



Doctoral Study and Examination Regulations for doctoral students establishing a legal student status at our University in or after the academic year of 2020/2021

Győr

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I. Introduction

§1

The Scope of the Regulation

- (1) Unless required by law or an international contract, the scope of the present Doctoral Study and Examination Regulations (hereinafter “DSER”) covers Hungarian doctoral students or foreign nationals (hereinafter “students”) having a legal student status with the Doctoral Schools of the Széchenyi István University - Doctoral School of Law and Political Sciences, Multidisciplinary Doctoral School of Engineering Sciences, Doctoral School of Regional and Economic Sciences and Wittman Antal Plant-, Animal- and Food Sciences Multidisciplinary Doctoral School (hereinafter “Doctoral School” or “DS”) and those employed in the implementation of the training tasks.
- (2) Present DSER was compiled pursuant to
 - Act CCIV of 2011 on National Higher Education (hereinafter the “NHAA”),
 - Government Decree 387/2012 (XII. 19.) on Doctoral Schools Doctoral Procedure, and Habilitation (hereinafter the "Doctoral Act”),
 - Government Decree 407/2017 (XII.15.) on regulating higher education and modifications of certain related provisions,
 - Government Decree 87/2015 (IV.9) on the implementation of certain provisions of the Act CCIV of 2011 on National Higher Education
 - Government Decree 266/2016 (VIII. 31.) on the modification of Government Decree 87/2015 (IV.9.) on the modification of certain provisions of Act CCIV on NHAA and the Regulations of Doctoral Programme and Doctoral Procedure (hereinafter “RDDP”).
 - Act CXLVIII of 2020 on the modification of acts regulating higher education and on the modification of related acts
 - Act LIII of 2021 on the modification of Act CCIV of 2011 on National Higher Education and on the modification of related acts
 - Government Decree 217/2021 (IV. 30) on extending the deadline for submitting the doctoral thesis during state of emergency
 - The Doctoral Study and Examination Regulations in effect
- (3) The scope of the Regulations shall extend to doctoral students who are guest students at any of the Doctoral Schools of the Széchenyi István University and have a legal student status at other universities’ doctoral programme.
- (4) In addition to the provisions of the present DSER, the Organisational and Operational Regulations, the Educational and Examination Regulations including its § 1 (1) articulating the Student Requirements, Compensation and Allowance Regulations (hereinafter “CAR”) and the RDDP admittedly apply to the students.
- (5) The present DSER and its modifications are initiated by the Disciplinary Doctoral Council, based on the proposal of the University Doctoral Council (hereinafter “UDC”) bearing the consent of the Doctoral Student Government and finally accepted by the University Senate.

§ 2.

Special Equity Enquiry

- (1) Special equity enquiry is a particular exemption provided for the doctoral student regarding certain requirements. Due to the individual feature of the special equity enquiry, there is no possibility of further appeal against the decision having been taken. It is not possible to provide special equity if being entitled is precluded by any law or the regulations of the present DSER.
- (2) Apart from statutory exceptions, doctoral students cannot ask for or be given exemptions from the requirements laid down in the curriculum, legislation or the present DSER (pre-study requirements, language exam, the prescribed credit points by a certain time to continue their studies the maximum number of fail grades and unjustified absence from exams, i.e. three opportunities per exam period, the maximum number of terms to be able to spend at the University having doctoral student status, requirements for obtaining a teacher's signature, the maximum number of fail grades per subject). Furthermore, there is no opportunity to ask for or practise special equity enquiry for missing the deadline for submitting the application for credit transfer.
- (3) The special equity enquiry can be handed in via the Student Information System (hereinafter "SIS"). The decision-maker is the Rector.
- (4) The special equity enquiry has to contain the doctoral student data (name, Neptun code, permanent and/or correspondence address), the detailed description of the reason for equity and the copy of the documents which are necessary for justification.

§ 3. Legal recourse

- (1) Students may submit an appeal against the decision taken by the Disciplinary Doctoral Council (hereinafter "DDC") or the leader of the Doctoral School of the first request within 15 days from its notification.
- (2) Legal recourse cannot be given against the decision in connection with studies' assessment.
- (3) Legal recourse can be initiated against the decision relating to studies' assessment if the decision is not based on the requirements laid down in the curriculum or if the rules of the present DSER have been broken during the decision making process
- (4) In the case of an appeal the Rector has the right to act in all cases.
- (5) The Doctoral School attaches the documents related to the antecedents of the case, writes its position on the appeal and along with the appeal and the attached documents forwards it to the Rector within 3 days.

- (6) The Rector takes the decision of the second request within 15 days of receiving the appeal. In the case of a hindrance (illness, longer absenteeism, etc.) the Deputy Rector appointed by the Rector has the decision-making power.
- (7) Decisions that can be made during the legal recourse:
- a) upholding of the decision of first request, or
 - b) changing the decision of first request, or
 - c) annulment of the decision of first request and imposition of a new procedure.
- (8) The applicant has to be informed of the resolution during the legal recourse in a decision with detailed reasons. A negative decision has to be sent in a mail acknowledgement of receipt.
- (9) In the notice it must be brought to the applicant's attention that a further appeal against the decision cannot be made at the University. With reference to the infringement of the law and of the regulations referring to doctoral student status, within 30 days from acceptance a claim can be handed in against the Rector of the Széchenyi István University, submitted to the Educational Management and Teacher Training Directorate of the Széchenyi István University, addressed to the Győr Court of Labour and Public Administration.

4.§ Information on State Funded and Fee-paying Courses

- (1) Doctoral students who participate in a fee-paying training are those
- a) who were admitted to this form of financing,
 - b) who have been taken on from another higher education institution,
 - c) who have become state funded due to a modification of their doctoral student status according to the provisions of the current EER
- (2) State funding and the additional fee-paying rules are included in the Compensation and Allowance Regulations (hereinafter referred to as CAR)

II. Programme Framework

§ 5. The Curriculum

- (1) The curricula of each Doctoral School are annexed to the DSER. The curriculum and its modifications are initiated by the Disciplinary Doctoral Council, based on the proposal of the University Doctoral Council bearing the consent of the Doctoral Student Government (hereinafter "DSG") and approved by the University Doctoral Committee.
- (2) In the institutionalised credit system, the form of the curriculum is the sample curriculum. The sample curriculum contains the subjects divided up periodically and the research and teaching

tasks as well. Regarding the subjects, they are featured with their number of lessons per semester and the assigned credit points, the form of assessment, the semesters in which they are advertised, the requirements of the subject and the rules of qualification.

- (3) Some subjects can be chosen and their order can be determined by the doctoral student themselves, however, the requirements shall be met and the minimum credit stipulated for the semester or other period shall be obtained, moreover, the study requirements shall be completed during the prescribed period of time.
- (4) The curriculum of the Doctoral School consists of methodological and professional/course-related main subjects and optional subjects.
- (5) If a subject is only advertised in one semester, the doctoral student may request that during the semester the subject is not advertised they can have the possibility to take an exam without attending the lessons. The permission is given by the leader of the Doctoral School based on the proposal of the teacher of the subject. Having the signature of the teacher from the subject is an essential pre-requisite of the permission.
- (6) During the Doctoral Programme, the doctoral student shall gain at least 240 credits, the training is eight active semesters. The Doctoral Programme consists of two phases: the first four active semesters represent the “training and research”, while the second four semesters are the “research and dissertation” phases. At the end of the fourth active semester, closing the training and research phase a complex examination measuring and assessing the educational and research progress shall be taken to prove competence for starting the research and dissertation phase. Rules regarding the complex examination are demonstrated in 43.§.
- (7) In the Doctoral Programme the autumn semester lasts from 1st September until 31st January, the spring semester lasts from 1st February until 31st August, so the academic year as a period of educational management consists of twelve months.

Course Description

§ 6.

- (1) The course description includes all the information related to educational activities of the subject during the relevant semester.
- (2) The information in the sample curriculum of the course description (subject name, code, credit number, type of assessment (continuous or examination), final requirement, pre-requirement, general description, teacher responsible for the subject, name of organizational unit / department etc.) can be checked under basic information in SIS.
- (3) The course description of the given subject shall include the following:
 - a) General information created by NEPTUN
 - Subject name,

- Subject code,
- Department's name responsible for the teaching of the subject,
- Name of subject responsible professor,
- Type of requirement (Form of assessment),
- Number of lessons a week/semester
- Current semester,

b) Aim of education

- Educational aim and role in implementing the goal of programme,

c) Content of the subject

d) System of tests and evaluation

- scheduling (with deadlines) of the completion and replacement of the requirements during the semester and where applicable, the venue of the completion.
- the system used for evaluating the requirements completed during the semester (scoring system, marks etc.),
- in the case of subjects with continuous assessment
 - the method for determining the end-of-semester grades,
 - criterion, if there is, of signature (two-grade scale evaluation),
 - the list of requirements completed unsuccessfully during the study period which can be re-sat in the exam period to improve your grade if it is failed (1) and
 - the rules regarding the improvement in the exam period,
- in the case of subjects with an examination assessment
 - the conditions of being admitted to the examination (signature) and the opportunities of their replacement,
 - the type of exam (written, oral, practical, mixed etc.) and
 - the announcement of pre-exams and the pre-requisites of how to apply for them,
 - applying an offered mark and its conditions,
 - the method for determining the end-of-semester grades, (scoring system, taking student's performance in the study period into account etc.)

e) Compulsory Literature

- list and the availability of written or digital compulsory and recommended course materials (course books, notes, guides, collections of exercises, presentations etc.)

- (4) Compiling the course description is the task of the responsible professor, which needs to be in harmony with the accepted curriculum.
- (5) The leader of the Doctoral School (DS) ensures that the course description valid in the upcoming semester shall be published in the SIS until the end of the study period the latest.
- (6) Up to the beginning of the check-in period, the UDC - attaching an appropriate written statement of reasons - is entitled to

- a) make suggestions towards the leader of the Doctoral School regarding particular modifications in the scheduling of the completion of course requirements and
 - b) making general observations in regard to the course program, if he/she presumes that it deviates from the requirements of the sample curriculum.
- (7) On the first request it is the chairperson of the DCU is entitled to decide on any dispute about the course program between the Student Union and the DS. The decision shall be open to an appeal according to current (3.§) Doctoral EER.

