

# **Quality Assurance Regulations and Procedures of ELTE Doctoral School of Sociology 2019 - 2024<sup>1</sup>**

Approved in Resolution No. 8.4 of the EDT (November 21 2019<sup>2</sup>)

## **Mission statement**

The Doctoral School of Sociology aims to set professionals on their paths towards their domestic and international academic and teaching careers, and assisting professionals already working in the field in the processing of their experiences on a scientific level to enable them to interpret and analyse social phenomena in their interrelatedness, cultural and historical definition, broader economic and social context and the diversity of their methodological approaches in order to prepare them to pursue independent research resulting innovative solutions and their presentation in the international space of communication as well as to employ their research results for the benefit of the society. The programme prepares the students for the obtainment of the academic degree and the pursuing of high-quality research, teaching and practical activities in harmony, both in content and form, with the international standards of academic education. In its everyday operation, the Doctoral School maintains tolerance and open-mindedness. It supports diversity and respects human dignity and human rights.

The Doctoral Council of Eötvös Loránd University (ELTE) and, in its scope of authority regulated in section 6 (r) of the University Doctoral Regulations, the Doctoral Council of the Field of Social Sciences (TTDT), observing the opinion of the Faculty Council and Board of Quality Improvement of ELTE Faculty of Social Sciences, on the basis of the University Quality Improvement Programme approved on October 24 2016 and the Quality Assurance Manual, with respect to the fundamental values stipulated in the Programme (quality, preservation of value, creation of value, openness, transparency, tolerance, predictability) and the principles listed in the Hungarian Doctoral Council's recommendation on the quality assurance of the doctoral training and doctoral procedure (professional control, publicity, feedback, personal responsibility, documentation), approves the quality assurance regulations of ELTE Doctoral School of Sociology pertaining to the period 2019-2024 as follows:

## **The normative bases of the quality assurance regulations and the aims of quality assurance**

The quality assurance plan of the Doctoral School of Sociology (hereinafter: Doctoral School) complying with the principle of lawfulness stipulated in the Quality Improvement Programme of ELTE on the basis of Act CCIV of 2011 of the National Higher Education and Government Decree 387/2012. (XII.19.) on doctoral schools, the regulations of doctoral procedures and habilitation is based on the rules guaranteeing the quality of the doctoral training

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<sup>1</sup> During the preparation of the Quality Assurance Regulations we took into consideration the accreditation guide of MAB and the most important and relevant expectations and recommendations of The Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG 2015). We also took into account the recommendations of the Board of Strategic and Quality Improvement of ELTE Faculty of Social Sciences and of the Doctoral Students' Union.

<sup>2</sup> Supplemented with the decision No. 7 of the EDT (2022.07.07.), Decision No. 16 of the EDT (2023.05.26.), Decision No. 6 (2023.11.06.) as well as the Decision No. 6.2 (30.01.2025) with adopted modifications.

and the doctoral procedure specified in Annex 6, University Doctoral Regulations and in the Operational Regulations of the Doctoral School, within it The Faculty Doctoral Regulations and the Operational Regulations of the Doctoral School included in Volume 2 of ELTE Organisational and Operational Regulations, Academic Regulations for Students, accepted in ELTE Senate Decree CXCV/2016.(VI.27.). These rules are binding, their full observance is continuously monitored by the University Doctoral Council.

### ***The aims of quality assurance***

The Doctoral School, its heads and staff including every lecturer, researcher and administrative employee are committed to the implementation of quality-centered education, research, and student services. The chief purpose of activities aiming at quality assurance is to develop regulated procedures which involve every member of the community of the Doctoral School and make them concerned in the continuous improvement of the conditions and fruitfulness of education, research and services, as well as the services provided for students to protect the values specified in the mission statements of the Faculty and the Doctoral School to make the Doctoral School's operation transparent and regularly assess its activity. The TTDT formulates its specific aims of quality assurance annually, and these comprise part of the quality aims of the Faculty.

### ***The quality assurance regulations of the doctoral training***

#### **1. The training**

The doctoral training has been continued in the Doctoral School of Sociology since 1994. The Doctoral School was one of the first among the accredited schools at the accreditation of doctoral schools.

The training programmes of the Doctoral School are:

- Doctoral Programme of Sociology (Hungarian) (Started in 1994)
- Interdisciplinary Social Research Doctoral Programme (Started in 2009)
- Social Policy Doctoral Programme (Started in 1994)
- Doctoral Programme of Sociology (English) (Started in 2016)
- International Studies, in English (Start year: 2021)<sup>3</sup>

The detailed description and requirements of the doctoral programmes are articulated in the training programme of the Doctoral School.

#### **2. The announcement of research topics, the evaluation of topic announcement and supervision**

The Doctoral School continuously publishes on its website the suggested research topics (<https://tatk.elte.hu/felvetelizoknek/phd>, <https://tatk.elte.hu/en/doctoralschool/sociology-en/appl>) that may help applicants choose a research topic relevant to their interests. Irrespective of these, applicants may bring their own research topics. An advantage of choosing from the

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<sup>3</sup> Inserted by EDT Resolution No. 16 (26.05.2023)

offered topics is that they are connected to the current research of the lecturers and researchers of the Faculty of Social Sciences. After the assessment of the academic activities of the announcers and the scientific relevance and feasibility of the topics is decided by the Doctoral Council of the Social Sciences Area (hereinafter referred to as the 'TTDT') by 31 October each year at the latest. The TTDT recommends those lecturers to announce topics who are pursuing continuous active research, that is, whose scientific publications of the previous 5 years significantly exceed the publication requirements prescribed for the doctoral procedure at the Doctoral School. The scientific activity is to be verified by data recorded and regularly refreshed in the Hungarian Scientific Bibliography (MTMT).

Applicants are to indicate the name of the suggested supervisor in the application form. In the case of admission, the head of the doctoral programme may approve the supervision or suggest a different supervisor.

The heads of the doctoral programmes organise a personal consultation with the students at the beginning of the first semester of their studies, where they briefly discuss the chosen research topics, confirm the supervisors or, if the student has not been able to find a supervisor, agree on a supervisor, who may be a lecturer or researcher of the Faculty or an external supervisor (lecturers of domestic and foreign universities, research institutes or other professionals).

