

EÖTVÖS LORÁND UNIVERSITY
ORGANISATIONAL AND OPERATIONAL REGULATIONS
VOLUME 2
ANNEX 6 TO THE ACADEMIC REGULATIONS FOR STUDENTS

DOCTORAL REGULATIONS



2016¹

¹ Approved with Senate Resolution CXCIV/2016. (VI. 27.) in a uniform structure with the provisions of Senate Resolutions CCIII/2016. (IX.26.), CCIV/2016. (IX.26.), CCVII/2016. (IX.26.) on the amendments.

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

- Act CCIV of 2011 on National Higher Education (hereinafter: Nftv.
- Government Decree 387/2012 (XII.19.) on doctoral schools, doctoral procedure, and habilitation (hereinafter: R.)
- Act C of 2001 on the national recognition of foreign certificates and degrees (hereinafter: Etv.)
- Government Decree 423/2012 (XII.29) on higher education admission procedure (hereinafter: FelviR.)
- Government Decree 87/2015 (IV.9.) on the implementation of certain clauses of Act CCIV of 2011 on National Higher Education (hereinafter: Nftv. vhr.)
- Government Decree 51/2007 (III.26) on grants and benefits as well as payable fees and contributions of students in higher education
- Government Decree 50/2008 (III. 14.) on the funding higher education institutions based on an education, science and maintainer-dependent formula (hereinafter: Finansz.r.)

and pursuant to the principles and rules pertaining to the European Higher Education Area and the European Research Area, prescribes the rules and regulations on doctoral programmes and the obtainment of a doctoral degree as follows:

GENERAL PROVISIONS

[...]²
[...]³
[...]⁴

THE EFFECT OF THE UNIVERSITY DOCTORAL REGULATIONS

Section 1

- (1) The University Doctoral Regulations (hereinafter: Regulations) 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 taking part in a doctoral programme,
 - d) lecturers and researchers contributing to a doctoral programme,
 - e) those assisting in a doctoral programme,
 - f) those assisting in a doctoral procedure
 - g) the national recognition of academic degrees obtained abroad,
 - h) conferment of the title of Doctor with Honours,
 - i) conferment of the title of ‘Honorary Doctor’,
 - j) conferment of the title of ‘Honorary Doctor and Professor’.
- (2) In accordance with these Regulations, matters specified in the doctoral regulations pertaining to each faculty and the operational regulations of doctoral schools are laid out in those regulations contained in the Annexes of the present Regulations.

ORGANISATIONAL FRAMEWORK OF THE DOCTORAL PROGRAMME AND THE OBTAINMENT OF A DOCTORAL DEGREE

² Quotation from Nftv. Section 2 (3) omitted in this space – Translator’s Note.

³ Quotation from Nftv. Section 3 (1) omitted in this space – TN.

⁴ Quotation from Nftv. Section 12 (3) omitted in this space – TN.

[...]⁵

SCIENTIFIC BRANCHES AND ACADEMIC DISCIPLINES OF THE DOCTORAL PROGRAMME

Section 2

The enumeration of the doctoral programmes offered and doctoral degrees that can be obtained at the University is presented in Annex 1 of the present Regulations.

DOCTORAL COUNCILS

[...]⁶

[...]⁷

University Doctoral Council

Section 3

- (1) The members of the University Doctoral Council shall be:
 - a) the Chair of the University Doctoral Council
 - b) 1 person representing the doctoral schools of the Faculty of Law, 1 person representing the doctoral schools of the Faculty of Humanities, 1 person representing the doctoral school of the Faculty of Informatics, 1 person representing the doctoral schools of the Faculty of Pedagogy and Psychology, 1 person representing the doctoral school of the Faculty of Social Sciences, 1 person representing the doctoral schools of the Faculty of Science,
 - c) 3 persons who are not employed by the University recommended by the Rector representing the Hungarian Academy of Sciences and its institutions. Of the 3 persons, 1 shall represent the humanities, 1 shall represent the social sciences and 1 shall represent the sciences.
 - d) one member representing the Doctoral Students
 - e) the Deputy Rector in charge of academic affairs having right of consultation if such Deputy Rector is not the Chair or a member of the University Doctoral Council.
- (2) The Chair of the University Doctoral Council is selected by the Senate upon the recommendation of the Rector.
- (3) The members of the University Doctoral Council representing the doctoral schools are recommended by the discipline doctoral councils upon the agreement of the relevant faculty councils. The right to delegate Doctoral Students from among those with a student status taking part in a doctoral programme is held by the University Doctoral Student Union (hereinafter: EDÖK). The members – with the exception of those representing Doctoral Students – are selected by the Senate. The letters of appointment of the members are issued by the Rector.
- (4) Upon the recommendation of doctoral school bodies eligible to nominate council members, the Senate shall select voting-eligible substitute members to fill in for those representing the doctoral schools if necessary.

⁵ Quotation from Nftv. Section 16 (1)-(4) omitted in this space – TN.

⁶ Quotation from Nftv. Section 16 (5) omitted in this space – TN.

⁷ Quotation from R. Section 9 (1) omitted in this space – TN.

- (5) Voting-eligible members or substitute members of the University Doctoral Council – excluding members representing Doctoral Students – can be full members, corresponding members or doctors of the Hungarian Academy of Sciences or university professors who meet the criteria pertaining to core members of doctoral schools.

Section 4

- (1) The mandate of the members of the University Doctoral Council – with the exception of those representing Doctoral Students – shall cease on 31 December subsequent to the expiry of the mandate of the Senate which elected them. The mandate of the members representing Doctoral Students shall last for the duration prescribed in the Bylaws of the EDÖK but for no more than three years.
- (2) The mandate of the members of the University Doctoral Council shall cease upon:
- a) the expiry of the mandate of the University Doctoral Council
 - b) resignation
 - c) the recall of a member
 - d) the expiry of the student status in the case of a member representing Doctoral Students
 - e) death of the member
- (3) In the event of the cases specified in points b)-c) and e) of paragraph (2), the Senate shall select a new member upon recommendation of the body/person entitled to nominate members within 60 days. If the Senate does not hold a meeting within the specified time period, a new member shall be selected at the nearest possible meeting.
- (4) Members of the University Doctoral Council entitled to nominate or delegate members shall nominate new members for the Council within 60 days prior to the expiry of the mandate of the University Doctoral Council.

Section 5

- (1) The recall of members of the University Doctoral Council may be initiated by the University Doctoral Council or the body/person entitled to nominate members.
- (2) The recall of a member of the University Doctoral Council may be initiated in the event that
- a) the member is permanently unavailable;
 - b) the member regularly fails to attend sessions of the University Doctoral Council;
 - c) a binding criminal sentence or disciplinary decision is brought against the member;
 - d) the member becomes unworthy of membership for any reason whatsoever.
- (3) It shall qualify as permanent unavailability if it can be expected that the member is unable to fulfil his/her duties in the University Doctoral Council for at least one academic year and is unable to attend sessions of the University Doctoral Council.
- (4) A recall of a member over regular failure to attend sessions of the University Doctoral Council may be initiated if the member does not attend at least one session of the Council in one academic year.
- (5) Decisions on recalls are to be made by the Senate or the EDÖK at the session following the initiation of the recall.

[...] ⁸

Section 6

The University Doctoral Council shall

- a) decide on the conferment, qualification and revocation of the doctoral degree based on the recommendation of the discipline doctoral councils,

⁸ Quotation from R. Section 9 (2) omitted in this space – TN.

- b) give an opinion on the recommendations for the awarding of the title of Doctor with Honours and refer them to the Rector,
- c) decide on the national recognition of academic degrees obtained abroad based on the recommendation of the discipline doctoral councils,
- d) safeguard the preservation of the uniform and high academic and professional standards certified by the doctoral degree,
- e) preside over the lawful functioning of the discipline doctoral councils,
- f) hold preliminary consultations on the establishment of doctoral schools with core members and discipline doctoral councils planning to establish them,
- g) give an opinion on requests submitted by discipline doctoral councils on the establishment of doctoral schools,
- h) submit the training plan of the doctoral programme to the Senate for approval,
- i) approve the operational regulations of doctoral schools,
- j) approve the heads of doctoral schools from among the core university professors of the schools – based on the recommendation of the majority of core members and the opinions of the discipline doctoral councils – and recommend the appointment of the Head of the school to the Rector indicating the term of office,
- k) approve the members of the councils of the doctoral schools,
- l) give an opinion on the faculty doctoral regulations,
- m) decide on the allocation of the University's state-funded places among academic disciplines along the pre-approved principles,
- n) recommend to the Rector the signing of agreements pertaining to joint doctoral programmes with foreign universities,
- o) discuss the reports of the discipline doctoral councils,
- p) submit proposals to the Senate on the guarantee of funds for the operational costs of the doctoral programmes,
- q) submit a report to the Senate on the use of funds for the operation of the doctoral programmes as part of the University report,
- r) establish the principles and methods of the quality assurance of the doctoral programmes and the obtainment of a doctoral degree taking into account the opinions of the discipline doctoral councils,
- s) compile annual reports, pursuant to Section 22, on the quality of the operation of the doctoral schools,
- t) recommend the suspension or dissolution of the doctoral programme or dissolution of the doctoral school if necessary,
- u) give an opinion to the Senate on the Rector's recommendations for recipients of the titles of Honorary Doctor and Honorary Doctor and Professor.

Section 7

- (1) The University Doctoral Council shall select a Deputy Chair from among its members employed by the University at its first meeting of every academic year. The Deputy Chair shall carry out the duties of the Chair in the case of the latter's unavailability.
- (2) The University Doctoral Council shall meet at least four times in an academic year or as necessary.
- (3) Meetings of the University Doctoral Council are convened by its Chair. Meetings are to be called at least 8 days in advance and the agenda of the meeting shall be sent to the Council's members.
- (4) The members of the University Doctoral Council shall attend the meetings of the Council having voting rights.
- (5) Consultation rights in the meetings of the University Doctoral Council are held by
 - a) the Chair of the discipline doctoral council (if he/she is not a member of the body)
 - b) anybody invited to the meeting of the University Doctoral Council by its Chair.

- (6) Quorum in the University Doctoral Council meeting requires the attendance of more than half of the Council's voting-eligible members, the Chair and the Deputy Chair.
- (7) The University Doctoral Council shall adopt resolutions by majority vote. Personnel issues shall be decided by secret ballot.
- (8) Meetings of the University Doctoral Council are not open to the public. The Council shall compile memoranda of each of its meetings containing the resolutions passed at the meeting and a general summary of the session. The memoranda shall be published on the University's website.
- (9) The resolutions of the University Doctoral Council shall be recorded in writing and forwarded to those concerned.
- (10) The secretarial tasks of the University Doctoral Council shall be carried out by the Directory of Educational Affairs of the Chancellery.

Section 8

- (1) The University Doctoral Council may delegate its tasks and authorities laid out in points e)-f) of Section 6 and its authority to redistribute unfilled state-funded places following the completion of the admissions procedure outlined in point m) to the Chair of the University Doctoral Council.
- (2) Under the delegated authority, the Chair of the University Doctoral Council shall hear the representatives of the Council's discipline doctoral councils concerned.

Discipline Doctoral Councils

[...] ⁹

Section 9

- (1) The University Doctoral Council for the purpose of exercising its authorities shall establish the following discipline doctoral councils and consolidated discipline doctoral councils (hereinafter: discipline doctoral council) for each branch of science:
 - a) the Doctoral Council of Law and the Doctoral Council of Political Science for the handling of matters of the doctoral schools of law and political science,
 - b) the Doctoral Council of Humanities for the handling of matters of the doctoral schools of literature and culture studies, language studies and philosophy,
 - c) the Doctoral Council of Informatics for the handling of matters of the doctoral school of informatics,
 - d) the Doctoral Council of Pedagogy and Psychology for the handling of matters of the doctoral schools of pedagogy and psychology,
 - e) the Doctoral Council of Social Sciences for the handling of matters of the doctoral schools of social studies and other fields of social sciences taught at the University's Faculty of Social Sciences,
 - f) the Doctoral Council of Science for the handling of matters of the doctoral schools of mathematics, physics, chemistry, earth sciences, biology and environmental sciences.
- (2) The discipline doctoral councils operate according to the faculty doctoral regulations contained in the Annex of the present Regulations designed to take into account the unique characteristics of each doctoral school.

Section 10

- (1) The number of the members of the disciplinary doctoral councils and the rules for

⁹ Quotation from Nftv. Section 108 point 46 omitted in this space – TN.

nomination shall be determined by the faculty doctoral regulations taking into account the following:

- a) the attendance of the representatives of the doctoral schools and scientific branches falling under the authority and competence of the discipline doctoral council,
- b) the discipline doctoral council shall have at least two external members,
- c) Doctoral Students shall be represented by a Doctoral Student who has a student status with one of the faculty's accredited doctoral schools and shall be delegated in accordance with the Bylaws of the EDÖK,
- d) members of the discipline doctoral councils who are not Doctoral Students shall meet the requirements pertaining to core membership of the doctoral schools.

(2) Members of the discipline doctoral council – with the exception of Doctoral Students – are selected by the Faculty Council by secret ballot based on the recommendation of the doctoral schools. The representative of the Doctoral Students is delegated by the EDÖK in accordance with the Bylaws of the EDÖK. The letters of appointment of the members are issued by the Dean.

