

**EÖTVÖS LORÁND UNIVERSITY, DOCTORAL SCHOOL OF SOCIOLOGY
ORGANISATIONAL AND OPERATIONAL REGULATIONS¹²**

Approved in the University Doctoral Council's Resolution No. 7.3 (November 21, 2019)

This regulation is based on the Government Decree 387/2012 (XII.19.) on the doctoral training and the doctoral procedure, and the University Doctoral Regulations (EDSZ) approved in Senate Resolution CXCV/2016. (VI. 27.), including the Doctoral Regulations of the Faculty of Social Sciences (KDSZ).

Name of the Doctoral School: Doctoral School of Sociology,

Headquarters: 1/a. Pázmány Péter sétány, Budapest, H-1117

Head: Dr. Zsombor Bódy DSc, university professor

Chair of the Council of the Doctoral School: Dr. Zsombor Bódy DSc, university professor

**ORGANISATIONAL AND OPERATIONAL FRAMEWORK OF THE DOCTORAL
SCHOOL**

Regulations of the Doctoral School

Section 1

(1) The Doctoral School of Sociology (SZDI) is a functional organisational unit of ELTE Faculty of Social Sciences, where the doctoral training accredited by the Hungarian accreditation Committee (MAB) focuses on the preparation for the obtainment of a doctoral degree in the field of social sciences - in particular sociology, interdisciplinary social research and social policy - with the contribution of the lecturers of ELTE Faculty of Social Sciences and invited lecturers.

(2) The Operational Regulations of the SZDI are approved by the University Doctoral Council (EDT) based on the opinion of the Doctoral Council of the Field of Social Sciences (TTDT).

(3) On the basis of the EDSZ Section 14 (2), the Operational Regulations of the SZDI apply to

- 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 application and admission requirements of the Doctoral School,
- f) rules pertaining to the admissions procedure of the Doctoral School,
- g) rules pertaining to the change of research topics and/or supervisors,
- h) the method and scheduling of registration for subjects,
- i) rules pertaining to class attendance,
- j) the fulfilling of the requirements of the Doctoral School and other administrative requirements,
- k) the methods and scheduling of uniquely tailored course registration,
- l) the regulations concerning the recognition of study units,

¹ During the preparation of the Operational Regulations we took into consideration the suggestions of the Doctoral Students' Association (DÖK).

² Last updated with the Resolution No. 15 of EDT (26.05.2023.)

- m) the minimum credit value to be obtained by students within set periods of study,
- n) the value of credits completed in other institutions of higher education and recognised under the credit transfer process necessary for the obtainment of the degree or certificate issued by the higher institution,
- o) the methods of registering for exams and the withdrawal of registrations,
- p) the number of times unsuccessful exams may be retaken within the same examination period and the possibility of repeated registrations for the same subject over the course of the programme,
- q) the method and deadline for the registration for the comprehensive examination, the retaking of the theoretical part of an unsuccessful comprehensive examination, along with its conditions, method, and the rules for setting the date of the retake,
- r) rules pertaining to the submission and assessment of formal student requests.

The Head of the Doctoral School Section 2

- (1) The head of the Doctoral School of Sociology may be a core member of the Doctoral School who is a regular or corresponding member of or possesses a doctoral degree of the Hungarian Academy of Sciences (MTA).
- (2) The head of the Doctoral School is elected by the TTDT from the core members of the Doctoral School holding a doctoral degree of the MTA, based on the recommendation of the majority of the core members. The head is appointed by the Rector for a term no longer than five years. The appointment may be renewed repeatedly.
- (3) Incorporating the tasks and scope of authority included in the EDSZ and KDSZ the head of the Doctoral School is responsible for the following:
- a) the government and organisation of the operation of the Doctoral School,
 - b) the preparation of the operational regulations of the Doctoral School and its submission to the TTDT;
 - c) offering proposals for
 - ca) the number and nomination of the members of the Council of the Doctoral School;
 - cb) the nomination of core members and supervisors of the Doctoral School, the appointment of temporary lecturers and occasionally of invited lecturers;
 - cc) the nomination of the heads of doctoral programmes;
 - d) chairing the meetings of the TTDT and the DIT;
 - e) monitoring the preparation of the curricula of the doctoral programmes in every semester and submitting the curricula to the DIT;
 - f) overseeing the study and research activity of the students of the Doctoral School with the help of the information the heads of the doctoral programmes and the supervisors may provide;
 - g) oversees the activities of the doctoral programmes and of the supervisors. In the case of repeated and serious failing to fulfil the supervisory obligations, the Head may initiate the suspension or termination of the supervisory status according to the EDSZ Section 17 (3) A;
 - h) deciding upon the formal requests of students on
 - ha) the postponement of the start of their doctoral studies;
 - hb) the registration for a subject requested by a doctoral student of another higher education institution;
 - i) offering proposals for the budget estimates of the Doctoral School within that of the Faculty.