At the beginning of the first semester (by 15 October at the latest), the supervisor must declare in writing that they will take on the supervision of the topic.<sup>4</sup>

### **Definition of the supervisor's tasks<sup>5</sup>**

The supervisor:

- undertakes to consult the doctoral student continuously during the doctoral training, but at least once a month during the period of study, and to actively support the student's publication work and the preparation of a high-quality dissertation,
- undertakes to evaluate the doctoral student's annual work plan in writing at the beginning of each academic year, which is sent to the student and the head of the doctoral school, and to check at the end of the first semester and the second semester that the student has fulfilled their commitments, in accordance with the credit curriculum of the SZDI,
- on the basis of Section 28(2) of the Faculty's Doctoral Regulations, for the application for the complex examination, assesses in writing the student's performance in the training and research phase and gives a decision on the student's eligibility for the complex examination,
- takes part in the complex examination and, after the examination but before the evaluation decision of the Examination Committee, gives an opinion on the doctoral student's performance,
- in the case of an application for academic credit, assesses the number of credits of the doctoral student's academic work (publications, conference participation) in accordance with the SZDI credit curriculum,
- after the student has passed the complex examination, give their opinion on and, after

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<sup>4</sup> Inserted by EDT Resolution No. 16 (26.05.2023)

<sup>5</sup> Inserted by EDT Resolution No. 7 (07.07.2022)

making the necessary changes, approves the timetable prepared by the doctoral candidate, which includes the expected date for the submission and discussion of the first version of the dissertation, the pre-defence and the defence,

- in the case of applications, sign the applications with a supporting signature if the doctoral student's application submitted to the Faculty or to the Doctoral School is considered worthy of support

evaluates the student's performance during the semester by awarding a mark for the Tutorial Seminar, and records the mark in the Neptun system by the end of the examination period.

If the Council of the Doctoral School appoints the supervisor as a new supervisor in accordance with Section 43(4) of the University Doctoral Regulations, the new supervisor shall be subject to the obligations from the date of taking up the mandate.

The TTDT withdraws the status of topic announcer or supervisor from those lecturers who fail to fulfil their obligations stipulated in the doctoral regulations of the University or in the above-mentioned agreement. Doctoral students may change their supervisors within 3 semesters from the beginning of their studies. Students are to request the consent of the head of their doctoral programme and the head of the Doctoral School prior to the change. The relevant procedure is stipulated in section 14 of the Operational Regulations of the Doctoral School. After the official decision, the previous and the new supervisor shall send their written statements on the change to the Secretariat of the Doctoral School.

In justified cases, the students of the Doctoral School may request the appointment of a co-supervisor. Students are to request the consent of the head of their doctoral programme, then submit a written request to the head of the Doctoral School, who makes the final decision on the matter.

The TTDT evaluates the announced research topics annually and, on the basis of the admission experiences and, taking into consideration the suggestions of the Doctoral Students' Union of the, may recommend the topic announcers to modify the topics or announce new topics.

### **3. Admission to the Doctoral School**

The Head of the Doctoral School, the programme directors and secretaries are actively involved in the recruitment of prospective students in order to attract as many students as possible to the Doctoral School. They shall communicate that the Doctoral School offers outstanding Master's students the opportunity to continue their studies and enter academic careers.

Each year, the Doctoral School's Disciplinary Doctoral Council discusses the development of the number of applicants and admissions by programme in a timeline comparison and decides on the recruitment strategies for the year in the light of these.<sup>6</sup>

To be admitted to the Doctoral School, for the Sociology programme the applicants must have a Master's degree (MA) in social sciences or economics, for the Social and Social Policy

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<sup>6</sup> Inserted by EDT Resolution No. 16 (26.05.2023)

programme an MA degree primarily in social sciences, humanities or economics; for the Interdisciplinary Social Studies programme an MA degree in social sciences, economics, political science, law or engineering; for the International Studies programme an MA degree in social sciences, and a B2 level (formerly type C upper-intermediate) in one of the major languages listed in the Faculty's Doctoral Regulations.<sup>7</sup>

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. (Annex 1, Application form)

The admission procedure takes place in every doctoral programme separately. The entrance examination boards are approved by the TTDT. The entrance examination boards review the applicant's research proposal, its feasibility and the conditions necessary at the place of research for the realisation of the research. Applicants can only be admitted if the Doctoral School is able to provide the appropriate supervision and professional assistance necessary for the completion of the doctoral procedure, as well as the monitoring of the research progress. At the evaluation of the applications the entrance examination boards may take into consideration the applicants' previous scientific achievements: 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. The exact method of evaluation is detailed in the Operational Regulations of the Doctoral School. Minutes are taken at the entrance examination (Annex 2).

Besides the application form and the standard application documentation (CV, motivation letter, list of publications, university transcript, letter of recommendation etc.) applicants are requested to submit a detailed research proposal and a reference work (in no more than 6000 words), a previous work of the applicant, such as a project report, short version of a thesis, published scientific article etc.)

Following the advice of the entrance examination boards, the TTDT makes a decision on the admissions.

For the admission to the doctoral programme on an individual course schedule, applicants have to verify with previous publications in noted academic journals their ability to complete the training and to have received their degree at least three years before the training. The rules pertaining to the doctoral training with individual course schedule are stipulated in paragraphs (5)-(8) section 6 of the KDSZ. Students admitted with an individual course schedule are required to submit their publications and other documents verifying their achievements after their admission to the Doctoral School. The head of the Doctoral School shall appoint a professional to carry out the habitus investigation. The appointed professional shall review and assess the submitted documents and give credits for the individual achievements. If the number of credits given reaches 100, the student is permitted to take the comprehensive examination (as with the 20 credits due for the comprehensive examination the 120 credits required during the training and research phase is fulfilled). If the number of credits is less than 100, the student prepares an individual training plan with the supervisor, which the head of the relevant doctoral

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<sup>7</sup> Amended by EDT Resolution No. 16 (26.05.2023)

programme and the head of the Doctoral School officially authorise.<sup>8</sup>

#### **4. The study plan**

Doctoral students prepare their study plans in the beginning of every academic year over the course of their studies. This plan includes the student's detailed plan regarding course work, research and teaching activities, publications and conference participations. The deadline for the submission of study plans is October 15.

The head of the Doctoral School and the heads of the doctoral programmes approve the study plans for the academic year, which the students have prepared with their supervisors and the head of the relevant doctoral programme has authorised and, if necessary, share their observations with the students and the supervisors. At the end of every academic year, students have to prepare a progress report on the work they have accomplished, which their supervisors authorise. (Annex 3, Aspects of evaluation) The deadline for the submission of the progress reports is May 15. On the basis of the opinion of the head of the relevant doctoral programme, the head of the Doctoral School accepts or rejects the reports.<sup>9</sup>

#### **5. The doctoral training programme**

The course requirements, the training structure and the course descriptions are detailed in the training programme of the Doctoral School. The course descriptions are to be reviewed at least in every third academic year. Course descriptions are required to contain Hungarian and international publications that have been published within the last 5 years. Auxiliary sciences that help the students' publication activities, such as literary research, the use of reference softwares, knowledge transfer concerning international publications etc. constitute an organic part of the training programme. Changes to the training programme can be proposed by programme leaders, programme secretaries and student representatives. The proposals for amendments must be submitted to the TTDT by 30 November each year. The TTDT will give its opinion on the proposals by 31 January.<sup>10</sup>

The timetable of the doctoral programmes are compiled by the heads of the programmes in every semester. The timetables comply with the requirements of the curriculum. The lecturers are appointed by the heads of the programmes.