7.§ Subject and course announcement

- (1) The leader of the DS shall ensure that the courses of the doctoral programme to be started in the current semester are to be published in the study period of the previous semester in the SIS up to the deadline marked by the Director General and the Education Management Office (hereinafter EMO).
- (2) Simultaneously the following details shall be provided in the SIS for all courses to be commenced:
- a) its teachers,
 - b) the minimum and maximum number of students to start the course,
 - c) specifying doctoral student groups eligible for choosing the course (doctoral programme/ discipline),
 - d) if only announced with an exam
 - e) and all other data requested by the Educational Management Office (EMO)
- (3) The compulsory subjects of the sample curriculum are to be published and commenced in the semester it is indicated in the sample curriculum with respect of the number of students expected to sign up for the subject.

§ 8. Signing up for a subject/course and individual curriculum

- (1) Doctoral students can participate in the lectures of any course/specialisation/subject specialisation in the institute to the extent of the capacity of the classroom.
- (2) Doctoral students can participate in seminars, practical lessons not belonging to their own training, doctoral programme /discipline beholding the prior consent of the teacher holding the course. The permission can be asked for an entire semester, determined periods of time, or individual occasions.
- (3) Doctoral students are entitled to complete the requirements of a subject and obtain credit points if they have signed up for the given subject in accordance with the rules of current DSER.

§ 9.

- (1) At the Széchenyi István University, the duration of a subject is a semester. An active semester is a semester to which the doctoral student registers and starts his/her studies. A passive (inactive) semester is a semester to which the doctoral student registers and then request the administrator of the Doctoral School to record the suspension of his/her studies in the SIS.
- (2) Up to the 30th day of the study period, the doctoral student may re-passivate his/her already started active semester via a request sent in the SIS. Failing this deadline, student may re-passivate his/her semester submitting a request for academic leniency to the Rector citing the reasons listed in the Higher Education Act.
- (3) The number of passive semesters cannot exceed the number of semesters of the training phase of the student's doctoral programme, and without interruption there can be only maximum two consecutive passive semesters. During the PhD degree process the number of semesters when the studies are suspended can be maximum two.
- (4) The administrator or the Doctoral School registers the courses based on the sample curriculum for the doctoral student in first semester. Regarding each further semester, the doctoral student compiles his/her study plan during the period of time determined in the timetable for the academic year.
- (5) The study plan of the doctoral student includes the subjects/courses the he/she intends to complete during the upcoming semester - based on his/her own decision.
- (6) Subject listed in the sample curriculum with regard to limitations defined in the sample curriculum are allowed to be completed in order of preference and any course from the same subject may be freely chosen by the doctoral student taking into account the maximum limit of participants.
- (7) Doctoral student shall not sign up for a subject in his/her study plan that has already been completed successfully, or a subject that the doctoral student obtained a valid dispensation in another institution or has completed it at another doctoral programme/discipline.

§10.

- (1) After the period of time set for making your study plan has expired, courses can be added or dropped during the "period of late enrolment or dropping a course" indicated in the Academic Calendar.
- (2) However, an exception should be made when it is justifiable that the modification to the study plan of the doctoral student was not carried out by using the doctoral student's own identification and password. In this case the doctoral student can submit a written objection to the leader of the Doctoral School within 5 days after the period set for compiling the study plan. After the expiry of the deadline, the study plan not having been opposed is regarded as accepted. The written decision made by the leader of the Doctoral School shall be open to an appeal according to the rules and regulations of the current DSER.

- (3) If the credit points of a course taken are not gained by the doctoral student in the given semester, they need to retake the course in a later semester (if it is a compulsory course), or may retake it (if it is a compulsory-optional or optional course).
- (4) If student takes the same subject for the third or any following occasions, he/she is required to pay the price determined in the CAR.
- (5) Doctoral student can obtain credit points for courses and marks that are in their study plans.

Course-related rules

§ 11.

- (1) The course has to be held in the time and place determined in the timetable.
- (2) In exceptional cases, the leader of the DS, or if he/she is prevented from acting - the secretary shall give occasional permission for modifying the date or venue if the teacher's substitution is not viable.
- (3) About the modification detailed in paragraph (2) the doctoral students concerned are to be informed in due time, the time and venue of the replacement are to be organised in a way not to clash with the other official courses of the majority of doctoral students.

§ 12.

- (1) If the requirements set in the course program stipulate compulsory attendance, it shall be checked and recorded.
- (2) The process and recording of the attendance need to be carried out without the possibility of further conflict.
- (3) In case of a course with compulsory attendance, the course description shall describe the following details concerning the absence:
 - a) its consequences,
 - b) how to justify it officially, its deadline etc.
 - c) the conditions of the replacement (if any replacement is possible).

§ 13.

- (1) During the classes using mobile phones and any other devices suitable for disturbing the educational work (e.g. electronic players etc.) is forbidden, except the application of such devices is vital for the educational work and the teacher gives permission for their use. Mobile phones shall be turned off or muted before the start of the class.
- (2) Doctoral students must appear at the classes being not under the influence of alcohol, drugs or

any other mind-altering substances and they shall not disturb the calm atmosphere of the class or prevent the other doctoral students in their studying.

- (3) The teacher can refuse the participation of the doctoral student in the class who violate the rules listed in paragraph (2), especially if he/she assumes that the doctoral student is under the influence of alcohol, drugs or any other mind-altering substances or student's behaviour may present a safety risk to their own or other's physical integrity or their property. If the class is compulsory, once the doctoral student excluded from the class shall be offered another class for which the doctoral student shall pay the fee indicated in the CAR and he/she is obliged to show the proof of payment at the beginning of the replacement class. Should the doctoral student also be excluded from the replacement class for a breach of the rules listed in paragraph (2), he/she must be regarded as if he/she did not attend the compulsory class through their own fault.
- (4) No sound or video recording of the class is permitted unless the teacher of the class gives permission

III. Doctoral student students

Establishing a doctoral student status

§14.

- (1) Applicants who fulfil at least one of the following conditions can have a contractual legal status with the University:
 - a) Through the application process (herein after: application) set out in the Higher Education Act in effect he/she is admitted to the university.
 - b) He/she has prepared for the PhD degree process individually, provided that they have fulfilled the requirements of the admission and the Doctoral Training. In this case, the doctoral student's legal status is established by completing the complex examination successfully.
 - c) Based on his/her request, which states they have a valid legal status with another higher education institute, they are successfully transferred to the university according to the following rules and conditions:
- (2) The doctoral student's valid legal status is established from the day the student - in person or through a person with a valid power of attorney notarized by two witnesses - signs the enrolment form possessing the Decision of Admission or Transfer.
- (3) If the addressee of the decision does not enrol until the date indicated in the decision, the acceptance decision issued during the given admission procedure shall lose its effect. No legal status is established if the doctoral student does not enrol.
- (4) At the enrolment, the University provides the doctoral student a registration number for personal identification. How a registration number is created: <code of course>-<sequence number>/<year>. Code of course is the code identifying the Student's course in the SIS.

Sequence number restarts annually. Year represents the calendar year in which the doctoral student's legal status is established.

Admission

§ 15.

- (1) The rules of admission are set out in the Higher Education Act, 87/2015. (IV. 9.) Government Decree (herein after Vhr.) and the RDDP. The requirements of admission, evaluation criteria and the application process are displayed on the website of the doctoral school.
- (2) The conditions and requirements of admission are published by the University in the information guide issued by the Administration Office and displayed on the web site of the Doctoral School.
- (3) Students are admitted to a certain doctoral programme, type of funding and only full-time courses.
- (4) In each case admitting an applicant with a valid doctoral student status and/or further doctoral student status (hereinafter: parallel student status), a doctoral student status for parallel studies is established, unless the doctoral student terminates his/her former doctoral student status and provides a reliable proof of it at time of enrolment.

Transfer

§16.

- (1) Doctoral students can ask for a transfer if he/she has a valid doctoral student status at any Hungarian higher education institute or others belonging to the European Union and it can be verified with a document issued by the given higher education institute.
- (2) Transfer may be asked for any full-time doctoral programme taught at the university.
- (3) Students can only be transferred to same educational level.
- (4) If the DS cannot offer state scholarship places, the student can only be transferred to a fee-paying training.

§17.

- (1) A request for transfer shall be handed until the date defined by the Education Management Office and addressed to the president responsible of DDC at the secretariat of DS.
- (2) The annexes of transfer equal to the ones at a normal admission process, additionally the following documents shall be attached:
 - a) the copies of the studies completed until the time of request certified by the DS responsible, where needed proof of credits,
 - b) course descriptions verified by the DS responsible to be able to decide whether the

courses in the registration course book are acceptable,

c) copy/ies of proof of language knowledge

- (3) The request received is forwarded for consideration to the secretary of the DDC responsible by the DS.
- (4) In the case of an incomplete application for transfer, the DS sends the application back to the applicant, and reminding them to the deadline set in paragraph (1) draws their attention to remedy the deficiencies.

18.§

- (1) The DDC responsible, indicated in the request, makes its decision about the transfer until 15th July of the given year the latest.
- (2) Awarding a pass decision, according to the rules of credit transfer (Annex 1), the DDC responsible decides which formerly completed courses may be accepted in the studies at the host University based on the documents submitted.
- (3) Sending a decision with the content detailed in paragraph (4), the DDC responsible informs the applicant about the pass decision and the credit transfer. One copy of the decisions and the request are kept at the DS secretariat.
- (4) The pass decision about the transfer shall include
 - a) the name of the course to be transferred, its sample curriculum and the course type,
 - b) the transfer occurs at the autumn semester of which academic year,
 - c) whether the course is fee-paying or state scholarship,
 - d) the time of enrolment (deadline, opening hours)
 - e) the venue of enrolment,
 - f) enrolment in person,
 - g) during the enrolment process all the original documents shall be shown of which copies were attached to the application (language certificate, registration course book, identity card, former student card),
 - h) which courses and the number of credits are accepted from the former studies.
- (5) Doctoral student status cannot be established if the applicant fails the deadline of enrolment indicated in the decision, or the “verification of transfer” provided by the DS administrator at the enrolment is not handed to the DS administrator until the given deadline.
- (6) A decision rejecting a transfer shall be fully justified and it shall draw the attention of the applicant that based on current Doctoral EER, an appeal is allowed against the decision.