Section 11

- (1) The authority and functions of the discipline doctoral council shall include in particular:
 - a) making recommendations to the University Doctoral Council on
 - aa) the conferment, qualification and revocation of the doctoral degree,
 - ab) the national recognition of academic degrees obtained abroad,
 - ac) the establishment of a doctoral school,
 - ad) the identity of the head of the doctoral school,
 - ae) the signing of agreements pertaining to doctoral programmes with foreign universities,
 - af) the approval and modification of the training plan of the doctoral programme,
 - ag) the core members of the doctoral school as well as the granting of the title of „Emeritus (Emerita) core member”,
 - b) making a decision based on the recommendation of the relevant doctoral school on
 - ba) granting students permission to take the comprehensive examination, the subjects of the comprehensive examination based on the contents of the training plan and the makeup of the exam committee,
 - aa) granting students permission to receive the critique of their dissertation following the submission of the dissertation,
 - bc) the official opponents of the doctoral dissertation and the makeup of the Assessment Committee,
 - c) making a recommendation on the text of the faculty doctoral regulations and its modification
 - d) approving the identities of the lecturers, topic announcers and supervisors of the doctoral school based on the recommendation of the council of the doctoral school,
 - e) making a recommendation to the University Doctoral Council on the training plan of the doctoral programme on the initiative of the doctoral school concerned,
 - f) making a recommendation to the University Doctoral Council on the suspension or dissolution of the doctoral programme. The discipline doctoral council shall seek the opinion of the doctoral school on the suspension or termination of the doctoral programme, provided that the suspension or dissolution of the programme has not been initiated by the doctoral school,
 - g) deciding on the identity of the head of the doctoral programme based on the recommendation of the council of the doctoral school,
 - h) determining the number of students who can be admitted to the doctoral school(s) each academic year,
 - i) setting the criteria for taking part in the doctoral programme,
 - j) appointing the members of the admission committee(s),
 - k) deciding on the admissions to the doctoral programme,

- l) reviewing the operations of the doctoral programme
 - m) upon individual request,
 - ma) making a recommendation to the Rector on the signing of a co-tutelle agreement with a foreign university in the case of a given student,
 - mb) deciding on the approval of the work programme of foreign part-time courses and the recognition of students' results obtained in part-time courses abroad,
 - mc) deciding on the recognition of studies pursued at other Hungarian higher education institutions,
 - based on the recommendation of the doctoral school concerned
 - n) giving an opinion on the operational regulations of the doctoral schools,
 - o) giving an opinion on the use of the appropriation of the doctoral programme,
 - p) selecting the members of the councils of the doctoral schools based on the recommendation of the core members of the doctoral schools and submitting the selections to the University Doctoral Council for approval,
 - q) giving an opinion on the identity of the head of the doctoral school,
 - r) giving an opinion on the principles and methods of the quality assurance of the doctoral programmes and the obtainment of a doctoral degree,
 - s) deciding on transferring students between state-funded and self-funded programmes based on the stipulations laid out in faculty doctoral regulations.
- (2) The discipline doctoral council shall also make decisions in matters falling under its authority in accordance with the faculty doctoral regulations.

THE DOCTORAL SCHOOL

[...] ¹⁰

[...] ¹¹

Section 12

- (1) The request to set up a new doctoral school submitted by the core members shall be reviewed by the Chair of the University Doctoral Council with a view to determining whether the request is in line with the stipulations laid out in R. and the evaluation criteria of the Hungarian Accreditation Committee.
- (2) The request to set up a new doctoral school shall be submitted to the discipline doctoral council by the core member designated to head the doctoral school. The discipline doctoral council shall invite the Dean of the Faculty to its session where the establishment of a new doctoral school is to be discussed.
- (3) The request to set up a new doctoral school shall be reviewed by the discipline doctoral council. The council shall decide on the request in a resolution complete with a justification of the decision. The request can be submitted to the University Doctoral Council even if it is rejected by the discipline doctoral council.
- (4) The request to set up a new doctoral school can only be submitted to the Rector proposing that the Rector should recommend to the Senate the establishment of a new doctoral school with the support of the University Doctoral Council. If the University Doctoral Council does not support the proposal to establish a new doctoral school it must provide a detailed justification of its opinion in its resolution. If the University Doctoral Council rejects the request, the decision of whether the request should be submitted to Senate shall lie with the Rector.

¹⁰ Quotation from Nftv. Section 12 (3) omitted in this space – TN.

¹¹ Quotation from R. Sections 1-8 omitted in this space – TN.

- (5)¹²The procedure laid out in paragraphs (1)-(4) shall also be followed if the head of the doctoral school initiates the amendment of the document referred to in points a) and d) of paragraph (1) of Section 5 and paragraph (4) of Section 6 of R. from among the documents concerning the establishment of doctoral schools.

Section 13

- (1) The University Doctoral Council or the Rector may recommend the termination of the operations of the doctoral school if the personnel or material conditions of the doctoral school no longer meet the requirements prescribed by legislation governing the operation of doctoral schools.
- (2) The opinion of the discipline doctoral council shall be sought out in connection with the recommendation referred to in paragraph (1). The opinion of the University Doctoral Council shall be sought out if the termination of the operations of the doctoral school is initiated by the Rector.
- (3) The decision on the dissolution of the doctoral school shall be made by the Senate.
- (4) In the event of the dissolution of the doctoral school, the discipline doctoral council shall make sure that the students of the dissolved doctoral school can continue their doctoral studies.

Section 14

- (1) The doctoral schools shall compile operational regulations taking into account the regulations laid out in the University Doctoral Regulations and the faculty doctoral regulations contained in the Annex of the Regulations along with Academic Regulations for Students (hereinafter: HKR) contained in Volume 2 of the Organisational and Operational Regulations of Eötvös Loránd University. The organisational regulations of the doctoral schools shall be approved by the University Doctoral Council based on the opinions of the discipline doctoral councils.
- (2) If not covered by the faculty doctoral regulations, the operational regulations of the doctoral schools shall specifically rule on the following:
 - a) the name and headquarters of the doctoral school,
 - b) the administration of the doctoral school,
 - c) matters falling under the authority of the council of the doctoral school,
 - d) matters falling under the authority of the head of the doctoral school,
 - e) rules pertaining to the conditions of application and admission to the doctoral school,
 - f) rules pertaining to the admissions procedure of the doctoral school,
 - g) rules pertaining to the change of research topics and topic supervisors within the doctoral school,
 - h) the method and scheduling of registration for subjects,
 - i) rules pertaining to attendance, the practice and recognition of research (practical) activities amounting to lessons,
 - j) methods of fulfilling the requirements of the doctoral programme and their registration in the Electronic Registration System,
 - k) other student administrative requirements pertaining to the doctoral programme,
 - l) rules pertaining to the recognition of the completion of subjects in other higher education institutions,
 - m) conditions for recognising subjects completed already by students who are re-admitted to the University in a new admissions process following the termination of their student status,

¹² Amended by Senate Rule CCIII/2016. (IX.26.). Effective: 26 September 2016.

- n) the maximum proportion of the credit value of subjects completed in other higher education institutions and recognised under the credit transfer process necessary for the obtainment of the pre-degree certificate (absolutorium),
- o) the maximum credit value and rules on the recognition of academic and teaching activities performed prior to the commencement of the doctoral studies,
- p) methods for registering for exams and withdrawing the registrations,
- q) the number of times unsuccessful exams may be retaken within a given examination period, the number of times a student may register for a given subject over the course of the programme and the number of times an exam may be taken for a given subject taking into account the number of times the student registers for said subject,
- r) the method and deadline for registering for the comprehensive examination as well as the method of and conditions for repeating the theoretical part of an unsuccessful comprehensive examination and the rules for setting the date of the retake exam,
- s) the conditions and required contents of the contract to be signed with the student outlined in Section 40 of the present Regulations and Section 11 (1) of R.,
- t) rules pertaining to the submission and assessment of formal student requests.

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 professor employed by the University in possession of a doctoral degree of the Hungarian Academy of Sciences.
- (2) The Head of the Doctoral School is elected by the University Doctoral Council based on the recommendation of the core members after seeking out the opinion of the discipline doctoral council. The letter of appointment of the Head of the Doctoral School is issued by the Rector for a term no longer than 5 years as per the recommendation of the University Doctoral Council. The Head of the Doctoral School is relieved by the Rector. The Head of the Doctoral School may be re-elected multiple times in accordance with the procedure described above.
- (3) The Head of the Doctoral School is responsible for the academic quality and educational work of the Doctoral School.
- (4) The duties and authorities of the Head of the Doctoral School shall include in particular:
 - a) giving an opinion on the student requests whose handling falls under the authority of the discipline doctoral council,
 - b) approving the academic and research plans of Doctoral Students,
 - c) making a recommendation to the Dean on the issuance of the pre-degree certificate (absolutorium) in line with the procedure laid out in the faculty doctoral regulations if the student has fulfilled the academic and research requirements set out in the training plan of the doctoral programme,
 - d) making a recommendation on granting the student permission to take the comprehensive examination as well as on the subjects of the exam and the makeup of the examination board,
 - e) making a recommendation on granting the student permission to receive the critique of his/her doctoral dissertation following the submission of the dissertation as well as on the makeup of the Assessment Committee and the identities of the official opponents,
 - f) carrying out all tasks prescribed for him/her in the relevant regulations.

Council of the Doctoral School

[...] ¹³

Section 16

- (1) The makeup of the council of the doctoral school shall be determined by the faculty regulations.
- (2) The members of the council of the doctoral school shall be appointed and relieved by the discipline doctoral council with the approval of the University Doctoral Council. The letters of appointment of the members are issued by the Chair of the discipline doctoral council.
- (3) The Chair of the council of the doctoral school shall be the head of the doctoral school.
- (4) Beyond the authorities laid out in R., the duties and authorities of the council of the doctoral school shall include in particular:
 - a) preparing the training plans of the doctoral programme(s) and submitting them to the discipline doctoral council,
 - b) deciding on the publication of the approved educational programmes,
 - c) making a recommendation on the identity of the head of the doctoral programme(s) and the term of his/her mandate,
 - d) deciding on the changing of the research topic and/or the topic supervisor.

[...] ¹⁴

The Lecturers of the Doctoral School

Section 17

- (1) The council of the doctoral school shall approve the publications of the research topics in line with the conditions and method prescribed in the faculty doctoral regulations and shall submit to the discipline doctoral council for approval the identities of the topic announcers, supervisors and lecturers.
- (2) Staff members and topic supervisors of other universities, research institutions and professionals in possession of academic degrees who meet the educational criteria of the University may also serve as topic announcers, supervisors or lecturers in the doctoral school.
- (3) The head of the doctoral school may propose to the discipline doctoral council the suspension of the topic announcer or supervisor status of a lecturer or researcher employed by the University – or the revocation of the external supervisor status described in paragraph (2) of an external professional – who fails to fulfil his/her duties as supervisor, thus hindering the Doctoral Student in the completion of his/her academic and research plan, and thereby his/her preparation for the comprehensive examination, the successful completion of the exam and his/her completion of the doctoral dissertation for the deadline stipulated by legislation. In the event of a suspension or revocation of a topic announcer status, the council of the doctoral school shall assign (a) new topic announcer(s) to the students, as prescribed in Section 43 (4) of the present Regulations.
- (4) A professor emeritus (professor emerita) recognised as a core member of the doctoral school under Section 2 (4) of R. shall contribute to the work of the doctoral school as a topic announcer, supervisor and lecturer pursuant to the rules pertaining to core members. The rights and obligations of a professor emeritus (professor emerita) shall be the same as those of the other core members and they must be in line with the requirements laid out in points a)-d) of paragraph (3) of Section 2 of R. From the point of view of the foundational and operational conditions of the doctoral school, this topic announcer, or supervisor may be included among staff numbers prescribed in Section (1)-(2) of R. as a professor emeritus (professor emerita) recognised as a core member.

¹³ Quotation from R. Section 10 (1)-(2) omitted in this space – TN.

¹⁴ Quotation from R. Section 13 (4)-(5) omitted in this space – TN.

- (5) At the recommendation of the council of the doctoral school and after seeking out the opinion of the discipline doctoral council, the University Doctoral Council may grant the title of “emeritus (emerita) core member” to a retired core member who was a founding member of the doctoral school or served as a core member for at least 5 years and whose academic works and tenure in the doctoral school make him/her worthy of the title.
- (6) An emeritus (emerita) core member shall not be expected to take part in the doctoral programme as a topic announcer or supervisor and is not subject to the requirements pertaining to doctoral school core members prescribed in points a)-d) of paragraph (3) of Section 2 of R. The emeritus (emerita) core member shall not be granted the authorities of core members in connection with the heading or organisation of the doctoral school. The emeritus (emerita) core member may be asked to perform lectures at the doctoral school, serve as a member of the examination board in the comprehensive examination or to carry out the tasks of a member of the Assessment Committee in the doctoral procedure.
- (7) The University Doctoral Council may withdraw the core membership of the emeritus (emerita) core member at the core member’s request submitted to the head of the doctoral school and at the recommendation of the head of the doctoral school.
- (8) The discipline doctoral council shall keep a record of the names of the core members, topic announcers, topic supervisors, lecturers and emeritus (emerita) core members of each doctoral school.

The Doctoral Programme

Section 18

- (1) Training at the doctoral school is conducted on the basis of a training plan. Doctoral programmes – each with their own training plans – may be established in accordance with the various academic disciplines within the framework of the various doctoral schools accredited according to scientific branches.
- (2) The council of the doctoral school shall submit to the discipline doctoral council its proposals on the establishment of new doctoral programmes no later than 30 April of the relevant academic year. The doctoral programmes proposed in this manner may be advertised at the earliest in the Guide for Admission to Higher Education to be published in the ensuing academic year, if the new doctoral programme is approved by the Senate.
- (3) The training plan of the doctoral school and the doctoral programme shall include
 - a) indication of the Masters’ degrees or other university degrees that are prerequisites for admission to the doctoral programme as well as other special criteria for admission,
 - b) compulsory courses,
 - c) courses that may be selected by the topic supervisors,
 - d) compulsory elective courses,
 - e) the full range of elective courses,
 - f) requirements of the research programme
 - g) indication of the name of academic discipline as will be indicated in the doctoral certificate in Hungarian, English and Latin, or in the case of programmes taught in a language other than English, in the language of instruction.
- (4) The curriculum of the doctoral school as well as the establishment and curriculum of the doctoral programme shall be determined by the Senate based on the recommendation of the University Doctoral Council. The head of the doctoral programme is appointed and relieved by the discipline doctoral council based on the recommendation of the council of the doctoral school.
- (5) The amendment proposals to the doctoral school and the curriculum of the doctoral programme shall be submitted to the University Doctoral Council no later than 30 April of the given academic year. The amended training plan may be implemented in the ensuing academic year at the earliest and shall be introduced in a phasing-out system.

Section 19

- (1) The University Doctoral Council may recommend the suspension of the operations of the doctoral programme for no more than a period of one academic year if the personnel or material conditions of education change substantially and lead to a deterioration in the quality of the programme but the conditions can still be fulfilled during the suspension of the programme.
- (2) New students may not be admitted to the doctoral programme during its suspension and doctoral procedures shall not be initiated at the programme.
- (3) The University Doctoral Council may recommend the dissolution of the doctoral programme if the personnel or material conditions of the doctoral programme can no longer be sustained or if the dissolution of the programme is initiated by the doctoral school.
- (4) The decision on the suspension or dissolution of the doctoral programme shall be made by the Senate based on the recommendation of the University Doctoral Council.
- (5) In the event of the suspension or dissolution of the doctoral programme, students may continue to pursue their doctoral degrees in another doctoral programme of the doctoral school.