Any modification of the doctoral training programme – recommended by ELTE EDT (Egyetemi Doktori Tanács – Doctoral Council of the University) – should be approved by the Senate of ELTE.

Indicators to consider when reviewing the training programmes: number of publications per level, number of proposals, number of defences and their grading.<sup>11</sup>

After designing the timetable, the heads of the four programmes discuss which courses they recommend for the students of the other programmes in order to ensure that some of the courses are available for every student.

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<sup>8</sup> The last four sentences of the paragraph were deleted by EDT Resolution No. 16 (26.05.2023)

<sup>9</sup> The last sentence of the paragraph was deleted by EDT Resolution No. 16 (26.05.2023)

<sup>10</sup> Inserted by EDT Resolution No. 16 (26.05.2023)

<sup>11</sup> Inserted by EDT Resolution No. 16 (26.05.2023)

If their doctoral research and theses require, students of the Doctoral School may register for courses outside the Doctoral School. They may choose from among courses offered on BA or MA level at the Faculty or other Faculties of the University, or at other universities.<sup>1213</sup>

## **6. Lecturers of the doctoral training**

The subjects of the doctoral programmes are defined in the curricula of the doctoral programmes of the Doctoral School.<sup>14</sup>

The courses of the doctoral programmes are specified in the curriculum of the Doctoral School's training programme of 2016. (To those applying to the Doctoral School in 2020, the training plan modified in 2019 will be applicable.)

The lecturers of the obligatory and optional courses are lecturers of the Faculty of Social Sciences pursuing outstanding research activities and other Hungarian and international professionals. The compiled course schedules specifically aim to convey the most recent domestic and international research results of social sciences, including social policy, to the students.

The Doctoral School aims at featuring in the course schedule at least two courses offered by international professors or professionals from international research institutions or scientific institutions in every semester. The dean, the vice-dean for international affairs and the core members and supervisors of the Doctoral School are entitled to recommend the international lecturers and the topics of the courses.

## **7. Progress evaluation**

The assessment of the academic work is carried out in accordance with the current HKR rules. The course descriptions are available at the start of the semester on the online NEPTUN and the e-learning platforms used by the Faculty. Course descriptions include the purpose of the class, the topic of the semester, the literature to be covered and the requirements for completing the class. The lecturers are constantly updating their topics.<sup>15</sup>

The evaluation of research activities is based on the results of the tutorial consultations, the doctoral seminar and the students' progress report.

## **8. The comprehensive examination**

The quality assurance of the doctoral training is primarily ensured by the comprehensive examination. Before the exam registration, the supervisors prepare a written assessment on the students' accomplishments performed in the training and research phase and sign their statements about whether the students can be permitted to register for the examination. (Annex

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<sup>12</sup> Deleted by EDT Resolution No. 16 (26.05.2023)

<sup>13</sup> Deleted by EDT Resolution No. 16 (26.05.2023)

<sup>14</sup> Amended by EDT Resolution No. 16 (26.05.2023)

<sup>15</sup> Amended by EDT Resolution No. 16 (26.05.2023)

#### 4, Registration form for the comprehensive examination)

During the comprehensive examination, the examinees present their knowledge of relevant literature, give a presentation on their research results, discuss their research schedule for the research and study phase and the schedule for writing the doctoral thesis and the publication of the research results.

The examination board evaluates the students' progress on the basis of their research activities carried out in the first phase, the finalised research plan and the submitted chapter of the thesis, and decide if they consider the students able to finish their research in the following two years and complete their theses in a high quality.

The quality assurance elements of the complex examination are as follows: The Examination Committee shall be composed of three members, at least one of whom is not a civil servant employed by the University. To assist the Examination Committee in its work, an external expert with expertise in the candidate's field of scientific research should be invited to take part in the examination and, as an opponent, assist the Examination Committee in its decision. This ensures professional integrity and impartiality.<sup>16</sup> The evaluation of the comprehensive examination is pass or fail. Minutes are taken at the examination (Annex 5).

Doctoral students may repeat a failed comprehensive examination on one occasion, within the same exam period. The requirements of the comprehensive examination (topics of theory and methodology and the necessary literature) are available for the students on the Doctoral School's website.

### **9. The doctoral students' research activities**

Owing to the characteristics of its different areas, research in the field of social sciences is fundamentally based on individual research, and the participants' individual research areas are easy to delineate even within collaborations. Therefore, it is extremely important for the Doctoral School that in the first phase of the training the students develop their individual study plans, a part of which is the detailed research schedule prepared for each semester. Doctoral students finalise the research plans submitted in their application documentation during the first academic year. Besides the co-operation with their supervisors, the doctoral seminars also help the students with their work.

In case the research topic makes it necessary, the supervisors and the head of the doctoral programme may recommend the student consultations with researchers specialised in specific aspects of the given topic.

The Faculty's research and travel grants also assist the research and publication activities of doctoral students.

In the second, research and dissertation phase of the training, the research is based on the research schedule evaluated at the comprehensive examination. The written assessment on the research documentation includes the evaluation of the research schedule compared with the

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<sup>16</sup> Amended by EDT Resolution No. 7 (07.07.2022)



results of the progress reports on the first four semesters. The feasibility of the research schedule is evaluated on this basis in the second phase of the training.

Apart from completing their studies and research, doctoral students are also expected to have at least 2 publications (printed or online) in their field of research, of at least 40.000 characters (including spaces), in order to obtain an absolutorium. Articles in journals will only meet the requirements if published in a journal ranking Q1, Q2, Q3 or Q4 on the list of Scimago Journal Rank; or a journal on the list of Class IX of HAS (Hungarian Academy of Sciences); or a journal on the supplement list for each doctoral programme, approved by TTDT (see Doctoral School/Regulations/List of Journals).

Articles will also meet the requirements if published in volumes issued by the Faculty itself, but only one of the two publications may appear in a volume issued by the Faculty.<sup>17</sup>

Publications of a PhD student taking part in an organised programme are considered valid only if published with an affiliation of the Doctoral School of Sociology, ELTE, and with the author specified as a PhD student.<sup>18</sup>

Publications before the start of the doctoral studies are not expected to bear an affiliation.

Only publications not older than 5 years can be accepted, except for those published by students involved in an individual programme.<sup>19</sup>

## **10. Involving students in teaching at the Faculty**

The Doctoral School considers it especially important that the students should have teaching experiences besides their research. Offering teaching opportunities is the Doctoral School's responsibility.

The Doctoral School asks the heads of departments to indicate in which courses they think doctoral students can be involved. The heads of the doctoral programmes discuss these options with the students.