Termination of the doctoral student status

§ 19.

- (1) A doctoral student status in a doctoral programme is terminated without any prior written notice

if

- a) on the last day of the active semester in which the doctoral student obtains his/her final certificate (absolutorium),
- b) on the day on which the terminating decision enters into effect when the legal conditions of establishing a doctoral student status defined in the law are no longer applicable,

(2) If any of the following conditions are fulfilled with regard to the doctoral student the doctoral student status will also terminate

- a) at end of the eighth semester of the doctoral programme to which the doctoral student has registered if the doctoral student is participating in an organised programme,
- b) at end of the sixth semester of the doctoral programme to which the doctoral student has registered if the doctoral student is doing an individual doctorate,
- c) if doctorate student does not fulfil the requirements of the complex examination,
- d) the total number of active and passive semesters reaches double the number of semesters provided for the course,
- e) failing the same subject six times,

- f) in the case of two consecutive passive semesters, after having sent two notices with a 15-day difference in the second passive semester or last passive semester according to 9. § (3) fails to register in the DS secretariat to continue their studies (for an active semester) until the last work day of the registration week of the upcoming semester according to the rules of this EER,
- g) On the day of the terminating decision entering into effect due to the student not fulfilling his/her payment obligations on time towards the University and even failing to do so after being notified twice (second time by registered mail). After the unsuccessful notification of the doctoral student and the assessment of his/her social situation, the doctoral student's status will be terminated by the Rector.
- h) a decision to expel the student has been made in disciplinary proceedings,
- i) student has been accepted to another higher education institute via transfer,
- j) student is not allowed to continue his/her studies on a state scholarship course and does not wish to continue his/her studies as a fee-paying doctoral student,
- k) he/she requests it,
- l) student deceases.

(3) The doctoral student status is also terminated in case of unsuccessful academic achievement. Academic achievement is assessed by the Disciplinary Doctoral Council (DDC) after the first, two active semesters of the training and research section as well as after the first two active semesters of the research and dissertation section. Failing to meet the achievement criteria defined by the DDC, on the decision of the DDC the doctoral status of the student can be terminated. Once during the student's doctoral studies it is possible to request on the grounds of equity to disregard the termination of his/her status.

(4) The day of terminating the student legal status is

the last day of the given exam period according to the a), b), c), d), e), g) sub-points and point (3) of paragraph (2),

the day when the decision on termination of student legal status becomes enforceable in the case of f) and h) sub-points of paragraph (2),

in the case of i) sub-point in paragraph (2) the day before the enrolment to another higher education institute,

in the case of j) sub-point in paragraph (2) the first day of the study period in the upcoming semester,

in the case of k) sub-point in paragraph (2) the date of receipt of the student's written request,

in the case of l) sub-point in paragraph (2) the date of death.

- (5) If the doctoral student him/herself asks for the termination of student status and it occurs within the first 30 days of the study period, the state scholarship semester is not used, otherwise it is.
- (6) If the doctoral student him/herself asks for the termination of student status and the applicant later requests for the modification of the decision on deletion, he/she is obliged to pay the procedural costs indicated in Annex 13 of the CAR.

§ 20.

- (1) Based on the reasons detailed in paragraph (2) 19.§, the adequate reasoned decision at first instance on termination of doctoral student status is issued by the leader of the DS until the end of the second week followed by the deadline indicated in 19.§ (3) the latest. The decision shall specify that
 - a) a new legal relationship with the University shall only be established after another successful admission,
 - b) the decision shall be open to an appeal according to current DSER.
- (2) At the same time as the issue of the decision on the termination of doctoral student status the (DS (Doctoral School) issues and sends a certificate to the doctoral student about their studies at the University. The DS administrator prints the certificate and the registry sheet extract from the Neptun system. A copy is placed in the doctoral student's file for preservation.
- (3) The regulations concerning the doctoral student status must always be sent to the doctoral student's permanent address by mail with acknowledgement of receipt.

Registry sheet extract

§ 21

- (1) All active or passive doctoral students registered for a student status after 1 January 2016 must be issued with a registry sheet extract according to the implementing regulations in case the doctoral student's status has been terminated without a completion-of-studies certificate based on either points of § 19.
- (2) For doctoral students having their completion-of-studies certificates prior to 1st January 2016 a registry sheet extract can be issued (on the basis of the legislative regulations) at the student's own request, free of charge to replace their former course record book.

Cross-faculty studies within the University

§ 22

(1) Cross-faculty studies mean that doctoral students – within the framework of his/her student status – registers for a subject that belongs to the curriculum of a different doctoral programme/discipline in the same type of training.

(2) Applications concerning cross-faculty studies have to be registered in the HIR (Student information System, SIS) until the beginning of the registration week of the particular semester.

The requests should contain:

(a) which subject in their doctoral programme/discipline the student wishes to substitute with the new subject (results can be calculated into the corrected cumulative credit index, the corrected credit index, the scholarship index and in the credit collection in the doctoral student's major),

b) that the student wants to fulfil the subject out of the curricula of the student's doctoral programme/discipline (the achieved subject results cannot be calculated into the corrected cumulative credit index, the corrected credit index, the scholarship index and they are not taken into consideration in the credit collection in the doctoral student's major either).

(3) The decision on the request of point a) of paragraph (2) will be made by the competent DDC (Disciplinary Doctoral Council) of the doctoral student's program according to the regulations of credit transfer. On the basis of the permission of the DDC given until the end of the registration period, the administrator of the Doctoral School registers the cross-faculty subject and the subject substituted into the doctoral student's curriculum.

(4) It is the teacher of the subject who makes the decision on the request of point b) of paragraph (2). At the written request of the student the administrator of the Doctoral School registers the subject in the doctoral student's individual curricula until the end of the registration period.

(5) If the total credit value of the subjects registered according to point b) of paragraph (2) exceeds the 10% of the total credit points according to the doctoral student's program, they have to pay proportionate self-funding expenses for the additional credit points according to (3) of section 47 of the TJSZ (Compensation and Allowances Regulation).

(6) Sections 23-29 contain the regulations related to the registration and the accomplishment of subjects that the doctoral student of our university has registered for in another institution, or the doctoral student of another university or college has registered for at any doctoral program/discipline at our university.

Guest doctoral student status

§ 23

(1) Studies conducted within guest doctoral student status mean that the doctoral student does not accomplish one or more subjects of the sample curriculum of their doctoral program/discipline in a given semester at the higher education institution of their doctoral student status, but at another (domestic or foreign) higher education institution (hereinafter

referred to as host institution).

(2) The guest doctoral student status can be asked for only one semester at each time.

Guest doctoral student status of doctoral students of our university

§ 24

(1) A maximum of 20% of the credit points required according to the curriculum of the doctoral program can be obtained within guest doctoral student status. It can be determined in the curriculum whether the credit points of the subjects of major importance (subjects of the final examination, subjects completed with an initial examination or a comprehensive examination) obtained within guest doctoral student status can be calculated in the doctoral student's studies and in what proportion.

(2) The doctoral student has the right to establish a guest doctoral student status several times during their studies, however, they can only establish one guest doctoral student status in one semester.

(3) The establishment of the guest doctoral student status is not limited by the fact that the doctoral student has an additional doctoral student status.

(4) The semester spent within guest doctoral student status must be considered an active semester even if the doctoral student has not registered for any subjects at the university.

§ 25

(1) The doctoral student can initiate the authorization of the establishment of guest doctoral student status planned for the spring semester by 1st December at the latest, planned for the autumn semester by 1st June at the latest, in writing. The written application must be addressed to the chairman of the competent DDC and submitted in the Doctoral School. If the signature of the competent doctoral advisor appears on the application, it can be handed in.

(2) In the application related to the establishment of the guest doctoral student status, the student has to

a) indicate in which semester, in which program of which host institution they are planning to establish the guest doctoral student status,

b) list the subjects from the sample curriculum (with the credit points) which or instead of which the doctoral student wishes to complete the subjects at the host institution within the framework of the guest doctoral student status, and give the exact name of the subject next to each subject together with the number of credit points at the host institution.

(3) The doctoral student has to attach the syllabus(es) of the subject(s) they wish to register for at the host institution to the request for establishing the guest doctoral student status. The subject syllabus(es) must be authenticated by the Doctoral School.

(4) The competent DDC makes the decision based on the credit transfer regulations (Appendix no. 1) within 15 days on which subjects from the application can be fulfilled within the guest

doctoral student status. At the time of the issue of the decision a copy of the decision together with the application must be forwarded to the administrator of the Doctoral School.

(5) It is the applicant's responsibility to complete the administration process necessary for the establishment of the guest doctoral student status at the host institution.

(6) The doctoral student is required to register for the semester even in the semester of the guest doctoral student status. The doctoral student must attach the copy of the document permitting the guest doctoral student status (acceptance of the student) issued by the host institution.

(7) The doctoral student is required to send a copy and a duplicate of the decision on the permission of the guest doctoral student status issued by the host institution to the administrator of the Doctoral School. The guest doctoral student status and the subjects completed within the framework of the guest doctoral student status can be registered into the doctoral student's subjects on the basis of the permission.

§ 26

(1) The starting date of the guest doctoral student status is the first day of the study period of the given semester.

(2) The guest doctoral student status is automatically terminated on the last day of the examination period of the given semester.

(3) The extension of the guest doctoral student status can be requested according to the procedure similar to the permission (Section 25) only until the beginning of the examination period of the given semester.

§ 27

(1) The subjects permitted to be completed in the guest doctoral student status must be completed according to the regulations of the host higher education institution.

