) The Head of the doctoral school shall be responsible for the academic standards and teaching done at the school.

(4) The scope of duties and competence of the Head of the doctoral school shall include in particular:

- a) giving an opinion on student requests falling within the competence of the disciplinary doctoral council,
- b) approving the study schemes of PhD students,
- c) making a proposal to the Dean complying with the faculty doctoral regulations for the issuing of the certificate certifying the completion of studies (*absolutorium*) subject to the accomplishment of the study scheme,
- d) advising on the initiation of doctoral procedures,
- e) making proposals on the scope of subjects of comprehensive examinations – if faculty regulations prescribe to determine them – and on course-units included in the doctoral comprehensive examination within the doctoral procedure, as well as on members of the Board of comprehensive examinations, the members of the Committee of Assessors and the official opponents,
- f) carrying out all the duties prescribed for him/her by the Regulations.

³ the *absolutorium* is a document certifying that the student has met all study requirements of the doctoral training (*also* pre-degree certificate, or ‘completion of studies’ certificate)

Council of the Doctoral School

GD Section 10 (1) The council of the doctoral school whose members shall be elected by the core members of the doctoral school and appointed or dismissed by the doctoral council may be established as a body which helps the work of the Head of the doctoral school.

(2) The council of the doctoral school shall

- a) approve the (doctoral topic) announcers, supervisors, and the lecturers of the doctoral school;*
- b) recommend doctoral topics to be announced;*
- c) approve the doctoral topics announced by the announcers;*
- d) approve the doctoral topic of doctoral students;*
- e) evaluate performance during the training programme.*

Section 16

(1) The composition of the council of the doctoral school shall be defined by the faculty regulations.

(2) The members of the council of the doctoral school shall be appointed and recalled by the disciplinary doctoral council on approval of the University Doctoral Council. Their mandates shall be issued by the Chairman of the disciplinary doctoral council.

(3) The Chairman of the council of the doctoral school shall be the Head of the doctoral school.

(4) The scope of duties and competence of the council of the doctoral school - apart from competence specified in **GD** - shall include in particular:

- a) devising the training scheme(s) of the doctoral programme(s) and submitting it to the disciplinary doctoral council,
- b) deciding on publishing the accepted training programmes,
- c) making recommendations on the head of the doctoral programmes and for the duration of their term of office,
- d) deciding on changing the topic of the thesis and the supervisor.

The Teaching Staff of the Doctoral School

Section 17

(1) The council of the doctoral school shall accept the proposals for research topics under conditions and modes determined by the faculty doctoral regulations and shall submit recommendations as to the supervisors and teaching staff to the disciplinary doctoral council for approval.

(2) Staff or supervisors of other universities or research institutes may contribute to the work of the doctoral school as supervisors, or teaching staff and other experts as well who meet the requirements of the teaching staff and hold a scientific degree.

(3) Doctoral schools may have Emeritus core members as well. Professor Emeritus (Professor Emerita) may be the person who was a founding member of the doctoral school, or had been core member for at least 5 years and who has a continuous relationship with the doctoral school. With respect to conditions for the establishment and operation of a doctoral school announcers (of research topics) or supervisors being Emeritus core members shall be counted as constituting the number required as per **GD** Section 2 (1)-(2).

(4) The disciplinary doctoral council shall keep a record of the names of core members, announcers (of research topics), supervisors and the teaching staff of every doctoral school.

The Doctoral Programme

Section 18

(1) The training in a doctoral school is based on a training scheme. Under the auspices of doctoral schools accredited by academic disciplines doctoral programmes may be established according to particular specialties having separate training schemes.

(2) The council of the doctoral school shall make proposals not later than 30 April of each calendar year to the disciplinary doctoral council on the new doctoral programmes to be established. Such doctoral programmes may be published in the prospectus of academic programmes and courses of the ensuing academic year the earliest, in the event that the Senate adopts such doctoral programmes.

(3) The training scheme of the doctoral school or programme shall contain the following:

- a) indication of professional degrees obtained for Master's programmes, or other professional degrees obtained at a university, which degrees are a prerequisite to admittance to a doctoral programme, and other special conditions of admittance,
- b) obligatory course-units,
- c) course-units which may be designated by supervisors,
- d) elective course-units,
- e) optional course-units,
- f) the full range of optional course-units,
- g) research requirements,
- h) indication of the speciality of the doctoral programme in the text of the doctoral certificate in Hungarian, Latin and English, or instead of English in the language of instruction.

(4) The Senate shall decide on the training scheme of the doctoral school, or the establishment and training scheme of the doctoral programme on the basis of the proposal of the University Doctoral Council. The Head of the doctoral programme shall be elected or removed by the disciplinary doctoral council on the recommendation of the council of the doctoral school.

(5) Proposed amendments to the training scheme of the doctoral school or programme may be submitted to the University Doctoral Council not later than 30 April of each calendar year. The modified training scheme may be applied in the ensuing academic year at the earliest, introduced in the form of a consecutive system of introduction.

Section 19

(1) The University Doctoral Council may propose the suspension of the doctoral school for an academic year at the most due to a significant change in staff or infrastructure which would cause the deterioration of the quality of education, but required conditions may be met during the period of suspension.

(2) Under the period of suspension new students shall not be admitted to and doctoral procedures shall not be initiated at the doctoral programme.

(3) The University Doctoral Council may propose the dissolution of the doctoral programme in the event that required conditions pertaining to staff and material facilities cannot be met, or if the doctoral school initiates the dissolution of the doctoral programme.

(4) The Senate shall make a decision on the suspension or dissolution of a doctoral programme on the proposal of the University Doctoral Council.

(5) In the event of the suspension or dissolution of the doctoral programme doctoral students may pursue doctoral studies in another programme of the doctoral school.

DOCTORAL STUDENT UNION

NHEA Section 63 (1) The institutional representation of students on doctoral programmes shall be performed by the Doctoral Student Union which shall be operated as part of the higher education institution. Every doctoral student shall be member of the Doctoral Student Union and qualify as voter or potential candidate. The operation of the Doctoral Student Union shall be governed by NHEA Section 60 (1)-(6) (rules pertaining to student unions- ed.) mutatis mutandis. Entitlements such as assent, delivering an opinion and making a proposal as set out in Section 61 shall be exercised by the Doctoral Student Union with regard to the doctoral students.

NHEA Section 61 (1) Assent of the student union shall be necessary for adoption and amendment of the bylaws in respect of the following:

a) regulations concerning fees and grants,

b) the rules pertaining to lecturer evaluation by students,

c) academic and examination regulations.

(2) The student union shall cooperate in students' evaluation of instructors' teaching activity, and its consent shall be necessary for the utilisation of funds allocated for youth policy and other student related purposes.

(3) The student union may form an opinion and make a proposal on any issues concerning the operation of the higher education institution or students. The bylaws of the higher education institution shall determine those affairs in which the opinion of the student union must be requested or concerning which issues it may decide.

(4) The student union shall exercise its rights in compliance with its bylaws.

(5) The person or body authorised to take action shall respond to the proposal of the student union within thirty days – in the case of the Senate on its first meeting held after the thirty days have elapsed.

Section 20

The Doctoral Student Union and faculty doctoral representation shall exercise their powers pertaining to doctoral programmes pursuant to statutory provisions and the Bylaws of the University Doctoral Student Union.

QUALITY ASSURANCE

Section 21

(1) The University Doctoral Council considering the opinion given by the disciplinary doctoral councils shall establish the guiding principles and methods for quality assurance of the doctoral programmes and awarding degrees as part of its quality assurance policy.

(2) The University Doctoral Council in cooperation with the disciplinary doctoral councils shall constantly monitor the operation of the doctoral schools and programmes. It shall employ the opinions of doctoral students, doctoral candidates and of those having obtained their doctoral degrees within 5 years and shall invite external experts if necessary.

Section 22

(1) Based on the regulations for quality assurance, the University Doctoral Council shall provide quality assessment regarding the operation of the doctoral schools, which shall constitute a part of the annual report.

(2) When drafting the annual report, the University Doctoral Council shall provide a detailed analysis of the operation of two of the doctoral schools and shall report on the changes regarding the other doctoral schools.

THE DOCTORAL PROGRAMMES

AIM AND REGULATION OF THE DOCTORAL PROGRAMMES

NHEA Section 16 (1) The doctoral training which prepares for the award of the doctoral degree following the Master's degree is part of the programme. At least one hundred and eighty credits shall be required to be obtained in the doctoral programmes. The training period shall take six semesters. The doctoral programme shall be a single programme consisting of thirty-six months divisible into assessment periods.

NHEA Section 53 (1) The doctoral programme shall encompass training, research, and assessment related activities conducted either individually or in groups, tailored to the particularities of the respective branch of science and the particular PhD /DLA students. Only students holding a Master's degree are eligible to attend doctoral programmes.

Section 23

(1) The aim of doctoral programmes is to prepare students for academic research and lecturing activities and to provide them with opportunities for further academic training.

(2) The legal status, as well as rights and obligations of doctoral students involved in doctoral programmes shall be governed by the provisions of the System of Student Requirements (SSR)⁴ with applicable alterations of statutory regulations, the Regulations herein, the faculty doctoral regulations, and the bylaws of doctoral schools.

FORMS OF DOCTORAL PROGRAMMES

NHEA Section 17 (1) In tertiary education the programmes may be structured as full-time trainings, part-time trainings or distance learning. Full-time training shall consist of at least three hundred lessons per semester.

(2) The full-time programme shall be organised on working days as a day course within a training week consisting of five days. These provisions may be deviated from with the consent of the student union of the higher education institution.

(3) The part-time programme may be organised in the form of evening or correspondence courses.

Section 24

(1) The doctoral programmes at the Eötvös Loránd University of Sciences may be launched as:

full-time programme of ordinary curriculum (organized training) — day course

part-time programme of ordinary curriculum (organized training) — correspondence course

part-time programme of individual curriculum (individual training) — correspondence course

(2) The duration of organized doctoral programmes shall be 36 months.

(3) The duration of the individual training programme shall depend on the completion of training, research and reporting requirements set out in the training scheme of the doctoral school.

(4) Doctoral programmes may not be organized exclusively in the form of distance learning.

APPLICATION AND ADMISSION

NHEA Section 39 (1) Each Hungarian citizen has the right to pursue studies in a higher education institution under the conditions defined in this Act, enrolled in either a training wholly or partly

⁴ Volume II of the Organizational and Operational Regulations (Bylaws) of ELTE

subsidized by the Hungarian state [hereinafter collectively: Hungarian state scholarship] or a fee-paying training. The following persons shall also be vested with this right:

- a) persons having the right to free movement and residence as set forth in a separate Act,
- b) refugees, asylum-seekers, exiles, immigrants, and residents living in the territory of Hungary not falling under the scope of paragraph a),
- c) foreign nationals enjoying the same rights as Hungarian citizens on the basis of an international agreement,
- d) the nationals of countries where Hungarian citizens have recourse to the higher education services of the country concerned based on the principle of reciprocity,
- e) persons falling under the scope of the Act on Hungarians living in neighbouring countries (hereinafter: Preference Act), but not having Hungarian citizenship or the right to free movement and residence,
- f) third-country nationals pursuant to Act on entry and residence of third-country nationals – declaring themselves of having Hungarian nationality -, provided not falling under the scope of the Preference Act and not holding Hungarian citizenship,
- g) third-country nationals holding a work permit to carry out work requiring high qualification and a residence permit (EU Blue Card).

(2) Persons not falling under the scope of subsection (1) may only pursue studies in the form of fee-paying training.

(6) With regard to postgraduate specialist training courses and doctoral programmes admission applications shall be decided on by the higher education institution contingent on the performance of the Applicants and the number of admission applications allowed for the higher education institution, as well as the maximum number of students determined as per the respective institution relating to student capacity of the relevant discipline, and taking into consideration the admissible number of students funded by Hungarian state scholarship and in line with the order of priority of institutions indicated on the application forms.

NHEA Section 40 (6) A Master's degree and professional qualification shall be prerequisite to entry to doctoral programmes, and at least a type 'C'⁵ intermediate-level () state accredited general language examination, or a language certificate equivalent thereto.

(7) Additional conditions of entry to postgraduate programmes, postgraduate specialist training courses and doctoral programmes may be specified by the higher education institution on proviso that it applies the same admission requirements irrespective of which higher education institution has awarded the Applicant's diploma.

FelviR. Section 38 (1) With respect to institutions offering doctoral programmes, and persons applying to such programmes Sections 3-31 shall be applicable with the alterations indicated in this subheading.

(2) Pursuant to Sections 3-7 (*the guide for admission to higher education –ed.*) the deadline for providing data in respect of doctoral programmes shall be 15 October of the previous year when the programme is to be launched.

(3) The Guide pertaining to doctoral programmes shall be published in electronic form by the Authority up until 31 January of the year when the programme is to be launched.

(4) The Guide shall contain the quota of students admissible to state-funded doctoral programmes - defined by the Minister (*in charge of education – ed.*) - and their allocation among the institutions.

(5) The Guide shall contain the following with reference to doctoral programmes offered by the respective institutions:

a) indication of professional qualifications obtained on Master's programmes, and professional qualifications obtained at a university pursuant to NHEA Section 40 (7) (*special conditions that may be prescribed by the higher education institutions – ed.*) which are specified as prerequisites to application or admission to the doctoral programme of the relevant institution;

b) the number of students admissible to state-funded or fee-paying training;

c) admission and other requirements, the means and conditions by which these are taken into consideration set forth in the regulations of the relevant higher education institution.

Section 39 (1) The time limit and method for application to doctoral programmes shall be governed by the regulations of the higher education institution.

⁵ complex: oral and written

(2) The higher education institution shall supply the Authority with statistical data pertaining to programmes launched and students admitted in a form specified by the Authority.

Section 40 (1) The higher education institution shall be obliged to assess the overall results of Applicants of the doctoral programme, as well as the ranking of such Applicants.

(2) The higher education institution shall specify admission requirements and the method of ranking in its regulations.

(3) The institution shall inform the Authority on admitted Applicants not later than 15 September of the year when the programme is to be launched.