Furthermore, the head of the Doctoral School reviews the course descriptions the students submit for approval, evaluates them, and creates a list of suggested courses that he/she presents to the vice-dean for education in order to facilitate that by matching supply and demand, the Faculty may enable the realisation of as many courses as possible. The list of offered courses are sent to the programme directors of the Faculty, and they decide which courses they can partly or fully introduce into their programmes. The Doctoral School only supports those teaching possibilities, where lecturers agree to provide regular consultations to the student teaching the given course.

Lecturers (often the student's supervisor) may also offer teaching assistantship to students, whomay give certain classes in a course during the semester.

The Doctoral School also supports every proposal put forward by students who wish to fulfil the teaching requirements outside the Faculty or at other institutions of higher education, and recognizes these accomplishments with credits.

The recognition of scientific and teaching credits is to be initiated by the students (Annex

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<sup>17</sup> Amended by EDT Resolution No. 6. (06.11.2023.)

<sup>18</sup> Modified by EDT Resolution No. 4. (17.07.2023.)

<sup>19</sup> Amended by EDT Resolution No. 6. (06.11.2023.)

6, Request form). The calculation of credits and the credit value of achievements are stipulated in the Training Programme of the Doctoral School, and the number of earned credits are verified by the supervisor and the head of the Doctoral School.

## **11. Student support and services**

The Faculty of Social Sciences and the Doctoral School offer the following options to support the research activities of doctoral students:

- The doctoral programmes organise annual, when possible bilingual (Hungarian and English) doctoral conferences, where the active students of doctoral programmes and former students who have received their pre-degree certificates no earlier than five years previously can give presentations.<sup>20</sup> The students of the Interdisciplinary Social Research Programme have a conference at the end of each academic year.
- The Interdisciplinary Social Research programme invites speakers from a wide range of fields (science, business, culture, administration, civil sector), etc. to present their work, their careers and the main features of their field of expertise in the form of biweekly tea parties.
- Studies written from selected presentations of the doctoral conferences are published in our online annual entitled *Kötőjelek/Hyphens* <https://tatk.elte.hu/content/koto-jelek-aktualis-evkonyv.t.2770>. Studies are selected for publication on the basis of experts' recommendations.
- Using the subsidy received from support grants, the Faculty gives support to doctoral students to purchase books, make research trips abroad, participate at conferences, pay for the proofreading of their articles and cover the expenses of minor research assignments.
- Since the academic year 2016/2017, the New National Excellence Program offers scholarships for the active students and doctoral candidates.
- Within the framework of EFOP-3.6.3-VEKOP-16-2017-00007 project, the Doctoral School of Sociology supports, among other things, the development of courses in foreign languages, the invitation of visiting professors, the participation of doctoral students and lecturers active in the field of talent support at international and domestic conferences and the creation of bilateral education and scientific cooperations (the project ends on August 31, 2021).
- In accordance with the needs of doctoral students, the Doctoral School continuously provides for the procurement of primarily international literature necessary for the students' research, which are stacked separately in the Faculty library. The University Library enables free access to several literature databases (e.g. JSTOR).
- Two doctoral rooms are available for the students of the Doctoral School of Sociology.
- Since 2010, the DI has been a consortium member of the Sess.EuroPhD (The European PhD in Socio-Economic and Statistical Studies) programme operating at European level. This offers the opportunity to obtain a European doctorate degree for the DI's top

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<sup>20</sup> The last sentence was deleted by EDT Resolution No. 16 (26.05.2023)

students. This gives our students the opportunity to gain international PhD experience, networking possibility, and learn the international PHD research and dissertation standards.

- The Faculty's three computer labs used for education purposes can, on lecturers' request, provide infrastructural background for the methodology classes necessary in the doctoral training. The Doctoral School also has three projectors, which can be used concurrently in the doctoral programmes.
- Since 2010, the Doctoral School participates as a consortium member in the Sess.EuroPhD (The European PhD in Socio-Economic and Statistical Studies) programme operating on a European level. Within its framework, excellent students of the Doctoral School may obtain a European doctoral degree. <https://tatk.elte.hu/en/content/sess-europhd.t.7028?m=372> This offers opportunity for the students to acquire international experiences and learn the standards of international PhD research and theses.<sup>21</sup>

### ***The doctoral procedure***

## **12. The publication requirements of the doctoral procedure**

The actuation of the doctoral procedure may be requested when the student possesses at least two publications in the area of the topic of the thesis published in noted, peer-reviewed journals or collections of essays or, in the case of international publications, studies accepted for publication. The data of published materials have to be entered into the MTMT database.

In the critique procedure of those who finished their studies in the doctoral training with the operational regulations effective before 2016, the members of the comprehensive examination board and the assessment committee (in the new training structure there is only an assessment committee) receive the doctoral thesis in an electronic format, the printed version of the thesis is available for inspection at the secretariat of the Doctoral School during the entire doctoral procedure. At the announcement of the public discussion, the theses booklet is published on the [www.doktori.hu](http://www.doktori.hu) website.

The publicity of the theses is ensured and the copyright of the doctoral candidates is protected by the fact that at the start of the doctoral procedure the thesis has to be uploaded to the ELTE Digital Institutional Repository (EDIT). This also ensures that the thesis cannot be changed during the critique procedure. Following the successful obtainment of the degree, the University Library makes the doctoral thesis publicly available partly by preserving it and providing access to it in the Library, and partly by making the electronic version publicly available in the EDIT, and at the same time creating the data connection with the MTMT.

## **13. The critique procedure**

In the case of students who started their studies in the academic year 2016/17 or later, the

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<sup>21</sup> Amended by EDT Resolution No. 16 (26.05.2023)

critique procedure can be initiated when the student has carried out the necessary modifications after the pre-defence and finished the thesis. The requirements of submission are the following:

One intermediate (B2) English and one intermediate (B2) complex language certificate obtained from any modern foreign language or one English advanced (C1) language certificate. The student's English language proficiency can be certified with any complex state-recognised language certificate or an equivalent document, including a diploma of secondary or tertiary education obtained in the language, as well as language certificates that can be recognised nationally according to official records. The second (not English) language proficiency can be certified with a language certificate obtained at various departments of foreign languages of ELTE Faculty of Humanities ("PhD language exam"), which evaluates students' skills of comprehending academic texts in a foreign language.<sup>22</sup>

The thesis can be permitted to be defended if the candidate has at least two professional publications that are closely connected to the topic of the thesis. One of these can be a co-authored paper, where the candidate is the first author.

To students enrolled before the academic year 2016/2017 and to doctoral candidates the legislations and University and Faculty regulations effective at their enrolment or obtainment of the doctoral candidate status are applicable.