DOCTORAL STUDENT UNION

[...] ¹⁵
[...] ¹⁶

Section 20

The University Doctoral Student Union and the faculty student unions shall exercise their authorities pertaining to the doctoral programme in accordance with the relevant legislation and the Bylaws of the University Doctoral Student Union.

QUALITY ASSURANCE

Section 21

- (1) The University Doctoral Council shall set the principles and methods of the quality assurance of the doctoral programme and obtainment of the doctoral degree – taking into account the opinions of the discipline doctoral councils – within the framework of its regulation of the quality assurance of the University.
- (2) The University Doctoral Council – with the assistance of the discipline doctoral schools – shall continuously monitor the functioning of the doctoral schools and doctoral programmes. As part of this task, the Council shall take into account the opinions of Doctoral Students and those having obtained doctoral degrees at the doctoral school within five years. The Council may employ the assistance of external experts if necessary.

Section 22

- (1) Based on the quality assurance regulations, the University Doctoral Council shall prepare an evaluation of the quality of the functioning of the doctoral schools as part of its annual report.

¹⁵ Quotation from Nftv. Section 63 (1) omitted in this space – TN.

¹⁶ Quotation from Nftv. Section 61 (1)-(5) omitted in this space – TN.

THE DOCTORAL PROGRAMME

THE GOAL AND REGULATION OF THE DOCTORAL PROGRAMME

[...] ¹⁷

[...] ¹⁸

Section 23

- (1) The goal of the doctoral programme is to prepare Doctoral Students for the obtainment of a doctoral degree. The doctoral programme consists of the training and research and the research and dissertation phases.
- (2) The legal status, rights and obligations of Doctoral Students taking part in the doctoral programme shall be regulated by the provisions of the HKR, taking into account the divergences in regulations laid out in legislation, the present Regulations, the faculty doctoral regulations and the operational regulations of the doctoral schools.

FORMS OF DOCTORAL PROGRAMMES

[...] ¹⁹

Section 24

- (1) Doctoral programmes at Eötvös Loránd University may be
 - a) full-time organised programmes
 - b) part-time correspondence-based organised programmes
 - c) part-time correspondence-based individual programmes
- (2) The duration of organised programmes is 8 semesters.
- (3) The duration of individual programmes is determined on the basis of the student's completion of the training, research and reporting requirements laid out in the training plan of the relevant doctoral school.
- (4) Doctoral programmes may not be organised exclusively in the form of distance education.

APPLICATION AND ADMISSION

[...] ²⁰

[...] ²¹

[...] ²²

[...] ²³

Section 25

¹⁷ Quotation from Nftv. Section 16 (1) omitted in this space – TN.

¹⁸ Quotation from Nftv. Section 53 (1)-(2) omitted in this space – TN.

¹⁹ Quotation from Nftv. Section 17 (1)-(3) omitted in this space – TN.

²⁰ Quotation from Nftv. Section 39 (1)-(2), Section 6, Section 40 (6)-(7) omitted in this space – TN.

²¹ Quotation from FelviR. Section 38-40, Section 42 (5) omitted in this space – TN.

²² Quotation from Etv. Section 4 (2), Section 5 (2), Section 7-8 omitted in this space – TN.

²³ Quotation from FelviR. Section 7/C (1)-(2) omitted in this space – TN.

The contents of the doctoral programme admissions guide are prepared by the heads of the discipline doctoral schools and the offices handling the educational affairs of the various faculties (hereinafter: faculty offices) with the coordination of the Directory of Educational Affairs of the Chancellery.

Section 26

- (1) Prospective students may apply for the doctoral programme by filling out and submitting to the relevant faculty office the application form found in Annex 5 of the present Regulations.
- (2) Application rules pertaining to the chosen academic discipline, the application procedure and the admissions procedure shall be defined by the faculty doctoral regulations and the operational regulations of the doctoral schools.
- (3) In the cases of students who pursued studies at foreign universities, proof of completion of academic prerequisites prescribed in Section 40 (6) of Nftv. shall be supplied by presenting
 - a) the original copy and – unless the conditions referred to in Section 7/C (1) of FelviR. apply – an official translation of the degree certificate
 - b) an official copy of a document issued by the foreign higher education institution (e.g. transcript, gradebook) and its official Hungarian translation pursuant to point a) which shall provide authentic verification of the duration of the studies and the successful completion of the academic requirements (courses, exams, theses, final exams) necessary for the obtainment of the absolutorium or the degree certificate.
- (4) The highest sum listed under administrative fees in FelviR. shall be payable for the admission procedure.

Section 27

- (1) The admission procedure shall be handled by the admission committee appointed by the discipline doctoral council. In the event of a large number of applicants, multiple admission committees may be set up. Doctoral Student representatives of the admission committee(s) shall be delegated by the representation of the EDÖK at the relevant faculty.
- (2) Entrance exams shall be scheduled by the discipline doctoral councils in a way that ensures that applicants taking their final exams in the Master's programmes are also able to take the entrance exams for the doctoral programmes.
- (3) Applicants shall be notified of the date of the entrance exam in writing by the faculty office.
- (4) Admission criteria shall be defined by the discipline doctoral council. Criteria for the ranking protocol in the admissions procedure shall be determined, in particular, by
 - a) previous university achievements (e.g. exams, comprehensive exams, qualification of the diploma certificate, receipt of the scholarship of the Republic of Hungary, Erasmus scholarship),
 - b) previous research achievements (e.g. participation, award in a Conference of Scientific Students' Associations, awards in the National Conference of Scientific Students' Associations, tutoring, receipt of honorator status, participation in a college for advanced studies, academic publications),
 - c) feasibility, professional quality of the applicant's research plan.
- (5) The criteria defined in paragraph (4) shall be published on the website of the doctoral school simultaneously to the start of the application process if it is not contained in the faculty doctoral regulations or the operation regulations of the doctoral school.

[...] ²⁴

Section 28

²⁴ Quotation from Nftv. Section 48 (1) omitted in this space – TN.

- (1) The admission decision shall be made by the discipline doctoral council. The resolution on the admission decision shall be issued by the Dean of the faculty. The admission decision shall be scheduled in a way that allows the discipline doctoral council to take into account the final exam results of applicants who take their final exams in the Master's programme in same examination period.
- (2) Admissions to the doctoral school – and if applicable – the doctoral programme shall apply to programmes taught in Hungarian or a foreign language in accordance with the training plan. The admission decision may apply to
 - a) admission to a state-funded full-time doctoral programme
 - b) admission to a self-financed full-time doctoral programme
 - c) admission to a self-financed part-time correspondence-based doctoral programme,
 - d) admission to a self-financed correspondence-based doctoral programme on an individual course schedule,
 - e) rejection of the application
- (3) The decision rejecting the application – if it violates a law or an institutional regulation – may be appealed within 15 days of receipt of the rejection. The prospective student shall address and submit the appeal to the Rector by mail. The appeal shall be assessed along the rules governing the remedies of student affairs, which are to be applied as appropriate. The decision on the appeal against the admission decision shall be made by the Student Appeals Board.
- (4) If the discipline doctoral council fails to fill the state-funded places provisionally distributed among the scientific fields and specifically the academic disciplines as prescribed in point m) of Section 6 of the present Regulations, the head of the discipline doctoral council shall promptly notify the Chair of the University Doctoral Council about the state-funded places that remain unfilled following the admission decisions. The Chair of the University Doctoral Council shall subsequently promptly convene a session of the University Doctoral Council to consult with the heads of the discipline doctoral councils of the scientific fields concerned and recommend an allocation of the remaining state-funded places or shall make a decision about the allocations if such competence was transferred to the Chair by the University Doctoral Council in accordance with Section 8 (1) of the present Regulations.

GENERAL PROVISIONS PERTAINING TO THE STUDENT STATUS

Establishment of the Student Status: Enrolment and Transfer

[...] ²⁵

Section 29

- (1) Students taking part in the doctoral programme shall be granted student status by the University.
- (2) If a body or person referred to in the present Regulations takes a decision in connection with the student status (including the establishment, termination or cancellation of the student status), the formal requirements and mandatory elements of the decision shall follow the provisions laid out in the HKR.

Section 30

The student may not apply for the postponement of enrolment. The faculty doctoral regulations may rule on whether they shall allow the student to postpone the commencement of the doctoral programme by no more than two semesters following the student's enrolment.

²⁵ Quotations from Nftv. Sections 39 (3), (7), 42 (1), (4)-(5), 47 (2), (5)-(6) omitted in this space – TN.

Section 31

Conditions relating to the transfer of Doctoral Students from other higher education institutions and rules pertaining to the recognition of results achieved in other higher education institutions shall be determined by the faculty doctoral regulations. The decision on the transfer shall be made by the discipline doctoral council. The resolution on the transfer shall be issued by the Dean.

Registration for the Semester, Course Registration

Section 32

- (1) At the beginning of each semester, the Student has to confirm whether he/she wishes to pursue or suspend his/her studies in the given semester. The Student can register for the semester up until the end of the registration period.
- (2) During the registration period, the Student must indicate any changes in his/her personal information. In case of changes that need to be verified by an official document, the Student must present said document in person to the faculty office.
- (3) The registration period in the doctoral programme shall be scheduled in a way that ensures that scholarships due in September can be paid out in the reference month.
- (4) Students registered for an active semester have until the end of the course registration period to register for the required courses in the Electronic Registration System as well as for other academic and research obligations through which credits can be obtained.
- (5) The head of the doctoral school shall be responsible, under the supervision of the chair of the discipline doctoral council, for publishing the list of subjects, courses and other academic and research obligations at the latest by the end of the course registration period. The doctoral school shall publish on its website all relevant details of the published courses, such as the time and place, course requirements, assessment, required reading, by the start of the course registration period. The faculty office may assist the doctoral school in publishing the course listing and details.
- (6) First-instance decisions on complaints submitted in connection with the course registration in the doctoral programme shall be made by the faculty office.

Interruption of the Student Status

[...] ²⁶

[...] ²⁷

Section 33

- (1) Students who commence their studies may announce their intention to suspend their student status until the end of the registration period.
- (2) Regulations on the conditions of granting students permission to suspend their student status for a period of more than two semesters shall be laid out in the individual faculty doctoral regulations.

Reallocation

[...] ²⁸

²⁶Quotation from Nftv. Section 45 (1)-(4) omitted in this space – TN.

²⁷Quotation from Nftv. Section 53 (4) omitted in this space – TN.

²⁸ Quotation from Nftv. Section 48 (2A)-(3) omitted in this space – TN.

[...] ²⁹

Section 34

- (1) The doctoral school or the curriculum of the doctoral programme may define the minimum number of credits that the Student in state-funded doctoral programmes must obtain when their student status is not suspended. If the Student fails to obtain the minimum number of credits specified within two consecutive semesters, the discipline doctoral council may reallocate the Student to a self-financed programme effective the ensuing semester.
- (2) At the request of the Student enrolled in a state-funded programme, the faculty office may reallocate the Student – exercising the authority transferred to it from the discipline doctoral council – to a self-financed programme as of the first day of the month following the submission of the request. The resolution on the reallocation shall indicate the pro-rata amount of the tuition fee payable.
- (3) The Student shall be reallocated to a self-financed programme if he/she is found to be in breach of the regulations prescribed in Section 39 of the present Regulations. The Student shall be told in writing before the decision made by the discipline doctoral council to terminate his/her status with any other employer within a specified deadline. If the Student fails to provide proof of the termination of his/her status with the other employer within the specified deadline, the discipline doctoral council shall decide on the Student's reallocation at its ensuing session.
- (4) If a state-funded place at the doctoral school is to become vacant due to the reasons specified in paragraphs (1)-(3) or if the student status of the Student pursuing doctoral studies in a state-funded programme is terminated before the completion of his/her studies, a call for applications for students taking part in self-financed programmes shall be published on the website of the doctoral school for the state-funded place. The assessment criteria of the applications shall be published on the website of the doctoral school simultaneously to the publication of the call for applications, provided that the assessment criteria are not laid out in the faculty doctoral regulations. The assessment of the applications and the granting of the state scholarship shall be carried out by the discipline doctoral council.

Termination of the Student Status

[...] ³⁰

Section 35

- (1) The faculty office may declare the termination of the student status if the Student
 - a) declares in writing the termination of his/her student status,
 - b) does not wish to continue his/her studies in a self-financed programme and notifies the doctoral school of this in writing,
 - c) is barred from continuing his/her studies after a disciplinary penalty was imposed against the Student,
 - d) fails to pass the comprehensive examination.
- (2) The Dean shall decide on the termination of the student status at the initiative of the faculty office if the Student
 - a) fails to commence his/her studies after the expiry of a suspension of the student status for a time period granted at the Student's request,
 - b) fails to fulfil his/her payment obligations. In this case, the faculty office shall issue a notice of overdue payment to the Student and seek out the opinion of the head of the doctoral school before initiating the termination of the student status.

²⁹ Quotation from Nftv. vhr. Section 61 (1) omitted in this space – TN.

³⁰ Quotation from Nftv. Section 59 (1), (3)-(5) omitted in this space – TN.

- (3) The faculty office shall notify the Student and the doctoral school in all cases of the termination of the student status.

Section 36

- (1) The Student shall be dismissed,
- a) if he/she fails to complete a compulsory course at the second attempt in the training and research phase of the programme,
 - b) if he/she fails to qualify for the comprehensive examination due to his/her failure to obtain by the end of his/her fourth active semester the required credits in the training and research phase of the programme specified in the programme curriculum.
- (2) The discipline doctoral council shall decide on the dismissal of the Student based on the recommendation of the head of the doctoral school.

The Credit System

[...] ³¹

[...] ³²

Section 37

- (1) Academic and research achievements in the doctoral programme at the University shall be evaluated in accordance with the rules of the credit system. The details of the regulations shall be laid out in legislation, the faculty doctoral regulations and the operation regulations of the doctoral schools.
- (2) In the doctoral programme, credits can be obtained,
- a) by completing the course requirements,
 - b) acquiring the course material
 - c) research activities,
 - d) teaching activities,
 - e) teaching observation, assisting in teaching activities.
- The curriculum of the doctoral school (doctoral programme) may award credits for the completion of the comprehensive examination or certain subjects of the comprehensive examination.
- (3) The number of credits obtained by the completion of the requirements listed in points d)-e) of paragraph (2) shall not exceed one third of the total number of obtainable credits.
- (4) The minimum credit requirement for one semester shall be determined by the doctoral school or the curriculum of the doctoral programme.
- (5) The rules and criteria of credit allocation and credit accumulation shall be laid out in the faculty doctoral regulations or the operational regulations of the doctoral schools.