(2) The subjects completed with permission in the framework of the guest doctoral student status must be treated as subjects completed at our university. It means that these subjects are calculated into the corrected cumulative credit index, the corrected credit index, the scholarship index and in the credit collection in the student's major.

(3) The doctoral student is obliged to credibly prove (with the certificate of the competent Registrar's Department/Doctoral School) the completion of the subjects registered in the guest doctoral student status (grade, credit points, etc.) at the administrator of the Doctoral School. The certificate must be submitted by the deadline of the application for the next semester. In case the student fails to submit the certification, the data entry 'assessment is not acquired' must be included in the SIS.

(4) The state scholarship doctoral student will receive the benefits according to the regulations of their program even in the semester of the guest doctoral student status.

Guest student status of the student of another higher education institution

§ 28

(1) The provisions of the present section concern the guest doctoral student status of the doctoral students of other foreign higher education institutions.

(2) The doctoral student of another higher education institution can only apply for the establishment of the guest doctoral student status at our university if they have valid and active doctoral student status at the time of the application.

(3) The application related to the establishment of the guest doctoral student status can be submitted by the beginning of the registration week of the planned semester at the latest, in the form of a written document addressed to the head of the Doctoral School competent according to the student's major at the administrator of the Doctoral School.

(4) The following documents must be attached to the application:

a) the certificate of valid and active doctoral student status,

b) the permission for the establishment of the guest doctoral student status issued by the competent office (Doctoral School) of the higher education institution according to the doctoral student status,

c) photocopies of both sides of the student ID card.

(5) The administrator of the Doctoral School forwards the application with the attachments to the secretary of the competent DDC.

(6) The DDC can make a decision on which subjects are going to be permitted within the framework of the guest doctoral student status within 15 days on the basis of the teachers' capacity and expected load.

(7) The form of financing of the guest doctoral student status is the same as the form of financing related to the doctoral student's original student status.

(8) At the time of the issue of the decision a copy of the decision together with the application must be forwarded to the administrator of the Doctoral School.

§ 28/A

(1) The provisions of the present section concern the guest doctoral student status of the doctoral students of other foreign higher education institutions.

(2) The application for the establishment of the guest student status can be submitted online on the webpage of the Centre of International Programs until 1st June for the autumn semester, 1st October for the spring semester prior to the planned semester.

(3) The application completed online must be printed and submitted together with the compulsory attachments to the Centre of International Programs.

Furthermore you must attach:

- a) the certificate of the valid and active doctoral student status (in Hungarian or in English),
- b) the permission for the establishment of the guest doctoral student status issued by the competent office (Doctoral School) of the higher education institution according to the doctoral student status (in Hungarian or in English).

(4) The Centre of International Programs forwards the application with the attachments to the competent DDC.

(5) The competent DDC can make a decision on which subjects are going to be permitted within the framework of the guest doctoral student status within 30 days on the basis of the teachers' capacity and expected load.

(6) The foreign student can only participate in part-time trainings in the self-funding form, except for those who take part in an exchange program or if there is a bilateral agreement between the two institutions. The amount of the tuition fee is determined by the current appendix of current CAR (Compensation and Allowance Regulations)

(7) In case of a foreign student, the Centre of International Programs and the competent Doctoral School keep a record of the decision.

§ 29

(1) The doctoral student is registered in the SIS with the designation of 'guest doctoral student' and the DS issues the appropriate certificate regarding the guest doctoral student status.

(2) The administrator of the DS registers the doctoral student to the permitted courses.

(3) The same regulations apply to the guest doctoral student as the doctoral students of our university concerning the completion of the permitted courses.

(4) The DS issues an official certificate of the subject(s), obtained grade(s) and credit point(s) completed in the guest doctoral student status, within 15 days of the last day of the examination period of the given semester.

Additional (parallel) doctoral student status

§ 30

(1) The additional doctoral student status means that the doctoral student with a doctoral student status can establish a doctoral student status in order to obtain another degree or certificate in a doctoral program different from their current one.

(2) The additional doctoral student status can be established by an admission procedure, and depending on the admission decision, it can be continued in state scholarship training as well.

(3) The doctoral student of the Doctoral School of Széchenyi István University is obliged to inform the head of the competent DDC and their thesis supervisor in writing if they apply for

admission in order to establish an additional doctoral student status, on the day of the submission of the application at the latest.

(4) On the basis of their request, the doctoral student of another doctoral school can be accepted at a doctoral school of Széchenyi István University to a training that is simultaneous, namely parallel to the training of the other doctoral school. The decision on the admission and the continuation of the studies will be made by the competent DDC.

(5) The doctoral student can enroll to the parallel training after the payment of the tuition fees.

IV. Completion of student commitments, evaluation

Acceptance, reception of other studies announced or completed at another institution, faculty or major

§ 32

(1) The reception of a subject announced at another doctoral school means the establishment of the credit points related to the subject and of the substitutability of the subject with another subject (or other subjects) or rather the establishment of its dissimilarity to other subjects. The student can request the acceptance of the subjects, the Head of the Doctoral School shall give a permission to that request on the basis of the proposal of the concerned tutor.

Evaluation system

§ 33

(1) Credit points can be obtained by: completing the requirements of the subject, by regular personal consultation with the thesis supervisor, by research work, by participation in conferences, by publications and by participation in education. The curriculum provides details of the possibilities of obtaining credit points.

(2) On the basis of the instructions of the sample curriculum, the requirements of certain subjects can be completed according to the subject program in the following ways:

a) with a grade acquired in the continuous assessment achieved by the evaluation of, reports, drawing tasks, records, etc. prepared in the semester period (in the following: mid-term requirements), in short, mid-term grade, or

b) with a grade acquired in an examination taken in the examination period related to the semester period, in short, examination grade, or

c) with a grade established on the basis of the results of the mid-term requirements and an examination taken in the examination period, in short, combined examination grade.

(3) A three- or five-scale assessment is to be used in order to determine the end-term grades according to the regulations of the sample curriculum.

(4) Grades given in the five-scale assessment:

a) excellent (5)

- b) good (4)
- c) satisfactory (3)
- d) pass (2)
- e) fail (1)

(5) Grades given in the three-scale assessment and their equivalents in the five-scale assessment:

- a) very good: excellent (5)
- b) good: satisfactory (3)
- c) not satisfactory: fail (1)

(6) The competent head of department evaluates the educational activity in writing, on the basis of which the administrator of the Doctoral School, with the approval of the head of the doctoral program, registers the grade in the Neptun system.

(7) The research and publication activities are evaluated by the thesis supervisor.

End-of-term signature

§ 34

1) Signature of the authorized tutor in the SIS confirms that the student has completed the requirements of the semester (if there are any) and they are allowed to take the examination. If the condition of the signature are reports or other similar requirements, the student must be granted at least one occasion for the re-take during the study period.

The data entry “signed” has to be recorded in the SIS in the line of the subject under the heading “end-of-term signature”.

(2) If the doctoral student cannot obtain the end-of-term signature as a result of not meeting the requirements of the semester, the tutor records “refusal” for the subject in the SIS.

(3) The fact of giving or refusing the signature must be recorded in the HIR (Student Information System, SIS) on the last day of the study period at the latest, whatever the form of reporting (continuous assessment, examination, etc.) is.

(4) In case the examination is organized in the study period, the date of the entry related to the end-of-term signature precedes the date of the earliest examination.

(5) In case the signature is refused, the student cannot get a grade for the semester from the given subject. In such cases, the doctoral student cannot even get a grade on grounds of equity, and their application for the examination before the refusal of the signature will also be considered invalid.

(6) If the entry in relation to the end-of-term signature in the SIS is not accurate, the doctoral student has the right to raise an objection at the competent tutor within 15 days of the recording of the entry. If there have not been any objections against the entry, after the deadline it must be considered acknowledged by the student.

Establishment, correction and documentation of mid-term grades

§ 35

(1) The doctoral student has to be guaranteed at least one opportunity in the subject program to correct or replace each of the various independent or correlated requirements, that are necessary in order to acquire a mid-term grade during the semester.

(2) The grades of the subject concluded with a mid-term grade according to the sample curriculum must be registered in the SIS by the end of the first week of the examination period at the latest.

(3) If the entry in relation to the mid-term grade in the SIS is not accurate, the student has the right to raise an objection at the competent tutor within 15 days of the recording of the entry. If there have not been any objections against the entry, after the deadline it must be considered acknowledged by the doctoral student.

(4) In case a mid-term grade is a 'fail' (1), it is possible to correct the mid-term-requirements that have not been successfully completed or have not been completed during the semester in the examination period if the subject program allows it.

(5) The correction of the failed fulfillment of the mid-term requirements in the examination period:

a) can happen according to the subject program, but the correction cannot be attempted more than two times, and a fee determined in the CAR (Compensation and Allowance Regulations) must be paid for the second occasion,

b) in other cases it can happen by applying the rules concerning examinations as appropriate.

(6) A valid mid-term grade can only be improved (in the following: level-raising grade improvement) if the subject program enables that.

(7) The tutor is obliged to keep the doctoral student's drawings and tasks, etc. used as a basis for the mid-term grade until the last day of the examination period of the semester following the current semester at the latest.

(8) The tutor is obliged to keep a record of with what result the student has fulfilled the requirements of the subject program in order to get a grade, and how the mid-term grade is calculated from that. The tutor is obliged to submit this record at the administrator of the Doctoral School until the end of the current semester. The administrator keeps the record until the last day of the examination period of the semester following the current semester.

Announcement of the examinations

§ 36

(1) The head of the DS provides that the dates and times, the venues, the maximum number of doctoral students to be accepted and if applicable the name of the examiner (in the following: examination date) for the subjects assigned to the DS are to be announced in the SIS two weeks before the date and time set in the schedule of the examination period of the academic year.

(2) The Student Council has one week from the release of the examination dates in the SIS to make remarks on the examination dates at the head of the competent DS.

(3) The date and the venue of an already released examination can only be modified or deleted with the written consent of the head of the DS, but only 2 days before the announced examination date at the latest.

(4) Doctoral students registered for the examination which have been deleted or modified must be informed at least with the help of the SIS.

