



## **Doctoral Study and Examination Regulations**

Győr

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I.	Introduction.....	4
	The Scope of the Regulation.....	4
	Special Equity Request .....	4
	Legal Recourse .....	5
	Information on State-Funded and Fee-Paying Training .....	6
II.	Programme Framework.....	6
	The Curriculum.....	6
	Course Description .....	7
	Subject and Course Announcement.....	8
	Registration for a subject/course and individual curriculum.....	8
	Course-related Rules.....	10
III.	The doctoral student’s legal status .....	11
	Establishing a legal status.....	11
	Admission.....	12
	Transfer.....	12
	Termination of the doctoral student’s legal status.....	13
	Registry sheet extract.....	15
	Cross-faculty studies at the University .....	15
	Guest doctoral student status .....	16
	Guest doctoral student status of the University’s Doctoral Student .....	16
	Guest doctoral student status of a student of another higher education institution .....	18
	Additional (parallel) student status .....	19
IV.	Completion of the educational requirements, evaluation.....	20
	Recognition and admission of studies announced or completed at another institution, faculty or degree course.....	20
	Evaluation system.....	20
	End-of-term signature .....	21
	Awarding, improvement and documentation of mid-term grades.....	21
	Announcement of the examinations .....	22
	Offered examination grades, failed examination, absence from the examination.....	22
	Examination procedures .....	23
	Announcement of the exam grades and documentation of the exams.....	24
V.	Process of acquiring a doctoral degree .....	25
	The comprehensive doctoral final exam.....	26

Research and thesis period.....	27
Pre-degree certificate .....	27
PhD degree process.....	27
Procedure of the PhD degree process .....	28
Initiation of the PhD degree procedure.....	29
Submission of the thesis draft, preliminary professional discussion, workshop debate.....	29
Submission of the thesis .....	30
Evaluation of the thesis.....	31
Conditions for granting permission for defence .....	31
Public defence of the thesis/doctoral dissertation.....	31
Awarding the doctoral degree.....	34
Doctoral degree certificate.....	34
The closure of the procedure .....	35
VI. Addendum and regulations .....	35
Regulations on foreign language proficiency.....	35
VII. Final Provisions.....	36
VIII. Appendices .....	39

**List of abbreviations:**

<b>DS</b>	<b>Doctoral School</b>
<b>DSC</b>	<b>Doctoral School Council</b>
<b>DSER</b>	<b>Doctoral Study and Examination Regulations</b>
<b>DSG</b>	<b>Doctoral Student Government</b>
<b>UDR</b>	<b>University Doctoral Regulations</b>
<b>UDC</b>	<b>University Doctoral Council</b>
<b>University</b>	<b>Széchenyi István University</b>
<b>GB</b>	<b>Governing Board</b>
<b>HAC</b>	<b>Hungarian Accreditation Committee</b>
<b>MSc</b>	<b>Master of Sciences</b>
<b>HAS</b>	<b>Hungarian Academy of Sciences</b>
<b>Act on NHE</b>	<b>Act CCIV of 2011 on National Higher Education</b>
<b>PhD</b>	<b>Doctor of Philosophy</b>
<b>Senate</b>	<b>Senate of Széchenyi István University</b>
<b>CAR</b>	<b>Compensation and Allowance Regulations</b>
<b>Government Decree</b>	<b>Government Decree 387/2012 (19<sup>th</sup> December) on Doctoral Schools, Doctoral Procedure, and Habilitation</b>