FelviR. Section 42 (5) The higher education institution may charge a procedural fee for applications to postgraduate specialist training courses and doctoral programmes, which fee may not exceed 9000 Ft per application.

NHEA. Section 47

(2) **The funded period of a doctoral student shall not exceed six semesters.**

(3) **The funded period necessary to obtain a particular degree (certificate) may only be longer by two semesters at the most than the usual training period for such degree. The funded period used up for previous studies in the same discipline shall be calculated into the funded period of the particular studies. If the student is unable to obtain the degree (certificate) within the above specified funded period, he/she may only pursue such studies on a fee-paying basis, even if he/she has not exhausted the funded period as per subsection (1), provided the institution has the necessary capacity.**

(4) **The funded period of a student with a disability may be extended by further four semesters at the most by the higher education institution.**

(5) **All semesters shall count as funded period to which the student has registered.**

(6) **Upon the calculation of the funded period the following shall not be taken into account:**

a) the commenced semester which could not be completed due to illness, childbirth, or some other cause beyond the reasonable control of the student,

b) in the event the higher education institution was dissolved before the student could have completed the semester provided such student could not continue his/her studies in another higher education institution,

c) the semester(s) which was/were not recognized by the higher education institution where the student continued his/her studies following the dissolution of the previous institution.

(8) **If the student has exhausted the funded period as per this Section he/she may solely pursue studies on a fee-paying basis in higher education.**

NHEA Section 48 (1) **Students shall be assigned to trainings either partly or wholly funded by the Hungarian state or to fee-paying (tuition fee) ones.**

RA Section 4 (2) The recognition of the level of qualification certified by a foreign certificate or degree in compliance with Chapter II of this Act for the purpose of continuing education shall fall within the authority of that particular educational institution where the Applicant desires to continue his or her studies.

Section 5 (2) In cases of the recognition of a certain level of qualification for the purpose of continuing education, as well as the inclusion of exams and studies in another higher education institution, the educational institution may seek an expert's opinion from the authority in charge of the recognition of certificates and degrees obtained abroad.

Section 25

The contents of the guide for admission to doctoral programmes shall be devised by the chairmen of the disciplinary doctoral councils and the offices in charge of faculty affairs (hereinafter: faculty offices) coordinated by the Directorate of Education.

Section 26

(1) Applications for admission to a doctoral programme shall be made using an application form as per Annex 5 hereof, which shall be handed in to the office of the competent faculty.

(2) Admission requirements pertaining to the related discipline, the rules of application and the admission procedure shall be defined by the doctoral regulations of the faculties, and the bylaws of doctoral schools.

(3) In case of meeting study preconditions specified under NHEA Section 40 (6) at a foreign university such foreign studies shall be certified by the presentation of the original certificate and the certified translation thereof. Certified translations may be disregarded subject to faculty doctoral regulations.

(4) If the Applicant did not obtain his/her qualification required for admission in a state which is a signatory to the Convention signed in Lisbon (hereinafter: Lisbon Convention) on 11 April 1997 and promulgated by Act XCIX of 2001 on the recognition of qualifications concerning higher education in the European region or which falls under the scope of the Preference Act, the disciplinary doctoral council may request

- a) the submission of the certified copy of a document (e.g. transcript, student's record book) issued by the foreign educational institution and its certified Hungarian translation thereof as per subsection (3), which would duly certify the duration of studies, and successful completion of study requirements (attended courses, examinations, theses, final examinations) in order to obtain the certificate or degree, and/or
- b) an expert opinion from the authority in charge of the recognition of foreign certificates and degrees.⁶

(5) The highest amount⁷ of the procedural fees set out in **FelviR**. shall be payable for the admission procedure.

Section 27

(1) The admission procedure shall be conducted by the Admission Committee designated by the disciplinary doctoral council. In case of an excessive number of Applicants several Admission Committees may be set up. The representation of PhD students in the Admission Committee(s) shall be secured.

(2) The date of entrance examinations shall be determined by the disciplinary doctoral councils in such a way that those Applicants who are taking their final examination(s) for their Master's degree in the same examination period may also be able to participate.

(3) Applicants shall be notified in writing by the faculty office on the date of the entrance examination.

(4) Criteria for admission shall be set by the disciplinary doctoral council. Criteria for ranking for admission shall include in particular:

- a) previous university achievement (examinations, comprehensive examinations, qualification of degree; fellowship granted by the Republic, Erasmus),
- b) achievements related to previous research work (awards obtained in students' academic circles, at academic competitions, and at the National Conference of Students' Scholarly Circles (OTDK), tutoring, honorific status, special college activity; publications in the particular professional area),
- c) the professional standard and feasibility of the research programme.

⁶ Currently this is the Educational Authority subject to Section 19 of Government Decree 121/2013 (IV. 26).

⁷ It shall be 9000 Ft pursuant to **FelviR**. Section 42 (5).

(5) Criteria specified under subsection (4) shall be published on the website of the doctoral school simultaneously to the announcement of the application for admission in the event that such criteria are not comprised in the doctoral regulations of the faculty or the bylaws of the doctoral school.

Section 28

(1) The decision on admission shall be made by the disciplinary doctoral council. The resolution on admittance shall be issued by the Dean of the faculty. Such resolution shall be made at a time so that final examination results of those Applicants who take their final examinations for their Master's degree in the same examination period may also be taken into account.

(2) Admission shall be made to the doctoral school – or if there is any – to the doctoral programme launched in either Hungarian or a foreign language. The decision concerning admission may be as follows:

- a) admission to a state-funded, full-time doctoral programme – day course
- b) admission to a fee-paying, full-time doctoral programme – day course
- c) admission to state-funded, part-time doctoral programme - correspondence course
- d) admission to a fee-paying, part-time doctoral programme – correspondence course
- e) admission to a fee-paying, part-time doctoral programme of individual training programme – correspondence course
- f) rejection of the application.

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

(4) In the event that the relevant disciplinary doctoral council does not fulfil all state-funded places preliminarily allocated to it pursuant to paragraph m) of Section 6 of the Regulations herein the Chairman of the disciplinary doctoral council shall promptly inform the Chair of the University Doctoral Council on the number of state-funded places remaining vacant following admission decisions. The Chair of the University Doctoral Council shall promptly convene the University Doctoral Council, and consulting with the heads of the related disciplinary doctoral councils regarding the relevant field of study shall make a proposal as to the re-allocation of the remaining state-funded places, - or if the University Doctoral Council has assigned the decision pursuant to Section 8 (1) of Regulations herein to the discretion of the Chair – shall decide on the allocation of the subsidized places.

STUDENT STATUS

Section 29

Students involved in doctoral programmes shall be granted student status at the University.

Establishment of Student Status: Enrolment or Transfer

NHEA Section 39 (3) The student status shall be established by enrolment subject to the decision on admission or transfer. ...

Section 39 (7) The admitted student may establish student status pertaining to the semester to which such student has been admitted.

Section 30

Students are not allowed to apply for the postponement of enrolment. Faculty doctoral regulations may stipulate whether following enrolment postponing the commencement of studies for no longer than two semesters shall be permitted.

Section 31

Conditions relating to the transfer of PhD students pursuing studies in the doctoral school of another higher education institution and the rules governing the recognition of their studies therein shall be specified by faculty doctoral regulations. The disciplinary doctoral council shall make a decision on transfers; the resolutions shall be issued by the Dean.

Registration, Subscription to Courses

Section 32

(1) Before each training period, the PhD student shall announce whether he/she wishes to continue (registration) or abandon his/her studies temporarily in the given term. This shall be done by the end of the registration week of each term.

(2) The PhD student shall also announce changes in his/her registered data during the registration week. If these changes need to be certified by documents, the student shall announce them in person at the faculty office, concurrently supplying the original documents.

(3) The registration period of the doctoral programme shall be determined in such a way that the payment of the grants of September may be made in the current month subject to registration.

(4) Up until the end of the subscription period students having active status shall apply for the course-units to be covered in the electronic register of course records.

(5) Under the supervision of the Chairman of the disciplinary doctoral council the Head of doctoral school shall be in charge of the timely disclosure of the course-units available for subscription in the electronic register of course records up until the start of the subscription period the latest. Information on the scheduling (time and place), requirements and testing related to the particular courses, as well as a list of obligatory and recommended literature shall also be made accessible on the website of the doctoral school up until the beginning of the subscription period. The faculty office may also provide assistance in announcing and giving information on courses.

(6) Any complaints lodged in respect of the subscription to courses in the doctoral programme shall be first examined by the faculty office.

Interruption of Studies

NHEA Section 45 (1) In the event the student declares that he/she does not intend to meet his/her academic obligations in the following term, or does not register therefor his/her student status shall be temporarily terminated. The student status may be temporarily terminated for a continuous period of no longer than two semesters. The student can temporarily terminate his/her student status on more than one occasion pursuant to the academic and examination regulations.

(2) Upon the request of the student the institution may allow the temporary termination of student status
a) for a longer period than specified in subsection (1) and on a continuous basis as well, or
b) in default of any leeway in the regulations of the institution to this effect even prior to the successful completion of the first semester, provided such student could not meet his/her academic obligations due to childbirth, or some other unanticipated cause beyond his/her reasonable control like accident or illness.

(3) The student status shall be suspended if the student is barred from continuing his/her studies as a result of disciplinary sanctions.

Section 33

- (1) If the student has already commenced his/her studies, announcement as to the temporary termination of the student status may be made by the end of the registration period.
- (2) The faculty doctoral regulations shall stipulate under what conditions student status may be temporarily terminated for a continuous period of longer than two semesters.

Reassignment

NHEA Section 48

- (2) At each academic year, the higher education institution shall reassign the student attending a training wholly or partly subsidized by the Hungarian state to the form of fee-paying training in the event that such student has failed to earn at least fifty percent of the credits prescribed in the recommended curriculum over the past two semesters during which his/her student status was not temporarily terminated, or failed to accomplish the recommended grade point average set out in the bylaws of the institution.
- (3) In the event that the student status of the student who was admitted to the training funded by the Hungarian state scholarship as per a given quota shall be terminated prior to the completion of his/her studies or such student elects to continue studies in a fee-paying form for whatever reason, a fee-paying student (tuition fee) pursuing studies in the respective higher education institution may be assigned to his/her place upon request. The higher education institution shall decide on such reassignment on the grounds of the academic performance of the fee-paying students requesting such reassignment.

Section 34

- (1) The minimum number of credits to be acquired by students subsidized by the Hungarian state over the semesters during which his/her student status was not temporarily terminated shall be prescribed by the doctoral school or the study scheme of the doctoral programme. In the event that the student subsidized by the Hungarian state did not earn such minimum number of credits over two subsequent semesters, the disciplinary doctoral council shall reassign such student to the fee-paying (tuition fee) form of training from the ensuing semester.
- (2) The faculty office upon the sole request of the student subsidized by the Hungarian state shall – acting in the competence conferred on it by the disciplinary doctoral council – reassign such student to the fee-paying (tuition fee) training as of the first day of the month following the submission of the request. The resolution on reassignment shall provide for the amount of the tuition fee on pro rata temporis.
- (3) In the event that any subsidized places become vacant in the doctoral school due to reasons defined under subsections (1)-(2), or if the student status of a subsidized student is terminated before the completion of studies, a call for applications shall be launched for students pursuing fee-paying (tuition fee) training on the website of the doctoral school for the award of the scholarship granted by the Hungarian state. Award criteria of the applications – if not included in the faculty doctoral regulations – shall be disclosed concurrently on the website of the doctoral school. The disciplinary doctoral council shall decide on the applications and the award of the scholarship.

Individual Training Programme

Section 35

Rules of SSR⁸ pertaining to the individual training programme shall not apply with regard to the doctoral programme. The disciplinary doctoral council may grant permission to doctoral students to pursue an individual training programme in the cases specified in the faculty doctoral regulations.

Termination of Student Status

NHEA Section 59 (1) The student status shall be terminated

- a) if the student has been transferred to another higher education institution, on the day of such transfer,*
 - b) if the student announces the termination of his/her student status, on the day such announcement is made,*
 - c) if the student discontinues his/her studies in a training funded by the Hungarian state scholarship, and does not wish to transfer to fee-paying training,*
 - d) on the last day of the first final examination period following the given training cycle in the case of postgraduate specialist training courses and higher vocational training, or on the last day of the term of the doctoral programme,*
 - e) as regards higher vocational training, in the event the student becomes medically unfit to continue his/her studies, and the higher education institution cannot offer any other suitable higher vocational training course, or the student does not wish to continue his/her studies, or the conditions necessary for the pursuance of further studies cannot be met, on the day the decision on termination becomes final,*
 - f) if the Rector terminates it due to arrears in payment of the tuition fee following a notice with no avail and the reviewing of the social circumstances of such student on the day the decision on termination becomes final,*
 - g) on the day the decision on expulsion becomes final*
 - h) in the absence of criteria which are required for establishing student status pursuant to this Act, on the day the decision on termination due to this fact becomes final.*
- (2) The student status of the undergraduate student shall not be terminated pursuant to subsection (1) paragraph *d*) in case such student is admitted to a Master's degree programme in the subsequent semester of completing the undergraduate programme.**
- (3) The higher education institution may terminate student status unilaterally as well, in the event the student**
- a) does not meet academic obligations relating to the progress in studies defined in the academic and examination regulations and/or the curriculum.*
 - b) has not registered for the subsequent semester on three consecutive occasions,*
 - c) does not commence his/her studies after the temporary termination of student status, provided that such student has been reminded in writing to fulfil his/her obligations within the specified deadline, and has been informed of the consequences of default.*
- (4) By means of a unilateral declaration, the higher education institution may terminate the student status of the student who could not pass an examination pertaining to a single course-unit on more than four occasions.**

Section 36

- (1) The student status shall be deemed terminated by the faculty office if the student:**
 - a) requests the termination of his/her studies in writing;*
 - b) does not want to pursue studies in a fee-paying (tuition fee) form of training, and notifies the doctoral school in writing to this effect;*
 - c) is expelled due to a disciplinary sanction.*
- (2) The faculty office shall initiate the termination of the student status with the Dean if the student:**
 - a) fails to continue his/her studies following the temporary termination of student status granted for a statutory or requested period;*

⁸ System of Student Requirements (Bylaws of ELTE Volume II)

- b) defaults on payment. In this case, prior to initiating termination, and following a notice on demand for payment, the faculty office shall seek the opinion of the Head of the doctoral school and the disciplinary doctoral council.
- (3) The faculty office shall notify the student and the doctoral school on the termination of student status in writing at all events.