[...] ³³

[...] ³⁴

Student Employment

[...] ³⁵

Section 38

³¹ Quotation from Nftv. Section 49 (1)-(7) omitted in this space – TN.

³² Quotation from Nftv. vhr. Section 54 (1)-(4) omitted in this space – TN.

³³ Quotation from Nftv. Section 49 (8) omitted in this space – TN.

³⁴ Quotation from Nftv. vhr. Section 62 (11) omitted in this space – TN.

³⁵ Quotation from Nftv. Section 44 (1)-(5) omitted in this space – TN.

Rules pertaining to the employment and financial remuneration of Doctoral Students by the University in connection with lecturing or research activities shall be regulated by Rector's Order.

Section 39

- (1) The Student taking part in a state-funded doctoral programme may not establish employment status with any other employer during the active training programme, with the exception of an internship included in the training plan or work done in the form of a research or other professional cooperation and established in a separate contract with the doctoral school or the faculty (institution, research centre) managing the doctoral programme.
- (2) On the basis of the joint recommendation of the Student's topic supervisor and head of the Student's research centre and the approval of the council of the doctoral school, the Dean may grant the Student taking part in a state-funded programme permission – in line with the conditions and procedure prescribed by the faculty doctoral regulations – to take up part-time employment (no more than half the working hours of the official full-time working hours) with another employer.

Doctoral Programme Agreement

[...] ³⁶

Section 40

- (1) In accordance with the provisions laid out in the operational regulations of the doctoral school, the head of the doctoral school or the head of the faculty (institution, research centre) handling the doctoral programme, the Doctoral Student and his/her topic supervisor may enter into an agreement on the rights and obligations concerning the completion of the Student's training plan and/or the obtainment of the doctoral degree.
- (2) The entities listed in paragraph (1) may also enter into an agreement with a former Doctoral Student who obtained a pre-degree certificate in the given doctoral school but failed to turn in his/her doctoral dissertation within the deadline specified in Section 53 (4) of Nftv., but wishes to continue his/her research and doctoral dissertation in his/her chosen topic.
- (3) The agreement shall cover/include, in particular,
 - a) a precise indication of the doctoral topic
 - b) the scheduling of the research plan broken down into semesters, the venue of the research activity – if necessary – and the Student's weekly timetable,
 - c) methods of and guarantees for granting the former Student access to the infrastructure necessary for the research,
 - d) integration of the former Student into the work of the research centre and research group,
 - e) rules pertaining to communication between the former Student and the topic supervisor, methods and frequency of the assessment of the research activity,
 - f) the former Student's participation in the educational tasks of the department/institution and/or academic meetings or conferences organised by or on the basis of the cooperative relationships of the research centre, faculty and the University,
 - g) regulations pertaining to the use and classification of information acquired during the research project along with the legal sanctions that may be imposed in the event of misuse/breach of secrecy of said information,
 - h) the agreement pertaining to potential employment or internship taken up by the Student with another employer or research institution,
 - i) rules pertaining to the responsibility of the former Student if he/she attempts to use his/her doctoral dissertation to obtain a PhD degree at a different higher education institution.

³⁶ Quotation from R. Section 11 (1) omitted in this space – TN.

ACADEMIC REQUIREMENTS IN THE TRAINING AND RESEARCH PHASE

Regulation of Academic Requirements

Section 41

The academic and research requirements that shall be fulfilled in the training and research phase of the doctoral programme shall be defined by the curriculum of the doctoral programme, declaring that all academic requirements shall be met in this phase. The number of credits obtained in this phase shall be no less than 108 credits and may not exceed 132 credits, including the credits allocated to the comprehensive examination (exam subjects) in the curriculum, if applicable.

The Doctoral Topic and Training Plan

[...] ³⁷

Section 42

- (1) The Doctoral Student's training plan shall define within the framework of the curriculum of the doctoral programme the academic work to be carried out by the Student in the training and research phase of the doctoral programme.
- (2) The training plan of the Doctoral Student taking part in an individual doctoral programme shall include academic requirements fulfilled through previous academic achievements. The training plan shall indicate the Student's previously fulfilled academic requirements and shall include the duration of the training and research phase complete with the schedule of the training, research and reporting requirements.
- (3) The Doctoral Student's training plan shall be approved by the head of the doctoral school based on the recommendation of the topic supervisor. In the case of the operation of a doctoral programme, the head of the doctoral school may delegate this authority to the head of the doctoral programme.

Changing the Doctoral Topic and Topic Supervisor

Section 43

- (1) Unless defined otherwise by the faculty doctoral regulations or the operational regulations of the doctoral school, within three semesters of the commencement of the doctoral programme, the Doctoral Student may request permission to continue pursuing the doctoral degree in a different doctoral programme with a different doctoral topic and different topic supervisor.
- (2) Within the timeframe specified in paragraph (1) the topic supervisor may also resign from his/her duties as supervisor and/or may propose the appointment of a co-supervisor. The topic supervisor shall submit his/her resignation to the head of the doctoral school in writing, complete with a justification.
- (3) The decision on changing the Student's topic and/or supervisor shall be taken by the council of the doctoral school. The council may delegate this authority to the head of the doctoral school.
- (4) The council of the doctoral school – based on the recommendation of the head of the doctoral school and after seeking out the opinion of the Student – shall appoint a new topic supervisor in the event of the death of the topic supervisor, if the supervisor's role as topic

³⁷ Quotation from R. Section 13 (1), (4)-(6) omitted in this space – TN.

announcer is suspended or revoked by the discipline doctoral council pursuant to Section 17 (3) or if the supervisor's role as topic announcer at the doctoral school is terminated for any other reason.

- (5) A decision on the recognition of the requirements previously fulfilled by the Student shall be made simultaneously to the decision on granting the Student permission to transfer to another doctoral programme or change his/her doctoral topic.

Attendance

Section 44

(1) The conditions of attending and consequences of missing lectures, seminars or practical lessons shall be regulated by the operational regulations of the doctoral school. Students shall be informed of these provisions at the first lesson of the given course.

(2) Time devoted to research activities in the higher education institution or in a research or practice institution it entered into a cooperation agreement with or field research along with time devoted to other lecturing or research activities that award credits shall qualify as lessons as recognised in Section 17 of Nftv. The provisions established in the Employment Regulations of the Organisational and Operational Regulations of the University shall be applicable in determining the number of teaching hours completed by the topic supervisor.

(3) The regulations pertaining to uniquely tailored study arrangements laid out in the HKR shall not be applicable to the doctoral programme. The discipline doctoral council may grant the Student permission to pursue his/her doctoral degree in a uniquely tailored study arrangement in the cases laid out in the faculty doctoral regulations.

Section 45

- (1) A Student pursuing their studies in uniquely tailored study arrangements must meet his/her obligations of enrolment, registration pay the tuition fee and submit required information to the Universities in accordance with the training plan.
- (2) The primary form of academic preparation in a uniquely tailored study arrangement is consultation.
- (3) Details of the rules pertaining to academic preparation in a uniquely tailored study arrangement are laid out in the faculty doctoral regulations or the operational regulations of the doctoral schools. The rules shall cover, in particular, the conditions of the guarantee or revocation of the uniquely tailored study arrangement, the rules pertaining to the calculation of credits – if necessary – the unique forms of the completion of the training, research and reporting requirements and the forms of their verification along with the special conditions of the phases and completion of the programme and the modes of their verification.

Academic Assessment

Section 46

- (1) Assessment of the completion of courses can be carried out according to a five-grade scale [excellent (5), good (4), satisfactory (3), pass (2), fail (1)], a three-grade scale [excellent, satisfactory, fail] or a two-grade scale [pass, fail].
- (2) Assessment of other academic requirements can be carried out according to a three-grade scale [excellent, satisfactory, fail] or a two-grade scale [pass, fail].

Section 47

- (1) Dates of examinations shall be scheduled in a way that allows the Doctoral Student sufficient time to take each exam.
- (2) In the event of an unsuccessful exam, the Doctoral Student may make a second attempt to pass the exam in the given exam period.
- (3) The announcer of the course, or in the case of research activities, the topic supervisor, based on the training plan, may set other forms of assessment or other criteria for the completion of the activities. In this case the assessment criteria shall be specified in the curriculum in the case of courses and in the Student's training plan in the case of research activities.
- (4) First-instance decisions on complaints submitted in connection with the grade recorded in the Electronic Registration System shall be made by the faculty office.

THE COMPREHENSIVE EXAMINATION

[...] ³⁸

[...] ³⁹

Section 48

- (1) The comprehensive examination is a comprehensive evaluation of the Student's knowledge acquired in the training and research phase of the doctoral programme and the Student's preparedness for the programme's research and dissertation phase.
- (2) The comprehensive examination is comprised of two main parts. The theoretical part assesses the examinee's theoretical knowledge while in the dissertation part the examinee shall demonstrate his/her level of academic progress.
- (3) In the theoretical part of the comprehensive examination, the examinee shall be tested in at least two subjects. The material and list of subjects that can be tested is contained in the curriculum of the doctoral school. The theoretical part of the comprehensive examination may also contain a written part.
- (4) In the dissertation part of the comprehensive examination the examinee shall give account of his/her lexical knowledge in the form of a lecture, give account of his/her research results, presents his/her research plan pertaining to the research and dissertation phase of the doctoral programme and the planned schedule of the preparation and publication of the doctoral dissertation. The faculty doctoral regulations and the curriculum may prescribe that the Student give account of his/her research activities (component study, research report, research plan, hereinafter jointly referred to as: research documentation). The assessment criteria of the oral and – if compulsory – written research documentation and the deadline for its submission are regulated by the faculty doctoral regulations and the curriculum.

Conditions of Applying for the Comprehensive Examination

Section 49

- (1) Doctoral Students taking part in doctoral programmes who have obtained the required academic and research credits in the academic and research phase of the programme laid out in the curriculum of the doctoral programme, not including the credits awarded for the comprehensive examination under the curriculum, shall be eligible to apply for the comprehensive examination.
- (2) The topic supervisor of the Student applying for the comprehensive examination shall assess the Student's performance in the academic and research phase of the doctoral

³⁸ Quotation from Nftv. Section 53 (1), (3) omitted in this space – TN.

³⁹ Quotation from R. Section 12/A (1), (3)-(5) omitted in this space – TN.

programme and give his/her opinion on whether the Student can be granted permission to take the comprehensive examination.

[...] ⁴⁰

Section 50

- (1) Application for the comprehensive examination and the obtainment of the doctoral degree without preliminary doctoral training shall also be open to individuals who received their degrees no less than five years prior to their application, meet the admission criteria of the doctoral school and for whom it can be determined based on their professional and academic achievements that their academic works meet at least the assessment criteria of the academic and research phase of the doctoral programme.
- (2) For the purpose of assessing whether the candidate meets the admission criteria, the faculty doctoral regulations may prescribe that the applicant take an entrance exam.
- (3) On the basis of the request – and if prescribed by the faculty doctoral regulations, the successful entrance exam – the council of the doctoral school shall carry out a habitus investigation on the applicant’s admission or the granting of permission for the applicant to take the comprehensive examination based on the detailed opinion of the head of the relevant doctoral programme or the head of the department. Over the course of the habitus investigation, the council shall assess the applicant’s curriculum vitae, academic performance prior to his/her submission of the request, academic publications, other academic works, lecture activities, etc.
- (4) The result of the habitus investigation shall be expressed in form of credits allocated in the curriculum for research and lecture tasks. A minutes shall be prepared of the result of the investigation complete with a justification. If the applicant acquires the number of credits necessary to be granted permission to take the comprehensive examination, the council of the doctoral school, based on the result of the habitus investigation, shall recommend to the discipline doctoral council that the applicant be granted permission to take the exam. When calculating the credits, the proportion of academic and research credits pertaining to students taking part in organised trainings shall not have to be taken into account.
- (5) The applicant shall pay the sum stipulated in Annex 4 of the present Regulations for the habitus investigation and the comprehensive examination, unless the applicant is employed by the University.
- (6) The decision the applicant’s admission or granting the applicant permission to take the comprehensive examination shall be taken by the discipline doctoral council based on the recommendation of the council of the doctoral school.
- (7) The provisions laid out in paragraphs (3)-(6) shall also apply to comprehensive examination applicants
 - a) who after obtaining the pre-degree certificate submit their doctoral dissertation and request the initiation of the critique procedure following the expiry of the deadline specified in Section 54 (4) of Nftv. and the deadline prolonged by a grant of equity referred to in Section 59 of the present Regulations,
 - b) whose critique procedure was terminated by the discipline doctoral council for the reason specified in Section 71 (3) of the present Regulations or on whom the University Doctoral Council did not confer the title of PhD,
 - c) who obtained their pre-degree certificates in the same academic discipline but in a different doctoral school.

Application for the Comprehensive Examination

Section 51

⁴⁰Quotation from R. Section 12 omitted in this space – TN.

- (1) Applications for the comprehensive examination held in the spring examination period shall be turned in by 31 March of the given year and applications for the comprehensive examination held in the winter examination period shall be turned in by 31 October of the given year. Applications shall be handed in to the faculty office in writing by filling out the application form contained in Annex 5 of the present Regulations.
- (2) Doctoral Students taking part in organised training programmes shall attach the report on their research activity to the application form, if prescribed by the faculty doctoral regulations.
- (3) Apart from the documents specified in paragraphs (1)-(2) applicants applying for the comprehensive examination without preliminary doctoral training shall also attach to their applications
 - a) a curriculum vitae
 - b) documents prescribed by law, the present Regulations and the faculty doctoral regulations which are necessary for admission
 - c) a written summary as well as documents providing authentic verification of the applicant's professional and academic history and works as a lecturer. The applicant must provide verification of his/her academic history by providing copies of entries registered in the bibliographic database of the Hungarian Academy of Sciences⁴¹ (hereinafter: HAS bibliographic database) defined in Act XL of 1994 on the Hungarian Academy of Sciences.
 - d) a research plan for the research and dissertation phase of the doctoral programme
 - e) a proof of payment of the fees payable for the habitus investigation and the comprehensive examination.