## **I. Introduction**

### **The Scope of the Regulation**

#### **1. Section**

- (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 – unless otherwise provided by law or international treaty – doctoral students of foreign nationals (hereinafter: doctoral students) having a legal student status with the Doctoral Schools of Széchenyi István University - Doctoral School of Law and Political Sciences, Doctoral School of Multidisciplinary Engineering Sciences, Doctoral School of Regional and Business Administration Sciences and Wittman Antal Multidisciplinary Doctoral School of Plant, Animal and Food Sciences (hereinafter: Doctoral School) and those employed in the implementation of the training tasks.
- (2) The present DSER was compiled pursuant to
  - Act CCIV of 2011 on National Higher Education (hereinafter: Act on NHE),
  - Government Decree 387/2012 (19<sup>th</sup> April) on Doctoral Schools, Doctoral Procedure, and Habilitation (hereinafter: Government Decree),
  - Government Decree 87/2015 (9<sup>th</sup> April) on the implementation of certain provisions of the Act CCIV of 2011 on National Higher Education (hereinafter: Implementing Regulation)
  - University Doctoral Regulations (hereinafter: UDR)
- (3) The scope of the Regulations shall extend to doctoral students who are guest students at any of the Doctoral Schools of Széchenyi István University and have a legal student status at other universities' doctoral programme.
- (4) In addition to the provisions of the present DSER, doctoral students shall be subject to the Organisational and Operational Regulations, the Educational and Examination Regulations including the Academic Regulations for Students, Compensation and Allowance Regulations (hereinafter: CAR) and the UDR formulated in Section 1 (1) in the DSER.
- (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.

### **Special Equity Request**

#### **Section 2**

- (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 request,

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 number of credits acquired by a deadline specified 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 at the University with a 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 request can be handed in via the Student Information System (hereinafter: SIS). Decision shall be taken by the Rector.
- (4) The special equity request must contain the data of the doctoral student (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.
- (5) In the case of the Rector's absence or obstruction, the Vice-President for General Affairs and Education is entitled to issue decisions.

## **Legal recourse**

### **Section 3**

- (1) A written appeal may be submitted against the decision by the Doctoral School Council (hereinafter DSC) or the head of the Doctoral School in the first instance within 15 days of the notification of the decision.
- (2) There is no right of appeal against a decision on the assessment of studies.
- (3) Legal recourse can be initiated against a decision on the assessment of studies if the decision is not based on the requirements laid down in the curriculum or if the decision was taken in violation of the rules laid down in the present DSER.
- (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 forwards the attached documents to the Rector within three working days.
- (6) The Rector takes a decision of the second instance within 15 days of receiving the appeal. In the case of a hindrance (illness, extended absence, etc.) the Vice-President for General Affairs and Education shall have the power of decision .

- (7) The following decisions may be taken during the legal recourse:
- a) confirmation of the first instance decision, or
  - b) reversal of the decision of the first instance, or
  - c) annulment of the decision of first instance and imposition of a new procedure.
- (8) The applicant shall be notified of the resolution during the legal recourse in a decision with detailed reasons. The decision shall be sent to the applicant by registered post with acknowledgement of receipt.
- (9) In the decision it must be brought to the applicant's attention that no further appeal against the decision may be made within 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 may be handed in against the Rector of Széchenyi István University, submitted to the Educational Management Directorate of the University, addressed to the Győr Court of Justice .

## **Information on State-Funded and Fee-paying Courses**

### **Section 4**

- (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 present DSER
- (2) State funding and the additional fee-paying rules are included in the Compensation and Allowance Regulations (hereinafter: CAR)

## **II. Programme Framework**

### **The Curriculum**

#### **Section 5**

- (1) The curricula of the Doctoral Schools (Annex 2) and their modifications shall be approved by the University Education Committee on the initiative of the DSC, on the proposal of the UDC, with the consent of the Doctoral Student Government (hereinafter: DSG).
- (2) In the institutionalised credit system, the form of the curriculum is the model curriculum.

The model curriculum contains the subjects as well as the research and teaching activities broken down by teaching period. 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 announced, the pre-study 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 pre-study requirements shall be met and the minimum credit stipulated for the semester or another period shall be obtained, moreover, the study requirements shall be completed within 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 announced in one semester, the doctoral student may request that if the subject is not announced during the semester, they may have the possibility to take only an exam without attending the lessons (within a CV course). The permission is given by the head of the Doctoral School based on the proposal of the teacher of the subject. Having the teacher's signature from the subject is an essential pre-requisite for the permission.
- (6) During the Doctoral Programme, the doctoral student shall gain at least 240 credits, the training takes 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 comprehensive 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 comprehensive examination are demonstrated in Section 42.
- (7) In the Doctoral Programme the autumn semester lasts from 1<sup>st</sup> September until 31<sup>st</sup> January, the spring semester lasts from 1<sup>st</sup> February until 31<sup>st</sup> August, so the academic year as a period of training consists of twelve months.