Section 37

- (1) The student shall be dismissed if:
- a) he/she has failed to fulfil the academic requirements of the first three semesters defined in the faculty regulations, and the bylaws of the doctoral school;
 - b) his/her performance in an obligatory course-unit - after having taken it up for the second time - has been assessed as “fail” or “not ”;
 - c) in the case of pursuing an individual training programme he/she has failed to accomplish his/her research plan due to his/her fault as scheduled as per the individual training scheme.
- (2) The disciplinary doctoral council shall decide on dismissals on the grounds of the proposal of the Head of the doctoral school.

ACADEMIC REQUIREMENTS

The Doctoral Topic. The Study Scheme

GD Section 13 (1) The doctoral topic is a special area of research which enables the doctoral student while devising it - under the management of the supervisor – to acquire skills for the application of scientific methods, produce scientific findings apt for assessment, and to render proof of the foregoing in scientific publications, lectures, and in the form of the doctoral thesis. The doctoral research topic shall be approved by the council of the doctoral school.

(4) The announcer of the doctoral topic is a lecturer or researcher holding a scientific degree whose announced topic has been approved by the council of the doctoral school.

(5) The supervisor is a lecturer or researcher holding a scientific degree whose announced topic has been approved by the council of the doctoral school and who - on the grounds of such topic - responsibly manages and provides assistance to the doctoral student working on such research topic, and doctoral candidates in preparing for the award of the doctoral degree.

(6) A doctoral student or candidate may have two supervisors simultaneously, if it is approved by the council of the doctoral school. The name(s) of the supervisor(s) shall be clearly indicated on the cover page of the doctoral thesis.

Section 38

- (1) The study scheme of the PhD student within the framework of the training scheme of the doctoral training programme shall determine the work to be accomplished during the student’s studies.
- (2) The study scheme for PhD students involved in individual training shall contain requirements having fulfilled through earlier achievements as well, indicating this fact, and the duration of the training by setting a schedule for activities related to training, research and reporting.
- (3) At the proposal of the supervisor, the study scheme of the PhD student shall be approved by the Head of the doctoral school. In the event of a doctoral programme, the Head of the doctoral school may assign this power to the supervisor of the programme.

GD Section 11 (1) The higher education institution, the doctoral student, the doctoral candidate and the supervisor may enter into an agreement pertaining to the doctoral programme.

Section 39

(1) In compliance with the bylaws of the doctoral school, the Head of the doctoral school or of the department (institute, research centre) the PhD student and the supervisor may enter into an agreement on the rights and obligations pertaining to the performance of the study scheme and the degree award of the PhD student.

(2) An agreement may be concluded with an ex-PhD student as well, who obtained the *absolutorium*⁹ in the relevant doctoral school, did not initiate the doctoral degree award procedure, but intends to pursue research in his/her field of study and to prepare the thesis.

(3) The agreement shall include in particular provisions on:

- a) precise designation of the doctoral topic;
- b) the scheduling per semester of studies and research, place of the activity – and if necessary – a weekly schedule;
- c) access to the infrastructure necessary for conducting research, modes and guarantees of such access;
- d) joining the place of research, and the work of the research team;
- e) rules of communication between the supervisor and the student, modes and frequency of evaluating the student's work;
- f) participation of the student in lecturing tasks of the department/institute, and in scientific meetings, conferences, etc. organised by the place of research, the faculty or the University, or in cooperation with their academic relations;
- g) the use of information gained in the course of research, confidentiality obligations;
- h) any agreements pertaining to the internship or employment of the student at other employers, or places of research.

(4) The conclusion of the agreement is compulsory if:

- a) the subsidized student intends to undertake employment with another employer pursuant to the Regulations Section 47 (2);
- b) the Applicant not being in employment with the faculty of the place of research intends to or initiates the launch of the doctoral procedure without having pursued organised training, or did not obtain his/her *absolutorium* in the related doctoral school, holding a completed doctoral thesis. In this case the contracting parties shall further include the leader of the place of research who pertaining to the topic of the doctoral thesis is entitled and bound to organise the disputation of the place of research. The agreement shall provide for - in addition to what is set forth in subsection (2), and in the event of the appointment of a supervisor, - the tasks of such supervisor, as well as duties of the place of research relating to the organisation of the disputation of the place of research, the launch of the doctoral procedure, and the organisation of the public disputation.

Attendance

Section 40

⁹ the *absolutorium* is a document certifying that the student has met all study requirements of the doctoral training (*also* pre-degree certificate, or 'completion of studies' certificate)

(1) Conditions of attending and consequences of missing lectures, seminars and other lessons shall be provided for in the bylaws of the relevant doctoral school. This information shall be communicated to the students pursuing studies in an organized training at the first lesson.

(2) Research carried out in the higher education institution or in the research or practice institution with which it has concluded a cooperation agreement or on site (practical activity), and time spent on other lecturing or research activities recognised by credits shall be deemed as a lesson within the meaning of NHEA Section 17 in the doctoral programme. In order to establish the amount of time spent on lecturing by the supervisor the provisions of the Requirements for Employment of the Bylaws of ELTE shall be applicable.

Section 41

(1) Students pursuing studies under the individual training programme shall fulfil obligations relating to enrolment, registration, payment of fees and the supply of information in compliance with their study scheme.

(2) Consultations are the primary mode of preparation in the individual training programme.

(3) Detailed rules on preparation in the individual training programme are laid down in the faculty doctoral regulations or the bylaws of the doctoral schools. The regulations shall in particular provide for conditions ensuring and revoking the possibility of the individual training programme, the rules of calculating credits – and if necessary – special forms of performing training, research and reporting activities, their mode of certification, and special conditions relating to the completion of studies and its mode of certification.

Checking the Fulfilment of Academic Requirements

Section 42

(1) Assessment of performance at a course-unit shall be carried out according to a five-level scale [excellent (5), good (4), satisfactory (3), pass (2), fail (1)], a three-level scale [excellent, satisfactory, not satisfactory], or a two-level scale [satisfactory, not satisfactory].

(2) Assessment of other activities shall be carried out on a three-level scale [excellent, satisfactory, not satisfactory], or a two-level scale [satisfactory, not satisfactory].

Section 43

(1) Dates for examinations shall be scheduled so that PhD students shall be able to take them allotting sufficient time to each of them during the examination period.

(2) The student shall be allowed to retake a previously unsuccessful examination one more time within the same examination period.

(3) The announcer of the course, or in case of research activities, the supervisor may determine other forms of reporting, testing or performance by defining course requirements in the curriculum, or pertaining to research in the study scheme of the student as per the related semester.

(4) Any complaints lodged in respect of the grades registered in the electronic administration system shall be first examined by the faculty office.

The Credit System

NHEA Section 49 (1) Accomplishment of academic requirements in higher education programmes shall be expressed in terms of study points (hereinafter ‘credit’) assigned to individual subjects and curricular units, and evaluated with grades. The progress students make in the given programme shall be expressed in terms of credits earned, the quality in terms of the grades obtained.

(2) Students shall be granted the opportunity to enrol for optional course-units up to five percent of the credits required for the award of the diploma subject to the bylaws of the higher education institution – or instead of such optional subjects may be permitted to participate in voluntary activities -, and shall be offered a range of credit-earning course-units to select from at least twenty percent in excess of the total number of credits required. Students shall be allowed to develop their individual course schedule in a way that they can take credit-earning course-units ten percent in excess of the compulsory number of credits without having to pay a tuition fee or any other fee.

(3) Students may enrol for course-units during their studies in another programme of the higher education institution where they acquired student status, or as visiting students in the programme of any other higher education institution.

(4) The higher education institution shall publish a recommended curriculum to aid the compilation of students’ course schedules. The higher education institution shall ensure that every student may give account of his/her knowledge, and repeat the successful or unsuccessful attempt of such account, so that the unbiased conduct and evaluation of such repeated examination shall be made available.

(5) Acquisition of a given knowledge content shall yield credit only on one occasion. Recognition – on the basis of the exit requirements of the subject (module) concerned – shall exclusively be performed by way of comparing the knowledge content serving as the basis for the credit. The credit shall be recognised if there is a seventy-five percent overlap between the contents compared. Comparison shall be performed by a committee of the higher education institution set up for such a purpose (hereinafter ‘Credit Transfer Committee’).

(6) The Credit Transfer Committee may recognize knowledge and work experience acquired preliminarily as the performance of particular academic requirements pursuant to this Act or a Government Decree.

(7) Issues concerning the performance of Section 49 (3)-(6) shall be governed by the academic and examination regulations with the restriction that in order to obtain the ‘completion of studies’ certificate (absolutorium), – even in the case of having obtained credits due to the recognition of previous studies, or preliminarily acquired knowledge, - students are required to accomplish the credits as per the academic and examination regulations in the relevant institution, but at least one third of the total number of credits prescribed for the respective programme.

(8) The student with a disability shall be granted the opportunity to prepare and being examined in such a way that would adjust to his/her disability; furthermore, assistance shall be provided to fulfil his/her academic obligations. If it is reasonable such student may be exempted from particular subjects, certain parts of subjects, or examinations. If it is necessary immunity may be rendered as to language examinations, or certain elements or level of such examinations. At the examination a longer preparation time shall be provided, enabling such student to use certain equipment – in particular typewriter, computer – in case of written examinations, or if necessary to exchange the written form of examination to an oral one or vice versa. Immunity provided as per this subsection shall only be granted in relation to a specific circumstance necessitating such immunity and may not lead to exemption from fundamental academic requirements necessary to obtain the respective professional qualification certified by the diploma.

NHEA Section 108 (24) *Credit*: a unit of students’academic work which represents in relation to the course-unit or curricular unit the estimated time necessary for the acquisition of a specific body of knowledge and the fulfilment of requirements; one credit equals to 30 lessons in average, the value of the credit is irrespective of the rating received for their accomplishment provided the performance of the student has been accepted.

Section 44

(1) Study achievements shall be expressed in terms of the rules of the credit system in the doctoral programme at the University. Detailed rules are laid down in the law, faculty doctoral regulations and the bylaws of the doctoral schools.

(2) In the doctoral programme (PhD) credits may obtained by:

- a) completing studies (training), that is course-units,
- b) research,

- c) lecturing,
- d) shadowing, promoting lecturing activities.
- (3) The number of credits obtained as per subsection (2) c)-d) cannot exceed one quarter (45 credits) of the total number of credits.
- (4) The doctoral school or the training scheme of the doctoral programme shall specify the minimum number of credits to be obtained over a semester.
- (5) The faculty doctoral regulations and the bylaws of the doctoral schools shall set forth the rules and criteria of credit allocation and collection (credit accumulation).
- (6) Immunity cannot be granted due to disability from language requirements pursuant to NHEA and **GD** regarding admission requirements and conditions of the doctoral degree award in the doctoral programme.

Changing the Topic of the Thesis

- (1) If not defined otherwise by the faculty doctoral regulations or the bylaws of the doctoral school, within three semesters of commencing the training, doctoral students may request permission to continue their studies in a different doctoral programme on a different topic or under a different supervisor.
- (2) The supervisor is also permitted to tender his resignation within the period specified under subsection (1) or recommend the appointment of a co-supervisor. The supervisor shall submit his/her resignation or recommendation in writing with reasons enclosed to the Head of the doctoral school.
- (3) Changing topics or supervisors shall be permitted by the council of the doctoral school. The council of the doctoral school may delegate this authority to the Head of the doctoral school.
- (4) Simultaneously with the decision, provisions shall be made for the recognition of requirements fulfilled earlier.

STUDENT EMPLOYMENT

NHEA Section 44 (1) The student may work under a student employment contract:

a) within the programme, during professional practice (internship) or practical training at the institution organised as part of the training, at the business organisation formed by the institution or at an off-site place for practice,

b) at the higher education institution but not directly corresponding to the training, or at a business organisation formed by the higher education institution.

(2) The employment of students working under a student employment contract shall be subject to the provisions of the Labour Code as appropriate. The Government in the course of defining rules pertaining to student employment contracts may establish more favourable terms for students than those laid down in the Labour Code.

(3) The student

a) shall be entitled to payment in case of subsection (1)a), and in case of at least a six-week long continuous practice, which shall amount to at least fifteen percent of the minimum wage per week, such payment shall be provided by the place of professional practice in default of any agreement to the contrary,

b) shall be entitled to payment as per an agreement between the parties in case of subsection (1)b), in consideration for such payment the title of ownership of things created by the student under such employment, and owner's rights relating to intellectual property - in default of any agreement to the contrary – shall pass by delivery to the higher education institution, or to the business organisation set up by the higher education institution.

(3a) Within the programme, and as part of the training professional practice as per subsection (1)a) may take place at some budgetary institution without a student employment contract and payment. The

student shall still be entitled to all the rights pertaining to employees provided for by the Labour Code. An agreement shall be concluded with the student involved in practical training related to such activity complying with terms defined by the Government.

(4) The institution in charge of organising practical training for students involved in higher vocational training shall be obliged to provide for liability insurance for the benefit of such students.

(5) With regard to lecturing and research activities of doctoral students the provisions under subsection (3)a) shall be applicable with alterations as follows:

a) the institution may oblige the doctoral student to undertake work relating to its lecturing or research activities as falling within the student's academic obligations for a period amounting to twenty percent of full time employment as per week,

b) the working hours of the doctoral student - including the work pursuant to paragraph a) – may not exceed fifty percent of full time employment as per week per semester,

c) the work schedule of the doctoral student shall be defined in such a way so as to enable such student to prepare for and take examinations as required,

d) the amount of the monthly salary, in case of employment complying with fifty percent of full time employment, shall not be less than the lowest statutory wage (minimum wage), in case of employment for a shorter duration such amount shall be considered pro rata temporis.

GD Section 11 (1) The higher education institution, the doctoral student, the doctoral candidate and the supervisor may enter into an agreement pertaining to the doctoral programme.