(4) In his/her absence, the head of the Doctoral School is substituted by a member of the DIT on previous request of the head.

The Doctoral Council of the Field of Social Sciences Section 3

(1) The Doctoral Council of the Field of Social Sciences (TTDT) is an academic body created by the University Doctoral Council for the management of the Doctoral School of the field of sociology and other fields of social sciences taught at the Faculty of Social Sciences.

(2) The TTDT has at least eight elected members including at least two external members. Its chair and members are elected by ballot by the Faculty Council on recommendation of the core members of the Doctoral School for the duration of the appointment of the given Faculty Council. An additional member of the TTDT is the representative of doctoral students, who is delegated by the Doctoral Students' Union of the University (EDÖK) in accordance with the regulations of the Students' Union. The letters of appointment are issued for each member by the dean of the Faculty.

(3) At the meetings of the TTDT participation without vote is granted to the following:
a) the dean of the Faculty,
b) the head of the Office of Finance and Administration,
c) the chair's invitee.

Section 4

(1) The TTDT holds its meeting at least four times an academic year or as occasion requires. The meetings are summoned by the chair.

(2) At the meetings of the TTDT its members participate with vote. The TTDT is quorate if 50 percent of the members with vote plus one are present at the meeting. The TTDT adopts its resolutions by a majority vote. Personnel issues shall be decided upon by ballot.

(3) If justified, the TTDT may also cast votes by e-mail.

(4) The meetings of the TTDT shall be recorded in minutes.

(5) Those concerned by the resolutions of the TTDT shall be notified in writing.

(6) The work of the TTDT is assisted by the Secretariat of the SZDI.

The Authority and Functions of the TTDT Section 5

(1) Fulfilling the scope of authority and functions stated by section 11 of the EDSZ the TTDT

- (a) offers proposals 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 nomination 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 curriculum of the doctoral training,
 - ag) the core members of the doctoral school and the granting of the title of "Emeritus (Emerita) core member”;
- b) decides, based on the recommendation of the heads of the doctoral programmes, on
 - ba) granting students permission to take the comprehensive examination, the topics of the comprehensive examination based on the curriculum, and the constitution of the examination board;
 - bb) following the submission of the doctoral thesis, the releasing of the thesis for assessment,
 - bc) the nomination of the critics of the doctoral thesis and the constitution of the Assessment Committee,
 - c) offers proposals concerning the text and modification of the Faculty Doctoral Regulations,
 - d) acknowledging the recommendation of the Council of the Doctoral School (DIT), approves the nomination of the lecturers, topic announcers and supervisors of the doctoral school,
 - f) puts forward suggestions to the University Doctoral Council on the suspension or dissolution of a doctoral programme,
 - g) following the recommendation of the DIT, decides on the nomination of the heads of doctoral programmes,
 - h) announces the requirements of admission to the doctoral school,
 - j) nominates the members of the entrance examination committee(s),
 - k) decides on admissions to the doctoral programmes,
 - l) monitors the operation of the doctoral training,
 - o) gives an opinion on the use of the appropriation of the doctoral training,
 - p) following the recommendation of the core members of the Doctoral School, elects the members of the Council of the Doctoral School and submits its decision to the University Doctoral Council for approval,
 - r) gives an opinion on the principles and methods of the quality assurance of the doctoral training and the obtainment of the doctoral degree,
 - s) on the basis of the stipulations laid out in the faculty doctoral regulations decides on transferring students between state-funded and self-funded programmes.