## **Course Description**

### **Section 6**

- (1) The course description includes all the information related to the educational activities of the subject during the relevant semester.
- (2) The information of the course description in the model curriculum (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.) may be checked in the SIS among the basic data on

the subject .

(3) The course description of the given subject shall include the following data:

a) General information created by the SIS

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

b) Aim of education

- The aim and role of education in implementing the training objectives,

c) Content of the subject

d) System of tests and evaluation:

- scheduling (with deadlines) 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,
  - signature requirement, if any,
  - the list of requirements completed unsuccessfully during the study period which can be re-sat in the exam period to improve the grade if it is fail (1) and
  - the rules regarding the improvement of the grade 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 the requirements thereof,
  - the method for determining the end-of-term grades, (scoring system, taking into account the student's performance in the study period etc.)

e) Compulsory Literature and/or Recommended Literature

- list and availability of compulsory and recommended course materials (course



books, notes, guides, collections of exercises, presentations etc.) in written or electronic form that can be used to acquire knowledge

- (4) Compiling the course description is the task of the responsible lecturer, and shall be in accordance with the accepted curriculum.
- (5) The head of the Doctoral School (DS) shall ensure that the course description valid in the upcoming semester shall be published in the SIS until the end of the study period at the latest.
- (6) Up to the beginning of the check-in period, the DSG - attaching an appropriate written statement of reasons - is entitled to
  - a) make suggestions towards the head of the Doctoral School regarding particular modifications in the scheduling of the completion of the course requirements and
  - b) make general observations with regard to the course description if they presume that it deviates from the requirements of the model curriculum.
- (7) On the first request it is the chairperson of the UDC who is entitled to decide on any dispute about the course description between the Doctoral Student Government and the DS. The decision shall be open to an appeal according to the rules (3.Section) of the present DSER.

## **Subject and course announcement**

### **Section 7**

- (1) The head of the DS shall ensure that the courses of the doctoral programme to be started in the current semester shall be published in the study period of the previous semester in the SIS up to the deadline specified by the head of the Education Management and announced by the Department of Education and Science Management (hereinafter DESM).
- (2) At the same time, the following details shall be provided in the SIS for all courses to be announced:
  - a) the name of the lecturer the subject is taught by,
  - b) the maximum number of students to start the course,
  - c) specifying doctoral student groups eligible for choosing the course (doctoral programme/ discipline),
  - d) if the course is only announced with an exam
  - e) and all other data requested by the DESM
- (3) The compulsory subjects of the model curriculum are to be published and commenced in the semester they are indicated in the model curriculum with respect to the number of students expected to register for the subject.

## **Registration for a subject/course and individual curriculum**

### **Section 8**

- (1) Doctoral students can participate in the lectures of any course/specialisation/subject specialisation in the institution up to the capacity of the classroom.
- (2) Doctoral students may participate in seminars, practical lessons other than those belonging to their own training, doctoral programme /discipline with the prior consent of the teacher holding the course. Permission can be requested 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 registered for the given subject in accordance with the rules of present DSER.

### **Section 9**

- (1) For the first semester of the doctoral student's studies, subjects according to the model curriculum are taken by the administrator of the Doctoral School.
- (2) From the second semester of the studies until the end of each semester's registration week, the doctoral student must register via the SIS indicating that in the following semester:
  - a) they would like to continue his/her studies (active semester or active student) or
  - b) they wish to suspend their student status (passive semester or passive student).
- (3) Registration for continuing studies can only be considered valid if, in addition to the requirements referred to in paragraph (2), the student:
  - a) prepares their individual curriculum for the given semester in the SIS by the end of the registration period and
  - b) has no overdue payment obligation towards the University.
- (4) If the doctoral student fails to register as referred to in paragraphs (2)-(3), they may make up for it by submitting an application in the SIS no later than the end of the first week of the academic term. Failure to meet the deadline shall be considered that the student wishes to suspend his/her student status in the given semester. The student can also modify his/her individual study plan by submitting an application to SIS until the end of the first week of the study period of the semester. In both cases, a late fee specified in the CAR must be paid.
- (5) Up to the 30<sup>th</sup> day of the study period, the doctoral student may re-passivate their already started active semester via a request submitted to the SIS. Failing this deadline, the student may re-passivate their semester submitting a request for academic leniency to the

Rector citing the reasons specified by law.