(5) In case of deleted examination dates a new examination date must be announced which cannot precede the deleted examination date, and at least as many doctoral students can apply for that examination date as it was announced for the deleted examination date.

Offered examination grades, failed examination, absence from the examination

§ 37

(1) Doctoral students are allowed to retake an unsuccessful examination (re-take examination and repeated re-take examination) of a subject only two times during the given examination period. The total three occasions also include the exam opportunity when the doctoral student is absent without an excuse. In the latter case the designation 'did not appear' is to be recorded in the SIS.

(2) The student is obliged to pay the fee determined in the TJSZ (Compensation and Allowance Regulations) for the third and any further examinations taken in the same subject.

(3) If the subject program allows it, the doctoral student can obtain an offered examination grade provided that they have completed the necessary requirements outlined in the same subject program. The offered examination grade must be registered in the SIS by the end of the first week of the examination period at the latest.

(4) The doctoral student can register whether they have accepted the offered examination grade in the SIS until the end of the second week of the examination period at the latest. It is not compulsory for the doctoral student to accept the offered examination grade. The offered examination grade becomes valid if the doctoral student has accepted it in the SIS. The offered examination grade must be considered rejected if the student has not accepted it until the deadline.

(5) If the student with an offered grade gets a grade in the examination period, the offered grade will not be relevant any more.

(6) The doctoral student has to give an excuse for their absence no later than the second working day after the termination of the reason of their absence by presenting proof to the tutor concerned or the administrator of the DS. In case of medical reasons, a medical certificate corresponding to the sample in Appendix no. 2 must be used. In case the student fails to provide proof of their absence, they are obliged to pay the administrative fee determined in the CAR (Compensation and Allowance Regulations)

(7) If the tutor or the DS accept the submitted certificate, the doctoral student will get a note that states 'certified excuse for absence' in the SIS at the heading where the application for exams is to be registered.

(8) If the doctoral student does not apply for any of the announced examination dates, the EMO (Education Management Office) notes 'has not taken part in assessment' in the SIS.

Examination procedures

§ 38

(1) Oral examinations and the evaluation of written exams can be carried out only by university teachers, researchers and assigned tutors and lecturers who work at our university as public service employees.

(2) Examinations can only be held in professional premises (lecture halls, classrooms, tutorial offices, departmental premises, laboratories, etc.) on campus and in the venues of external trainings. It is possible to differ from this if the head of the DS is informed.

(3) The examination must be taken even if only one doctoral student has applied for the given examination time.

(4) If the examination is cancelled because of any reasons, the head of the DS has the following duties:

- look into the reasons,
- impeach the person responsible for the cancellation if necessary, in that particular case initiate disciplinary procedures at the Rector,
- provide for the immediate announcement of a new examination time for which at least the same number of doctoral students can apply as they did for the cancelled examination time.

§ 39

(1) Doctoral students are allowed to sit for an exam provided that they have registered in the SIS respecting the rules of application.

(2) It is the responsibility of the examiner/supervisor to guarantee undisturbed circumstances during the examination.

(3) The examiner/supervisor describes the rules related to the examination process before starting the examination.

(4) The examiner/supervisor is obliged to check the identity of the doctoral student mainly on the basis of an identity card, a passport or any other photo identification suitable for determining identity during the examination. The doctoral student must give evidence to their presence at the examination with a signature in a designated place on the examination roll. If a doctoral student appears at the examination, a grade must be recorded in the SIS in every case (paragraphs (4) and (5) of section 33). If the doctoral student does not give answers to any questions (they hand in an empty sheet of paper in case of a written examination), their performance is evaluated with Fail or Not satisfactory.

(5) The doctoral student who cannot prove their identity is not allowed to take part in the examination.

(6) In case of misused identity or attempting to misuse identity, the examiner is obliged to initiate a disciplinary procedure at the head of the DS or at the Rector.

(7) During the examination students are prohibited:

- to use or make any attempts to use unauthorized aids (traditional paper-based cheat sheets, computers, mobile phones, watches, radio transmitters-receivers suitable for displaying or recording visual or sound information or any other similar electronic devices),
- to behave in a way that might disturb the calm atmosphere of the examination and might prevent the examiner from examining or supervising the examination and the other doctoral students from working in a relaxed way.

(8) It is not considered an unauthorized aid to use pocket calculators which are only suitable for performing calculations, and are not capable of recording or playing/displaying images or sounds or text information if the examiner has allowed its use.

(9) Doctoral students are not allowed to continue their examination and shall obtain a Fail mark in case they violate any of the regulations described in paragraphs (6) and (7) concerning the examination instructions. In case of the use of any unauthorized aids the examiner can initiate a disciplinary procedure in writing at the head of the DS or at the Rector. The record containing the details and the signatures of the examiner, the witnesses and the guilty doctoral student and the physical evidence must be attached to the written document. In case the guilty doctoral student refuses to sign the record, it must be recorded there, but it does not interfere with the initiation of the disciplinary procedure.

Announcement of the exam grades and documentation of the exams

§ 40.

(1) The doctoral student shall be informed about the result of the oral exam following the exam immediately and the achieved grade

- a) shall be recorded simultaneously on the registry sheet, which was previously printed from HIR (Student Information System, SIS), then
- b) the form of 'Certification of oral grade' shall be filled in, signed and given over to the doctoral student.

(2) The result of the oral exam shall be registered in SIS under the concerning registration for the exam, on the third day following the exam at the latest.

(3) The result of the written exam shall be recorded on the concerning registry sheet printed from SIS, and the result shall be registered under the given registration for the exam in SIS, no later than the end of the third working day.

(4) The doctoral student shall be provided on request the opportunity to see his written exam. This opportunity is open up to the next exam of the same subject being taken, or no later than to the end of the given examination period.

(5) If the recording in SIS of the exam grade is incorrect, the doctoral student shall have the right to object to the given instructor within fifteen days of the announcement. After the deadline, the non-objected recording shall be considered accepted.

§ 41.

(1) The instructor is obliged to give over an original copy of the signed and filled in registry sheet certifying the presence of the doctoral students

- a) to the DS (Doctoral School) secretariat for storing, no later than the end of the week following the examination period, furthermore
- b) to store a tally in and among his own registration.

(2) The instructor is obliged to store the written exam tests and a copy of the grade, registry sheets up to the last day of the following examination period.

(3) The copies of the grade, registry sheets given over to DS (Doctoral School) shall have to be stored from the end of the given academic year to the end of the fifth academic year.

V. Process of achieving a doctoral degree

42.§

- (1) During the doctoral programme, at the end of the fourth active semester as a closure of the training and researching period of the programme and as a condition to start a researching and thesis period, a comprehensive final examination shall be taken which measures, evaluates the progress of studies and researches.

- (2) In the process of the doctoral course following the comprehensive final examination, the doctoral student takes part in the process of obtaining a doctoral degree through completing a research and thesis period, the aim of which is to achieve a doctoral degree.
- (3) The doctorate, doctoral candidate, whose doctorate, doctoral candidate student status started before the academic year of 2016/2017
 - a) can obtain a doctoral degree in compliance with Nftv (Act on Higher Education) and Decree number 387/2012 (19th December) and the provision in force on 31st August, 2016, or
 - b) is entitled upon Section 12 (§) of the Decree and with the recognition of the former doctoral studies, to apply for acceptance, provided that he cannot exceed the eight-term-long supported period defined in Section 47, paragraph (2) including the already used up terms.

The comprehensive doctoral final exam

§ 43.

- (1) The doctoral comprehensive final exam shall be completed at the end of the fourth active term as a closure of the training and research period. In the lack of it, the student status shall be terminated on the last day of the examination period of the given term.
- (2) In case, the doctorate applying for the comprehensive final exam cannot provide the credit points defined in the curriculum of the doctoral programme, upon the decision of the DDC (Disciplinary Doctoral Council), application for the comprehensive final exam can be accepted, providing that maximum 20% of credit points are missing. There is an opportunity to obtain the missing credit points in the first two terms of the second part of the training period.
- (3) Under the output requirements of the doctoral training, the condition of applying for a comprehensive final exam is to certify the knowledge of two foreign languages. The submission of a statement is also necessary declaring that the candidate has not had any unsuccessful attempts of acquiring the doctoral degree in the last two years.
- (4) The examination board has at least three members and at least one third of the members are not employed by Széchenyi István University. The chairperson of the examination board is either a university teacher, associate professor with habilitation, college professor with habilitation, Professor Emeritus or a Doctor of Science. All members of the examination board shall have a doctorate. The doctoral advisor of the examinee doctorate shall not be a member of the examination board.
- (5) The comprehensive final exam consists of two parts. In one part the examinee will give evidence of his theoretical knowledge ('theoretical part'), in the other part he will prove his scientific progress. ('thesis part') In the theoretical part of the comprehensive final exam the examinee will take exams from two subjects at least. The list of the subjects is found in the training plan of the doctorate programme. There may be a written part of the theoretical exam, about which the Doctoral Council of the Academic Discipline decides. In the second part of the comprehensive final exam the examinee will give evidence of his literature studies, report on his research results, give information on his

research plan for the second part of his doctorate course and the timing of preparation of his thesis and timing of publishing the results.

- (6) Date and place of the doctoral comprehensive final exam shall be announced by the chairperson of the examination board following an agreement with the members of the board. The doctoral student will be informed about the date and place of the doctoral comprehensive final exam by the doctoral secretary at least fifteen days before the exam. In exceptional cases the doctoral comprehensive final exam may be held outside of the official rooms of Széchenyi István University.
- (7) The examination board will evaluate the theoretical exam and thesis separately. A literal assessment shall be recorded in writing. The minutes shall obligatorily include the followings
 - a) the name of the higher education establishment, its institutional ID number
 - b) the name of the doctoral candidate, the NEPTUN code of the doctoral student, lacking this the date and place of his/her birth and his/her mother's maiden name.
 - c) name of the doctoral advisor, and his/her place of work or organisational unit (faculty-department)
 - d) the discipline and branch of science of the be-obtained degree
 - e) questions at the comprehensive final exam and evaluation of the answers
 - f) evaluation of the comprehensive final exam
 - g) names work places or organisational units (faculty-department) and signatures, of the members and the chairperson of the comprehensive final exam board.
- (8) Evaluation of the comprehensive final exam is based on two stages, either satisfactory or fail.
- (9) The comprehensive final exam will be considered to be successful, if the majority of the board members evaluates both parts of the exam successful. In case of failure in the theoretical part, the examinee will have the right to retake an unsuccessful exam of a subject during the given examination period only on one occasion. The thesis part of the exam shall not be retaken if it was unsuccessful.
- (10) The result of the exam shall be announced on the day of the oral exam.