Section 46

Detailed rules pertaining to the employment of PhD students with regard to lecturing and research shall be regulated by the Rector in a directive.¹⁰

Section 47

(1) Students funded by the Hungarian state scholarship are only allowed to undertake employment with another employer during the term of the training programme with the consent of the supervisor and the Head of department (Head of the place of research). Such students shall make a statement as to any such existing employment when enrolling to the programme.

(2) In the event that a subsidized student undertakes employment with another employer such student shall make an agreement jointly with the supervisor and the Head of department (Head of the place of research) on the duration and conditions of such employment pursuant to **GD** Section 11 (1) and the Regulations Section 39 (4). The agreement shall include - apart from the provisions pursuant to Regulations Section 39 (3) – based on the weekly working time arrangements - the following:

- a) the maximum working hours per week in the employment to be undertaken with another employer,
- b) the obligations of the student,
- c) the necessary time for their fulfilment, and
- d) the venue for the performance of such tasks,
- e) the persons eligible for the management and control of such performance.
- f) Faculty doctoral regulations may prescribe further compulsory elements to be included in the agreement.

¹⁰ Directive of the Rector 3/2007 (III. 5)

JOINT DOCTORAL PROGRAMMES WITH OTHER UNIVERSITIES

Joint Doctoral Programme with a University Abroad

NHEA Section 78 (1) Subject to the laws of the country concerned, Hungarian higher education institutions may offer off-site training outside the territory of Hungary pursuant to a Government Decree.

(2) The Hungarian State may contribute to the operation of the higher education institution under subsection (1) through normative funding stipulated by law, on the basis of an international agreement or a work plan, or by means of applications or an agreement. The call for applications shall be initiated by the Minister, and the Minister shall be authorised to conclude agreements.

(3) Hungarian and foreign higher education institutions may provide joint programmes awarding a Hungarian and foreign or joint diploma if all the following criteria are collectively met:

a) the higher education institutions concerned have been granted state recognition in their state of residence,

b) the diploma issued is accepted as a diploma awarded in higher education pursuant to the relevant national law of the countries concerned,

c) the Hungarian and foreign higher education institution is entitled to provide such a programme whose training and exit requirements are equivalent to the training and exit requirements of the programme subject to the agreement,

d) the Credit Transfer Committee of the Hungarian higher education institution makes a statement on that credit equivalence between the training programme having acquired a licence to operate and the programme which is subject to the agreement amounts to seventy-five percent,

e) the student shall accomplish at least thirty credits in the Hungarian higher education institution having obtained the licence to launch the given training.

(4) In respect of the training as per subsection (3) the foreign higher education institution is not required to obtain a licence to operate in Hungary.

(5) The Educational Authority shall register the agreement and the training provided the Senate of the Hungarian institution acknowledges that the conditions as per subsection (3) prevail. In default of such conditions the general rules pertaining to the launch of trainings shall be applicable.

Section 48

Joint doctoral programmes may be conducted under the auspices of doctoral schools in cooperation with foreign universities, which aim at the joint training of students admitted to the programme, the exchange of teaching staff, co-tutelle, and awarding joint or double doctoral degrees. In order to prepare and adopt such joint doctoral programmes the provisions of Regulations Section 18 shall apply; furthermore, subsequent to the approval of the Senate the Rector shall conclude a cooperation agreement on the joint doctoral programme with the foreign university participating in such joint training. The joint programme shall be launched following the registration as per NHEA Section 78 (5) of the agreement and the training.

Joint Doctoral Programme of Individual Students (Co-tutelle)

Section 49

(1) The Rector - on the recommendation of the University Doctoral Council – may also conclude a framework agreement with a foreign university to provide a co-tutelle doctoral programme for particular students. The doctoral schools - upon consultation with the disciplinary doctoral councils – may make proposals to the University Doctoral Council on such agreements.

(2) The Rector may conclude a co-tutelle agreement on the joint doctoral training and degree award on the initiation of the PhD student and his/her supervisor without a co-tutelle

framework agreement if the disciplinary doctoral council on the grounds of the draft agreement makes a proposal to the Rector for the conclusion of such agreement.

(3) The agreement shall be concluded only if the doctoral degree obtained on its basis meets the requirements laid down in the Regulations and the faculty doctoral regulations.

(4) The agreement shall provide for the rules of pursuing studies, the duration and scheduling of studies conducted in both training institutions, the rules of enrolment and funding, the options for the interruption of studies, special rules of the doctoral procedure, the language of the doctoral thesis and abstracts and the rules pertaining to issuing the diploma certifying the doctoral degree. The template for such agreement shall be regulated by the Rector in a directive.¹¹ Deviating from such template shall only be allowed subject to international treaties or foreign statutory regulations pertaining to the other contracting party.

Studies in Visiting Student Status

NHEA Section 108 (30) *Study in another higher education institution:* means the period when a student obtains credit in another higher education institution in visiting student status;

NHEA Section 42 (1) The student

a) may acquire visiting student status at another higher education institution to pursue studies in the field that corresponds to his/her actual studies,

b) may request his/her transfer to an equivalent major or a major corresponding to the same area of training at the other higher education institution.

(2) The higher education institution may admit persons not having student status at the respective institution but holding a university or college degree to any of its courses or modules without any specific admission procedure in the form of fee-paying training for the purpose of pursuing supplementary studies and providing student status. The institution shall issue a certification on academic performance. The completed course-units or modules may be included in higher education studies subject to rules of credit transfer.

(3) The host higher education institution shall specify the criteria for the fulfilment of requests defined in subsections (1)-(2).

(4) The student who has been admitted or transferred to the higher education institution may establish student status by enrolment.

(5) During the validity of student status no re-enrolment shall be necessary. Prior to the commencement of the term of study, the student shall register for the relevant term of study in line with the regulations of the institution. Students not having fulfilled their overdue payment obligation may not register for the given term.

Section 50

(1) The student may pursue studies by acquiring visiting student status (e.g., subscription to courses, conducting research, lecturing) in another doctoral school of the University or another Hungarian higher education institution, and may obtain credits relating to study (training), research or lecturing activities.

(2) The PhD student may participate in such training subject to an application for the subscription to courses and a study plan, both recommended by the supervisor and approved by the disciplinary doctoral council.

(3) Credits obtained in the course of such training may be recognised on the grounds of an inter-institutional credit equivalence agreement, preliminary approval of the disciplinary doctoral council as per subsection (2), or pursuant to statutory provisions on the recognition of credits. The disciplinary doctoral council shall decide on the recognition of credits on the recommendation of the Head of the doctoral school based on the application of the student approved by his/her supervisor.

¹¹ Directive of the Rector 7/2009 (III.17)

(4) Study materials covering the two courses shall be deemed equivalent if similarities exceed at least 75%. The extent of similarities shall be examined by the disciplinary doctoral council with regard to the opinion of the council of the doctoral school.

Study Programmes Abroad

Section 51

(1) PhD students may also be involved in study programmes abroad. They may participate based on a study plan which shall be approved by the supervisor and which shall ensure the recognition of the foreign study programme within the study scheme of the student pursuant to the doctoral programme of the doctoral school. Study programmes abroad shall be included in the term of the doctoral programme without the temporary termination of the student status. During the term of the study programme abroad the student shall be required to register in person or by someone else authorised to do so.

(2) The disciplinary doctoral council on the recommendation of the Head of the doctoral school shall decide on granting the permission to be involved in a study programme abroad based on the application of the student and his/her study plan approved by the supervisor.

(3) Assessment of completed course-units of the study programme abroad shall be possibly requested to be converted into ECTS-grades by the foreign institution.

Recognition of Previous Achievements

Section 52

(1) Participation in training, research or lecturing activities outside the scope of the doctoral training (PhD), but adjusting to the doctoral programme, and all publications published prior to the application to the doctoral programme shall qualify as previous achievements.

(2) The disciplinary doctoral council – on the proposal of the doctoral school – may account for such achievements proved in the course of professional life as credits.

Section 53

Faculty doctoral regulations shall provide for the detailed rules pertaining to domestic or foreign study programmes, the maximum number of credits that may be obtained in such programmes, the recognition of prior achievements, and the number of credits related to training, research or teaching activities which may be earned by such recognition.

Completion of Studies

NHEA Section 50 (1) The higher education institution shall issue an absolutorium¹² ('completion of studies' certificate) to the student who has fulfilled the academic and examination requirements prescribed in the curriculum – with the exception of the language examination and the preparation of the thesis - as well as the required professional practice (internship) and accrued the required number of credits.

Section 54

¹² certificate certifying the accomplishment of academic studies

(1) Completion of doctoral studies and thorough fulfilment of the study scheme shall be certified by a certificate stating that all required course-units have been completed (hereinafter: doctoral absolutorium) issued by the Dean or the Deputy Dean pursuant to the faculty doctoral regulations on the grounds of the certification issued by the Head of the doctoral school on the proposal of the supervisor.

(2) The doctoral absolutorium shall be issued if the student has earned 180 credit points prescribed by the programme.

(3) The transcript of records shall be given to the student jointly with the doctoral absolutorium provided such student no longer pursues doctoral studies.

Section 55

In the event that a student subsidized by the Hungarian state does not complete his/her studies within the prescribed 36 months, he/she may pursue studies in the fee-paying (tuition fee) form of training.

Remedies

Section 56

(1) Decisions made in respect of student affairs may be subject to appeal in the case of infringement of the law, or of the Regulations, of the faculty doctoral regulations, or of the bylaws of the doctoral schools.

(2) Appeals shall be reviewed by the Student Appeals Committee.

(3) With regard to the procedures conducted by the Student Appeals Committee the rules laid down in Chapter IX of the SSR (System of Student Requirements) shall apply *mutatis mutandis*.

THE CONDITIONS OF OBTAINING A DOCTORAL DEGREE

NHEA Section 53 (2) After completion of the doctoral programme, the doctoral degree shall be obtained in the course of a separate degree award procedure. The student enrolling for the doctoral degree award procedure is the PhD/DLA candidate. Those who have not attended the doctoral programme but have prepared for the degree award procedure individually can also become PhD/DLA candidates provided they are holding a Master's degree and met all requirements pertaining to the doctoral programme. In the event the PhD/DLA candidate enrolls for the degree award procedure while still on the programme, then he/she will have student status and at the same time be a PhD/DLA candidate.

(3) The PhD/DLA candidate status is established upon applying for the doctoral degree award procedure and the acceptance by the higher education institution thereof. The higher education institution may not reject the application of the student who has successfully completed the PhD/DLA programme in the said institution. The prerequisites listed under subsection (5) shall be met during the PhD/DLA candidacy.

(4) The PhD/DLA candidate status shall terminate upon completion of the degree award procedure, or in case the PhD/DLA candidate does not submit the doctoral thesis within two years from the establishment of candidate status. Unless otherwise provided by law, the rights and obligations of PhD/DLA candidates shall be subject to the provisions applying to the rights and obligations of students.

(5) Prerequisites to the conferral of the doctoral degree:

a) fulfilment of obligations stipulated in the doctoral regulations, and passing the doctoral comprehensive examination before an Examination Board consisting of at least three members;

b) evidence of knowledge of two foreign languages – including the possible acceptance of non-Hungarian sign language in case of deaf candidates – required for the pursuance of academic activity in the given branch of science - as defined by the doctoral regulations;

c) presentation of independent academic work such as articles, studies, or in other forms; as a precondition of taking the DLA degree, presentation of the results of an independent work of art;

d) independent execution of academic or artistic assignments appropriate to the requirements of the academic degree; presentation of the dissertation, or the master project; public defence of research results.

(6) The conferred doctoral degrees shall be recorded in a central registry, which shall be accessible to all. The registry shall also be available on the Internet. Detailed rules pertaining to the doctoral programme and the award of the degree shall be established by the doctoral regulations of the respective higher education institution.

(7) Holders of a PhD degree shall be entitled to use the abbreviation 'PhD' or 'Dr' with their names, whilst holders of a DLA degree may use the abbreviation 'DLA' or 'Dr'.

GD Section 13 (1) The doctoral topic is a special area of research which enables the doctoral student while devising it - under the management of the supervisor – to acquire skills for the application of scientific methods, produce scientific findings apt for assessment, and to render proof of the foregoing in scientific publications, lectures, and in the form of the doctoral thesis. The doctoral research topic shall be approved by the council of the doctoral school.

(2) The person participating in a doctoral procedure shall report on findings made related to his/her doctoral research topic through scientific publications. The regulations of the relevant doctoral school shall set out as to what kind of scientific publications – already published or approved to be released - shall persons participating in a doctoral procedure have at the time of the submission of their thesis.

(3) The language requirements pertaining to the doctoral degree, the list of languages admissible for the performance of such requirements, and the modes of certifying the required language competence are laid down in the bylaws of the doctoral schools. The firstly selected foreign language may exclusively be one of the foreign languages specified by the relevant doctoral council. In order to certify language competence a complex (oral and written) state accredited language examination at level or a certificate equivalent thereto shall be required.

GD Section 14 (1) The abstracts booklet of the doctoral thesis shall provide an outline of the findings of an independent scientific work, or an independent creation of a work of art. The findings shall be presented in a uniform system understandable in itself, the new statements being predicated item by item on the professional publications, or the works of art of the candidate, respectively.

(2) The doctoral thesis shall be submitted concurrently with the application or within two years of the application having been accepted.

(3) It is a further prerequisite for the submission of the doctoral thesis that the doctoral candidate is not involved in a pending doctoral procedure launched in the same discipline, or his/her application has not been rejected within two years, or he/she did not have any unsuccessful doctoral defence. The doctoral candidate

shall make a written statement as to meeting the aforementioned criteria upon the submission of the doctoral thesis and application to the doctoral degree award procedure.