#### **14. The pre-defence**

The aim of the pre-defence is to discuss the first full draft of the dissertation with a professional community and to provide constructive criticism to help produce a doctoral thesis of the highest possible quality. All faculty members, doctoral students and, if possible, representatives of other higher education institutions' co-doctoral programmes in the field of the dissertation and of social science research institutions should be invited to the pre-defence through the channels of professional organisations. For the pre-defence, two experts should be invited to oppose the material. The opponents must state what further work, possibly with modifications they consider necessary for the dissertation to be suitable for submission for the doctoral procedure. The comments and statements made during the pre-defence must be recorded in the minutes. (See Annex 7 for the minutes of the pre-defence.)<sup>23</sup>

The student must notify their supervisor and the programme secretary electronically by 15 October in the autumn semester and by 15 March in the spring semester that they wish to hold the pre-defence by the end of the semester. If their supervisor agrees, the pre-defence will be organised.

The pre-defence Committee consists of the chairman and two opponents. The members of the pre-defence Committee must hold an academic degree and must also meet the conflict of interest requirements for public defence committees. At least one of the opponents must be an external assessor who is not a civil servant employee of the university. The opponents are approved by the Head of the Doctoral Programme on the recommendation of the supervisor and, after approval, are invited by the supervisor.

Once the two opponents have agreed to participate, the student shall send them, the

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<sup>22</sup> Amended by EDT Resolution No. 6.2 (30.01.2025).

<sup>23</sup> Amended by EDT Resolution No. 16 (26.05.2023)

supervisor, the programme secretary and the administration of the Doctoral School the first complete version of the dissertation by electronic means. The opponents undertake to prepare a written opinion within four weeks and to send it electronically to the student and the supervisor. In this written opinion, they must summarise the strengths and weaknesses of the dissertation and suggest directions for any necessary improvements. The opposition criteria for the pre-defence are similar to those for the public debate (see Annex 12 of these Regulations), but with the proviso that a draft document will be discussed, which the doctoral student will revise and finalise on the basis of the suggestions made in the pre-defence. The pre-defence must be held within four weeks of the receipt of the opponents' opinions.

The scheduling, organisation and technical management of the pre-defence is the responsibility of the Doctoral School's administration staff. The administration staff of the Doctoral School shall also ensure the notification of the invited persons indicated in Section 39 of the Faculty Doctoral Regulations. In the case of non-faculty invitees, the supervisor will provide the list and contact details of the invitees. The minute-taker shall be appointed by the supervisor. The supervisor may also serve as the minute-taker.

Except in justified cases, the pre-defence must be organised in person. This is particularly the case if the opponent lives far from Budapest or if a medical situation justifies online arrangement. The pre-defence is open to the public.

In the pre-defence, the student must present the main thesis of their dissertation in 15-20 minutes, followed by a summary of the opponents' views. The student must then reflect on these opinions orally, and then there is an opportunity for public debate, with comments, questions and remarks from the other participants. The signed and completed minutes must then be sent to the Doctoral School's administration department.

The holding of the pre-defence is mandatory (see Section 39 of the Faculty Doctoral Regulations), but it is only worth credit if the student holds it until the end of the 8th active semester (see the revised version of the credit curricula issued in 2023). At least one month must elapse between the pre-defence and the submission of the final dissertation.<sup>24</sup>

## **15. The thesis defence**

The constitution of the academic bodies participating in the doctoral procedure, the proportions of Faculty members and external collaborators (at least one-third of the members shall be external professionals) and the rules of conflict of interest are detailed in the University Doctoral Regulations and in the Faculty Doctoral Regulations. These rules are binding, no deviation from them on any grounds is possible. The head of the doctoral programme shall recommend the members of the assessment committee, and the TTDT shall approve it. (Annex 8, Registration form for the public defence)

The public defence must be published on the [www.doktori.hu](http://www.doktori.hu) website and also on the Doctoral School's website and in the Faculty Newsletter.<sup>25</sup>

The committee receives soft copies of the thesis. The hard copy is on display during the whole procedure at the administrators' office of the Doctoral School.

The members of the Assessment Committee decide about the conferment of the doctoral degree by secret ballot. The numeric result of the ballot expressed in points is to be announced

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<sup>24</sup> Inserted by EDT Resolution No. 16 (26.05.2023)

<sup>25</sup> Amended by EDT Resolution No. 16 (26.05.2023)

at the public defence and the result is to be publicly justified.

The members of the Assessment Committee decide about the conferment of the doctoral degree by ballot. The numeric result of the ballot expressed in points shall be announced at the public defence and the result shall be publicly justified.

The lawful and correct running of the public defence is monitored by the TTDT. The TTDT recommends the conferment of the doctoral degree to the EDT if the procedure ran according to the legislation and the doctoral regulations, and the Assessment Committee expressed its positive recommendation.

Before making a decision on the conferment of the doctoral degree, the EDT ascertains, on the basis of the submitted documents, the proper proceedings and the validity of the TTDT's recommendation.

## **16. Request for the national recognition of academic degrees obtained abroad**

The DI offers the possibility for a national recognition of an academic degree obtained abroad. The applicant must provide credible evidence of having obtained the degree and of having fulfilled the educational requirements for the degree. The scope of the documents to be submitted is defined in Section 5/C (1) of Government Decree No. 33/2008 (II. 21.). The submitted doctoral thesis may be forwarded by the head of the DI to an opponent for evaluation. On the basis of the documents received and the opponent's assessment, if any, the TTDT will review the application and make a recommendation to the EDT for the award of the doctoral degree. (The application form for national recognition is attached in Annex 11.)<sup>26</sup>

## **17. Monitoring and the regular review of the training programme**

The head of the Doctoral School, the Council of the Doctoral School and the TTDT monitor the quality of the doctoral training. The continuous surveillance and assessment are enabled by the following procedures:

- The TTDT proposes the nomination of the core members of the Doctoral School, approves the nominations of supervisors and topic announcers and the announced topics;
- The TTDT approves the annual reports of the Doctoral School and submits it to the EDT;
- The TTDT makes a final decision on admissions to the Doctoral School;
- The TTDT decides on the permission given to students to take the comprehensive examination, the composition of the comprehensive examination boards, the examination requirements, and monitors, on the basis of the written assessment of research documentations and the examination minutes, the examination procedures;
- The head of the Doctoral School, the heads of the doctoral programmes and the Council of the Doctoral School follow and evaluate the supervisors' work, oversee that no

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<sup>26</sup> Amended by EDT Resolution No. 4 (17.07.2021)

supervisor should have more than five supervised students or, in the case of distinguished founders of new schools of thought, 6 as prescribed in the requirements of MAB;

- The head of the Doctoral School and the heads of the doctoral programmes monitor and evaluate the study plans of the doctoral students and the assessments of their execution written by the supervisors;
- The constitution of the comprehensive examination boards (the proportions of Faculty/external members, their academic ranks and the rules referring to conflicts of interest) guarantee the theoretic-professional quality of the examination and, if the exam is successfully passed, the scientifically well-founded nature of the research carried out in the second phase of the training;
- The students' publications can be inspected in the MTMT database.