Announcing Comprehensive Examination Dates

Section 52

- (1) Comprehensive examinations shall be held in the examination periods specified in the Rector's Order on the academic year calendar. The comprehensive examinations shall be scheduled so that a retake exam can be held by no later than 15 February pertaining to the winter examination period and by no later than 15 September of the ensuing academic year pertaining to the spring examination period. In consideration of the number of students who are granted permission to take the comprehensive examination, the announced exam subjects and the organisation of the exam committees, the discipline doctoral council may choose to extend the spring examination period till 15 July if deemed necessary.
- (2) Decisions on the scheduling of the comprehensive examinations, the theoretical subjects to be aligned with the research topics and tested in given exams and the makeup of the exam committees shall be taken by the discipline doctoral council based on the recommendation of the head of the doctoral school or – on the basis of authorisation given in the organisational and operational regulations of the doctoral school – the head of the doctoral programme. The comprehensive examinations shall be scheduled in a way that examinees are guaranteed at least 21 days of preparation for the exams. Taking into account the provisions in paragraph (1), retake exams shall be scheduled for the same examination period simultaneously to the scheduling of the comprehensive examinations. The schedule shall provide at least 15 days between the comprehensive examination and the retake exam.
- (3) The faculty office shall notify applicants for the comprehensive examination in writing on the decision on their application, the schedule of the exam, the exam subject(s) determined by the discipline doctoral council and the makeup of the exam committee taking into account the deadline specified in paragraph (1).
- (4) In consideration of cases in merit of special equity, the Student may request the postponement of the comprehensive examination within the given examination period. In this case, that Student's comprehensive examination date may be set for the retake exam period.

⁴¹ Act XL of 1994 on the Hungarian Academy of Sciences Section 3 (1) point o)

The Exam Committee

[...] ⁴²

Section 53

- (1) The comprehensive examination shall be taken in public, in front of an exam committee.
- (2) The committee shall consist of at least three members, at least one of whom is not employed by the University, not including an employment status established specifically for membership on the exam committee. The committee chair shall be a professor, professor emeritus, research professor or associate professor at the University. Only persons with academic degrees may be on the exam committee. The committee shall also include substitute members.
- (3) The examinee's
 - a) topic supervisor,
 - b) relative (Section 8:1 (1) of the Civil Code of Hungary),
 - c) direct employer (or research centre leader) or subordinate,
 - d) co-author in an academic publication
 - e) any person who cannot be expected to give an objective evaluationare prohibited from serving on the exam committee.
- (4) Decision on the expulsion of a member from the committee shall be taken promptly by the chair of the discipline doctoral council based on a complaint by the examinee or an announcement by the member concerned or after gaining knowledge of any other grounds for the exclusion of the member, if the discipline doctoral council originally appointed a substitute member to the committee.
- (5) In accordance with the provisions of the faculty doctoral regulations, the topic supervisor of the Doctoral Student may be present at the comprehensive examination but may not act as an examiner and may not take part in the Student's evaluation. The faculty office shall notify the Student's supervisor of the date of the exam simultaneously to the notification of the Student.

[...] ⁴³

Evaluation of the Exam. Retaking an Unsuccessful Exam

Section 54⁴⁴

- (1) A minutes shall be prepared on the comprehensive examination.
- (2) The curriculum of the doctoral programme may award credits for certain subjects making up the comprehensive examination.
- (3) In the event that the Student fails to pass one or all of the theoretical subjects of the comprehensive examination, he/she may take a retake exam in this (these) subject(s) within the same examination period on the day set aside for retake exams. The retake exam fee shall be determined in Annex 4 of the present Regulations.
- (4) The Student shall not be entitled to a second attempt in the form of a retake exam at a dissertation part of the comprehensive examination that is considered a fail.
- (5) Any other rules pertaining to the successful passing, postponement of the comprehensive examination or the retake of an unsuccessful exam shall be laid out in the faculty doctoral regulations.

⁴²Quotations from R. Section 12/A (2), Section 17 omitted in this space – TN.

⁴³Quotation from Act V of 2013 on the Civil Code of Hungary Section 8.1 (1) omitted in this space – TN.

⁴⁴Amended by Senate Resolution CCIII/2016. (IX.26.). Effective 26 September, 2016.

Section 55

- (1) If the Student fails to pass the comprehensive examination by the last day of the examination period following the completion of his/her fourth semester – including the retake examination period – the Student's student status shall expire on day of the unsuccessful exam (retake exam) or on the last day of the examination period if he/she failed to fulfil his/her obligation to attempt the exam without having requested a postponement.
- (2) The faculty office shall notify the Student in writing of the expiry of his/her student status.
- (3) Former students who have had their student status expire due to the reasons specified in paragraph (1) may apply for the comprehensive examination along the rules pertaining to potential applicants who have not participated in preliminary doctoral training. If the Student applies to take the comprehensive examination within 5 years of the expiry of his/her student status,
 - a) the five-year rule specified in Section 50 (1) and the rules laid out in Section 50 (2) shall not apply to that Student,
 - b) that Student's earlier academic and research activities completed at the doctoral school shall be included in the evaluations made over the course of the habitus investigation.

THE PRE-DEGREE CERTIFICATE (ABSOLUTORIUM)

[...] ⁴⁵

Section 56

The Conditions of Obtaining the Pre-degree Certificate (Absolutorium)

- (1) The completion of the doctoral programme, the fulfilment of the academic requirements shall be verified by the pre-degree certificate (absolutorium) issued by the Dean or the Vice-Dean based on the recommendation of the topic supervisor, on the basis of the verification of the head of the doctoral school pursuant to the method prescribed in the faculty doctoral regulations.
- (2) The pre-degree certificate shall be issued if the Student obtains the required 240 credits.

APPEALS

Section 57

- (1) Decision made pertaining to student affairs may be subject to appeal in the case of a violation of the law, the present Regulations, the faculty doctoral regulations or the operational regulations or the doctoral schools.
- (2) The appeal shall be reviewed by the Student Appeals Board.
- (3) The Student Appeals Board shall apply as appropriate the provisions specified in Chapter IX of the HKR in its reviews of appeals.

OBTAINING THE DOCTORAL DEGREE

CONDITIONS OF OBTAINING THE DOCTORAL DEGREE

[...] ⁴⁶

Section 58

⁴⁵ Quotation from Nftv. Section 53 (4A) omitted in this space – TN.

⁴⁶ Quotation from R. Section 13 (2)-(3), Section 14 (1)-(3) omitted in this space – TN.

- (1) The conditions of obtaining the doctoral degree shall be
 - a) the obtainment of the pre-degree certificate verifying the completion of the doctoral programme,
 - b) preparation of the doctoral dissertation,
 - c) preparation of the abstracts preparing the subject, methods and results of the dissertation,
 - d) proof of proficiency in foreign languages required for academic research or – if the topic does not require proficiency in a specific language – proof of proficiency in either English, German, French, Russian, Spanish or Italian in the form of a complex [type “C”] intermediate level (B2) state-certified language exam or an equivalent certificate, including a school leaving certificate or university diploma providing proof of secondary or higher education qualifications in the given language,
 - e) proficiency in another language at the level specified in the faculty doctoral regulations.
 - f) verification of academic publications specified in the faculty doctoral regulations or verification of at least two academic publications related to the topic of the doctoral dissertation,
 - g) uploading the details of the academic publications into the HAS bibliographic database pursuant to the Rector’s order on the register of the publications of the University,
 - h) defence of the doctoral dissertation in a public disputation.
- (2) The decision on the approval of the proof of proficiency of the specific language necessary for the research to be carried out for the doctoral dissertation referred to in point d) of paragraph (1) shall be taken by the discipline doctoral council in its resolution initiating the critique procedure, in the event that the language in question is not English, German, French, Russian, Spanish or Italian.
- (3) The language to be approved as the other language referred to in point e) of paragraph (1) must be a language that has a vocabulary and terminology necessary for the Student’s academic research.
- (4) In the case of students whose native language is not Hungarian, the foreign languages referred to in points d)-e) of paragraph (1) may include Hungarian as well.
- (5) In the case of international cooperation in the form of co-tutelle programmes with foreign higher education institutions, agreements signed by the University in accordance with Sections 77-78 of the present Regulations may set obligations that diverge from the ones specified in points d)-g) of paragraph (1) and may prescribe different rules pertaining to the verification of language proficiency.

Section 59

- (1) The decision on the extension of the deadline for submitting the doctoral dissertation prescribed by Section 53 (4) of Nftv. under the application of special equity shall be taken by the discipline doctoral council at the request of the Student or former Student (hereinafter jointly referred to as Doctoral Candidate).
- (2) The request must be submitted before the expiry of the deadline for submitting the doctoral dissertation. Documents specifying the special personal reasons for the request (as listed in Section 45 (2) of Nftv.) and a statement of approval from the topic supervisor must be attached to the request.

SUBMISSION OF THE DOCTORAL DISSERTATION

[...] ⁴⁷

Content and Formal Requirements of the Doctoral Dissertation

Section 60

- (1) The doctoral dissertation cannot be written in co-authorship.
- (2) The content and formal requirements of the doctoral dissertation are determined by the faculty doctoral regulations. A dissertation that has already been submitted may not be supplemented or modified during the critique procedure.

The Research Centre Disputation

Section 61

Prior to the submission of the doctoral dissertation, the department (institute) in charge of the relevant academic field shall organise an academic meeting (hereinafter: research centre disputation) to evaluate the dissertation. The department shall invite to the disputation the lecturers contributing to the doctoral programme, core members and topic supervisors researching the given topic at other universities and notable academic experts in the given field. A minutes shall be prepared of the research centre disputation. The detailed regulations of the research centre disputation shall be laid out in the faculty doctoral regulations specifying that the faculty doctoral regulations may prescribe other forms of evaluation pertaining to the doctoral dissertation prior to its submission, in place of the research centre disputation.

Submission of the Doctoral Dissertation

Section 62

- (1) The rules of the submission of the doctoral dissertation and its abstracts (number of copies to be submitted, the submission of a printed or electronic version) shall be determined by the faculty doctoral regulations, however, the submission of a printed version and an electronic version is compulsory. The electronic version shall be submitted in PDF/A format. The printed and electronic versions of the dissertation must be identical.
- (2) Prior to the submission of the printed and electronic versions of the doctoral dissertation and its abstracts, the author of the dissertation shall apply for a DOI identifier from the faculty office by filling out and submitting the “Declaration Form” found in Annex 5 of the present regulations. The applicant must fill out and submit the “Declaration Form” to the faculty office electronically, without signing the document. The faculty office shall request a DOI identifier for the doctoral dissertation and its abstracts on relevant electronic interface within five days of the receipt of the applicant’s “Declaration Form”. The faculty office shall fill out the field marked “DOI identifier” and send it back to the applicant electronically.
- (3) The doctoral dissertation and its abstracts shall be submitted together with a signed copy of the applicant’s “Declaration Form”. One copy of the “Declaration Form” shall be included in the bound printed copy of the dissertation and shall also be attached to the electronic version of the dissertation. The other printed copy of the “Declaration Form” shall be kept by the faculty office together with the documentations of the doctoral procedure. If more than one copy of the printed version of the doctoral dissertation is submitted, the Student must attach a copy of the “Declaration Form” to each of the other copies of the dissertation.

⁴⁷Quotation from Nftv. Section 108 1a. omitted in this space – TN.

THE CRITIQUE PROCEDURE

[...] ⁴⁸

Section 63

- (1) The Chairs of the discipline doctoral councils shall be responsible for establishing the conditions that ensure that the critique procedure is conducted in an objective manner.
- (2) Persons for whom the grounds for exclusion listed in points a)-f) of Section 53 (3) apply shall be excluded from the critique procedure and may not participate in the handling of any substantial aspects of the procedure or the decision-making process.
- (3) The faculty regulations may specify other grounds for exclusion pertaining to the participation of the members of the Assessment Committee or official opponents.
- (4) Decision on the expulsion of a member from the Assessment Committee shall be taken promptly by the Chair of the discipline doctoral council based on a complaint by the critique procedure applicant or an announcement by the member concerned or after gaining knowledge of any other grounds for the exclusion of the member, if the discipline doctoral council originally appointed substitute members to the committee or for the opponents. If the doctoral procedure cannot be continued, the Chair of the discipline doctoral council shall promptly convene the discipline doctoral council to appoint (a) new member(s) to the committee.

Section 64

Critique procedures can be held between 1 September and 30 June at the University. Based on a special justification as laid out in the faculty doctoral regulations, public disputations may be held in July or between 21 and 31 August if the discipline doctoral council initiated the doctoral procedure prior to 30 June.

Initiation of the Critique Procedure

Section 65

- (1) The request for the initiation of the critique procedure shall be submitted by filling out the relevant application form found in Annex 5 of the present regulations. The request shall be submitted to the discipline doctoral council through the faculty office.
- (2) Attachments to the request shall include:
 - a) the pre-degree certificate verifying the completion of the doctoral programme,
 - b) the doctoral dissertation and doctoral abstracts pursuant to Section 62,
 - c) the minutes of the research centre disputation, in addition to a joint recommendation by the head of the research centre/doctoral programme and the topic supervisor for the initiation of the critique procedure. The recommendation may also cover nominations for members of the Assessment Committee and the official opponents,
 - d) proof of language proficiency,
 - e) a copy of the applicant's curriculum vitae and bibliography of his/her academic publications. In the case of the latter, only publications that can be found in the HAS bibliographic database pursuant to the Rector's Order on the register of the publications of the University ⁴⁹ can be taken into account,
 - f) a certificate of a clean criminal record not older than 3 months, or in the case of foreign nationals, an equivalent document issued by a competent authority, except if the applicant's line of work is related to the issuance of criminal record certificates, as verified by his/her employer,

⁴⁸Quotation from R. Section 17 omitted in this space – TN.

⁴⁹ Rector's Order 6/2012. (II.23.).

- g) a declaration from the applicant that he/she has no pending critique procedure in the same academic discipline.
- (3) Should the application be incomplete, the faculty office shall ask the applicant to submit the missing documents within 30 days.
 - (4) In the event that the applicant fails to submit the missing documents, the Chair of the discipline doctoral council shall terminate the critique procedure.

Section 66

- (1) The decision on request for the initiation of the critique procedure shall be taken by the discipline doctoral council. This authority may not be transferred to the Chair of the council or the head of the doctoral school.
- (2) The discipline doctoral council shall only handle applications that meet the formal requirements.
- (3) The discipline doctoral council shall decide on the members of the Assessment Committee and the official opponents based on the recommendation of the head of the doctoral school, simultaneously to the approval of the request. In the case of a form of international cooperation as specified in Sections 77-78 of the present Regulations, decisions on the appointments of bodies contributing to the doctoral procedure shall be applied in harmony with the provisions of the international agreements.
- (4) The discipline doctoral council shall reject the initiation of the critique procedure if any of the conditions necessary for the initiation of the procedure pursuant to Section 65 are not met. The council shall include a justification of its decision in its resolution on the rejection of the initiation of the procedure.
- (5) The Chair of the discipline doctoral council shall inform the Chair of the University Doctoral Council every six months on the procedures initiated.