(2) The TTDT also makes decisions in matters falling under its authority in accordance with section 11 of the EDSZ and the Faculty Doctoral Regulations.

The Council of the Doctoral School of Sociology

Section 6

(1) The Council of the SZDI (DIT) is an academic body assisting the head of the doctoral school.

(2) The members of the Council of the Doctoral School are appointed and relieved of their duties by the TTDT with the approval of the University Doctoral Council. The letters of appointment are issued by the chair of the TTDT.

Its members are:

- a) the chair, the head of the Doctoral School,
- b) the heads of the doctoral programmes,
- c) a delegated member of the Doctoral Students' Union.

- (3) The chair of the Council of the Doctoral School is the head of the Doctoral School.
- (4) The Council of the Doctoral School is responsible in particular for:
- a) developing the training plan of the Doctoral School and the preparation of or assessment on the curriculum of the doctoral programmes,
 - b) offering an opinion and making a proposal on every issue that concerns the activity, lecturers or students of the Doctoral School the decision on which falls within the authority of the TTDT or the EDT,
 - c) monitoring the topics announced by the core members and the supervisors,
 - d) making regular assessments on the activity of the Doctoral School, that of the lecturers, core members and supervisors of the Doctoral School and making proposals based on the suggestion of the head of the Doctoral School about the suspension or revocation of supervisory positions,
 - e) approves the curricula of the doctoral programmes including the nomination of the lecturers offering the courses,
 - f) assisting the head of the Doctoral School in the evaluation of the research proposals of the doctoral students,
 - g) deciding on issues concerning the change of research topics

The Education Programmes of the Doctoral School of Sociology Section 7

The accredited programmes of the SZDI are:

- a) Sociology in Hungarian and in English language
- b) Interdisciplinary Social Research
- c) Social Policy
- d) International Studies

The Staff of the Doctoral School Section 8

- (1) The staff members of the Doctoral School are the core members and other public servants and appointed lecturers and researchers holding the necessary scientific degrees employed by ELTE Faculty of Social Sciences or other Faculties who act as announcers of topics, supervisors or lecturers at the Doctoral School (together: staff of the Doctoral School).
- (2) The head of the Doctoral School issues an annual call for applications for the topic announcer status. Applications for the status have to be submitted to the head. Topics in which the applicant wishes to undertake supervisory activities and the e-mail address with which acceptance to the database of the Hungarian Doctoral Council can be initiated need to be included in the application.
- (3) Besides the staff of the Doctoral School, the heads of the doctoral programmes may invite renowned Hungarian and foreign scholars and other professionals to offer lectures in the doctoral training.

(4) The TTDT approves the nomination of the invited external lecturers in the beginning of every semester before the start of the education period according to the timetable of the semester.

(5) The supervisors oversee the work of one or more students. Supervision includes the review and approval of the students' study- and research plans for the given semester, verification of the completion of requirements, monitoring the students' participation in teaching, its assistance and evaluation; before registration for the comprehensive examination, the evaluation of the students' study and research results; prior to the request for a transcript preceding the end of the doctoral studies, the certification of the fact that the students have fulfilled the undertaking formulated in their research projects. The supervisors are obliged to maintain continuous consultation with the students during their studies, their preparation for the comprehensive examination and the writing of the doctoral thesis. Students need the written recommendation of their supervisors for the change of their research topic, the request for terms of study at other Hungarian or foreign institutions of higher education and the recognition of the courses and research completed during these terms, for the registration for the comprehensive examination, the issuance of the final certificate and the starting of the doctoral procedure.

(6) Supervisors are notified by the administrative staff of the Doctoral School about the interruption of student status, the transfer of students or the termination of the student status for reasons listed in section 35-36 of the EDSZ.

(7) One supervisor may concurrently supervise no more than five students.

The Administration of the Doctoral School Section 9

(1) The Secretariat of the Doctoral School is part of the Dean's Office at ELTE Faculty of Social Sciences.

(2) The Secretariat is responsible for the administration of the SZDI, the administrative issues related to the students' education and the fulfilling of the requirements of their training.

(3) Official requests related to education and other requests are to be submitted at the Secretariat of the SZDI.