Each year, the Field of Science Doctoral Council sets on its agenda a timeline based review of the past 6 years' statistics on dropouts, student conference attendance and publications, and faculty publications by programme, and based on an analysis of these and student feedback from other sources, sets improvement targets for the following year to maintain quality and reduce the number of dropouts.<sup>27</sup>

Utilising the conclusions of monitoring the training programme, the TTDT formulates, within its annual report, the Doctoral School's annual aims of quality improvement, which constitute a part of the Faculty's aims of quality assurance.

## **18. Students' opinion and feedback**

The most important conveyor of students' opinion and feedback is the Doctoral Students' Union(DÖK). The head of the Doctoral School maintains continuous contact with the DÖK's democratically elected representative. They meet in every semester or as need arises to discuss current issues and questions and suggest solutions to problems.

The other important tool of quality assurance is the students' feedback system. The feedback the students provide enables the observation of the quality of the training and its continuous improvement. In the case of the doctoral training, however, questionnaire-based feedback is not feasible on course-level since the number of students participating at seminars is so low that they cannot be expected to yield statistically valid results. Furthermore, in the case of small numbers, the principle of anonymity cannot be ensured as the respondents are easily identifiable.

In the academic year 2021/2022, the ELTE Quality Office, in cooperation with the faculties, standardised the OHV questionnaire for doctoral students in Hungarian and English. The questionnaire and the method of questioning will be modified and developed by the Quality Office on the basis of the opinion of the heads of the doctoral schools.

Student satisfaction is measured during the end-of-semester examinations, coordinated by the Quality Assurance Office through Neptun, which is available in both Hungarian and English, depending on the language of the course. The questionnaire asks students about the

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<sup>27</sup> Inserted by EDT Resolution No. 16 (26.05.2023)

courses they have completed and every two semesters about their doctoral programme.<sup>28</sup>

However, the use of questionnaire-based student evaluation at course level is limited, as the number of students participating in seminars is usually so small that statistically valid results cannot be expected. Moreover, in the case of small numbers, the principle of anonymity cannot be guaranteed, as the respondent is easily identifiable. The head and secretary of each doctoral programme provide students with the opportunity to give feedback on the functioning of the course at least once per semester. This can be done face-to-face or online, but it is important that students can express their views on the programme in a live discussion.<sup>29</sup> The relatively small number of students in the doctoral school allows programme leaders to maintain intensive personal contact with the students, which results in continuous student feedback.

The student-teacher relationship, based on the principle of collegiality and trust, raises up-to-date questions about the quality of the operation of the doctoral programmes. Any comments, criticisms or suggestions made are used by the doctoral programme leaders to help them fine-tune their decisions on the structure of the training and the courses offered. An important element of the feedback is that we offer an organised forum at least once a year to discuss educational issues between the students and teachers.<sup>30</sup>

## **19. Complaint and appeal procedures**

With their complaints and appeals students may turn to the relevant academic boards of the Faculty. The Faculty Disciplinary Committee makes its decision in ethical issues concerning the lecturers, researchers, other employees and students. Every employee and student of the Faculty may lodge a complaint to the Committee. On the dean's request the Disciplinary Committee co-operates in the disciplinary investigation proceedings following the provisions of the Academic Regulations for Students.

The Faculty Ethics Committee proceeds against members of the University who breach the ELTE code of Ethics.

With issues and complaints concerning their studies, students can turn to the Faculty Education and Credit Transfer Committee.

The Doctoral School provides opportunity for disabled students to receive different kinds of support to the successful completion of their studies. In order to receive support, disabled students shall register themselves with the disability co-ordinator of the Faculty.

## **20. Regular external quality assurance**

External professional evaluation and feedback concerning its work in direct or indirect form is extremely important for the Doctoral School. The Doctoral School keeps continuous contact with the most important institutions and professionals of the field. assurance of its courses. Among these, the Eötvös Loránd Research Network plays a prominent role, with researchers regularly teaching, supervising, participating in workplace debates, complex exams and the

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<sup>28</sup> Amended by EDT Resolution No. 16 (26.05.2023)

<sup>29</sup> Inserted by EDT Resolution No. 16 (26.05.2023)

<sup>30</sup> Amended by EDT Resolution No. 16 (26.05.2023)



defence process.<sup>31</sup>

<sup>32</sup>

## **21. Reinforcing the connection between research and innovation**

The Doctoral School seeks to reinforce its connection with the economic and business sphere. It is especially important to know the business sphere's expectations of the Faculty and the Doctoral School and to learn which professional skills that the Doctoral School considers important comply or will comply with these expectations now or in two or five years. We find it important to learn which competencies, skills and knowledge the representatives of the business sphere find the university trainings fall short of and in which areas the business sphere struggles with a shortage of professionals, as well as how the University could use the knowledge and competencies the representatives of the business sphere possess. The forms of contact we maintain are: workshops, the invitation of the representatives of the business sector to give lectures, joint research-development projects etc.

## **22. The internationalisation of the training**

The DI's priority is to foster international relations. The most important step in this process was the accreditation of the PhD training in Sociology in English in 2016, followed by the launch of the PhD programme in International Studies in 2021. The scholarships provided by the Stipendium Hungaricum Scholarship Programme and the scholarships offered for Christian students based on the agreement concluded with ELTE play an important role in the Hungarian education of international students. The most important result of the English-language training is that the education has become bilingual, which has created the students' cultural diversity in the Doctoral School. The students and lecturers of the Doctoral School regularly take part in the Erasmus exchange programme. The Doctoral School provides continuous financial support to students' presentations at international conferences and seminars. It also seeks to invite foreign professors to give lectures and intensive seminars to satisfy the students' need. The Doctoral School emphatically aims at expanding its professional and education collaboration with international universities and research groups. In recent years, the Doctoral School has joined several international co-operations. (Details about these co-operations are to be found in the Doctoral School's reports and self-evaluation.)

DI's priority is to expand its professional and educational cooperation with universities and research groups abroad.<sup>33</sup>

## **23. Communication with alumni and following their careers**

Many of the students who earned a doctoral degree in recent years have become employed lecturers or contracted lecturers at the Faculty. We are in daily working relationship with them, no special "follow-up" measures are needed.