The Public Disputation

[...] ⁵⁰

[...] ⁵¹

Section 67

- (1) The Doctoral Candidate shall defend the doctoral dissertation in a public disputation before an Assessment Committee. In the case of doctoral dissertations containing information classified for national security reasons, the discipline doctoral council may order a closed disputation at the request of the Doctoral Candidate and the recommendation of the topic supervisor, based on the approval of the members of the Assessment Committee.
- (2) The Chair of the Assessment Committee shall be a professor, professor emeritus or associate professor at the university.
- (3) The Chair and members of the Assessment Committee, along with the substitute Chair and substitute members are appointed by the discipline doctoral council based on the recommendation of the head of the doctoral school.

Section 68

- (1) The official opponents are appointed by the Chair of the discipline doctoral council based on the decision of the discipline doctoral council. The official opponents shall include at least one person who is not employed by the University, not including an employment

⁵⁰ Quotation from R. Section 15 (1)-(2), Section 16 (1)-(8) omitted in this space – TN.

⁵¹ Quotation from Nftv. vhr. Section 42 (5)-(6) omitted in this space – TN.

status established specifically for this purpose. Only persons in the possession of academic degrees shall be eligible to serve as official opponents.

- (2) At the request of the discipline doctoral council, the two official opponents shall prepare written critiques of the doctoral dissertation within two months of their appointments. The opponents shall declare whether the conditions of the obtainment of the doctoral degree have been met and whether they recommend that dissertation be subject to a public disputation.
- (3) Upon the expiry of the two-month deadline provided for the preparation of a critique of the dissertation, the discipline doctoral council shall ask the appointed official opponent to indicate whether the critique would be completed within the ensuing month.
- (4) In the event that the appointed official opponent fails to submit the critique before the expiry of the two-month deadline, and indicates that the critique is not expected to be completed within the ensuing month, the discipline doctoral council shall withdraw the appointment of the opponent and turns the dissertation over to a new opponent.
- (5) In the event that a new opponent has to be appointed, the discipline doctoral council may choose to set a deadline shorter than the original for the preparation of the critique.
- (6) In the event that one of the two opponents does not recommend that the dissertation be subject to a public disputation, the discipline doctoral council shall appoint a third opponent.
- (7) In the event that two opponents do not recommend that the dissertation be subject to a public disputation, the discipline doctoral council shall terminate the doctoral procedure.

Section 69

- (1) The Chair of the discipline doctoral council shall refer the doctoral dissertation to a public disputation within no less than 15 but no more than 60 days of its receipt of two supporting critiques. The period specified in this paragraph shall exclude the months of July and August, with the exception of the provisions in Section 64.
- (2) Notable experts and representatives of the given topic shall be invited to the disputation with the abstracts of the dissertation attached to the invitations. The list of invitees shall be determined by the discipline doctoral council or the head of the doctoral school in accordance with the faculty doctoral regulations. After setting the date of the public disputation, the faculty office shall ensure that the dissertation is accessible to the public – in line with the methods prescribed by the faculty doctoral regulations – except in the case of closed disputations.
- (3) The Doctoral Candidate, the Chair and members of the Assessment Committee and the official opponents must be present at the disputation in person. In the event that no substitute members are named or if they are named but unavailable, the Chair of the Assessment Committee can make a decision to hold the disputation in exceptionally justified cases if one of the opponents or one of the members of the Assessment Committee are not present. If one of the members of the Assessment Committee is not present, he/she shall be obliged to give a written a statement on the evaluation of the dissertation as well as the Doctoral Candidate's written response to the critiques within 10 days of the day of the disputation and give an opinion on whether the Doctoral Candidate can receive the doctoral degree. If the public disputation cannot be held due to an absence, the Chair of the discipline doctoral council shall schedule the next public disputation for no less than 15 days later.
- (4) The Doctoral Candidate shall receive the critiques at least 15 days prior to the public disputation. The Doctoral Candidate shall prepare a written response to the critiques before the disputation and shall provide a verbal response in the public disputation during the defence of the dissertation.
- (5) The Doctoral Candidate may present his/her abstracts within the framework of the public disputation or may maintain what is set forth in the abstracts and proceed to respond to the questions and comments of the opponents, members of the Assessment Committee and

others present at the disputation. The disputation must also verify that the results of the dissertation are credible and the Student's own.

- (6) Following the close of the disputation, the Assessment Committee shall decide on the qualification of the dissertation by secret ballot in a closed session. Following the vote the Chair of the Assessment Committee shall announce the result of the defence. The Assessment Committee may opt to hear the topic supervisor prior to its closed session.
- (7) The performance of the Doctoral Candidate shall be evaluated by each member of the Assessment Committee on a five-grade scale. The defence is deemed successful if the candidate acquires 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) A minutes shall be prepared of the defence. The minutes prepared of the defence – containing the most important statements made during the defence – are accessible to the public. A copy of the minutes may only be viewed by a third party apart from the Doctoral Candidate by the submission of a written request and by paying a copy fee specified in the faculty regulations.
- (9) At the request of the Doctoral Candidate, the Chair of the discipline doctoral council shall issue a verification of the qualification of the defence.
- (10) The critique procedure shall be concluded within one year of the submission of the doctoral dissertation.

Section 70

- (1) Pursuant to the provisions of the faculty doctoral regulations, the doctoral dissertation may also be submitted in a foreign language in the critique procedure, or the entire critique procedure can be conducted in a foreign language. The decisions on the submission of the doctoral dissertation in a foreign language and conducting the critique procedure in a foreign language shall be taken by the discipline doctoral council based on the request submitted by the Doctoral Candidate with the approval of the topic supervisor.
- (2) In the case of a critique procedure conducted in a foreign language, every member of the Assessment Committee and the official opponents shall be required to have the foreign language competence necessary for assessing the Doctoral Candidate and evaluating the points made in the public disputation.
- (3) In the case of a form of international cooperation as specified in Sections 77-78 of the present Regulations, the provisions laid out in Sections 67-70 (1)-(2) shall be applied in harmony with the contents and provisions of the international agreements.

DECISION ON THE CONFERMENT OF THE DOCTORAL DEGREE

Section 71

- (1) Following the public defence, the discipline doctoral council shall examine the critique procedure of the Doctoral Candidate. In the event that the council uncovers irregularities in the procedure, it shall act on the remedial of said irregularities.
- (2) The council, on the basis of a critique procedure conducted in accordance with the regulations, shall recommend the conferment and qualification of the doctoral degree, provided that the qualifications of the doctoral dissertation and the performance of the Doctoral Candidate in the public disputation are not „insufficienter”. Pursuant to the regulations on the evaluation and scoring of the degree, the qualification of the degree can be “summa cum laude”, “cum laude” or “rite”. The faculty doctoral regulations may prescribe that the result of the comprehensive examination be included in the qualification of the degree. In this case, the weight of the result of the comprehensive examination may not exceed 30% of the maximum score that can be given as part of the evaluation.

- (3) In the event that the qualification of the doctoral dissertation or the performance of the Doctoral Candidate in the public disputation is deemed “insufficienter”, the discipline doctoral council can opt to terminate the doctoral procedure.

Section 72

- (1) The decision on the conferment of the doctoral degree shall be taken by the University Doctoral Council at the initiative of the discipline doctoral council.
- (2) Should the University Doctoral Council uncover a serious violation of the rules during the procedure which prevents a decision on the conferment of the doctoral degree, it shall return the recommendation of the conferment to the discipline doctoral council for action, obligating it to,
 - a) remedy the deficiency in the procedure,
 - b) adequately repeat the part of the procedure that was conducted improperly.
- (3) The University Doctoral Council shall rule on the conferment of the doctoral degree in its first session following the submission of the discipline doctoral council’s recommendation and the full documentation of the critique procedure, but no later than within four months of the submission of the recommendation for conferment.
- (4) The University Doctoral Council must provide justification should it rule to reject the conferment of the doctoral degree.
- (5) The decision of the University Doctoral Council cannot be appealed unless it is found to be in violation of legislation or the university or faculty doctoral regulations.

REVOCATION OF THE DOCTORAL DEGREE

[...] ⁵²

Section 73

- (1) The University Doctoral Council, based on the recommendation of the discipline doctoral council, shall revoke the doctoral degree and the doctoral degree certificate within five years of its issuance if the certificate was obtained illicitly.
- (2) The University Doctoral Council, based on the recommendation of the discipline doctoral council, may revoke the doctoral degree and the doctoral degree certificate at any given time if the person who obtained the doctoral degree,
 - a) is found to have provided false or forged verification of any of the conditions for the initiation of the doctoral procedure,
 - b) is found to have committed plagiarism in his/her doctoral dissertation or any of his/her academic publications assessed over the course of the doctoral procedure,
 - c) is found to have committed any of the actions specified in Section 95 of present regulations.
- (3) The principles and recommendations pertaining to the Code of Academic Ethics of the Hungarian Academy of Sciences shall be applicable when assessing the case laid out in point b) of paragraph (2).

Section 74

- (1) In the event of a revocation of a doctoral degree, the University Doctoral Council shall notify the University Library of the revocation.
- (2) The University Library shall erase from its database the qualifications of the doctoral dissertation and the abstracts serving as the basis of the revoked doctoral degree and shall

⁵²Quotation from Nftv. Section 52/A (1)-(6) omitted in this space – TN.

arrange for the erasing of said qualifications from the database of the Hungarian Academy of Sciences.

- (3) If the person whose doctoral degree was revoked requests the returning of the doctoral degree and the abstracts as well as the complete erasing of the library data on the works, the dissertation shall be returned to the applicant, the relevant library data shall be erased and the text of the dissertation and the abstracts shall be rendered inaccessible in the EDIT.

APPEALS IN THE DOCTORAL PROCEDURE

Section 75

- (1) The Doctoral Candidate may lodge an appeal to the University Doctoral Council against a ruling of the discipline doctoral council which,
 - a) rejects the initiation of the critique procedure,
 - b) was made pertaining to the motions for exclusion,
 - c) terminates the doctoral procedure,
 - d) rejects a request for submission of the doctoral dissertation in a foreign language or conducting the doctoral procedure in a foreign language,
 - e) rejects a request for the postponement of the publication of the dissertation or for conducting a closed disputation.

The appeal must be filed within 15 days of the issuance of the decision. The appeal shall be reviewed by the University Doctoral Council in its ensuing session. The decision of the University Doctoral Council on the appeal shall be binding.

- (2) The Doctoral Candidate or person in possession of a doctoral degree may appeal a decision that
 - a) rejects the conferment of the doctoral degree
 - b) revokes the doctoral degreeto the Rector or the University Doctoral Council within 15 days of its issuance citing a violation of legislation or the University or faculty regulations. The appeal shall be assessed by the Rector. The Rector's decision shall be non-appealable.
- (3) Further provisions to be applied in the assessment of appeals shall be the ones laid out in Chapter IX of the HKR.

THE PUBLICITY OF THE DOCTORAL ABSTRACTS AND DISSERTATIONS

[...]⁵³

Section 76

- (1) The University Library shall store the printed versions of the doctoral dissertation and abstracts and shall ensure their accessibility. The doctoral dissertation may not be borrowed.
- (2) The Doctoral Candidate has until the conferment of the doctoral degree to request in writing that the doctoral dissertation not be published in the University Library until the publication of the Candidate's patent or copyright protection application indicated in the request. The decision on the request shall be taken by the discipline doctoral council.
- (3) If the discipline doctoral council approves the request referred to in paragraph (2), or if the doctoral dissertation contains information classified for national security reasons, the University Library shall indicate in its catalogue that date on which the dissertation shall be made accessible. The University Library shall be obligated to take the necessary measures for the proper safekeeping of the doctoral dissertation and abstracts containing

⁵³Quotation from Nftv. Section 53/A (1)-(3) omitted in this space – TN.

information classified for national security reasons until they are made accessible to the public.

- (4) The faculty office shall send the copy of the doctoral dissertation and abstracts referred to in paragraph (1) to the University Library within 15 following the conferment of the doctoral degree. In the event that the discipline doctoral council decides to postpone the publication of the dissertation and the abstracts for reasons specified in paragraphs (2)-(3), the decision of the discipline doctoral council shall be attached to the dissertation and abstracts.
- (5) The University Library shall publish the doctoral dissertation and abstracts of the person on whom the doctoral degree has been conferred in the EDIT – except in the cases specified in paragraphs (3) and (7) – and shall upload the details of the dissertation and abstracts into the bibliographic database of the HAS and shall arrange the linking of the EDIT and the database with regards to the dissertation and the abstracts.
- (6) If the author of the doctoral dissertation enters into a publishing agreement regarding the dissertation during the doctoral procedure or before the conferment of the doctoral degree, and does not wish that the dissertation be published in the EDIT in consideration of the publication of the dissertation as a printed work or e-book, the author shall notify the faculty office and the University Library of this in a statement with an attached copy of the publishing agreement within 15 business days after the publication of the decision on the conferment of the doctoral degree on the University’s website.
- (7) Doctoral dissertations that are classified in accordance with paragraph (3) shall be published within 15 business days of the announcement of the patent or copyright protection application or within 15 days after the expiry of the confidentiality of the dissertation.
- (8) If the printed and electronic versions of the doctoral dissertation are not identical in spite of the Candidate’s statement on the „Declaration Form” referred to in Section 62, the University Library shall promptly notify the person in charge of the secretarial tasks of the University Doctoral Council at the Directory of Educational Affairs of the Chancellery of the identified discrepancies. The administrator of the Directory of Educational Affairs shall initiate the elimination of the discrepancy at the relevant faculty office. The doctoral degree cannot be conferred on the author of the dissertation until he/she does not eliminate the discrepancy between the printed and electronic versions of the dissertation, in line with the statement on the “Declaration Form”.
- (9) In the event that critique procedure concludes without a conferment of the doctoral degree, the faculty office shall delete the relevant doctoral dissertation and its abstracts from the EDIT within 15 business days of the receipt of the decision indicating the conclusion of the critique procedure.
- (10) In the event that the doctoral dissertations and abstracts are not uploaded to the EDIT prior to the conferment of the doctoral degree on the basis of international cooperation agreements specified in Sections 77-78 of present regulations, the provisions specified in Section 62 (4)-(6) and in paragraphs (5)-(9) of the present Section shall be applied as appropriate following the decision on the conferment of the doctoral degree.