(4) Applications for the doctoral procedure and the necessary documentation are also to be submitted at the Secretariat of the SZDI.

(5) Students are required to register for subjects and examinations in the Electronic Registration System (Neptun).

Quality Assurance Section 10

- (1) The SZDI's tasks related to quality assurance are stipulated in the Quality Assurance Regulations and Procedures of the Doctoral School for the period 2019 – 2024.
- (2) The TTDT in collaboration with the Doctoral Students' Union assesses the operation and experiences of the doctoral training annually. On the basis of the assessment they formulate their specific aims of quality improvement every academic year, which will be included in the quality goals of the Faculty.

THE DOCTORAL TRAINING

Application requirements Section 11

- (1) The Doctoral School offers admission to the doctoral programmes.
- (2) Application requirements:
 - a) An MA degree with at least "good" result (GPA of 3.5 or above) in the field of humanities or social sciences (including social studies).
 - b) Applicants with a "rite" or "average" degree (GPA lower than 3.5) can only be admitted if they have achieved 1st, 2nd or 3rd place at international academic student competitions or at the National Scientific Students' Association's Conference, or their publication activity prior to the application verifies their ability to pursue scientific research.
 - c) One B2-level language certificate as indicated in Section 26, paragraph 4.
- (3) The core members and lecturers of the SZDI announce research topics on the website of the Doctoral School and the doktori.hu website until January 15 of the given year.
- (4) Prospective students may also apply to the Doctoral School of Sociology with their own research topics, in which case they need to indicate which supervisor they wish to work with.

Rules of the Admissions Procedure at the Doctoral School Section 12

- (1) The assessment criteria of the entrance examination procedure is defined by the TTDT and published in the admissions information guide.
- (2) The following documents are to be included in the application material:
 - a) Filled in application form (obligatory)
 - b) A copy of the applicant's university degree (obligatory)
 - c) A copy of a state-recognized certificate of language proficiency Reference Level B2 or above or a document equivalent to that (obligatory).
 - d) Curriculum vitae (obligatory)
 - e) Research plan of maximum 5 pages signed by the applicant (obligatory)
 - f) A statement from the supervisor who declares the acceptance of the applicant's supervision (optional)

- g) Reference work (no longer than 6000 words), which is an earlier work written by the applicant (e.g.: workshop result, shortened version of a thesis or published scientific paper) that informs the Entrance Examination Board on the applicant's scientific preparedness (obligatory)
- h) A copy of the certificate of awards won at international scientific competitions, at the National Conference of Scientific Students' Associations or other competitions, 1st-3rd place at conferences of Faculty scientific Students' Associations, membership of scientific colleges (optional)
- i) List of publications (optional)
- j) Letter of recommendation from a scientific professional (optional)
- k) Proof of the payment of the application fee (obligatory)

The Application Procedure Section 13

- (1) The Entrance Examination Boards are appointed by the TTDT on the recommendation of the heads of the doctoral programmes.
- (2) The entrance examinations shall be held in May or June in every academic year at the date and place defined by the doctoral programmes.
- (3) The Secretariat of the SZDI notifies the applicants in writing.
- (4) The Entrance Examination Board ranks the applicants. The ranking is based specifically on:
 - a) the submitted research proposal's quality and feasibility,
 - b) the knowledge of the chosen field of research the applicant demonstrates at the entrance examination,
 - c) the quality of the submitted reference work,
 - d) the applicant's previous study results (classification of degree),
 - e) the applicant's previous scientific results (scientific awards, publications).

The TTDT may agree on a credit system to be applied by the entrance examination boards. The credit system shall be published before the application deadline on the Doctoral School's website.

- (5) The ranking made by the entrance examination board is to be applied in terms of admission to the state-funded programme.
- (6) The decision on admissions is made by the TTDT. The admission statement is issued by the dean of the Faculty.
- (7) The admission decision may be:
 - a) admission to full-time, state-funded, day-time doctoral training,
 - b) admission to full-time, self-funded, day-time doctoral training
 - c) admission to self-funded, correspondence-based doctoral training with an individual course schedule,
 - f) rejection of the application.
- (8) Rules applicable to the individual course schedule are to be found in paragraphs (5)-(8), Section 6 of the KDSZ.