Research and thesis period

§ 44.

- (1) The second two years of the course (Research and thesis period) are about further research and preparation of the doctoral thesis, which will be submitted in the following year. This deadline specially should be respected, and may be lengthened by one year in accordance with paragraph (2) section 45 of Nftv. (Act on Higher Education)
- (2) There can only be maximum 4 active semesters in the research and thesis period and can only be intermitted by maximum 2 passive semesters.

Absolutorium

§ 45.

- (1) The doctorate, who obtained the credit points required by the doctoral course and who completed all the study requirements, is provided a course record (hereinafter absolutorium). Conditions of obtaining an absolutorium are recorded in the training plans of the present regulations of the Doctoral School.
- (2) The Absolutorium is recorded in SIS by the secretary of the Doctoral School.
- (3) A certificate of course record is issued by the DI administrator on request of the doctoral student from SIS.
- (4) Doctoral students taking part in individual curriculum have to obtain credits required for the absolutorium during the research and thesis period in accordance with the individual curricula.

PhD degree process

§ 46.

- (1) Conditions of obtaining PhD degree:
 - a) Completing requirements defined in the institutional regulations of doctoral training
 - b) State-certified language exams of two languages in compliance with the current Doctoral EER doctoral regulations, and which are necessary for the discipline of science and in case of deaf students, state-certified, and not Hungarian sign language.
 - c) Introducing self-reliant, independent scientific researches through articles, essays or in other ways
 - d) Self-reliant solutions of scientific and artistic problems at the appropriate level of the degree, essays, introducing a work of art, defending the results in a public debate.
- (2) The awarded doctoral degrees shall be recorded in the central registration that can be seen by anybody. Internet accessibility shall be provided for the register.
- (3) People with PhD degree are entitled to use the abbreviation 'PhD' or 'Dr.' together with their names, the ones with DLA degree the abbreviation of 'DLA'.

Procedure of the PhD degree process

§47.

- (1) Chronological order of the procedure of PhD degree process:
 - a) Initiation of the research and thesis process
 - b) Starting of PhD degree process, which automatically starts by entering into the second period. The DDC is obliged to inform the doctoral student about this fact in writing.
 - c) Submission of the thesis for workshop debate.
 - d) Preliminary specialist debate, workshops
 - e) Submission of thesis
 - f) Assessment, evaluation of thesis
 - g) Public defending of the thesis

h) Award of the doctoral degree

(2) Deadlines regarding the different elements of PhD decree process

a) The doctorate will submit the plan of the thesis within 24 (twenty-four) months following the last day of the comprehensive final exam.

b) The doctorate will submit the doctoral thesis within three (3) academic years following the last day of the comprehensive final exam according to the Doctoral Study and Examination Regulations. This deadline can be extended by maximum one academic year in special cases of academic leniency, according to the Doctoral Study and Examination Regulations.

(3) In case of PhD decree process in a foreign language, all the concerning administrative documentation shall be prepared both in Hungarian and English languages.

(4) In case of an unsuccessful PhD degree process, it is only possible to initiate a new process in the same discipline after two years.

Initiation of PhD decree process

48. §

(1) During the doctoral training, following the comprehensive final exam, the student will take part in the PhD decree process with completing the research and thesis period, the aim of which is to obtain a PhD degree.

(2) The condition of initiating a PhD decree process is a successful comprehensive final exam.

(3) The process of obtaining a PhD degree is free for all full-time state-scholarship doctoral students who participate in the process during their training and will submit the doctoral thesis within three academic years following the last day of the comprehensive final exam according to the Doctoral Study and Exam Regulations. The doctorate who passed the comprehensive final exam between 1st February 2018 and 10th May 2021, according to 58§ will submit the doctoral thesis within four academic years following the last day of the comprehensive final exam according to the Doctoral Study and Exam Regulations.

Submission of the thesis plan and preliminary professional debate, workshops

49. §

(1) Previously the submission of the doctoral thesis, the draft of it has to be submitted and a professional debate has to be organized.

(2) The formal requirements of the draft are the same as that of the final version, just the quality of the execution is less durable. (e.g. paper-back copy) The draft of the thesis in two printed copies, the draft of the thesis in 10 copies printed and also electronically shall be submitted to the Doctoral School secretariat. The formal requirements of the thesis draft, the final version and the formal requirements of the thesis are available on Doctoral School's webpage.

(3) The chairperson of the preliminary professional debate and its fore-evaluators are appointed by DDC (Disciplinary Doctoral Council) based on recommendation of the thesis advisor, and are invited by the Head of the DDC. Its date and place is organised by the candidate/thesis advisor's department following an agreement with the Doctoral

School secretariat. At least one of the fore-evaluators are not be employed by Széchenyi István University, he/she has to be an outside contractor. The person, who is dependent at workplace or a relative of the candidate may not be a fore-evaluator.

- (4) Guidance or regulations for preparing the fore-opponent evaluation is provided for the evaluators by DS.
- (5) The preliminary professional debate is held in public. The organizing department and the chairperson are obliged to provide a broad scientific community of the discipline of science and to provide the draft of the thesis for two fore-evaluators, and to make it possible for them that their assessment can be heard at the preliminary professional debate.
- (6) Experts with PhD degree in the given branch of science at present are allowed to deliver their opinions in the following questions. In case the opinions are very different, the chairperson of the debate can ask for votes in any questions from experts having degree in the same field and who are present. The result of the voting has to be recorded in the minutes. (Acceptance, refusal and abstention) The minutes, the sample of which can be found on the competent Doctoral School (DS) webpage, include the followings.
 - a) Opinion about that the draft may be submitted unchanged for defending or with changes
 - b) What changes are suggested until submitting the final thesis.
 - c) Which can be considered as the candidate's own work. In case of introducing results achieved together with co-authors, the candidate shall have to request for a statement from the co-authors and the statement shall have to be submitted as a part of the evaluation process. It is only possible to submit a co-authored thesis with the prior approval of the DDC and the co-authors must give a written statement about their rate of contribution and the fact that they have not used and will not use the scientific results in other doctoral procedures.
 - d) Which principles may be regarded as new scientific achievements
- (7) The secretary appointed by the organizing department will prepare minutes on the professional debate that include the names of those being present, speeches about the above mentioned problems and the result of the possible voting. The minutes shall be submitted for the competent Doctoral School (DS) secretariat. The minutes shall be forwarded to the final evaluators of the thesis as well, which will be carried out by the competent DS secretariat.

Submission of the thesis

§ 50.

- (1) The completion of the absolutorium is the precondition of submitting a thesis.
- (2) Thesis shall be submitted in Hungarian, English or German language.
- (3) At submission the candidate is obliged to pay a doctoral evaluation fee under Compensation and Allowance Regulation (CAR) Appendix 11.
- (4) At submission, filling in the 'Application for public debate' request form, the candidate initiates the evaluation of his thesis. The University closes the doctoral procedure within a year after receiving the request form. The form is available at DS webpage. and the application includes the following appendixes.

- a) thesis in the form and number required in the formal requirements
 - b) thesis shall be in the form and number required in the formal requirements,
 - c) proof of paying in the fee of thesis defending,
 - d) publication list printed from MTMT (Hungarian Scientific Bibliography) database,
 - e) two pages long evaluation by the thesis advisor
- (5) The doctoral thesis is open to everybody. Publishing and registering the doctoral thesis and principles in fully electronically and printed are provided by the secretary of the Doctoral School.
- (6) Record of the doctoral thesis and principles in both electronic and written forms on the Doctoral School webpage, in a separate database, will be available for everybody in Hungarian and, or in English language. A printed copy of the doctoral thesis will be provided for the Library of Széchenyi István University for being catalogued and uploaded on doktori.hu

Evaluation of the thesis

51.§

- (1) The evaluators of the submitted final thesis shall be invited by TDT (Disciplinary Doctoral Council). The number of the evaluators is at least two.
- (2) Rules regarding the evaluators
- a) They shall have doctorate
 - b) At least one of them is not employed by Széchenyi István University.
 - c) Not Hungarian speaking evaluator may be invited if the thesis and its principles are available in English language.
 - d) It shall be ensured that the evaluators can participate actively at the oral exam as well. Therefore, in case there is an evaluator present, who cannot speak Hungarian, defending is held in English, provided the thesis is submitted in English language as well.
 - e) At least one of the evaluators has to be personally present at the public debate. In case of a refusal opinion, public debate can be started solely in the presence of the refusing expert
- (3) The professor, researcher, instructor, with whom the candidate is in dependent or in family or in occupational relationship, shall not be evaluator.
- (4) The minutes prepared at labour dispute shall be provided for the evaluators.
- (5) The regulation on evaluation system is provided for the evaluators by DS.
- (6) In accordance with paragraph (2) section 15 of the Government Decree 387/2012 (XII.19), the evaluators are provided two months within term-time to prepare their opponent assessment. The Doctoral School provides information on evaluation criteria. In case the invited evaluator does not prepare assessment by the given deadline, even after being called for it, TDT (Disciplinary Doctoral Council) appoints another official evaluator.

- (7) After the arrival of two supporting evaluations, based on the written request of the candidate, the thesis should be released for debate within two months falling into term time.

Conditions for granting permission for the defence

§52.

- (1) The thesis shall be let for public defending in case of having two supporting opponent assessments. In case of one supporting and one refusal assessment, a third opponent shall be invited. If two assessments out of the three opponent assessments are not supporting, the thesis is not appropriate for defence.
- (2) The candidate receives the evaluation in advance. Another condition is that the candidate submits his responds in writing to the written questions of the opponents at the Doctoral School secretariat.
- (3) In case of a refused thesis, a new thesis may be submitted after two years at the earliest.