JOINT DOCTORAL PROGRAMMES WITH OTHER UNIVERSITIES

JOINT DOCTORAL PROGRAMME WITH A FOREIGN UNIVERSITY

[...] ⁵⁴

Joint Doctoral Programme

Section 77

⁵⁴Quotation from Nftv. Section 78 (1)-(5) omitted in this space – TN.

Doctoral schools may organise joint doctoral programmes with foreign universities aimed at the joint training of students enrolled in the programme, the exchange of professors, joint topic supervision as well as the issuance of joint degrees or double degrees. Provisions laid out in Section 18 of present regulations shall be applicable to the preparation and approval of joint doctoral programmes. Following the decision of the Senate on the approval of the joint doctoral programme, the Rector shall sign a cooperation agreement on the joint doctoral programme with the foreign university partnering in the programme. The joint doctoral programme may be launched following the registration of the cooperation agreement and programme in the registry referred to in Nftv. Section 78 (5).

Joint Doctoral Programme of Individual Students (Co-tutelle)

Section 78

- (1) On the basis of the recommendation of the University Doctoral Council, the Rector may enter into a framework agreement with the foreign university on providing a co-tutelle doctoral programme for individual students.
- (2) At the request of the Doctoral Student and his/her topic supervisor, the Rector may enter into an agreement on the joint doctoral training of individual students – even without a co-tutelle framework agreement – if the discipline doctoral council recommends the signing of the agreement to the Rector based on the draft agreement.
- (3) The agreement can only be signed if the doctoral degree to be obtained on the basis of the agreement fulfils the criteria laid out in present Regulations as well as the criteria laid out in the faculty doctoral regulations.
- (4) The agreement shall cover the rules of the academic programme, the duration and scheduling of the programmes of the two universities, the rules pertaining to enrolment, finances, options for the suspension or termination of the doctoral studies, the special regulations of the doctoral procedure, the language of the doctoral dissertation and abstracts and the rules pertaining to the issuance of the certificate verifying the obtainment of the doctoral degree.
- (5) A Hungarian language copy of the framework agreement referred to in paragraph (1) and the agreement referred to in paragraph (2) shall also be drafted. The model agreement shall be regulated by Rector's Order⁵⁵. The final agreement may only diverge from the model agreement on the basis of a foreign legislation pertaining to the other contracting party. The signed framework agreement or contract shall be registered with the Educational Authority by the Directory of Educational Affairs of the Chancellery.

PARTIAL STUDIES

[...] ⁵⁶

[...] ⁵⁷

Partial Studies at a Domestic University

Section 79

- (1) The Student may pursue partial studies (e.g. registration for courses, conducting research, lecturing) at another doctoral school of the University or at another domestic higher

⁵⁵ Rector's Order 7/2009. (III.17.).

⁵⁶ Quotation from Nftv. Section 108 point 30 omitted in this space – TN.

⁵⁷ Quotation from Nftv. Section 42 (1)-(6) omitted in this space – TN.

education institution by acquiring visiting student status and may also obtain academic (training), research or lecturing credits.

- (2) The Doctoral Student may take part in partial studies based on a course registration request and work programme recommended by the topic supervisor and approved by the discipline doctoral council.
- (3) Credits obtained during the partial studies can be recognised based on an inter-institutional credit-equivalence agreement, the preliminary approval of the discipline doctoral council as specified in paragraph (2) or the provisions of legislation prescribing the recognition of the credits. The decision on the recognition of the credits obtained in partial studies shall be taken by the discipline doctoral council based on the request of the Student approved by the topic supervisor.
- (4) The course materials provided by the two universities shall be considered equivalent if there is at least a 75% match in the materials. The degree of equivalence between the course materials of the two universities shall be assessed by the discipline doctoral council in consideration of the opinion of the council of the doctoral school.

Partial Studies in a Foreign Higher Education Institution

Section 80

- (1) The Student may also pursue partial studies abroad. As part of the partial studies, based on a work programme approved by the topic supervisor, the Student may take part in a programme which is in line with the Student's academic and research plan and ensures that the studies pursued abroad can be recognised along the curriculum of the doctoral school. The duration of the partial studies programme conducted abroad shall count towards the duration of the domestic doctoral programme and does not establish the suspension of the student status. The Student shall register for the given academic term in person during the course of his/her programme abroad, or shall authorise a representative to register in his/her place.
- (2) The decision on the approval of the Student's pursuit of partial studies abroad shall be taken by the discipline doctoral council based on the recommendation of the head of the doctoral school, which shall be made on basis of the Student's request and work programme approved by the topic supervisor.
- (3) The Student's grades in his/her completed courses shall also be requested to be converted into ECTS-grades by the foreign university.

Recognition of Previous Achievements

Section 81

- (1) Participation in training, research or lecturing activities that fall outside the framework of the doctoral programme but are compatible with the programme, as well all publications published prior to the application to the doctoral programme shall qualify as previous achievements.
- (2) The discipline doctoral council – on the basis of the recommendation of the doctoral school – may recognise these credits, verified to have been obtained throughout the Student's academic career, as credits awarded in the doctoral programme.

Section 82

The details of the rules on the pursuit of partial studies at home and abroad, the maximum number of credits obtainable in the partial studies as well as the rules on the recognition of previous

achievements and the number of training, research and lecturing credits that can be obtained with their recognition, shall be specified in the faculty doctoral regulations.

THE DOCTORAL CERTIFICATE AND THE CONFERMENT OF THE TITLE OF DOCTOR (PHD)

[...] ⁵⁸

[...] ⁵⁹

Section 83

- (1) The doctoral certificate shall be issued in Hungarian and Latin or in Hungarian and the language of the doctoral programme.
- (2) In the case of a doctoral procedure conducted in a foreign language, the doctoral certificate shall be issued in Hungarian and Latin as well as the language of the doctoral procedure.
- (3) An English language version of the certificate must also be published as a separate document.
- (4) The certificate shall include,
 - a) the name and higher education identifier code of the University,
 - b) the coat of arms of the University,
 - c) the name, birth name, date and place of birth of the certificate's holder,
 - d) the name of the given academic discipline and specialisation,
 - e) the title and qualification of the doctoral degree,
 - f) the place and date of issue of the certificate,
 - g) the seal of the university with the coat of arms of Hungary.
- (5) The sample text of the certificate is contained in Annex 2 of present Regulations.
- (6) The certificate shall be signed by the Rector of the University and the Chair of the University Doctoral Council.
- (7) The tasks related to the issuance of the forms of security concerning the doctoral degrees along with the tasks related to the issuance of the doctoral certificate shall be carried out by the Directory of Educational Affairs of the Chancellery.

Section 84

- (1) Persons who have obtained the doctoral degree shall be awarded the title of doctor in by the Rector and the heads (and representatives) of the faculties in a graduation ceremony.
- (2) The Candidates shall be present at the doctoral conferment ceremony in person where they shall take an oath defined in Annex 3. Only persons who have taken the oath shall be allowed to use the title of doctor.
- (3) The doctoral conferment ceremony shall be set by the Directory of Educational Affairs of the Chancellery for a date falling no later than within six months of the issuance of the decision conferring the title of doctor.
- (4) In cases in merit of special equity, at individual request, the Rector may approve an individual conferment ceremony, as distinct from the provision specified in paragraph (1).

CONFERMENT OF THE TITLE OF 'DOCTOR WITH HONOURS'

[...] ⁶⁰

⁵⁸Quotation from Nftv. Section 51 (5)-(6), Section 52 (1) omitted in this space – TN.

⁵⁹Quotation from Nftv. vhr. Section 35 (1)-(2), Section 46 (9) omitted in this space – TN.

⁶⁰Quotation from Nftv. Section 52 (8) omitted in this space – TN.

[...] ⁶¹

Section 85

- (1) The conferment of the title of “Doctor with Honours” shall be requested by the Doctoral Candidate in the form of a written request submitted to the discipline doctoral council within 15 days following the date of the public disputation. Official copies of the documents verifying the fulfilment of the criteria laid out in Section 18 (1)-(3) of R. shall be attached to the request.
- (2) The discipline doctoral council shall refer the request to the University Doctoral Council complete with its recommendation for the conferment of the doctoral degree.
- (3) If all criteria are met and the conferment of the doctoral degree is approved, the Rector – at the initiative of the Chair of the University Doctoral Council – 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 Directory of Educational Affairs of the Chancellery.

REGISTERS OF DOCTORAL CANDIDATES AND DOCTORS

Section 86

- (1) The details of the applicants to the doctoral programme shall be handled by the doctoral school and the discipline doctoral council.
- (2) The faculty register of Doctoral Students, which contains every event of the Doctoral Student’s training, shall be managed by the faculty offices through the Electronic Registration System.
- (3) The university register of doctors (official register of doctors), which contains details of all events of the doctoral procedure, shall be managed by the Directory of Educational Affairs of the Chancellery.

DOCTORAL STUDENT BURSARIES AND FEES

[...] ⁶²

Section 87

- (1) Titles under which Doctoral Students may be awarded bursaries are contained in the HKR in the chapter on student bursaries and services.
- (2) The sums of the tuition fees payable in the doctoral school shall be determined by the faculties and published in their admission guidelines.
- (3) The tuition fee must be paid by the deadline specified in the various faculty doctoral regulations, but by no later than 30 October (31 March).
- (4) In the event of a default on the payment of the tuition fee, the faculty office shall demand payment from the Student in question within one month of the default. Should the Student fail to comply with the demand, the discipline doctoral council – after evaluating the social conditions of the Student, if the Student’s social conditions do not warrant a further delay in payment – shall initiate the termination of the student status with the Dean of the relevant faculty.
- (5) The discipline doctoral council may request information from the Student for its assessment of the Student’s social conditions. If the Student fails to supply the requested information within the specified deadline or if the Student rejects the supply of information,

⁶¹Quotation from R. Section 18 (1)-(4), 19 (1)-(4) omitted in this space – TN.

⁶²Quotation from Nftv. Section 81 (1)-(5), Section 82 (1)-(4), Section 83 (1)-(5) omitted in this space – TN.

the discipline doctoral council shall initiate the termination of his/her student status without further investigation.

- (6) The titles and sums of the special administrative fees payable by the Doctoral Students – with the exception of the fee payable for the retake comprehensive examination – shall be defined by the HKR.
- (7) The sums of the special administrative fees shall be given as rounded to the nearest hundred.

Section 88

- (1) The fees payable for the comprehensive examination and the procedure for the national recognition of degrees obtained abroad shall be defined in Annex 4 of present Regulations.
- (2) Honoraria shall be payable to members of the comprehensive examination committee and persons contributing to the critique procedure who are not employed by the University. The sums of the honoraria are specified in the faculty doctoral regulations.

Section 89

- (1) The University may enter into agreements with natural or legal persons for the purpose of supporting the doctoral programmes or establishing scholarships to be awarded to the Doctoral Students.
- (2) Scholarships established in accordance with paragraph (1) may only be awarded to persons who have a Doctoral Student status with the University.
- (3) Decisions on the awarding of scholarships established in accordance with paragraph (1) shall be made by the founder of the relevant scholarship on basis of the definition of the scholarship's recipient(s) and the rules for awarding the scholarship.

NATIONAL RECOGNITION OF DEGREES OBTAINED ABROAD

[...] ⁶³

Section 90

- (1) The national recognition of academic degrees obtained abroad can be requested in the study period via the submission of application form found in Annex 5 of present Regulations to the Chair of the relevant discipline doctoral council.
- (2) The request may only be filed for the academic disciplines listed in Annex 1 of the Regulations.
- (3) Attachments to the request shall include:
 - a) a copy of the original doctoral certificate,
 - b) an official copy of a document issued by the foreign higher education institution (e.g. transcript, grade book) which provides authentic verification of the duration of the doctoral training and the successful completion of the academic requirements for the obtainment of the doctoral degree,
 - c) proof of payment of the fee payable for the nostrification procedure,
 - d) proof of language proficiency required for the doctoral procedure.
- (4) The discipline doctoral council may ask for an official translation of the documents listed in points a)-c) of paragraph (3) if the original documents were not issued in English, German or French and if the faculty cannot provide a lecturer or researcher who can assess the contents of the documents,
- (5) If the authenticity or the legal validity of the foreign certificate cannot be determined, the discipline doctoral council may suspend the nostrification procedure and ask the applicant

⁶³Quotation from Etv. Section 1 (1), Section 2 (1)-(2), (4), Section 3 (1), Section 4 (3), Section 6 (1)-(3), Section 7 (1)-(6), (8)-(9), Section 8 (1)-(4), Section 9 (1)-(2), Section 15 (1)-(3) omitted in this space – TN.

- to submit a doctoral certificate that was authenticated by a competent authority in the country of the registered office of the institution that issued the certificate.
- (6) The faculty doctoral regulations may prescribe that the Student shall attach to the request the thesis that served as the basis for the conferment of the given academic degree in its original language. If the work was written in a language on the basis of which the doctoral council is unable to take a decision on its national recognition, it may ask for an official supply of the work.
 - (7) The discipline doctoral council shall put forth its recommendation in accordance with the procedure laid out in the faculty doctoral regulations.
 - (8) The University Doctoral Council shall decide on the national recognition of the degree in question based on the recommendation of the discipline doctoral council.
 - (9) The nationally recognised degree shall not receive a qualification.
 - (10) Provisions on the publicity of the doctoral dissertation and abstracts laid out in Section 62 and Section 76 of present Regulations shall also be applied as appropriate in the nostrification process and in the cases of nationally recognised degrees obtained abroad.

THE USE OF THE STATE SUBSIDIES AND INCOMES OF THE DOCTORAL PROGRAMME

Section 91

- (1) Faculties taking part in the doctoral programme shall prepare an annual report on year preceding the reference year.
- (2) The report shall cover the aims of spending state subsidies granted for the doctoral programme as well as the programme's incomes along with the sums spent.
- (3) The report shall be submitted to the Chair of the University Doctoral Council by 31 March of each year. The report shall be included on the agenda of the ensuing session of the University Doctoral Council.

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

[...] ⁶⁴

Section 92

- (1) The University shall recognise academic achievements with the conferment of the title of “doctor et professor honoris causa” and other individual achievements with the conferment of the title of “doctor honoris causa”.
- (2) The holder of the title of “doctor et professor honoris causa” shall be entitled to give lectures and hold courses in his/her field in Bachelor's, Master's and – if the necessary requirements are met (possession of doctoral degree, receipt of request from the head of the doctoral school) – doctoral programmes.