Section 57

- (1) The conditions of obtaining a doctoral degree shall be:
- a) passing the doctoral comprehensive examination,
 - b) knowledge of a foreign language required for the academic research of the doctoral topic certified by a complex type (oral and written) language examination of at least level which is accredited by the state – or if the topic does not require any special language competence – acquiring a language certificate in English German, French, Russian, Spanish or Italian, or such language competence may be evidenced by a certificate equivalent to such language examination, including school leaving certificates or diplomas certifying higher education qualification in the given language.
 - c) language competence of another foreign language under the conditions defined in the faculty doctoral regulations,
 - d) submission of professional publications determined in the faculty doctoral regulations, but at least two professional publications relating to the topic of the thesis,
 - e) uploading the data of the professional publications pursuant to the directive of the Rector on the register of the publications of the University in the Database of Hungarian Scientific Works (hereinafter: MTMT),
 - f) the doctoral absolutorium in the case of a student participating in the doctoral programme,
 - g) the habitus investigation recommending the initiation of the doctoral procedure in the case of a doctoral candidate who has written his/her doctoral thesis without participating in the doctoral programme,
 - h) preparation of the doctoral thesis, piece of work, work of art (hereinafter: doctoral thesis),
 - i) the defence of the doctoral thesis during a public disputation.
- (2) The disciplinary doctoral council shall decide on the acceptance of the foreign language as per subsection (1) b) required for the academic research of the doctoral topic in its resolution on the launch of the doctoral procedure if such language is not English, German, French, Russian, Spanish, or Italian.
- (3) Pursuant to subsection (1) c) only such a foreign language may be accepted as a second foreign language which encompasses a specialised terminology and system of concepts necessary for the pursuance of academic activity.
- (4) In case of a non-native speaker of Hungarian (Applicant) in applying subsection (1) b)-c), the respective foreign language may be Hungarian as well.

THE PROCEDURE FOR OBTAINING A DOCTORAL DEGREE

GD Section 12 (1) The doctoral procedure shall be initiated subject to an application and the acceptance thereof.

R. Section 17 The following persons may not participate in the doctoral procedure as official opponents, or as a member of the Committee or the Board:

- a) who is a close relative of the person concerned, or*
- b) who cannot be expected to be objective in making a decision.*

Section 58

- (1) The conditions of objective conduct of the doctoral procedure shall be provided for by the chairmen of the respective disciplinary doctoral councils.
- (2) The following persons shall be precluded from the doctoral procedure and cannot participate in the actual arrangements:
- a) the ones who should be acting in the procedure in connection with their own case;
 - b) the candidate's supervisor;
 - c) the candidate's relative (Civil Code Section 685. b));
 - d) the candidate's boss (Head of place of research) or subordinate at work;
 - e) the ones with whom the candidate shares authorship in an academic article;
 - f) the ones who cannot be expected to give an objective opinion in the case.
- (3) Further restrictions may be imposed on the members of the Comprehensive Examination Board or the Committee of Assessors, and on the official opponents by the faculty regulations.
- (4) The Chairman of the disciplinary doctoral council shall promptly decide on preclusion subject to the announcement of the Applicant, the doctoral candidate, or the person concerned by preclusion, or following some other means of acquiring information if the disciplinary doctoral council has previously delegated a substitute member to the Comprehensive Examination Board, the Committee of Assessors, or has appointed an alternate official opponent. If in default of such substitutes the doctoral procedure cannot be pursued, the Chairman of the disciplinary doctoral council shall promptly convene the disciplinary doctoral council to appoint new members assisting in the procedure.

Within the meaning of Section 685 of the Civil Code:

b) 'close relative' shall mean spouses and registered partners, next of kin, adopted persons, stepchildren, foster children, adoptive parents, stepparents, foster parents, brothers and sisters; 'relative' furthermore: domestic partners, spouses or registered partners of next of kin, fiancées; next of kin of or brothers and sisters of a spouse, registered partner, and spouses or registered partners of bothers and sisters;

[effective as of 15 March 2014: Act V of 2013 (the new Civil Code)

Section 8:1. [Definitions]

(1) **Within the meaning of this Act**

1. *close relative*: spouses, next of kin, adopted persons, stepchildren, foster children, adoptive parents, stepparents, foster parents, brothers and sisters;

2. *relative*: close relatives, domestic partners, spouses of next of kin, next of kin of or brothers and sisters of a spouse, and spouses of bothers and sisters;]

Section 59

The doctoral procedure may be conducted between 1 September and 30 June at the University. Subject to exceptional reasons set out in the faculty doctoral regulations the doctoral comprehensive examination or public disputation may be organised in July, or between 21 and 31 August as well, if the disciplinary doctoral council decided on launching the doctoral procedure prior to 30 June.

INITIATION OF THE PROCEDURE

Section 60

(1) Applications for the initiation of doctoral procedure shall be submitted in writing on a form pursuant to Annex 5 hereof – through the faculty office – to the disciplinary doctoral council.

(2) Applications may be submitted during the term time.

(3) The following are to be enclosed with the applications:

- a) the certificate testifying the university degree or the certified copy thereof,
- b) the doctoral absolutorium or the application to conduct an habitus investigation,
- c) certificates testifying foreign language competence,
- d) the candidate's professional bibliography and his/her list of publications. Only such publications may be taken into consideration which may be found in the MTMT database pursuant to the directive of the Rector on the register of the University's publications.
- e) a testimonial of clean criminal record not older than 3 months, or in the case of a foreign national an equivalent document issued by a competent authority, except if the applicant is employed in an area where such criminal record is a requirement and the employer certifies the Applicant's employment status.
- f) the Applicant's declaration that he/she has no pending doctoral procedure in the same discipline and has not had a rejected application for the initiation of the doctoral procedure or unsuccessful doctoral procedure for 2 years,
- g) the abstracts in Hungarian and English or another language adequate for the characteristic features of the given academic discipline, in an electronic format as well,
- h) the certification of the payment of the procedural fee, and the habitus investigation fee set out in Annex 4 hereof.

(3) In the event that the doctoral procedure is initiated subject to a university degree which has not been obtained in a higher education institution of Hungary or in a state which was a signatory to the Lisbon Convention promulgated by Act XCIX of 2001, the Applicant shall be obliged to certify the recognition of such degree by an official certificate issued by the Hungarian authority¹³ in charge of the recognition of foreign certificates and degrees. It is not necessary to certify the recognition of such qualification if the doctoral procedure has been initiated by a student of the respective doctoral school, or a student thereof having obtained a doctoral absolutorium.

(4) If the application is incomplete, the competent faculty office shall ask the applicant to provide them with the missing documents within 30 days.

(5) If the Applicant fails to submit the missing documents, the disciplinary doctoral council shall terminate the procedure.

Section 61

(1) Students participating in the organised doctoral programme may apply for the initiation of the doctoral procedure after 30 months of study if all credits (training) prescribed in the training scheme of the doctoral school have been accrued.

(2) The document attesting the fulfilment of study credits issued from the electronic administration system and authenticated by the faculty office shall be enclosed with the application together with the detailed joint recommendation of the supervisor and the leader of the place of research in launching the procedure.

(3) If the application is accepted, comprehensive examinations and the defence of the thesis may only take place after obtaining the doctoral absolutorium.

¹³ Pursuant to Section 9 of Government Degree 121/2013. (IV.26.) currently it is the Educational Authority.

Section 62

- (1) Only such candidate may initiate the doctoral procedure without previous doctoral training who acquired his/her degree at least ten years prior to such application, his/her academic activity is evidenced by professional publications, has a fully complete thesis, and in all other respects complies with the prescribed requirements in order to instigate the doctoral procedure.
- (2) Prior to the submission of the application a disputation on the doctoral thesis pursuant to Section 67 (2) shall be held at the place of research; the evaluation of the thesis shall be carried out by at least two preliminary opponents. The minutes drawn up on the disputation and the preliminary opinions of the opponents shall be attached to the application.
- (3) Upon acceptance of such application the council of the doctoral school shall conduct a habitus investigation with regard to the detailed opinion of the head of the relevant doctoral programme/department. In the course of such investigation prior scientific achievements, professional biography, list of publications of the candidate shall be evaluated. Minutes shall be drawn up relating to the habitus investigation. The council of the doctoral school subject to the results of such investigation shall make a proposal to the disciplinary doctoral council on the launch of the doctoral procedure or the rejection thereof.
- (4) The Applicant shall be liable to pay a fee as set out in Annex 4 hereof for the habitus investigation, except if he/she is the lecturer or researcher of the respective faculty where the doctoral procedure is conducted.
- (5) The disciplinary doctoral council shall decide on the launch of the doctoral procedure or the rejection thereof on the basis of the minutes of the habitus investigation, the preliminary opinions of the opponents, the proposal of the council of the doctoral school and the outcome of the habitus investigation.
- (6) In the event that the doctoral procedural has been initiated by a student who did not obtain his/her doctoral absolutorium in the related doctoral school subsections (2)-(5) shall still apply.

Section 63

- (1) The disciplinary doctoral council shall make decisions in respect of applications for the initiation of the doctoral procedure. This power may not be assigned to the Chairman of the council, or the Head of the doctoral school.
- (2) Only applications fully complying with all formal requirements shall be taken into consideration by the disciplinary doctoral council.
- (3) Provided three years has passed since the issuance of the doctoral absolutorium, the disciplinary doctoral council may prescribe further applicable conditions. For the duration of performance of such conditions the procedure is to be suspended.
- (4) Contemporaneously to the acceptance of the application, the disciplinary doctoral council based on the proposals of the Head of the doctoral school shall decide on the comprehensive examination subjects, members of the Comprehensive Examination Board, members of the Committee of Assessors and the official opponents.
- (5) Upon rejection of the doctoral procedure the disciplinary doctoral council shall give reasons for its decision.
- (6) A procedural fee as set out in Annex 4 hereof shall be payable for the conduct of the doctoral procedure. Such fee shall be due and payable within 15 days of acquiring doctoral candidate status as per Regulations Section 64 through the electronic administration system. The doctoral procedure may not be conducted in any way until the receipt of the procedural

fee by the University. In the event that such fee is not paid by the doctoral candidate within two years of establishing doctoral candidate status, the disciplinary doctoral council shall cancel the procedure.

(7) The Chairman of the disciplinary doctoral council shall inform the Chair of the University Doctoral Council on launched procedures semi-annually.

DOCTORAL CANDIDATE STATUS

Section 64

(1) Upon the acceptance of the application doctoral candidate status shall be established between the Applicant initiating the doctoral degree award procedure and the University. Upon the request of the candidate the faculty office may issue a certification on such status.

(2) The doctoral candidate status shall cease:

- a) by the successful fulfilment of the procedure when the doctoral degree is awarded to the candidate by the University Doctoral Council;
- b) if the candidate did not submit his/her doctoral thesis within two years of establishing such doctoral candidate status;
- c) if the doctoral degree award procedure is cancelled by the disciplinary doctoral council due to the fact that:
 - ca) two official opponents did not recommend the thesis for public disputation;
 - cb) the repeated doctoral comprehensive examination has been qualified “insufficenter” on a second occasion or the candidate makes a written statement to the effect that following the first failed comprehensive examination he/she does not intend to repeat it;
 - cc) the doctoral thesis has been qualified “insufficenter”;
 - cd) the public disputation has been unsuccessful;
 - ce) the candidate revokes his/her application for the doctoral procedure;
- d) the doctoral degree is not awarded by the University Doctoral Council.

(3) In the event that the doctoral candidate status ceases subject to subsection (2) b)-d), the candidate may file his/her application to initiate the doctoral procedure once within 5 years in the same topic. Such application may be filed two years from the cessation of the doctoral candidate status.

(4) The doctoral procedure initiated as per subsection (3) above shall be deemed as a new degree award procedure, thus every step of the procedure shall be taken again; the stages having been performed successfully under the ceased procedure may not be taken into account in any way. Procedural fees applicable at the submission of the new application shall be payable for the new doctoral procedure.

THE DOCTORAL COMPREHENSIVE EXAMINATION

GD Section 12 (2) The doctoral comprehensive examination constitutes a part of the doctoral procedure, which is a thorough and comprehensive form of assessment for the evaluation of the doctoral candidate’s knowledge acquired in the relevant discipline.

(3) The doctoral comprehensive examination shall be taken publicly before the Comprehensive Examination Board. The Comprehensive Examination Board shall have three members. In selecting the members of the Comprehensive Examination Board, rules pursuant to Section 9 (1) shall be duly applicable with the restriction that if the number of the members of the Board does not exceed four, it shall be ensured that at least one of its members is not in employment with the higher education institution operating the doctoral school. The Chair of the Comprehensive Examination Board may solely be a university professor, a Professor Emeritus, or a habilitated associate professor, or habilitated college professor. The results of the

comprehensive examination shall be promulgated immediately following the examination. Minutes shall be drawn up on the doctoral comprehensive examination.

(4) The defence of the thesis may take place following a successful doctoral comprehensive examination.

Section 65

(1) The doctoral comprehensive examination is a thorough and comprehensive form of assessment for the evaluation of the doctoral candidate's knowledge acquired in the special field of study of the relevant discipline.

(2) The doctoral comprehensive examination shall be taken publicly before a Board.

(3) The Board shall consist of at least three members, and at least one such member shall not have public servant status at the University. The Chair of the Doctoral Comprehensive Examination Board shall be a university professor, professor emeritus, or habilitated associate professor, members of the Board shall solely be persons holding a scientific degree.

(4) Members of the Board shall be appointed by the disciplinary doctoral council on the recommendation of the Head of the doctoral school concerned.

Section 66

(1) The doctoral candidate shall have to be served notice of the date of the comprehensive examination at least 20 days prior to the examination.

(2) Performance of the doctoral candidate shall be evaluated by every member of the Board by the following 4-level scale: "insufficenter", "rite", "cum laude", "summa cum laude". The examination is deemed successful if the candidate did not receive any "insufficenter" evaluation. The doctoral regulations of the faculties provide for the qualification of the successful comprehensive examinations ("summa cum laude", "cum laude", "rite").

(3) The faculty doctoral regulations provide for the rules pertaining to the passing or – in case of failure – the repetition of a comprehensive examination.

(4) Minutes have to be kept at comprehensive examinations.

(5)¹⁴ Upon request of the candidate the Chairman of the disciplinary doctoral council may issue a certification on the qualification of the examination.

(6) An unsuccessful comprehensive examination may only be repeated once, at least one year ensuing the unsuccessful attempt. The duration of the doctoral procedure shall not be prolonged by this time. Procedural fees due for a repeated comprehensive examination are defined in Annex 6 hereof.