Public defending of the thesis (doctoral dissertation)

§53.

- (1) Formerly to the defending of the thesis, the committee observes completing all the conditions of defending and registers its decision in the record.
- (2) Thesis defence in front of an examination board is held in the form of a public debate. Date and place of the defending and the members of the evaluation committee are appointed by TDT and are invited by the leader of the Doctoral School.
- (3) The DDC appoints an evaluation committee to carry out the doctoral procedure and prepare the decision of the University Doctoral Council (UDC) to which the following conditions apply:
 - a) Members of the evaluation committee are the chairperson, secretary, evaluators and two or three more members, all together six or seven of them. The committee consists of at least 3 members in addition to the official evaluators.
 - b) At least one third of the evaluation committee is not in any way in employment with the University operating the Doctoral School (outside members)
 - c) The chairperson of the evaluation committee can be an instructor of the University, an associate professor with habilitation, a college professor with habilitation, a professor emeritus or an instructor, researcher with a Doctoral Degree from the Hungarian Academy of Sciences.

- d) All the members of the committee must have an academic degree
 - e) The evaluating members in writing are also members of the evaluation committee.
 - f) Members of the DDC can also be asked to participate in the evaluation committee.
 - g) The thesis evaluator in writing, the doctoral student's advisor, a close relative of the candidate or a person from whom objectivity cannot be expected may not be a member of the evaluation committee in accordance with section 1 of Ptk.8:1, and §17 of Government Decree no: 387/2012 (XII. 19)
- (4) Enclosing a brief review, it is recommended to invite instructors of the Doctoral School and the University as well as members of doctoral schools belonging to other higher education institutions and other distinguished theoretical experts and experts in practice working in the professional field similar to that of the debate.
- (5) The doctoral administrator at least one month before the public debate publishes electronically the principles of the doctoral thesis on the webpage of the Doctoral School and on the doktori.hu. The doctoral administrator also provides information in the invitation about the date and place of the debate which will also be published on the webpage of the Doctoral School and on the doktori.hu.
- (6) Regulations on arranging public defending
- a) The doctoral student shall declare that the thesis is his own work. In case plagiarism is suspected and proven, the event shall be stopped and the doctoral school has the right to exclude the candidate permanently.
 - b) The debate is led by the chairperson. During the procedure at least one evaluator has to be present. Without the presence of a refusal opponent, the debate shall not be completed. During the debate the evaluators give their detailed opinions.
 - c) During the public debate the candidate gives information on the principles of his thesis, afterwards responds to the reflections and questions of the official evaluators, members of the evaluation committee and to those at present.
 - d) New results of the doctoral thesis must be proven according to professional regulations and during the defence it must be proven with certainty that the results of the thesis are credible and have been achieved by the candidate him/herself.
 - e) Closing the debate, the committee participates in a closed session and votes shall be conducted by secret (with 1, 2, 3, 4, 5 points value) on accepting the thesis. The evaluators being present take part in the closed session. The thesis shall be recommended for acceptance of the Doctoral Council of the University if the members of the evaluation committee (chairperson, secretary, members) support the candidate with at least 66.6% of the available points and the thesis does not have any one point vote. After the voting the chairman publicly announces and justifies the results.

The assessment of the defence must be made in the ration of the received points and the possible achievable points.

- 90.00 – 100 % - 'summa cum laude'
- 80.00 – 89.99 % 'cum laude'
- 66.66 – 79.99% 'rite'

- (7) Minutes shall be made on the defending. The followings shall be included

- a) name of the university, institution ID number
 - b) the doctoral student's name and NEPTUN code
 - c) the discipline and branch of science of the be-obtained degree
 - d) title of the thesis, work
 - e) doctoral advisor's name, place of work or organisational unit (faculty-department)
 - f) date, place and language of the public debate
 - g) name of the chairperson and members of the evaluation committee, their place of work and organisational unit (faculty-department) and their signatures
 - h) opinion of the official evaluators
 - i) the essence of the questions and speeches during the public debate
 - j) the candidate's responds to the questions and if the questioners accepted the answers or not
 - k) names of the participants at the debate
 - l) opinion and evaluation of the evaluation committee and which of the candidate's principles are accepted by the committee as the candidate's own and new scientific achievements.
- (8) The minutes are open to everybody after the closing of the procedure, it can viewed at the secretariat of DS and one copy is given to the candidate following the defence. Minutes of the comprehensive final examination and that of the doctoral defence are appendixes of the registry sheet. The University on the request of the PhD candidate issues a certificate about the defence of the thesis and its evaluation.
- (9) In case of two refusal evaluations or an unsuccessful defence, a new procedure in the same discipline can only be initiated earliest after two years from the announcement of the closing declaration and in only one occasion.

Awarding the doctoral degree

§54.

- (1) EDT (University Doctoral Council) decides on awarding the doctoral degree based on the recommendation of DDC (Disciplinary Doctoral Council) and the result of the complex examination, the report of the evaluation committee and the points received. Decision shall be made upon completing the regulations of the PhD degree process.
- (2) The PhD candidate or the doctoral advisor has the right to appeal against the decision of the EDT (University Doctoral Council) just in case of infringing the legal provisions or regulations in force. The objection may be submitted to the chairperson of EDT (University Doctoral Council). The final decision shall be made on the legal remedy by the Rector of the University.

Doctoral degree

§55.

- (1) The followings are indicated on the doctoral degree. Name of the discipline in which the PhD candidate has won his/her degree in, degree, name of the university and its seal; name of the degree owner, appropriate for identifying the person, place and date of birth, evaluation of the doctoral degree, place, day, month and year of issue. Names of the

branches of science shall be noted in accordance with the classification of MAB (Hungarian Accreditation Committee) that is in accordance with the present system.

- Doctoral School of Law
 - Law and political science
- Multidisciplinary Engineering Doctoral School
 - Civil engineering
 - Information science
 - Road and vehicle engineering
- Doctoral School of Regional Sciences and Economics
 - Business and Management
 - Regional Sciences
- Wittmann Antal plant-, animal- and food sciences multidisciplinary doctoral school
 - animal sciences, livestock farming
 - food sciences
 - plant production and horticulture

(2) Evaluation of the doctoral degree is given by the average of points acquired at the public defence (debate) The average score of the defence shall be stated taking the ration of achieved and the achievable points.

- 90.00 – 100 % - 'summa cum laude'
- 80.00 – 89.99 % 'cum laude'
- 66.66 – 79.99% 'rite'

(3) The doctoral degree is issued in Hungarian and English languages. It is certified by the signatures of the university rector and chairperson of EDT (University Doctoral Council). In case of the incapacitation of the Rector, the Vice Rector and in case of the incapacitation of the UDC' chairperson the Head of the competent Doctoral School.

The closure of the procedure §56.

(1) After completion of the procedure the head of the doctoral school ensures the preservation of the written proceedings. The out-of-print documents of the procedure cannot be discarded. The secretariat of doctoral schools returns the printed material of the procedure to the applicant.

VI. Addendum and regulations

Regulations on foreign language proficiency

57.§

- (1) Candidates who possess at least one state-recognised “level B2” complex language certificate (formerly: intermediate type C) or an equivalent certificate may apply for the doctoral training.
- (2) The prerequisite for applying for a complex exam is the knowledge of an additional foreign language exam the level of which is at least B1 complex (formerly basic level type C) or an equivalent certificate required to develop the doctoral student’s discipline. The Head of the Doctoral School is to decide whether the candidate’ language level is adequate or not.
- (3) Of the above mentioned B2 and B1 complex language certificates (from two different languages) must be obtained from one of the following languages: English, German, French, Italian, Russian, or Spanish. The Head of the Doctoral School can define the compulsory language of the Doctoral School. The acceptance of language certificates or equivalent certificates from any languages not listed above, must be requested from the Head of the Doctoral School, with reference to the fact that the language in question is in connection to research topic of the candidate’s thesis. With regard to the non-native Hungarian doctoral student’s Hungarian language knowledge may be accepted by the Head of the Doctoral School, as a second language.
- (4) Non-Hungarian speaking doctoral students can request the acceptance of their language competence in two foreign languages based on §14 of the 137/2008. (V. 16.) Government Decree on state accredited language examination attesting foreign language competency and the naturalisation of certificates in Hungary issued abroad. Exemption from the language examination or a part or a level of the language examination in respect of the doctoral training is not the due of students applying for doctoral studies, doctoral students or doctoral candidates.

Specific provisions for the training of students with special needs

§ 58.

- (1) Doctoral students with special needs may fulfill the study requirements in a preferential manner during their studies in accordance with § 62 of the 87/2015 (IV.9) Government Decree.
- (2) Doctoral students with special needs should be provided with the means to pass the exam that allow them to prove their knowledge to the maximum.
- (3) The benefits described in this paragraph may only be employed by doctoral students who are entitled to the disability allowance on the basis of the classification and re-examination of the severe disability as well as the No.141/2000. (VIII.9) Government Decree on disability allowance and are duly justified during their studies.
- (4) To apply for the above benefits, the SIHEB application must be used which is available in the SIS.

Extending the deadline for submitting the doctoral thesis during state of emergency

58.§

(1) As an amendment to 46§ (2) b) of the Doctoral EER, according to the Government Decree 217/2021 (IV. 30.), as opposed to 53. § (4) of the Act CCIV of 2011 on National Higher Education, The doctorate who passed the comprehensive final exam between 1st February 2018 and 10th May 2021 will submit the doctoral thesis within four academic years following the last day of the comprehensive final exam according to the Doctoral Study and Exam Regulations. This deadline can be extended by maximum one academic year in special cases of academic leniency, according to the Doctoral Study and Examination Regulations.

(2) As an amendment to 9§ (3) of the Doctoral EER, during the PhD degree process according to 58§ (1) the number of semesters when the studies are suspended can be maximum four.

VII. Final Provision

§ 59.