(9) Appeals against the TTDT's rejection of the application may be lodged if the rejection violates legislation or institutional regulations. Appeals are to be sent to the Rector of the University within 15 days of the reception of the notification of rejection in accordance with Section 28 of the EDSZ.

Rules of Changing the Research Topic and Supervisor Within the Doctoral School Section 14

Within 3 semesters from the start of the training doctoral students may request to continue their studies in another doctoral programme of the Doctoral School, to change their research topics or change their supervisors. In the case of the above changes, students have to file a formal request on which the TTDT decides. The TTDT also decides on justified requests for transfer from other doctoral schools operating in the field of social sciences.

Enrolment Section 15

Doctoral students are obliged to enrol on the designated day(s) of the registration week in person, in writing, or through an authorized representative. The enrolment date(s) are made public on the website of the Doctoral School. Students receive email notification from the Secretariat of the Doctoral School at least 10 days prior to the enrolment date(s). Notifications are sent to the email address indicated in the students' application material.

Registration, Course Registration Section 16

(1) The Doctoral School's timetable for the given semester including the course list, the course descriptions, the department and lecturer responsible for the course and the type of examination shall be published on the website of the Doctoral School at least 14 days prior to the first day of the course registration period. The timetable also has to be announced in the Electronic Registration System until the beginning of the course registration period.

(2) Courses of the Master's training can also be included in the doctoral training if the lecturer responsible for the course complies with the requirements the Doctoral School sets to its own lecturers. These courses can be registered for by doctoral students who did not complete them during the Master's training.

(3) Students are to register in the Electronic Registration System for all of the obligatory courses to be completed in the given semester including the education and scientific modules and those defined as collaboration in research and teaching. The starting and closing dates of the course registration period shall also be published on the website of the Doctoral School.

The Interruption of Studies Section 17

(1) The duration of the doctoral training (the number of active semesters) cannot exceed eight semesters (Nftv. Act 47 (2)).

(2) During the training and research period, students cannot interrupt their studies (have a passive status) for a longer period than two consecutive semesters.

(3) In accordance with the Study- and Examination Regulations, during the training and research period, students can interrupt their studies more than one time. In the case of already started studies, students can declare their intention to interrupt their studies until the end of the registration period.

(4) In justified cases, students may request permission for the interruption of their studies during the training and research period for more than two consecutive semesters. On the basis of the recommendation of the head of the doctoral programme the TTDT decides on granting the request.

(5) If students admitted to the state-funded training request the interruption of their studies for longer than two consecutive semesters, they lose their state-funded status. In exceptional cases (illness, childbirth or exceptional events) the TTDT may grant the request without the termination of the state-funded status.

(6) Students admitted and enrolled in the doctoral training may on one occasion request the deferment of the beginning of their studies. The request is to be submitted at the enrolment the latest.

(7) During the doctoral procedure (the research and dissertation phase), students may interrupt their studies for no more than two semesters.

(8) On the basis of the doctoral regulations, doctoral students are to submit their doctoral theses within three years from the comprehensive examination (after 4 active and maximum 2 passive semesters or without passive semesters after the fourth active semester) in possession of the pre-degree certificate (absolutorium). This deadline may be prolonged on grounds of reasons defined in Nftv. Act 45 (2) a). by no longer than one year. A formal request is to be filed for the prolongation. The TTDT decides on granting the prolongation.

The Study Plan Section 18

(1) In the training and research phase, doctoral students prepare their study plans at the beginning of every academic year until October 15. The study plan comprises the detailed plan of the student's course work, research and teaching activities including publications and conference participations.

(2) Based on the recommendation of the heads of the doctoral programmes, the head of the Doctoral School approves the study plans until the end of the second month of the semester and, if necessary, notifies the students and their supervisors of his/her comments.

(3) At the end of every academic year, students have to write a progress report about the work they have accomplished. The supervisors indicate their acceptance of the reports with their signature. On the basis of the opinion of the heads of the relevant doctoral programmes, the head of the Doctoral School accepts (or rejects) the progress reports.