(7) In the event that the repeated comprehensive examination has also been unsuccessful or the candidate makes a written statement following the first failed comprehensive examination that he/she does not intend to repeat it, the disciplinary doctoral council shall terminate the doctoral procedure.

SUBMISSION OF THE DOCTORAL THESIS

Within the meaning of this Act (NHEA) Section 108:

1. doctoral thesis: means a piece of writing, creation or work whereby the PhD/DLA candidate demonstrates in the course of the doctoral degree award procedure that he/she is apt to perform an independent research assignment appropriate to the degree requirements;

Section 67

¹⁴ Established by Senate Resolution CCLXXV/2013. (IX. 23.). Effective as of 24 September 2013.

(1) The doctoral thesis may not be drawn up in co-authorship. Requirements as to content and formalities, and the rules (number of copies, printed or electronic format, etc.) pertaining to the submission of the doctoral thesis shall be laid down in the doctoral regulations of the faculties; however, the submission of a printed version and one saved on an electronic data carrier is compulsory. The submitted doctoral thesis shall not be supplemented or modified in the course of the doctoral procedure.

(2) For the preliminary scientific assessment of the doctoral thesis prior to its submission the department (institute) dealing with the relevant special field of study shall conduct a scientific meeting (hereinafter: disputation at the place of research). Lecturers participating in the relevant doctoral programme, core members dealing with the relevant topic in doctoral programmes at other universities, supervisors, prominent experts of the respective speciality shall be invited to the disputation at the place of research. Minutes shall be drawn up as to the disputation at the place of research. The faculty doctoral regulations may prescribe other forms of preliminary assessment preceding the submission of the doctoral thesis in lieu of the disputation at the place of research.

(3) Upon the submission of the doctoral thesis the candidate shall enclose his/her list of publications as per the directive of the Rector on the register of the publications of the University, the minutes of the disputation at the place of research, the joint recommendation of the leader of the place of research/doctoral programme and the supervisor on the launch or continuation of the doctoral procedure. The recommendation may also contain proposals as to members of the Committee of Assessors and the official opponents.

(4) In the event that the doctoral thesis is submitted during an already pending doctoral procedure, the faculty doctoral regulations provide for the rules of continuing such procedure.

THE PUBLIC DISPUTATION

GD Section 15 (1) The doctoral council shall call upon two official opponents to prepare an assessment of the doctoral thesis. One such opponent may not be in employment with the higher education institution operating the doctoral school.

(2) The two official opponents shall draw up an assessment report on the doctoral thesis within two months of the submission thereof – presented in term-time as specified in the doctoral regulations of the relevant higher education institution -, and shall make a statement whether the thesis is recommended for public defence. If one of the opponents does not recommend the thesis for defence, the doctoral council shall call upon a further third opponent as well.

GD Section 16 (1) The doctoral thesis shall be defended before a committee of assessors in a public disputation.

(2) The doctoral council shall set up the Committee of Assessors to conduct the public disputation, to deliver a decision on the acceptance of the thesis, and to evaluate the public defence. It shall constitute of at least three members. In selecting the members the provisions pursuant to GD Section 12 (3) shall be duly applied.

(3) The thesis shall be defended publicly in term-time within two months of receiving the two supportive recommendations. The doctoral candidate shall be handed the assessment reports preliminarily, and shall respond in writing preceding the disputation, and orally during the public defence of the thesis.

(4) The doctoral candidate shall present his/her abstracts at the public disputation, and then respond to the comments and queries of those present. Upon the request of the candidate and subject to the supportive opinion of the Committee of Assessors with the approval of the doctoral council a closed defence may be held in the event that the doctoral thesis contains qualified data under pending patent procedure or pertaining to national security.

(5) Subsequent to the close of the disputation, the Committee shall make a decision by secret vote on the acceptance of the thesis in a conclave. The Chair shall promulgate the decision following the meeting.

(6) Minutes are required to be kept with regard to the defence and the Committee's decision. The higher education institution shall issue a certification on the results of the comprehensive examination and the defence upon the request of the doctoral candidate, denoting that the certification does not qualify as to the award of the doctoral degree.

(7) In case of two negative assessments or an unsuccessful defence a new procedure may be initiated once more at the most in the same research topic no sooner than two years.

(8) The higher education institution shall issue a certificate on the doctoral degree awarded by the doctoral school subject to a resolution recorded in the official register of doctors denoting the branch of science, as well as the respective discipline or field of art and in addition notify the Educational Authority to this effect.

(9) The degree award procedure shall be completed within one year of the submission of the thesis.

(10) The doctoral degree may be revoked on the basis of the resolution passed by the doctoral council, provided it is established that the prerequisites of the award of the doctoral degree have not been fulfilled.

(11) The detailed rules pertaining to the doctoral procedure and appeal procedure shall be laid down in the doctoral regulations of the respective higher education institution.

Section 68

(1) The doctoral thesis shall be defended in a public disputation before a Committee of Assessors. In case of a doctoral thesis containing qualified data with regard to national security the disciplinary doctoral council upon the request of the doctoral candidate and the proposal of the supervisor – and on the basis of the supportive opinion of the members of the Committee of Assessors - may call for a closed defence.

(2) The Chair of the Committee may only be a university professor, a Professor Emeritus, or a habilitated associate professor, members of the Board shall solely be persons holding a scientific degree.

(3) Members and the Chair of the Committee, as well as substitute members and substitute Chair shall be appointed by the disciplinary doctoral council on the recommendation of the Head of the doctoral school.

Section 69

(1) Official opponents are called upon by the Chairman of the disciplinary doctoral council based on the decision of the same body. At least one of the official opponents may not have public servant status at the University. All official opponents shall be required to hold a scientific degree.

(2) Upon request of the disciplinary doctoral council the two official opponents shall draw up an assessment report on the doctoral thesis within two months, and shall make a statement whether all prerequisites for gaining a doctoral degree have been met, and whether the thesis is recommended for public defence.

(3) In case the official opponent fails to submit the assessment report within two months, and such submission cannot be expected within a further one month period, the disciplinary doctoral council shall revoke the task and a new official opponent is to be invited.

(4) In the event of calling upon a new opponent the disciplinary doctoral council may set a shorter time limit for the assessment report.

(5) In the event that one of the opponents does not recommend the thesis for defence, the disciplinary doctoral council may call upon a third opponent as well.

(6) In the event that the thesis is not recommended for defence by two opponents, the doctoral procedure shall have to be terminated.

Section 70

(1) The Chairman of the disciplinary doctoral council submits the thesis to public disputation ensuing the receipt of two supportive recommendations subsequent to 15 days but within a period of 60 days. The months of July and August are not to be included in the denoted period, cases as per Regulations Section 59 excluded.

(2) Prominent representatives of the profession are to be invited to the disputation; the abstracts presenting the subject, method and findings of the thesis shall be attached to the invitation. The list of guests shall be determined by the disciplinary doctoral council or the

Head of the doctoral school in conformity with the faculty doctoral regulations. Subsequent to setting the date of public disputation the faculty office shall provide public access to the doctoral thesis – except in the case of a closed defence - in a form specified in the faculty doctoral regulations.

(3) The doctoral candidates, the Chair and members of the Committee of Assessors, and the official opponents shall be obliged to be present in person at the disputation. In default of substitute members, or if obstructed, in an exceptional case, the Chair of the Committee may decide on holding the disputation even if one of the opponents or one member of the Committee is absent. If one of the members of the Committee is not present, such member shall be obliged to express his/her opinion in writing on the assessment of the thesis and the written replies of the candidate responding to the criticism of the thesis, as well as on whether the degree may be awarded within 10 days from the day of the disputation. In the event that the public disputation may not be held due to the absence of certain persons, the Chair of the disciplinary doctoral council shall set the next date for the disputation subsequent to 15 days.

(4) The candidate shall be served with the opponents' assessment two weeks prior to the disputation, and shall reply in writing preceding the disputation, and orally during the public defence of the thesis.

(5) The candidate shall present the abstracts of his/her thesis (piece of work) in a public disputation, or may maintain what is set forth in the dispatched abstracts, then shall respond to the comments and questions posed by the opponents, the members of the Committee and those who are present. During the defence it must be ascertained that the conclusions of the thesis are authentic being the original work of the candidate.

(6) Following the close of the defence, the Committee of Assessors shall decide by secret vote on the qualification of the thesis in a conclave. Then the Chair of the Committee shall promulgate the outcome of the defence. Prior to the conclave the Committee may listen to the opinion of the supervisor.

(7) The performance of the candidate is evaluated on a five-level numeric scale (1-5) by every member of the Committee of Assessors. The defence is deemed successful in the event that the candidate acquired 60% of the total number of points. The qualification (“summa cum laude”, “cum laude”, “rite”) of the successful defence is defined by the faculty doctoral regulations.

(8) Minutes are required to be kept with regard to the defence. Such minutes containing the major statements and opinions are public. A third party apart from the candidate may only request a duplicate of the minutes in writing and is required to pay a copy fee as specified in the faculty regulations.

(9) The Chairman of the disciplinary doctoral council shall issue a certification on the qualification of the defence upon the request of the doctoral candidate.

Section 71

(1) In the degree award procedure – pursuant to the faculty doctoral regulations – the doctoral thesis may be submitted in a foreign language, or the whole doctoral procedure may be conducted in a foreign language. The disciplinary doctoral council shall decide on the submission of the doctoral thesis or the pursuance of the doctoral procedure in a foreign language on the basis of an application submitted by the candidate with the consent of the supervisor.

(2) In the event of a doctoral procedure conducted in a foreign language every member of the Comprehensive Examination Board, the Committee of Assessors and every official opponent shall be required to have the necessary foreign language competence in examining the candidate, assessing the doctoral thesis and what has been put forward at the public defence.

DECISION ON THE AWARD OF THE DOCTORAL DEGREE

Section 72

- (1) The disciplinary doctoral council shall examine the doctoral procedure of the candidate subsequent to the doctoral comprehensive examination and public defence. In case of detecting any irregularities in the course of the procedure, it shall take measures to remedy the deficiencies.
- (2) In compliance with the duly conducted procedure, provided the candidate's qualification was not "insufficienter", neither for the doctoral comprehensive examination nor for the thesis, and the public defence was also successful, the disciplinary doctoral council shall make a recommendation for the award of the doctoral degree and its qualification. The qualification of the degree – pursuant to the rules of evaluation and point system specified in the faculty doctoral regulations – may be summa cum laude, cum laude or rite.
- (3) In the event the candidate's doctoral comprehensive examination or thesis was qualified "insufficienter", or the public defence was unsuccessful the disciplinary doctoral council shall terminate the doctoral procedure.

Section 73

- (1) The University Doctoral Council shall decide on the award of the doctoral degree on the grounds of the recommendation submitted by the disciplinary doctoral council.
- (2) In case the University Doctoral Council detects any severe irregularities in the course of the procedure, which hinder the decision on the award of the degree, the submission shall be returned to the disciplinary doctoral council for correction, and the disciplinary doctoral council shall be obliged:
 - a) to remedy the deficiency in the procedure,
 - b) to adequately repeat the part of the procedure which was conducted unduly.
- (3) The University Doctoral Council shall make a decision on the award of the doctoral degree on the recommendation of the disciplinary doctoral council at its first session ensuing the submission of the full documentation, but not later than 4 months following submission.
- (4) The University Doctoral Council shall give reasons for its decision of refusal to award the doctoral degree.
- (5) The decision of the University Doctoral Council is final and binding with no grounds for appeal except in case of any violation of statutory provisions, or of the doctoral regulations of the University or those of the relevant faculty.

THE REVOCATION OF THE DOCTORAL DEGREE

Section 74

- (1) The doctoral degree may be revoked any time upon ascertaining unworthiness on the grounds of the proposal of the disciplinary doctoral council from the person who became unworthy of such degree.
- (2) A person shall become unworthy of holding a doctoral degree in particular if after having obtained such degree the disciplinary doctoral council ascertains the following:
 - a) one of the prerequisites for the initiation of the doctoral procedure was certified by a false or forged document, or subsequent to the award of the degree it is discovered that

one of the preconditions for obtaining the degree as set out in Regulations Section 57 (1) was not met at the time of the award of the degree.

b) an other person's scientific findings were indicated as his/her own (plagiarism) in the doctoral thesis, or in an academic publication evaluated in the course of obtaining the doctoral degree;

c) committed any of the acts defined under Regulations Section 90.

(3) In considering what is set forth under Regulations Section 74 (2) b) the underlying principles and recommendations pertaining to plagiarism laid down in the Code of Academic Ethics of the Hungarian Academy of Sciences shall be applicable.

REMEDIES IN THE DOCTORAL PROCEDURE

Section 75

(1) The doctoral candidate may lodge an appeal pertaining to the doctoral procedure with the University Doctoral Council against the following resolutions of the disciplinary doctoral council within 15 days of receiving such resolution:

a) refusal of launching the doctoral procedure,

b) on motions of preclusion,

c) termination of the doctoral procedure and/or doctoral candidacy,

d) refusal of the submission of the thesis in a foreign language or the conduct of the doctoral procedure in a foreign language,

e) refusal of the postponement of public disclosure or closed defence.

The University Doctoral Council shall decide on the appeals at its ensuing session. The decision of the University Doctoral Council shall be deemed final and binding with no further possibility for appeals.

(2) The doctoral candidate, or the person holding a doctoral degree, may lodge an appeal with the Rector against the following resolutions of the University Doctoral Council - within 15 days of receiving such resolution – on the grounds of any violation as to statutory provisions, or the regulations of the University or the relevant faculty:

a) refusal of awarding the doctoral degree,

b) revocation of the doctoral degree.

The appeals shall be decided on by the Rector. The Rector's decision shall be conclusive with no further possibility for appeals.

(3) For the consideration of appeals Chapter IX of the SSR (System of Student Requirements) shall be applicable among others.

THE PUBLICITY OF THE ABSTRACTS AND THE DOCTORAL THESIS

NHEA Section 53/A (1) The doctoral degree and its abstracts shall be accessible to all. Public disclosure may be deferred up until the date of announcement of the patent or protection application. The higher education institution having awarded the degree shall provide for the full disclosure and record of the doctoral thesis and its abstracts both in printed and electronic format by lodging a printed and an electronic copy of each with the central library of the relevant higher education institution catalogized.