For former students not related to the teaching and research work of the Faculty, the ELTE

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<sup>31</sup> Amended by EDT Resolution No. 16 (26.05.2023)

<sup>32</sup> Deleted by EDT Resolution No. 16 (26.05.2023)

<sup>33</sup> Amended by EDT Resolution No. 16 (26.05.2023)

Alumni platform offers the opportunity to track their career.<sup>34</sup>

35

## **24. Social sensitisation and preparation for active citizen's involvement**

The sensitisation of people planning to engage in the field of social sciences is especially important in the area of the public political and social utilisation of social sciences. The intensification of the students' sensitivity is one of the Doctoral School's primary concerns. This approach permeates the curriculum of the Doctoral School and the extra-curricular activities that complement the field of knowledge and education shaped by the curriculum.

Besides the obligatory and optional courses, students are offered every year field trips that yield, apart from the acquired academic knowledge and skills, other opportunities to gather personal experiences and first-hand information about the most sensitive social problems and conflicts. One of the most important issue directly connected to the profile of the Sociology PhD is the immediate understanding of the phenomena of social inequalities, marginalisation, deprivation and the related bias, stigmatisation and social discrimination from the perspective of personal experiences.

### **Information handling**

Information related to the operation of the Doctoral School and the students' work is recorded on several interfaces. The most important of these are the following:

The registration of coursework and exams takes place in Neptun (Electronic Registration System).

The electronic system used for teaching is Canvas, MS Teams and, until the end of the academic year 2022/23, the COOSPACE platform.<sup>36</sup> The dissertations are uploaded by the Library to the ELTE Digital Knowledge Repository (EDIT).<sup>37</sup> Registered scientific publications are listed in the MTMT (Hungarian Database of Scientific Works).<sup>38</sup>

39

The handling of electronic and printed data is important in the day-to-day administration of the Doctoral School. The Doctoral School handles all information fully complying with the rules and principles that ensure the strict rules of access to personal data and copyright while also guaranteeing publicity and transparency. Collecting and analysing data is essential to the effective quality assurance of the Doctoral School.

The most important surface of access to public information is the Doctoral School's website. The most important documents of the Doctoral School, the curricula of each doctoral programme, the course descriptions, essential information on the lecturers and the requirements of the comprehensive examination.

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<sup>34</sup> Inserted by EDT Resolution No. 16 (26.05.2023)

<sup>35</sup> Deleted by EDT Resolution No. 16 (26.05.2023)

<sup>36</sup> Amended by EDT Resolution No. 16 (26.05.2023)

<sup>37</sup> Amended by EDT Resolution No. 16 (26.05.2023)

<sup>38</sup> Amended by EDT Resolution No. 16 (26.05.2023)

<sup>39</sup> Deleted by EDT Resolution No. 16 (26.05.2023)

## 25. Ethical aspects

Students have to be attentive to the ethical norms throughout the doctoral training. This refers to the handling and publication of data, in the case of participants of research the personal rights of pollees, the protection of human dignity, anonymity, the principle of conflict of interest and the appropriate handling of copyright. These issues are of specific importance in class, in courses of theory and especially methodology.

If there is a suspicion of ethical misconduct, the person who detects it shall report it to the Head of the Doctoral Programme concerned. The Head of the Doctoral Programme forwards the matter to the Faculty's Disciplinary Committee, which investigates and discusses the matter and makes a recommendation to the Head of the Doctoral School on the consequences. On the basis of the proposal, the Head of the Doctoral School decides on the consequences, after consulting the TTDT.<sup>40</sup>

The prohibition of plagiarism is a specifically important aspect. It is the ethical obligation of researchers to use the methods and results of others' work and publications appropriately, with the use of proper scientific quotations and references. Plagiarism is a serious offence, which may result in the offender being expelled from the doctoral training, therefore lecturers emphatically draw the students' attention to it in class. Students can find information on the concept of plagiarism and the correct use of references in the Regulations section of the Faculty's website.<sup>41</sup>

No coursework can be completed by submitting such work. A complex examination cannot be passed by submitting a chapter containing plagiarism. A dissertation containing plagiarism may not be submitted for public discussion.<sup>42</sup> If plagiarism is suspected in connection with a publication by a student of the Doctoral School, the Doctoral School invites the Faculty's Disciplinary Committee to investigate the case and propose sanctions. If necessary, the Doctoral School will use the KOPI Online Plagiarism Finder and Information Portal (free plagiarism finder, <https://kopi.sztaki.hu/>)<sup>43</sup>

For research ethics and data protection issues, prior research ethics clearance is required and must be obtained from the Research Integrity, Ethics and Data Management Committee.<sup>44</sup> From an ethical point of view, the Doctoral School considers it important that neither its students nor its faculty members participate in predatory conferences or publish in predatory journals. The Doctoral School does not support participation in such conferences or publication in such journals. Students can also find information on predatory conferences and journals in the Regulations section of the Faculty website.

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<sup>40</sup> Inserted by EDT Resolution No. 16 (26.05.2023)

<sup>41</sup> Amended by EDT Resolution No. 16 (26.05.2023)

<sup>42</sup> Inserted by EDT Resolution No. 16 (26.05.2023)

<sup>43</sup> Inserted by EDT Resolution No. 16 (26.05.2023)

<sup>44</sup> Amended by EDT Resolution No. 16 (26.05.2023)

Budapest, November 02. 2019.

Prof. Dr. Antal Örkény  
chair

**Annex 1 (Annex 5 of the University Doctoral Regulations)**

**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.

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\* 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.

1/A PÁZMÁNYPÉTER SÉTÁNY, BUDAPEST 1117, HUNGARY  
PHONE: (36 1)3726650, E-MAIL: DOKTORI@TATK.ELTE.HU

Date: \_\_\_\_\_ (yyyy. mm. dd.)

*name of applicant:*

The applicant has identified his/herself with undernamed identification document:  
 ..... (ID number) ID card/Passport (underlined)

Questions: .....

.....

.....

.....

Suggestion of the committee:

Members of the committee (*name and signature*):

(student

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## **Annex 3**

### **ASPECTS OF THE EVALUATION OF THE STUDY- AND RESEARCH PLAN**

**The coursework carried out during the academic year covers the credit requirements stipulated in the Curriculum**

**Successful accomplishment of maintaining regular consultations with the supervisor**

**The minimum frequency of consultations between the supervisor and the doctoral student during the study period is 4 weeks. The students will upload a short summary of each consultation to the folder provided for this purpose.**

**Progress in the processing of literature, in acquiring a knowledge of domestic and international experiences related to the topic, and in the theoretical founding of the research concept**

**Clarification of questions of research methods**

**Finding and obtaining data and information necessary for the research**

**Preparation of the research**

**Accomplished research activity**

**Research analysis**

**Finished parts of the doctoral thesis**

**Conference participation**

**Finished articles and studies**

**Teaching activity**

**Answering the questions of research ethics if they should arise**

**Annex 4 (Annex 5 of the University Doctoral Regulations)**



**EÖTVÖS LORÁND UNIVERSITY**  
**Complex Exam Application Form \***

FI80798

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.