(4) The study plans of students pursuing their studies with an individual course schedule include the obligations fulfilled by previous achievements, the indication of this fact, and the length of the training and research period with the schedule of the training, research and examination activities.

Fulfilling the Education Requirements of The Doctoral Training Section 19

(1) Doctoral students fulfil the education requirements by attending the courses according to the Doctoral School's schedule and fulfilling the course requirements, while in the research and dissertation phase, they fulfil the research requirements by finishing their research according to their research schedule and completing the teaching modules.

The student prepares a summary of the consultations with the supervisor and upload it to the folder created for this purpose at least on a monthly basis.

(2) The completion of courses is to be evaluated with the grading system and the credits assigned to the courses according to the curriculum of the SZDI.

(3) The number of credits to be given for publication, conference participation and teaching is also defined in the curriculum of the SZDI.

(4) A minimum of 15 credits are to be earned every semester in the training and research phase, and a minimum of 10 credits every semester in the research and dissertation phase.

(5) The minimum credits earned by course work, research activity and teaching in each doctoral programme and the credit value of each activity are detailed in the SZDI's curriculum.

(6) On the basis of paragraph Nftv. Act 49 (8): The disabled student must be provided with the preparation and examination in line with the disability, together with helping them exercise their rights stemming from their student status. If deemed justified, the student shall be exempted from certain subjects, parts of subjects, or the obligation to give an account of their knowledge. If necessary, the student shall be exempted from the language exam, or a part or level of the language exam. At the examination, the student is eligible to a longer period of preparation time, while at the written examination, they shall be provided with an aid, especially a typewriter or a computer. If necessary, the written examination shall be changed to an oral examination and vice versa. The exemption granted on the basis of this chapter may only be granted in connection with the circumstance forming the basis of the exemption, and may not lead to the exemption from the essential academic requirements that need to be fulfilled in order to acquire the qualification certified by the certificate.

The Recognition of Pre-enrolment Achievements Section 20

The TTDT may, upon the request of a student participating in a structured training programme - and with the support of the supervisor - recognise the student's academic and scientific activity prior to admission in accordance with the rules on credit transfer. For the transfer of credits, the student may submit the requested credit code and credit number, together with the supporting documents created at the time of the original performance and a statement of support from the supervisor, to the secretary of the doctoral programme on which the student is actively enrolled. For academic credits, only credits from doctoral level studies are accepted. Only students in active status may apply for credit transfer by the end of the second week of the academic term each semester. On the basis of the proposal of the programme secretary and the programme leader, the transfer of credits will be decided by the TTDT.

Permission and Recognition of Partial Studies Abroad

Section 21

- (1) Requests for the permission to pursue partial studies abroad are to be submitted until the end of the academic training period of the semester prior to the term abroad. If the heads of the doctoral programmes support the requests, the head of the Doctoral School decides about them.
- (2) Requests for the recognition of the completion of partial studies are to be submitted immediately after the term abroad, by the end of the academic training period following the term abroad the latest. In his/her statement on the recognisability of the partial studies abroad the supervisors indicate the number of credits the term should be recognised with. If the student spends more than one semester abroad, the certificate of completion and the supervisor's evaluation are to be submitted for each semester separately.

Student Employment at Other Employers

Section 22

- (1) According to the conditions and procedure indicated in the doctoral regulations of the Faculty, the dean may give permission for state-funded students for part-time (no more than 20 hours a week) employment at employers other than the University. Permission can be given if the student's request is supported by the supervisor and the Council of the Doctoral School.
- (2) Within 15 days of the date of the dean's permission, the representative of the Faculty, the student and the other employer shall conclude an agreement according to the conditions stipulated in Section 19 of the KDSZ.
- (3) If the employment already exists at the time of enrolment, the student has to state this fact at the enrolment, and the request to the dean has to be submitted. In this case, the dean shall make a decision about the request within 30 days.
- (4) A copy of the agreement is to be filed in the secretariat of the Doctoral School, where a register of agreements is kept.
- (5) If the dean withdraws the permission for the employment with the other employer, the student shall verify the termination of the employment with a document submitted to the secretariat of the Doctoral School. If the student fails to submit the verification, the head of the Doctoral School shall propose the student's reallocation to self-funded training to the TTDT.