- (6) 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 may be maximum two.
- (7) The individual curriculum of the doctoral student includes the subjects/courses they intend to complete during the upcoming semester - based on own decision.
- (8) Subjects listed in the model curriculum with regard to the limitations defined may 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.
- (9) The doctoral student shall not register for a subject in their individual curriculum that has already been completed successfully, or a subject that the doctoral student has obtained a valid dispensation in another institution or has completed in another doctoral programme/discipline.

### **Section 10**

- (1) After the time set for the preparation of the curriculum has expired, courses may 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 modification to doctoral student's individual curriculum was not carried out by using the student's own identification and password. In this case the doctoral student can submit a written objection to the head of the Doctoral School within five days after the period set for compiling the curriculum. After the expiry of the deadline, the individual curriculum not having been opposed shall be regarded as accepted. The written decision made by the head of the Doctoral School shall be open to an appeal according to the rules and regulations of the present 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 they may retake it (if it is a compulsory-optional or optional course).
- (4) If student takes the same subject for the third or any subsequent occasions, they are required to pay a fee determined in the CAR.
- (5) In a given semester, the doctoral student may obtain credits and grades only in those subjects which are included in the individual curriculum.

### **Course-related rules**

## **Section 11**

- (1) The course has to be held at the time and place determined in the timetable.
- (2) In exceptional cases, the head of the DS, or if he 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) The doctoral students concerned are to be informed of the modification detailed in paragraph (2) via the SIS at least 24 hours before to the scheduled time of the course, and the time and venue of the replacement are to be organised in a way that they should not clash with the other official courses of the majority of doctoral students.

## **Section 12**

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

### **Section 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 if 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 shall not attend classes under the influence of alcohol, drugs or any other mind-altering substances and they shall not disturb the calm atmosphere of the class or hinder other doctoral students in their study activities.
- (3) The teacher may refuse the participation of the doctoral student in the class who violates the rules listed in paragraph (2), especially if the teacher assumes that the doctoral student is under the influence of alcohol, drugs or any other mind-altering substances or the student's behaviour may present a safety risk to their own or their peers' physical integrity or to the safety of property. If the class is compulsory, the doctoral student excluded from the class shall be offered another class on one occasion for which the student shall pay a fee specified in the CAR and be 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), it shall be regarded as if they 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. The doctoral student's legal status**

#### **Establishing a doctoral student status**

#### **Section 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 (hereinafter: application) set out in the Higher Education Act in effect they are admitted to the university.
  - b) They have prepared for the PhD degree process individually, provided that they have fulfilled the admission requirements and the Doctoral Training. In this case, the doctoral student's legal status is established by completing the comprehensive examination successfully.
  - c) Based on their request, which states that the student has a valid legal status with another higher education institution, they may be successfully transferred to the university in accordance with 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 a Decision on 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 may be established if the doctoral student does not enrol.
- (4) At the enrolment, the University provides the doctoral student with a registration number for personal identification. The underlying rule for creating a registration number: <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**

### **Section 15**

- (1) The rules of admission are determined by the Act on NHE, the Implementing Regulation, and the UDR.
- (2) The conditions and requirements of admission are published by the University in the information guide issued by the Educational Authority and displayed on the webpage of the Doctoral School.
- (3) Students may be 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 their former doctoral student status and provides a reliable proof of it at the time of enrolment.

## **Transfer**

### **Section 16**

- (1) Doctoral students can ask for a transfer if they have a valid doctoral student status at any Hungarian or other higher education institution in the European Union and this status can be verified with a document issued by the given higher education institution.
- (2) Transfer may be requested for any full-time doctoral programme taught at the University.
- (3) Students may only be transferred to the same educational level.
- (4) If the DS cannot offer state-funded places, the student can only be transferred to a fee-paying training.

## **Section 17**

- (1) A request for transfer shall be submitted each year to the Secretariat of the DS, by a date and in a manner determined by the Education Management Office (EMO), addressed to the President of the DSC.
- (2) The attachments to the application for transfer shall be the same as those to be submitted in the general admission procedure and shall be accompanied by the following documents:
  - a) the copies of the studies completed until the time of request certified by the competent DS, where appropriate the credit certificates,
  - b) course descriptions verified by the competent DS to be able to decide whether the courses in the registration course book are acceptable,
  - c) copy/ies of the document(s) certifying language proficiency
- (3) The request received is forwarded by the Doctoral School for consideration to the secretary of the DSC.
- (4) In the case of an incomplete application for transfer, the DS shall return the application to the applicant and shall remind the applicant of the deadline specified in paragraph (1), and request them to submit a request for completion.