Section 93

- (1) The University shall confer the title of “doctor et professor honoris causa” on no more than 8 persons a year.
- (2) Each faculty organising doctoral programmes shall be entitled to nominate one person for the title of “doctor et professor honoris causa” a year. The Rector may initiate the

⁶⁴Quotation from R. Section 20 omitted in this space – TN.

conferment of the title on one additional Hungarian citizen and one additional person with a foreign citizenship with the relevant faculty council.

- (3) The conferment of the title of “doctor et professor honoris causa” shall be proposed to the Senate by the faculty council. The Senate shall decide on the conferment of the title after seeking out the opinion of the University Doctoral Council.

Section 94

The decision on the conferment of the title of “doctor honoris causa”, in consideration of the relevant initiatives, shall be made by the Senate based on the recommendation of the Rector after seeking out the opinion of the University Doctoral Council.

Section 95

- (1) Persons holding the title of “doctor honoris causa” can be deemed unworthy of the title if they have been convicted in a binding ruling of a criminal offence in a due process conforming to the conditions and standards of the Universal Declaration of Human Rights and the European Convention on Human Rights. The title conferred on a person who has been deemed unworthy of it may be revoked.
- (2) The Rector and the faculty councils shall be eligible to recommend the revocation of the title of “doctor honoris causa”. The recommendation shall be made with a detailed justification.
- (3) The holder of the title of “doctor honoris causa” shall be sent a copy of the proposal for the revocation of the title and shall be provided an opportunity to preliminarily acquit himself/herself either in person, in writing or through a representative. The holder of the title shall have three months from the date of delivery to respond to the revocation.
- (4) Following the receipt of the response of the title holder referred to in paragraph (3) or in absence of a response, following the expiry of the deadline specified in paragraph (3), the Senate shall take a decision on the revocation of the title, taking into account the opinion of the University Doctoral Council.

TRANSITIONAL AND CLOSING PROVISIONS

[...] ⁶⁵

Section 96

- (1) The present Regulations – with the exception of the provision in paragraph (4) – shall enter into effect on 1 September 2016 and concurrently, the Doctoral Regulations established by Senate Resolution CCXLVIII/2013. (VII. 1.) of the Senate of Eötvös Loránd University shall be repealed along with its amendments.
- (2) The provisions laid out in the present Regulations shall be applied, in a phasing-out system, to the Doctoral Students admitted to the doctoral programme in the 2016/2017 academic year. Under the present Regulations, as of the 2016/2017 academic year, the University shall not admit students to the part-time correspondence-based doctoral programme. In the case of students who enrolled in the doctoral programme prior to the 2016/2017 academic year and students who have a Doctoral Candidate status, the laws, University and faculty doctoral regulations and doctoral school organisational and operational regulations that were in effect at the time of their enrolment or establishment of their Doctoral Candidate status shall apply to said students.
- (3) The provisions of the present Regulations pertaining to the doctoral nostrification procedure shall only be applied in procedures launched after the Regulations’ entry into force.

⁶⁵Quotation from R. Section 26 (6) omitted in this space – TN.

- (4) Annexes 1-3 or present Regulations shall enter into effect on the day that the Regulations are published on the website of ELTE. The annexes shall also be applied in pending procedures and matters.

Section 97

- (1) Persons who obtained doctoral pre-degree certificates before the entry into force of the present Regulations may initiate the commencement of the doctoral procedure and the establishment of the Doctoral Candidate status within 10 years of the entry into force of these Regulations in accordance with the laws and regulations effective at the time of their enrolment in the doctoral programme.
- (2) The 10-year time frame specified in paragraph (1) shall be counted from the date of the obtainment of the pre-degree certificate in the case of students who enrolled in the doctoral programme prior to the 2016/2017 academic year but have not yet obtained a pre-degree certificate.
- (3) Upon the expiry of the deadlines specified in paragraphs (1)-(2), the rules pertaining to the establishment of the Doctoral Candidate status and the obtainment of the doctoral degree in the cases of the persons specified in these paragraphs shall be the same as the rules applying to comprehensive exam applicants without preliminary doctoral training.

Budapest, 27 June, 2016.

Dr. Barna Mezey
Rector

ANNEX 4

ADMINISTRATIVE FEES AND HONORARIA DUE TO THE PARTICIPANTS IN THE PROCEDURES

1. The fee payable for taking the comprehensive examination without preliminary doctoral training and the conducting of the habitus investigation shall be HUF 60,000. Of this fee, HUF 20,000 shall be payable for the application for the comprehensive examination and HUF 40,000 shall be payable for the habitus investigation. The habitus investigation shall be free of charge for applicants who are lecturers or researchers of the faculty in charge of organising the comprehensive examination. Such applicants shall only be liable to pay the comprehensive examination application fee. The applicant shall provide proof of having paid the fee simultaneously to his/her submission of the comprehensive examination application. The fee shall be non-refundable even in the event that the discipline doctoral council rejects the comprehensive examination application.
2. The fee payable for the organisation the comprehensive examination in the case of students without preliminary doctoral training shall be HUF 100,000 which shall comprise the remuneration of those involved in the examination, the income of the faculties contributing to the organisation of the exam as well as the enrolment fee payable following a successful exam.
3. The rules pertaining to the remuneration of those contributing to the organisation of the comprehensive examination and the critique procedure shall be defined in the faculty doctoral regulations.
4. The fee payable for the national recognition of certificates and degrees obtained abroad shall be the administrative fee determined by the Etv.

[...] ⁶⁶

5. A request for a duplicate of the doctoral certificate may be submitted in writing for a duty specified by Act XCIII of 1990 on Duties. For the issuance of the duplicate, the applicant shall pay a further HUF 10,000 to the Directory of Educational Affairs of the Chancellery.

⁶⁶Quotation from Etv. Section 64 (1), (3) omitted in this space – TN.

ANNEX 5
APPLICATION FORMS

FI80798



EÖTVÖS LORÁND UNIVERSITY
Doctoral (PhD) Programme Application Form

I. Required fields:

Name:

Birth name:

Mother's maiden name:

Citizenship:

Place of birth (City/Country):

**Year of
birth:**

Month:

Day:

ELTE Electronic Registration System identification code (applicable for former ELTE students):

ID number if Electronic Registration System code not applicable:

In the case of non-Hungarian citizens, the title of residence and type and number of residence permit (in the case of persons entitled to free movement and residence in Hungary, the type and number of document certifying residence rights):

Permanent address (Country/Postal Code/City/Address):

Correspondence address (Postal Code/City/Address):

Alma mater (institution/city/country):

University/MA/MSc/degree certificate no.:

Date of Issue:

Major(s):

Language proficiency:

Language 1:

Level/type:

Certificate no., DOI:

Language 2:

Level/type:

Certificate no., DOI:

Name of selected doctoral school:

Name of doctoral programme within doctoral school:

Name, academic degree of topic supervisor:

Topic supervisor's place of employment:

Title of selected topic:

What form of training are you applying for?

organised state-financed programme /organised self-financed programme/ individual programme*

Language of programme: HUN/foreign ([please specify]) language*

Have you applied to other doctoral schools/doctoral programmes? Yes/No*

1. Name of other institution: Doctoral school:

Doctoral programme:

2. Name of other institution: Doctoral school:

Doctoral programme:

Do you have a student status with another doctoral school? Yes/No*

Name of other institution: Doctoral school:

Doctoral programme:

Has your student status with another doctoral school been terminated within the last five years? Yes/No*

Name of other institution: Doctoral school:

Doctoral programme:

Date of termination:

II. Optional fields**

ID Number (ELTE identification code if applicable):

Residence permit/Permanent residence permit/Passport number (ELTE code if applicable):

Phone number: E-mail address:

Employer name:

Work address:

Work phone number:

Tax identification number: TAJ (social security) number:

Bank account number:

Are you eligible for GYES/GYED/GYET/?* Yes/No*

I declare under penalty of perjury that in case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

Budapest,, 20...

Applicant's signature

Please print or type the application form.

* Please underline.

** Filling out the fields under part II is not mandatory but the details will be useful in later administrative procedures. By signing this application form the applicant agrees to the University's handling of the details provided.



FI80798

EÖTVÖS LORÁND UNIVERSITY
Complex Exam Application Form*

I the undersigned hereby request permission to take the complex exam in the academic discipline of _____ in the academic field of _____ at the Doctoral School of _____

Applicant's name:

Birth name:

Mother's maiden name:

Citizenship:

Place of birth (City/Country):

Year of birth:

Month:

Day:

ELTE Electronic Registration System identification code:

ID number if Electronic Registration System code not applicable:

Language of doctoral programme: HUN/foreign ([please specify] _____) language

Doctoral programme type: State-financed/Self-financed:

Name of faculty (institution, research facility) handling applicant's doctoral programme:

Name, academic degree of topic supervisor:

Topic supervisor's place of employment:

Language of doctoral procedure: HUN/foreign ([please specify] _____) language

Doctoral topic:

Budapest,, 20...

**Applicant's
signature**

Please print or type the application form.

* Applicants not taking part in a doctoral programme applying to take the complex exam must also fill out the Doctoral (PhD) Programme Application form.



FI80798

EÖTVÖS LORÁND UNIVERSITY
Application for initiating critique procedure

I the undersigned hereby request the initiation of the critique procedure in the academic discipline of _____ in the academic field of _____ at the Doctoral School of _____

I. Required fields:

Applicant's name:

Birth name:

Mother's maiden name:

Citizenship:

Place of birth (City/Country):

Year of birth:

Month:

Day:

ELTE Electronic Registration System identification code:

Home and correspondence address (if not recorded in the Student database or changed):

Language proficiency:

Language 1:

Level/type:

Certificate no., Date of Issue:

Language 2:

Level/type:

Certificate no., Date of Issue:

Name of doctoral school (doctoral programme) to issue pre-degree certificate:

Pre-degree certificate date of issue:

Language of doctoral programme: HUN/foreign ([please specify]

) language*

Doctoral programme type: State-financed/Self-financed *

Name, academic degree of topic supervisor:

Topic supervisor's place of employment:

Language of doctoral procedure: HUN/foreign ([please specify]

) language

²³ Amended by Senate resolution CCIII/2016. (IX.26.). Effective September 26, 2016. * Appropriate text applicable.

* Please underline.

Declaration:

I hereby declare that I do not have an ongoing doctoral procedure in the academic discipline of my doctoral dissertation, and that I have not had an unsuccessful defence of my doctoral dissertation within the last two years.

II. Optional fields **

Phone number:

E-mail address:

Employer name:

Work address:

Work phone number:

I declare under penalty of perjury that in case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

Budapest,, 20...

**Applicant's
signature**

Please print or type the application form.

** Filling out the fields under part II is not mandatory but the details will be useful in later administrative procedures. By signing this application form the applicant agrees to the University's handling of the details provided..



EÖTVÖS LORÁND UNIVERSITY

Request for the national recognition of an academic degree obtained abroad as a PhD degree

I the undersigned hereby request the national recognition of my academic degree obtained abroad as a doctoral (PhD) degree in the academic discipline of _____ at Eötvös Loránd University.

I. Required fields:

Applicant's name:

Birth name:

Mother's maiden name:

Citizenship:

Place of birth (City/Country):

Year of birth:

Month:

Day:

ID (or permanent residence permit) number* :

Permanent address (Country/Postal Code/City/Address):

Place of residence/Correspondence address (Postal Code/City/Address):

Name, address of institution to issue university/MA/MSc/degree certificate:

**University/MA/MSc/degree certificate
no.:**

Date of Issue:

**Higher education qualifications,
major(s):**

Language proficiency:

Language 1:

Level/type:

Certificate no., DOI:

Language 2:

Level/type:

Certificate no., DOI:

Certificate no., DOI of degree certificate to be recognised nationally:

Name, address of institution to issue degree certificate:

Title of doctoral dissertation:

* Please underline.

II. Optional fields:**

Phone number:

E-mail address:

Employer name:

Work address:

Work phone number:

I declare under penalty of perjury that in case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

Budapest,, 20...

**Applicant's
signature**

Please print or type the request.

** Filling out the fields under part II is not mandatory but the details will be useful in later administrative procedures. By signing this application form the applicant agrees to the University's handling of the details provided.



EÖTVÖS LORÁND UNIVERSITY

DECLARATION FORM for disclosure of a doctoral dissertation

I. The data of the doctoral dissertation:

Name of the author:

MTMT-identifier:

Title and subtitle of the doctoral dissertation:

DOI-identifier²⁹:

Name of the doctoral school:

Name of the doctoral programme:

Name and scientific degree of the supervisor:

Workplace of the supervisor:

II. Declarations

1. As the author of the doctoral dissertation,³⁰

a) I agree to public disclosure of my doctoral dissertation after obtaining a doctoral degree in the storage of ELTE Digital Institutional Repository. I authorize, the administrator of the Office of the Doctoral School to upload the dissertation and the abstract to ELTE Digital Institutional Repository, and I authorize the administrator to fill all the declarations that are required in this procedure.

b) I request to defer public disclosure to the University Library and the ELTE Digital Institutional Repository until the date of announcement of the patent or protection. For details, see the attached application form;³¹

c) I request in case the doctoral dissertation contains qualified data pertaining to national security, to disclose the doctoral dissertation publicly to the University Library and the ELTE Digital Institutional Repository ensuing the lapse of the period of the qualification process.;³²

²⁹Filled by the administrator of the faculty offices.

³⁰The relevant part shall be underlined.

³¹ Submitting the doctoral dissertation to the Discipline Doctoral Council, the patent or protection application form and the request for deferment of public disclosure shall also be attached.

³² Submitting the doctoral dissertation, the notarial deed pertaining to the qualified data shall also be attached.

d) I request to defer public disclosure to the University Library and the ELTE Digital Institutional Repository, in case there is a publishing contract concluded during the doctoral procedure or up until the award of the degree. However, the bibliographical data of the work shall be accessible to the public. If the publication of the doctoral dissertation will not be carried out within a year from the award of the degree subject to the publishing contract, I agree to the public disclosure of the doctoral dissertation and abstract to the University Library and the ELTE Digital Institutional Repository.³³

2. As the author of the doctoral dissertation, I declare that

a) the doctoral dissertation and abstract uploaded to the ELTE Digital Institutional Repository are entirely the result of my own intellectual work and as far as I know, I did not infringe anyone's intellectual property rights.;

b) the printed version of the doctoral dissertation and the abstract are identical with the doctoral dissertation files (texts and diagrams) submitted on electronic device.

3. As the author of the doctoral dissertation, I agree to the inspection of the dissertation and the abstract by uploading them to a plagiarism checker software.

Budapest,, 20...

Signature of dissertation author

³³ Submitting the doctoral dissertation, the publishing contract shall also be attached.