The Comprehensive Examination

Section 23

- (1) Rules pertaining to the comprehensive examination are stipulated in Sections 27-35 of the KDSZ.
- (2) In order to qualify for registration for the comprehensive examination, doctoral students have to fulfil the language requirements of obtaining the doctoral degree.
- (3) The head of the Doctoral School may request a written assessment from the external member of the Examination Board of the examinee's research proposal and the submitted chapter of the thesis.

(4) If the student fails to meet the deadline for the registration for the comprehensive examination, the registration can only be accepted for the following exam period. The same applies to students registering without participating in the doctoral training.

(5) The secretariat of the Doctoral School keeps a register of students registered for the comprehensive examination.

Section 24

(1) The minutes of the comprehensive examination include:

- a) the place and time of the examination,
- b) the data of the chair and members of the examination board: their names, academic statuses, affiliations, their employers' name and address, in the case of a professor emeritus the name of the university where they received this title,
- c) the questions asked in the theory part of the examination,
- d) the answers given to the questions asked in the theory part of the examination,
- e) the brief, oral evaluation of the report on research activity and the research schedule, the credit points given and the comprehensive evaluation of the research documentation,
- f) on the supervisor's request, if present, his/her comments on the examination,
- g) exceptional circumstances with a bearing on the examination procedure.
- h) If a preliminary assessment is made on the research documentation, it has to be attached to the minutes.

(2) The minutes are to be signed by the chair and every member of the examination board.

Obtaining the Pre-degree Certificate (absolutorium)

Section 25

(1) The graduation certificate (pre-degree certificate or absolutorium) issued by the dean or his/her deputy certifies the completion of the doctoral training and the fulfilling of the requirements according to the conditions stipulated in the Faculty Doctoral Regulations. Such a certificate is issued on the basis of the certification issued by the head of the Doctoral School on the supervisor's recommendation.

(2) The pre-degree certificate shall be issued if the student has earned the required 240 credits.

(3) Students are to request the issuance of the pre-degree certificate from the head of the Doctoral School in writing. The supervisor's verification of the fact that the student has fulfilled the requirements set in his/her study plan has to be attached to the request.

OBTAINING THE DOCTORAL DEGREE

The Doctoral Procedure

Section 26

(1) According to Article 53 of the Nft.: Doctoral students shall submit their doctoral dissertations within three years from the comprehensive examination, as set out in the doctoral rules. In cases deserving special consideration, provided for in Article 45(2), this time limit may be extended by not more than one year, as set out in the doctoral rules.

(2) The conditions of obtaining the doctoral degree are stipulated in Sections 39-39 of the KDSZ.

(3) In order to qualify for obtaining the doctoral degree, students have to verify their language proficiency with one state-recognised complex language certificate on B2 level or above, which can be substituted with a state-recognised C1 level language certificate. The second language proficiency can be certified with a language certificate obtained at the departments of foreign languages of the University or other certificates equivalent to those.

(4) In order to prove the necessary language proficiency, with regard to paragraph (5), language certificates can be accepted in any living languages relevant in the field of the thesis topic.

(5) The verification of proficiency in English, which can also be proved with the document verifying the second language proficiency, is necessary for obtaining the doctoral degree.

(6) In the case of international students, the student's mother tongue can be accepted for the fulfilment of the language requirements. If the student's high-school degree, BA or MA degree was acquired in English, it can be accepted as the verification of the second language proficiency.

(7) The doctoral procedure is specified in Sections 40-45 of the KDSZ.

(8) The structural requirements of the doctoral thesis are specified in Annex 1 of these regulations.

Tuition Fee, Administrative Fees Section 27

(1) In the doctoral training, the payment of tuition fee, reductions, exemptions and administrative fees are as specified in the HKR with the differences stipulated in paragraphs (2)-(4).

(2) In the doctoral training, public servants employed by the University are exempt from paying the tuition fee.

(3) The DIT may launch calls for applications for the reduction of the tuition fee.

(4) The application documentation for the reduction of the tuition fee has to include the applicant's progress report of the previous semester and their study plan for the semester in which they apply for reduction. Decision on the applications are made by a decision board whose members are the DIT and the vice-dean for education.