(2) The doctoral thesis and its abstracts shall be made accessible to all in an electronic format in the MTMT database by bearing an identifier (DOI) duly complying with and common to international practice.

(3) The public disclosure of a doctoral thesis involved in a patent or protection application may be deferred upon the request of the doctoral candidate up to the date of registration of such patent or protection the latest, on the grounds of the supportive opinion of the Committee of Assessors and by 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.

Section 76

(1) One printed and one electronic copy of the doctoral thesis shall be lodged with the University library, which shall be providing public access to the theses. The doctoral thesis may not be borrowed.

(2) The doctoral candidate may request in writing not to provide public access to his/her doctoral thesis in the University Library up until the announcement of such candidate's patent or protection application as indicated in his/her request. The disciplinary doctoral council shall decide on such requests.

(3) If the disciplinary doctoral council sustains the request as per subsection (2), or the doctoral thesis contains qualified data pertaining to national security, the University Library shall indicate in its catalogue the date from which the thesis or the abstracts may be accessible. The University Library shall be obliged to provide adequate safekeeping for the the doctoral thesis and abstracts containing qualified data pertaining to national security up until public disclosure.

(4) The author shall upload the data of the doctoral thesis and abstracts to the MTMT database within 15 days from the award of the degree, and their full content to the ELTE Digital Record of Works. The author shall be obliged to provide public access to the doctoral thesis and abstracts by enabling an electronic connection between the MTMT database and the ELTE Digital Record of Works.

(5) If the author of the doctoral thesis has concluded a publishing contract during the doctoral procedure or up until the award of the degree to publish the work public disclosure prescribed as per subsection (4) may also be met by indicating "under publication" in the ELTE Digital Record of Works until the the work is published, following such publication the bibliographical data of the work shall be accessible to the public in the ELTE Digital Record of Works as well. The publicity of the abstracts shall be provided pursuant to subsection (4) even in the aforementioned case. If the publication of the doctoral thesis will not be carried out within a year from the award of the degree subject to the publishing contract, the public disclosure of the thesis shall be provided for pursuant to subsection (4).

(6) In the case of doctoral theses falling under subsection (3) public disclosure obligations as per subsection (5) shall be performed from the date of announcement of the patent or protection application, or within 15 days of the cessation of the qualification due to national security.

(7) The faculty office shall inspect the performance as per subsections (4)-(6) following a 30-day period of the lapse of time limits for such performance. In the event that the author fails to meet the above requirements, the faculty office shall remedy such deficiency within 30 days.¹⁵

THE DOCTORAL DEGREE AND CONFERMENT

NHEA Section 51 (5) The diploma is a public document bearing the coat of arms of Hungary and displaying the name of the issuing higher education institution, its institutional identifier (OM-identifier), the serial number of the diploma, the name, name at birth, place and date of birth of its holder, the level of qualification, or the degree awarded, the field of study, specialisation, as well as the place, year, month, and day of issue, the classification as per the Hungarian Qualifications Framework

¹⁵ Directive of the Rector 6/2012.(II.23.)

and the European Qualifications Framework (EQF) of the qualification or specialisation certified by the diploma. The diploma shall also be furnished with the original signature of the head of the higher education institution (or of the head of the institution stipulated in the academic and examination regulations) and shall bear the stamp of the higher education institution.

(6) The diplomas issued shall be registered.

NHEA Section 52 (1) The diplomas shall be issued in Hungarian and English or in Hungarian and Latin; in case of a gentilital programme, they shall be issued in Hungarian and in the language of the relevant nationality, or in case of a programme not held in Hungarian, in Hungarian and in the respective language of instruction of the programme.

Section 77

(1) Doctoral degrees shall be issued either in both Latin and Hungarian, or in both Hungarian and in the language of instruction.

(2) In the case of a foreign language procedure the degree should be issued in Hungarian and Latin, and in the language of the procedure.

(3) The degree shall also be issued in English on a separate certificate.

(4) The degree shall contain:

- a) the name of the University, its higher education identifier code,
- b) the coat of arms of the University,
- c) its owner's name, place and date of birth,
- d) the name of the field of study and the specialisation,
- e) the place and date (day, month, year) of issue,
- f) the qualification of the doctoral degree,
- g) the seal of the University with the coat of arms of Hungary.

(4) The sample text of the degrees is contained in Annex 2 hereof.

(5) The degree is signed by the Rector of the university, and the Chair of the University Doctoral Council.

Section 78

(1) The persons obtaining a doctoral degree shall be conferred the title of 'doctor' by the Rector and the heads of the faculties (or their representatives) during a ceremonial graduation.

(2) At the conferment the candidates shall be present in person, and as part of the ceremony they shall take an oath defined in Annex 3. It is only the persons having taken the oath who are entitled to use the title testifying their obtaining the doctoral degree.

(3) The conferment of doctors shall take place within half a year after the decision of awarding the degree. The ceremony is organized by the Directorate of Education.

(4) The Rector is entitled to give permission for an individual conferment of the degree, as distinct from subsection (1) if a candidate applies for it for a good cause worth special consideration.

THE CONFERMENT OF DOCTOR WITH HONOURS

NHEA Section 52 (8) The Rector of the higher education institution – subject to the prior consent of the President of the Republic – shall confer the doctoral degree with 'Promotio sub auspiciis praesidentis Rei Publicae' honours upon the student whose educational performance was always highly acknowledged during his/her studies in secondary school, higher education and at the doctoral level, provided that he/she also demonstrated outstanding performance in the procedure leading to the award of a doctoral

degree. The detailed conditions of receiving a doctoral degree with honours shall be defined by the Government.

GD Section 18 (1) A person who complies with the following may be conferred the doctoral degree with honours:

a) all grades amounted to excellent (5) and diligence has been evaluated as exemplary (5) in the certificate on accomplished study requirements per annum and in the school leaving certificate during studies pursued subject to Section 11 of Act 2011 of CXC on national public education and Section 29 of Act 1993 of LXXIX on public education commencing from year 9 of education;

b) all compulsory examinations have been graded excellent (5), or equivalent to an excellent (5) grade in line with the evaluation system of the higher education institution during undergraduate and postgraduate studies (Master's programme), or studies pursued in one-tier training;

c) compulsory examinations during doctoral studies have been graded excellent (5) and the evaluation of the doctoral comprehensive examination has been summa cum laude, and the public defence have been assessed with the highest grade in the respective evaluation system.

(2) In the event that the candidate pursued studies partly abroad requirements pursuant to subsection (1) - following the recognition of the level of qualification certified by the foreign diploma, and the nostrification of the doctoral degree - shall be taken into consideration in accordance with the assessment system of the relevant foreign educational institution.

(3) In case of college or university qualification, provisions in subsection 1 b) shall also apply to the results obtained in college or university training.

(4) The higher education institution may stipulate further professional criteria in its doctoral regulations apart from those set forth in subsection 1 b)-c).

GD Section 19 (1) In order to obtain approval to confer a doctoral degree with honours the Minister in charge of education shall submit a proposal to the President of the Republic on the recommendation of the higher education institution.

(2) The Rector of the higher education institution shall forward the certified copies of the documents attesting that the candidate complies with the criteria set out in Section 18 to the Minister in charge of education to be included in the proposal.

(3) The doctors with honours shall be granted a 14 carat gold ring weighing 8 g and bearing the coat of arms of Hungary as a sign of honour at the conferment.

(4) The higher education institution having made the recommendation shall be in charge of covering expenses incurred by the conferment with honours.

Section 79

(1) Particular candidates shall initiate the conferment of the title of Doctor with Honours in a written application submitted to the disciplinary doctoral council within 15 days after the public defence. A certified copy of the documents testifying the fulfilment of the requirements defined in **GD** Section 18 (1)-(3) shall be enclosed with the application.

(2) The disciplinary doctoral council shall convey the application - together with its recommendation for awarding the doctoral degree - to the University Doctoral Council.

(3) In the case of awarding the doctoral degree, and if the application complies with all the conditions, subject to the proposal of the Chair of the University Doctoral Council the Rector shall initiate the conferment of the title of Doctor with Honours with the Minister in charge of education.

(4) The costs of the conferment of the title of Doctor with Honours shall be covered by the Directorate of Education.

RESPECTIVE REGISTERS OF DOCTORAL CANDIDATES AND DOCTORS

Section 80

- (1) The disciplinary doctoral council shall keep a record of the faculty data of the university register of doctoral students, which contains the data of the Applicants and the students admitted.
- (2) The faculty register of doctoral students, which contains all the activities of the doctoral students relating to their training, shall be kept by the competent faculty offices in the electronic administration system.
- (3) The registration forms of doctoral students shall be recorded by the competent faculty offices in the electronic administration system.

Section 81

- (1) The university register of doctors (official register of doctors) shall be kept by the Directorate of Education.
- (2) The university register of doctors shall contain the description of every event of the doctoral procedure.

SPONSORING OF STUDENTS PARTICIPATING IN DOCTORAL TRAINING AND THE FEES PAYABLE BY THEM

NHEA Section 81 (1) Services available to students funded partly or wholly by the Hungarian state scholarship shall be as follows:

- a) **the first registration for lectures, seminars, consultations, practical courses, and field practice courses, recitals and examinations, the retake on one occasion of failed recitals and examinations, and the taking of the final examination that are requisite to the fulfilment of educational and academic requirements specified in the relevant programme and to the diploma and the doctoral absolutorium, as well as the degree award procedure during student status in accordance with Section 53 (2),**
- b) **special college courses,**
- c) **use of the facilities of the higher education institution, including library and basic library services, laboratories, computer, sporting and recreational facilities, and the equipment thereof pertaining to services free of charge.**
- d) **...**
- e) **academic and career counselling,**
- f) **the first issuance of all documents relating to the training and to the conferral of the doctoral degree,**

(2) Unless otherwise provided for by the relevant laws, no higher education institution may charge any administrative service fees (e.g. enrolment fee) to students whose training is funded in whole or part by the Hungarian state.

(3) If a student funded by the Hungarian state scholarship participates in studies abroad in a country within the European Economic Area and which studies may be included in the training of the domestic higher education institution, such student may receive a grant from the higher education institution where he/she has student status for the duration of his/her studies abroad pursuant to subsection (4).

(4) The student shall only be entitled to the grant as per subsection (3) if his/her studies abroad have been commenced with the approval of the higher education institution.

(5) The grant specified in subsection (3) may be provided on the account of the training aid. The grants shall be decided on and awarded subject to public applications.

NHEA Section 82 (1) Fee-paying services available to students funded in whole or part by the Hungarian state scholarship shall be as follows:

- a) **...**
- b) **objects produced with the tools and equipment of the higher education institution, supplied for the student by the higher education institution, becoming the property of the student (e.g. reproduced materials),**

- c) use of the facilities (library, laboratories, computer, sporting and recreational facilities) and the equipment of the higher education institution outside the scope of free services,
- d) courses awarding credits in excess of the compulsory number of credits or the number of credits higher education institutions are required to offer under this Act.

(2) The academic and examination regulations of higher education institutions may stipulate a fee for the third or any additional retake of an examination in the same subject, the second retake of lectures, seminars, consultations, practical courses, and field practice courses, and its fees and grants regulations may specify the same for failure to meet or late fulfilment of any obligations set forth in the academic and examination regulations. The rate of such payment obligation per each occasion may not exceed five percent of the statutory minimum wage determined for full time employment.

(3) The rules pertaining to the determination of the fees charged on the basis of subsections (1)–(2) shall be defined in the fees and grants regulations with on proviso that the aggregate rate of such fees – excluding services under subsection (1) a) - shall not exceed fifty percent of the tuition fee.

(4) If the student is enrolled in a training funded by the Hungarian state scholarship, the provisions of Section 81 (1)-(3) shall also apply to him/her as a guest student.

NHEA Section 83 (1) Fee-paying students shall have a duty to pay tuition fees for services defined in Section 81 (1)–(2), and to pay fees for the services listed under Section 82 (1)–(2).

(2) The rules pertaining to the determination and modification of the fees for services shall be specified in the fees and grants regulations. Based on the fees and grants regulations, the student and the higher education institution shall stipulate in an agreement the amount of fees for services.

(3) The proportionate part of the tuition fee specified in the bylaws shall be repaid to the student who declares up to the deadline specified in the bylaws that he/she terminates or temporarily terminates his/her student status.

(4) The bylaws shall stipulate the way in which the Rector shall decide on the benefits due to fee-paying students on the basis of their academic performance or social conditions and on the permission of instalment payments.

(5) Any higher education institution may agree with a contracting party to grant student status to the persons appointed by such contracting party. Student status may be established on the basis of such agreement with the person who otherwise satisfies all criteria specified in this Act. The agreement shall stipulate that all costs relating to such student's studies shall be borne by such contracting party.

Section 82

(1) The sponsoring of students participating in doctoral training and the fees payable by them shall be provided for by Annex 5 hereof. The grounds on which and the methods grants may be provide for PhD students are set forth in the chapter on benefits of the SSR.

(2) Tuition fees of doctoral schools shall be specified by the relevant faculties which shall be published in the guide for admission.

(3) Tuition fees shall be payable up until the date specified in the faculty doctoral regulations, but not later than 30 October (31 March).

(4) In case of a default in payment of the tuition fee the faculty office shall demand payment within one month of such default. The disciplinary doctoral council shall initiate the termination of student status with the Dean if such default was failed to be remedied after having examined the social circumstances of such student and as a result further postponement of payment was not deemed reasonable.

(5) For the examination of social standing the disciplinary doctoral council may request the student concerned to supply data and information. In the event that the student does not supply the required information within the set deadline or refuses it, the disciplinary doctoral council shall initiate the termination of student status without any further investigation.

(6) The SSR shall determine the grounds on which special procedural fees payable by PhD students shall be charged and the amounts thereof.

(7) The sum of special procedural fees shall be established to be rounded to the nearest hundred.

Section 83

- (1) The University in order to support the doctoral programme, and doctoral students may enter into agreements to create scholarships with natural or legal persons.
- (2) Scholarships founded in accordance with subsection (1) shall be granted exclusively to persons having acquired doctoral student status with the University.
- (3) The award of scholarships founded in accordance with subsection (1) shall be decided on by the founder with defining the person(s) gaining the scholarship(s) or the rules of awarding the scholarships.