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

## Annex 5

ELTE, Faculty of Social Sciences  
Sociology Doctoral School  
FI 80798

Ikt.sz.

### MINUTES OF THE COMPREHENSIVE EXAMINATION

Name: .....

Student identification:

Tutor: .....

Teacher ID: .....

(Co-Tutor: .....

Teacher ID..... )

Field of study: **s o c i a l s c i e n c e s**

Program:

#### Committee of the comprehensive exam:

NAME	ID	SIGNATURE
president:	.....	.....
members:	.....	.....
	.....	.....
	.....	.....
	.....	.....
	.....	.....

Time of the exam: yyyy. mm. dd. Place: ELTE TáTK 2.139 (Tanári Klub)

#### I. Theoretical part

Theory: .....

Methodology: .....

Questions asked:

Evaluation of the answers:

Opinion of the committee – theoretical part (*number of votes*):

Passed: ...

Failed: ...

## II. Dissertation part

- 1) Assessment of knowledge in literature
  
  
  
  
  
  
  
  
  
  
- 2) Assessment of research activity so far
  
  
  
  
  
  
  
  
  
  
- 3) Assessment of research and publication plan

Opinion of the committee – dissertation part (*number of votes*):

Passed: ...                      Failed: ...

## III. Result of the comprehensive examination

The student...

- a) ... has passed both the dissertation and the theoretical parts of the exam
- b) ... has passed the dissertation and methodology parts of the exam, but must repeat the theoretical part
- c) ... has passed the dissertation and theoretical parts of the exam, but must repeat the methodology part
- d) ... has failed both parts of the exam

(signature of head of the exam committee)

Doctoral School of Sociology,  
Eötvös Loránd University, Faculty of Social Sciences  
**REQUEST**  
for the acceptance of credits for  
**SCIENTIFIC MODULES**

Reg. No.:

*Student's name:* \_\_\_\_\_

*Neptun code* \_\_\_\_\_

*Programme:* \_\_\_\_\_

Hereby I am requesting the acceptance of my scientific/teaching\* credits.

Number of credits: .....

Name and code of the scientific/teaching\* module:.....

Academic semester ..... Academic year:.....

This request is based on my work detailed below:

Date: Budapest, .....

.....  
signature

Number of credits suggested by the supervisor	Consent of the Head of the Doctoral School:

\*please underline

Doctoral School of Sociology,  
Eötvös Loránd University, Faculty of Social Sciences  
**REQUEST**  
for the acceptance of credits for  
**TEACHING MODULES**

Reg. No.:

*Student's name:*

*Neptun code*

*Programme:*

Hereby I am requesting the acceptance of my scientific/teaching\* credits.

Number of credits: .....

Name and code of the scientific/teaching\* module:.....

Academic semester ..... Academic year:.....

This request is based on my work detailed below:

Date: Budapest, .....

.....  
signature

Number of credits suggested by the supervisor	Consent of the Head of the Doctoral School:

\*please underline

**FI80798**[illegible]



This image shows a full page of primary-ruled paper. It features 20 evenly spaced horizontal dashed lines across the entire page, providing a guide for handwriting practice. The lines are thin and light gray, set against a plain white background. There are no margins, text, or other markings on the page.

Budapest, yyyy.mm.dd

**Annex 8 (Annex 5 of the University Doctoral Regulations)**



**EÖTVÖS LORÁND UNIVERSITY**  
**Application for initiating critique procedure**

FI80798

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

<sup>23</sup> 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.

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\*\* 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..

## **Annex 9**

### **THE PUBLIC DEFENCE OF THE DOCTORAL THESIS - PROCEDURE**

The Chair opens the thesis defence and introduces the Assessment Committee:

The Faculty Doctoral Council of ELTE Faculty of social Sciences has appointed the members of the Assessment Committee:

Chair:

Secretary:

Critics:

Further members of the Committee:

The candidate's supervisor:

The Chair asks the Secretary to present the Candidate's curriculum vitae.

The Chair asks the Candidate to present his/her theses.

The Chair asks the Critics to present their opinions. If one of the Critics is not present, the Chair asks the Secretary to read out the opinion.

The Chair asks the Candidate to respond to the Critics' opinions.

The Chair asks the Critics if they accept the Candidate's answer. The Critics' statement of acceptance is recorded in the minutes.

The Chair invites the members of the Committee and the participants of the disputation to

- ask questions from the Candidate and
- offer comments.

The Chair has the right to ask the first question.

Further questions and remarks.

The Chair asks the Candidate to

- answer the questions asked and
- respond to the comments.

The Chair closes the disputation and announces a recess. The Committee stays in the room, and after learning the Supervisor's opinion the Chair orders a ballot.

The result of the defence:

EDSZ. 70.§ (7): Every member of the Assessment Committee evaluates the Candidate's performance with a number from 1 to 5. The defence is successful if the total number of points given to the Candidate reaches at least 60 percent of the maximum points receivable.

The honors of the public defence: "summa cum laude", 90-100%;

"cum laude", 75-89%;

"rite", 60-74%;

"insufficienter", if the total number of points given is less than 60% of the maximum.

The Committee records its opinion in the minutes.

The Chair gives permission to the Candidate and the public to re-enter the room, and publicly announces the result of the ballot, asking the Secretary to read aloud the Committee's evaluation. The Chair adjourns the public defence.

**Annex 10**

**EÖTVÖS LORÁND UNIVERSITY  
FACULTY OF SOCIAL SCIENCES  
SOCIOLOGY DOCTORAL SCHOOL  
Doctoral Program:**

**FI80798**

**MINUTES OF THE PUBLIC DEFENCE OF THE DOCTORAL THESIS**

Name of the student:

Student identification:

University degree:

Field of study: social sciences

Title of the dissertation:

Name of the supervisor:

Lecturer identification:

Place of the public defence: ELTE TáTK

Time:

Language: English

Members of the committee:

President:

Opponents:

Secretary:

Other members:

The official suggestion of the critics regarding the acceptance of the doctoral thesis:

1. Critic:.....

2. Critic:.....

Questions asked, notes of speeches and critiques:

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Name of participants in the public defence:

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.....

Following the public debate, the committee, based on the evaluation of the jury, and the answers given to the questions and the critiques, have made the following decision during a closed session:

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The members of the committee secretly voted about the acceptance and evaluation of the dissertation and the public defence:

The scores given by the voting members:

- 1
- 2
- 3
- 4
- 5
- 6

Overall ..... points.

The qualification of the defence as an average of the votes .....%  
.....qualification.

The final result of the public defence: \* .....

Dated: Budapest, yyyy. mm. dd.

\*to be filled out by the Faculty Doctoral Council.

.....  
chair

.....  
secretary

.....  
critic

.....  
critic

.....  
member

.....  
member





**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.