- (1) One of the specimens in Annex II shall be understood under medical certification in the course of the enforcement of the present TVSZ (Education and Exam Regulations). The certificate may not contain the diagnosis and the ICD code of the disorder or any other data subject to privacy protection.
- (2) Records of all data of the damaged serial numbered forms must be kept. Damaged forms must be destroyed every six months and the records of the destroyed forms certified by the head of the Doctoral School must be kept in the records of the Doctoral School.
- (3) Doctoral students may request a copy of the lost or destroyed registration book or certificate. The copy is certified by the Rector and the chairman of the University Doctoral Council. Charges specified in Annex No.13 and the statutory fee in the case in question must be paid for the issue of the copy.

§ 60.

- (1) The University keeps on record and manages the personal data of the doctoral student in the SIS (Student Information System) in respect of the authorization and certain data contained in the Act on the basis of the written consent given by the doctoral student.
- (2) Data management in the SIS (Student Information System) fulfills the regulations of Act CXII of 2011 on informational self-determination and the freedom of information.
- (3) The doctoral student regularly reviews data recorded in the related SIS (Student Information System) to his/her identity and studies and in case of any incorrect data he/she informs the Doctoral School or if necessary the university teacher responsible and requests for rectification.

- (4) If the Doctoral School administrator discovers that the data of the doctoral student do not correspond to the facts or they are incomplete (e.g.: the allocation of the awarded grant is undone) he/ she must inform the doctoral student through SIS (Student Information System).
- (5) SIS is the official means for the University to communicate with the doctoral student and it is the means for the doctoral student to manage the matters related to his/ her student status (finances).
- (6) It is the obligation of the doctoral student
 - a. to notify the Doctoral School of any changes in his/her personal data within 15 days, in addition
 - b. to follow with attention messages, reminders and official warnings etc. sent by the University through SIS (Student Information System) during the term of his/her doctoral student status (both in the active and passive semesters)
- (7) The University refuses to accept responsibility for any inconveniences resulting from neglecting duties described in paragraph (6).

§ 61.

- (1) The Rector is entitled to take action in the case of vis major (including occasions referred to in Section 45(2) of the Act) in relation with the application of the rulings of the present Doctoral School TVSZ (Education and Exam Regulations)
- (2) In respect of the application of the rulings of the present Doctoral EER (Education and Exam Regulations), university teachers, persons employed in the sphere of teaching activity and researchers are regarded persons holding public office in connection with their activities related to the doctoral students and in this capacity they shall be subject to protection arrangements under national law. (Section 35.(3) of the Act)

§62.

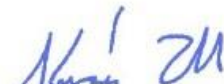
- (1) The Head of the Doctoral School is entitled to issue a resolution on the interpretation of the present regulations with the consent of the doctoral student representation.
- (2) The present Doctoral EER regulations shall enter into force on July 1, 2021. the day of its adoption.
- (3) Simultaneously of the present Doctoral EER entering into effect, the Doctoral EER accepted by the Senate on March 29, 2021 will no longer be valid.

Győr, June 28, 2021




Dr. Földesi Péter
rektor


Dr. Filep Bálint
elnök


Dr. Kovács Zsolt
kancellár

VIII. Appendices

Appendix 1. : The rules of credit transfer are defined in Appendix 1 of the EER in effect.

Appendix 2.: A sample of medical certificates

SAMPLE DOCUMENTS OF ACCEPTABLE MEDICAL CERTIFICATES

The sample of a medical certificate issued at a GP's/doctor's surgery

.....GP's surgery /doctor's surgery

address:

code:

PSZ:

Patient's name:

TAJ (Social security) number:

Address:

Date of birth:

CERTIFICATE

The duration of the illness, the date and justification of appearance at the surgery, the justification of bed-rest etc.

Diary number:

date:

stamp (not black):

signature:

Sample of the certificate after hospital treatment

CERTIFICATE

regarding treatment in order to determine the illness in a hospital (clinic) in-patient health institution, or in order to provide medical treatment or for childbirth

Name of the Hospital:

Name of the Hospital Department:

Address:

Code:

Patient's name:

TAJ (health insurance) number:

Address:

Date of birth:

Period of hospital care in our department: from..... until.....

Diary number:

Date:

Stamp (not black):

Signature:

Appendix 3.:

The curricula of Doctoral Schools are annexed to the regulations.

The current curricula are available on the webpages of the Doctoral Schools and the Doctoral Schools are responsible for updating it.

- Doctoral School of Law and Political Sciences (dokteriskjog.sze.hu)
- Multidisciplinary Doctoral School of Engineering Sciences (mmtdi.sze.hu)
- Doctoral School of Regional Sciences and Business Administration & Management Sciences (rgdi.sze.hu)
- Wittmann Antal Multidisciplinary Doctoral School of Plant, Animal and Food Sciences (wamdi.sze.hu)

Appendix 4

Education and Examination Regulations of the Doctoral School of Law and Political Sciences

Introduction

The basic regulations referring to educational and exam matters of the Doctoral School of Law and Political Sciences (hereinafter: Doctoral School/DS) are included in the University Doctoral Educational and Examination Regulations and the University Doctoral Regulations. This current educational and exam regulations of the Doctoral School only includes the special rules and the regulations different from the general regulations.

Regulations in connection to the termination of student status

1. §

(1) Based on the authorisation given by 19. § (3) of the University Doctoral Educational and Exam Regulations the Disciplinary Doctoral Council (DDC) can terminate the doctoral student status if the doctoral student:

- a) obtains less than 20 credit points after the two active semesters of the training and research period
- b) has less than 3 academic publications after the first two semesters of the research and thesis period.

(2) The implementation of the requirements included in point (1) is supervised by the secretary of the Doctoral School and will report on them to the Disciplinary Doctoral Council via the Head of the Doctoral School

Special provisions concerning exam requirements

2.§

(1) An element of the theoretical part of the complex examination is a report on science and epistemology and research methodology. The second element is the completion of the theoretical part related to the disciplinary subjects of the doctoral student.

(2) The first element of the thesis part of the complex exam is the written thesis of the doctoral student, which related to his/her main topic of research or is a separately assessable part of the thesis. This part must be at least 2 or at most 3 pages (80 000, or 120 000 characters). The fourth element of the thesis part is to present the full plan, the main standpoints and the methodology of the doctoral student's research topic. In whole, the doctoral complex exam must show the research competence of the doctoral student and his/her achieved results.

Special thesis related provisions

3. §

(1) The doctoral thesis is a conclusive work written in Hungarian or in the language permitted by the DDC, presenting the aims of research and the new scientific results (description of scientific work, knowledge of literature, research and applied methodology). The doctoral thesis shows that its author is capable of solving scientific tasks related to the requirements of a doctoral degree. The author must state that the thesis is his/her own work.

(2) On the front page of the thesis the name of the author, the title of the thesis, the name of the Doctoral School, the name of the doctoral advisor and the date and place must be indicated. The maximum three-page long recommendation of the doctoral advisor, the content page, the

maximum 2-2 page long summary in Hungarian and English and the bibliography are all parts of the thesis. The thesis may have attachments and appendices.

(3) The length of the thesis is minimum 12, maximum 20 pages (480 000-600 000 n). In justified cases it is possible to deviate from the maximum number of characters but only with the permission of the DDC.

(4) Upon the submission of the thesis the doctoral student must declare in writing that the thesis has not been handed in earlier in any other institution and it has not been rejected earlier.

(5) The thesis must be submitted to the secretary of the DS for public debate in three bounded copies. In addition, copies must be provided for the library for publication and to each member of the evaluation committee. It is not necessary to bind these extra copies.

(6) Thirty copies of statements in Hungarian and 10 copies in English must be attached to the doctoral thesis. Statements are prepared in A5 format bound into booklets. The booklets must be submitted to the doctoral school for workshop debate in three copies and must be given to the department for all the invited people. Statements of the thesis contain:

a) In the first part a short summary of the research aims,

b) In the second part the methods of data collection and the disclosure and usage of resources.

c) In part three a short summary of the scientific results, their application and the possibilities of application. By application we can mean direct or indirect practical usage, the internal enhancement of the discipline or development of the discipline with new results.

d) in the fourth part, the list of publications

(7) The full version of the Doctoral thesis and its Hungarian and English statements must be submitted electronically as well.

Special provisions for the workshop debate

4. §

(1) The thesis plan (the thesis for the workshop debate) and the relating doctoral statement must be submitted to the secretary of the DS 40 days before the date of the debate in the format defined in Doctoral EER

(2) Members of the Doctoral School Council, instructors and advisors of the Faculty and the Doctoral School, the doctoral students of the DS and the participants of the disciplinary field and partner educational units in professional contact must be invited to the workshop debate. The workshop debate must be organised with the participation of the chairman of the debate, the doctoral advisor, the fore-evaluators and at least four instructors, researchers with a PhD degree.

(3) Invitations to the workshop debate must be sent out by the head of the organisational unit (Faculty or research unit in co-operation with the Doctoral School) in charge. The secretary of the DS must be informed about the sending of the invitations, who then publishes the invitation and the plan of the thesis and the doctoral statement on their website.

(5) During the workshop debate it must be made sure that the thesis meets the formal requirements, contains credible data and is the own professional work of the author. The Chair of the workshop debate may not be the doctoral advisor of the doctoral student. During the workshop debate the opinion of at least two fore-opponents must be introduced. Only one fore-opponent may be the same as the official evaluator

(6) The permission of the Disciplinary Doctoral Council is required if the workshop debate is to be held outside the Széchenyi István University. The request for this must be submitted together with the permission to appointment the organisational unit in charge.

Special provisions for the public debate

5. §

(1) The Chair of the Evaluation Committee is a researcher with DSc degree and instructor of the Faculty of Law and Political Sciences. Neither of the two official evaluators are public servants of the Széchenyi István University.

(2) For all positions of the Evaluation Committee (Chair, evaluator, secretary, member) a substitute member can be appointed.

(3) If the appointed evaluator does not prepare his/her opinion and evaluation in time and does not do so after further notice either, if there is no substitute member, a new evaluator can be appointed to substitute.