NOSTRIFICATION OF ACADEMIC DEGREES OBTAINED ABROAD

RA Section 1 (1) The scope of this act shall cover all authorities under Section 4, information service under Section 4/A, the authority conducting preliminary verification under Section 41, and all natural persons, regardless of citizenship who have obtained a certificate or degree issued by any foreign institution of public or higher education or any other institution providing education operating either in Hungary or abroad (hereinafter: foreign educational institution).

RA Section 2 (1) As a result of the recognition of a certificate or degree issued by a foreign educational institution the bearer may not obtain more rights than the rights that particular certificate or degree normally entitles the bearer in the state where such certificate or degree was issued.

(2) In case this Act provides otherwise, the recognition or the nostrification must be based on the legal status of the issuing foreign educational institution, the legal effect of the certificate or degree, the study period or the academic and examination requirements.

(4) The Applicant has the right to specify the purpose of the recognition or nostrification as well as the level of education, qualification or professional degree certified by the Hungarian certificate or degree to be regarded as equivalent to such Hungarian certificate or degree.

RA Section 3 (1) During the recognition procedure the authority pursuant to Section 4 carrying out the procedure declares the legal effect of a foreign certificate or degree equivalent to the legal effect of a certificate or degree obtainable in Hungary according to the method provided here (Recognition Procedure). During the nostrification procedure the authority pursuant to Section 4 carrying out the procedure declares the legal effect of a foreign degree equivalent to the legal effect of the degree issued by such authority according to the method provided here (Nostrification). However the recognition of a certificate or degree for the purpose of pursuing further studies entitles the bearer to apply for admission solely to a type of educational institution compatible with the objective of pursuing further studies.

RA Section 4 (3) The nostrification of academic degrees certified by foreign degrees carried out in accordance with the provisions of Chapter III of this Act shall fall within the authority of such domestic universities that are eligible to award PhD degrees in the relevant academic discipline or field of art related to such foreign degree pursuant to the higher education act (hereinafter NHEA).

RA Section 6 (1) The recognition of any level of education, qualification, professional degree or academic degree is carried out during a recognition or nostrification procedure.

(2) Only those are entitled to have their certificates or degrees recognised or nostrified who at the time of filing the application prove their citizenship and personal particulars with an official certificate of citizenship and personal identity and their residence in Hungary with an official certificate of address, respectively.

(3) A person not being a citizen of the relevant Member State, or not falling under the same category as such foreign national, nor being a Hungarian national may only be eligible to apply for the recognition or nostrification of his/her certificate or degree – the recognition for the purpose of further education excluded – if apart from fulfilling the requirements under Section 7 (2) has a residence permit issued for the purposes of undertaking employment or securing family co-habitation.

RA Section 7 The Applicant must attach the following to the application initiating the procedure to be submitted to the authority carrying out the procedure:

(a) a certified copy of the original certificate or degree, or - in exceptional cases – an authentic copy of a document identical with the degree (duplicate);

(b) a certified copy of the document issued by the foreign educational institution (e.g. course record book, student's report book) which is an authoritative evidence of the duration of studies and the successful performance of academic requirements (including courses, examinations, theses and final exams etc.) to obtain the respective certificate or degree;

- (c) a certified Hungarian translation of the documents specified in paragraphs (a) and (b);
- (d) a receipt justifying that the Applicant has paid the required fees for the procedure, if there are any.
- (2) The authority carrying out the procedure may require the Applicant to present the original of the documents specified in paragraphs (a) and (b). The authority carrying out the procedure may stipulate that in certain languages a simple translation (not certified) of the above mentioned documents may be submitted.
- (3) The authority carrying out the procedure may in exceptional equity exempt the Applicant from the obligation of submitting the documents specified in subsection (1), if the Applicant is a refugee, has been granted asylum or admitted into the country, and applies for recognition with the objective of continuing education, and is able to prove or reasonably assure that his or her documents are not available for reasons beyond his or her control.
- (4) A translation is deemed as a certified translation if it bears the authentication clause of the National Office for Translation and Attestation, a Hungarian foreign representation agency or a Hungarian civil law notary.
- (6) A certified copy is a copy qualified as such by the law, and the copy made of the original and certified by the authority carrying out the procedure.

RA Section 8 (1) In the course of the recognition or nostrification procedure the Applicant may be required to present or file the following in addition to the documents specified in Section 7:

- (a) present a copy of the certificates or degrees proving the Applicant's previous studies leading to the obtaining of the certificate or degree in the application, or
- (b) submit a copy of a document issued by the relevant foreign educational institution, which helps to make a picture of the academic system and programme of the relevant institution or department in case the submitted documents do not provide sufficient information for the judgement thereof.
- (2) The authority carrying out the procedure may order that the Applicant must submit a certified copy, and/or certified translation of the documents referred to in subsection (1). A list of languages in which a simple copy shall be accepted is set out on the website of the relevant authority.
- (3) If any doubt may arise in connection with the authenticity of the documents submitted by the Applicant, or the Applicant is not in possession of the documents required for the recognition or nostrification of the degree in question, and the authority carrying out the procedure deems such documents to be impossible or difficult to obtain by the Applicant, the authority carrying out the procedure may contact the competent foreign institution, organisation or authority. If the legal effect of such certificate or degree is to be established which has been issued in a state which is a signatory [Section 13 (1)] to the Convention signed in Lisbon (hereinafter: Lisbon Convention) on 11 April 1997 and promulgated by Act XCIX of 2001 on the recognition of qualifications concerning higher education in the European region the relevant authority shall contact the foreign information centre pursuant to Article IX (2) of the Lisbon Convention.
- (4) The authority carrying out the procedure must act upon the application. If the verification procedure shows that the conditions to the recognition or nostrification as per application are not satisfied, however recognition or nostrification is possible in another manner, the authority carrying out the procedure shall inform the Applicant on the opportunity of changing the application.

RA Section 15 (1) The authority carrying out the procedure shall nostrify an academic degree obtained in a doctoral award procedure abroad as 'Doctor of Philosophy' (abbreviated: PhD) or as 'Doctor of Liberal Arts' (abbreviated: DLA) in a field of art, if

- (a) the degree was issued by a foreign educational institution which is authorised to issue an academic degree under the law of the respective foreign country, and
- (b) the requirements of earning such academic degree comply with the requirements of earning a 'Doctor of Philosophy' or a 'Doctor of Liberal Arts' as specified by applicable law and the doctoral regulations of the authority carrying out the procedure, or compliance may be achieved by imposing additional requirements.
- (2) If there is a significant difference between the training of the Applicant and that of the domestic institution offering a similar degree, the authority carrying out the procedure may impose further conditions in order to nostrify the foreign academic degree (doctoral comprehensive examination, defending the doctoral thesis, etc.).
- (3) The authority carrying out the procedure may issue a decision on the nostrification of the academic degree to entitle the bearer for the use of the title of 'doctor'.

Section 84

- (1) Nostrification of academic degrees obtained abroad as doctoral degrees shall be applied for by submitting a form as per Annex 5 hereof to the Chairman of the competent disciplinary doctoral council between 1 September and 30 June.
- (2) The application may only be submitted for disciplines set out in Annex 1 hereof.
- (3) The application is to enclose:
 - (a) a certified copy of the original university degree,

- (b) a certified copy of the original doctoral degree,
 - (c) a certified copy of a document issued by the foreign educational institution (e.g.: a transcript, student's record book) which testifies the period of studies and the successful fulfilment of the academic requirements (courses, examinations, theses, final examinations, etc.) prescribed for obtaining the doctoral degree,
 - d) the bill of payment of the procedural fee for the nostrification,
 - f) the certificates testifying the language competence prescribed for the doctoral procedure.
- (4) The disciplinary doctoral council may also request the certified translation of the documents set out in subsection (3) a)-c), if they were issued in a language other than English, German or French, and no teaching staff is available at the faculty having the necessary language skills to consider the contents of the documents.
- (5) If nostrification is not to be carried out in respect of a doctoral degree obtained in a state which is a signatory to the Lisbon Convention promulgated by Act XCIX of 2001, the disciplinary doctoral council may request an expert opinion on the condition pursuant to **RA** Section 15 (1) a) from the Hungarian authority¹⁶ in charge of the recognition of foreign certificates and degrees.
- (6) The faculty doctoral regulations may prescribe that the thesis underlying the award of the academic degree must be enclosed with the application in its original language. In case the thesis has been prepared in a language in which the doctoral council cannot decide about the nostrification of the degree, a certified Hungarian translation may be asked for.
- (7) The disciplinary doctoral council shall make its recommendation in accordance with the procedure defined in the faculty regulations.
- (8) The University Doctoral Council makes its decision on nostrification subject to the recommendation of the disciplinary doctoral council.
- (9) The nostrified degree shall not have a qualification.

FEES PAYABLE BY STUDENTS DURING THE DOCTORAL PROCEDURE, AND DUE REMUNERATION OF THOSE CONDUCTING SUCH PROCEDURE

Section 85

- (1) The fees payable by students during the doctoral procedure are set out in Annex 4 hereof.
- (2) A student is deemed subsidized by the Hungarian state from the aspect of fees payable for the issuance of the doctoral certificate if such student acquired the absolutorium as a student subsidized by the Hungarian state or prior to the absolutorium initiates the doctoral procedure as such subsidized student.
- (3) Those assisting in the doctoral procedure and not having public servant status at the University may be remunerated. The extent of such remuneration is regulated by the faculty doctoral regulations.

APPROPRIATION OF STATE FUNDS AND OTHER INCOMES OF THE DOCTORAL PROGRAMME

Section 86

¹⁶ Currently this is the Educational Authority subject to Section 19 of Government Decree 121/2013 (IV. 26).

- (1) Every year the faculties participating in the doctoral programme shall have a duty to prepare a report on the year preceding the year concerned.
- (2) The report shall contain the aims of spending state funds and other incomes of the doctoral programme and the sums spent on those aims.
- (3) The report must be forwarded to the Chair of the University Doctoral Council by 31 March of every year. The report shall be discussed by the University Doctoral Council during its ensuing sitting.

THE 'DOCTOR HONORIS CAUSA' AND THE 'DOCTOR ET PROFESSOR HONORIS CAUSA' TITLES

GD Section 20 The Senate of the higher education institution may award the honorary doctor (Doctor Honoris Causa) and the honorary doctor and professor (Doctor et Professor Honoris Causa) titles on the recommendation of the Rector after having consulted with the doctoral council to the person who earned merit of such title subject to the doctoral regulations in a discipline in which the higher education institution is eligible to confer doctoral degrees.

Section 87

- (1) The University may recognize academic merits by awarding the 'honorary doctor and professor' ('doctor et professor honoris causa') and other individual merits by awarding the 'honorary doctor' ('doctor honoris causa') titles.
- (2) The holder of the 'honorary doctor and professor' ('doctor et professor honoris causa') shall be entitled to deliver lectures and courses in his/her speciality in undergraduate and postgraduate training, and – if the necessary conditions (doctoral degree, the Head of the doctoral school's request) are met – in the doctoral training.

Section 88

- (1) The University shall confer the 'honorary doctor and professor' title on maximum 8 persons a year.
- (2) Each university faculty eligible to offer doctoral programmes is entitled to recommend one person for the conferment of the title respectively. A further Hungarian citizen and a foreign national may be recommended for the conferment of the title initiated by the Rector at the respective faculty council.
- (3) The faculty council makes recommendations for the award of the 'honorary doctor and professor' title to the Senate, which shall come to the final decision after consulting with the University Doctoral Council.

Section 89

The conferment of the 'honorary doctor' title shall be decided on by the Senate on the recommendation of the Rector – after having considered the opinion of the University Doctoral council -, giving consideration to the initiations concerning the conferment.

Section 90

- (1) The person holding an 'honorary doctor' title ('doctor honoris causa') may be deemed unworthy of holding such title in the event that he/she has been conclusively convicted of a

criminal offence in a due process in compliance with conditions and requirements of the Universal Declaration of Human Rights, and the Convention on the protection of human rights and fundamental freedoms. The title conferred upon a person having been proved unworthy of holding such title may be withdrawn.

(2) The Rector and the faculty councils are eligible to make proposals for the revocation of the title of 'Honorary Doctor' ('doctor honoris causa'), which shall comprise a detailed reasoning therefor.

(3) A copy of the motion on revocation shall be forwarded to the holder of the title enabling him/her to acquit himself/herself preliminarily in person or by a representative, or in writing. The person concerned shall have three months from the date of delivery to provide a reply.

(4) The Senate shall decide on the revocation of the title subject to the opinion expressed by the University Doctoral Council following the receipt of the reply as per subsection (3) or in default of such reply after the lapse of the deadline as per subsection (3).

MISCELLANEOUS PROVISIONS

Section 91

(1) The Regulations herein shall take effect on 1 August, 2013 – except for Section 91 (3) - and concurrently, the Doctoral Regulations adopted by Senate Resolution CXVI/2007. (VI.4.) of the Council of the Eötvös Loránd University and the amendments thereof shall be repealed.

(2) Provisions herein pertaining to the doctoral programme shall be applicable as of academic year 2013/2014 introduced in a consecutive system of introduction, as to provisions in respect of the doctoral procedure and the nostrification of doctoral degrees they shall be applicable to procedures initiated ensuing the entry into force of the Regulations herein.

(3) Provisions herein pertaining to the academic e-record book shall become effective as of 1 September 2013, and they shall be applicable to students obtaining an absolutorium in the academic year 2013/2014 or ensuing such academic year.

(4) Until the PhD student does not deliver his/her printed academic record book to the faculty office ensuing the spring examination period of academic year 2012/2013, such student may not register and may not subscribe to any courses or examinations.

(5) The printed academic record book of students who will obtain their absolutorium certificate ensuing 31 October 2013 shall be invalidated by punching through its pages, and shall be delivered to any student who requests it until 30 June 2014.

(6) Doctoral schools shall be obliged to submit their bylaws to the University Doctoral Council by 15 September 2013 pursuant to the Regulations herein.

Budapest, 1 July 2013

Dr Barna Mezey
The Rector