(5) Deferral of the payment of the tuition fee is possible with the DIT's permission.

The Submission of Students' Requests Section 28

(1) The students' requests specified in these regulations are to be signed and sent by mail to the Secretariat of the Doctoral School, submitted personally (or by an authorised representative) at

the office hours published at the website of the Doctoral School or submitted electronically via the requests engine of the Electronic Registration System.

(2) Complaints in connection with registration, course registration, the recognition and verification of achievements in the Electronic Registration System, issues concerning the students' registry, the transcript or the operation of the Electronic Registration System including the equity issues in relation to the above are to be handled as stipulated in the HKR, with the variation that instead of the Registrar's Office students should turn to the Secretariat of the Doctoral School and decisions are made by the DIT instead of the Committee for Education Issues.

Appeal Section 29

(1) In accordance with Section 57 of the EDSZ, decisions pertaining to students' affairs may be subject to appeal in the case of a violation of legislation, the University Doctoral Regulations, the Faculty Doctoral Regulations or the operational regulations of the doctoral schools.

(2) Appeals, with the exception of decisions made during the doctoral procedure, are reviewed by the Student Appeals Board.

(3) The Student Appeals Board shall apply the rules specified in Chapter IX of the HKR.

(4) Appeals against decisions made during the doctoral procedure can be lodged to the University Doctoral Council.

Closing Provisions Section 30

(1) The present Regulations were discussed and approved by the Doctoral Council of the Field of Social Sciences on October 27, 2019.

The ELTE University Doctoral Council approved these regulations on November 21, 2019.

(2) These Regulations shall enter into effect on the day following their approval by the ELTE Doctoral Council. These provisions shall be applied to students admitted for and those starting their studies in the academic year 2020/21 as well as to doctoral procedures starting after these Regulations enter into force.

Annex 1 to the Operational Regulations of ELTE Faculty of Social Sciences, Doctoral School of Sociology

FORMAL REQUIREMENTS OF THE DOCTORAL THESIS

Doctoral theses are to be written in A4 format with a word processor with Times New Roman, font size 12 and 1.5 line spacing, notes with font size 10, margins 2.5 cm, and submitted in one hard-bound and two ring-bound copies as well as on a standard electronic data storage device. Summaries are also to be submitted on a data storage device. Theses are to be addressed to the chair of the Doctoral Council of ELTE Faculty of Doctoral Studies and submitted to the officer responsible for doctoral and habilitation issues.

On the cover the following should be printed: PhD thesis, the author's name and the year of the completion of the thesis. The title page should contain the following: the author's name, the title of the thesis, the name of the doctoral school and the doctoral programme, the supervisor's name, rank, and the year of the completion of the thesis. On the spine of the hard-bound copy the author's name and the year of completion should be printed.

Theses written in a foreign language should have a title page also printed in Hungarian.

A one-page-long summary in Hungarian and another one in English have to be bound at the end of the thesis.

The thesis should start with a table of contents. Literature references are to be written according to the standard of the given scientific field (we recommend some of the scientific journals for the inspection of their standards of reference, such as *Szociológiai Szemle* or *Esély*). Figures and charts should be numbered and captioned separately. Footnotes and endnotes should be numbered continuously. The thesis should include a bibliography with full data of reference and a list of figures and charts.

The structure of the thesis should follow the norms prescribed for scientific publications. The length of the body text cannot exceed 560 000 n.

Every page of the thesis should be numbered at the bottom.

The theses booklet has to be submitted in Hungarian and in English (or in another language relevant to the character of the given scientific field) with the same content, in a maximum of 20 A5 pages, printed in Times New Roman, font size 10, in three printed copies and on a standard electronic data storage device to the officer responsible for doctoral and habilitation issues, addressed to the chair of the Doctoral Council of ELTE Faculty of Doctoral Studies.

The four parts of the theses booklet are:

1. Preliminaries and aims of research,
2. Research methods,
3. New results of the research and the main conclusions of the thesis,
4. The author's publications in the field of the dissertation.

The title page of the theses booklet should contain the following: the author's name, the title of the thesis, the name of the doctoral school and the doctoral programme, the supervisor's name, rank, and the year of the completion of the thesis.