## **Section 18**

- (1) The DSC shall decide on the transfer no later than 15<sup>th</sup> July of the given year.
- (2) Following the acceptance decision, the UDC shall decide, in accordance with the rules on credit transfer (Annex 1 to the DSER ), which of the previously completed subjects may be accepted for the studies at the host University based on the documents submitted.
- (3) Sending a decision with the content detailed in paragraph (4), the DSC shall inform the applicant about the acceptance decision and the credit transfer. A copy of the decisions and the submitted application shall be kept at the secretariat of the Doctoral School.
- (4) The acceptance decision on the transfer shall include
  - a) the name of the course to be transferred, its model curriculum and the course type,
  - b) from the autumn semester of which academic year the transfer takes place,
  - c) whether the transfer is for a fee-paying or state-funded course ,
  - d) the time of enrolment (deadline, opening hours)
  - e) the venue of enrolment,
  - f) the enrolment is carried out in person or with the participation of an authorised representative presenting a written authorisation signed by two witnesses,
  - g) during the enrolment process all the original documents that were required to be attached to the application (language certificate, registration course book transcripts, identity card, previous student card, university diploma) must be

- presented,  
h) the name of courses and the number of credits accepted from previous studies.
- (5) A doctoral student status shall not be established on the basis of the acceptance decision if the applicant fails to enrol by the deadline specified in the decision, and fails to submit the “acceptance certificate” form provided by the administrator of the Doctoral School on enrolment to the administrator of the Doctoral School by the deadline specified.
- (6) A decision rejecting a transfer shall be fully justified and the applicant shall be reminded that they have the right to appeal against the decision pursuant to Section 3.

### **Termination of the doctoral student status**

#### **Section 19**

- (1) A doctoral student status in a doctoral programme is terminated without any prior written notice if on the last day of the active semester the doctoral student obtains a pre-degree certificate (absolutorium).
- (2) The doctoral student's legal status shall also be terminated if at least one of the following conditions is fulfilled in relation to the doctoral student:
- a) at the end of the eighth semester of the doctoral programme for which the doctoral student has registered if the doctoral student is participating in an organised programme,
  - b) at the end of the fourth semester of the doctoral programme for which the doctoral student has registered if the doctoral student participates in an individual training,
  - c) if the doctoral student fails to complete the comprehensive examination again, on the day of the failure or on the day of the failure to fulfil the obligation,
  - d) in the case of two consecutive passive semesters, if the doctoral student does not register for the continuation of studies (active semester) in the SIS according to the rules of the DSER of the DS by the last working day of the registration week of the next semester after being sent two notifications with a 15-day difference during the examination period of the second passive semester,
  - e) in the case of expulsion for non-payment of a debt owed to the University, if the doctoral student fails to settle their debt by the due date despite at least two reminders (the second reminder being sent by registered post with acknowledgement of receipt),
  - f) a decision to expel the student has been taken in disciplinary proceedings,
  - g) the student has been accepted to another higher education institution via transfer,
  - h) student is not allowed to continue their studies in a state-funded course and does not wish to continue their studies as a fee-paying doctoral student,



- i) the student requests it via the SIS,
  - j) the student deceases.
- (3) The doctoral student status is also terminated in the case of unsuccessful academic achievement. Academic achievement is assessed by the DSC after the first two active semesters of the training and research phase as well as after the first two active semesters of the research and dissertation phase. Failing to meet the achievement criteria defined by the DSC, on the decision of the DSC the doctoral status of the student can be terminated. During the doctoral studies, the DSC may, at the request of the doctoral student, waive the termination of the legal status on one occasion on the grounds of equity.
- (4) Based on paragraph 2 the day of terminating the doctoral student's legal status is
- a) the last day of the semester according to subsection a),
  - b) the last day of the semester according to subsection b),
  - c) the day of the failure of completing the obligation according to subsection c),
  - d) the day of entry into force of the decision declaring the termination of the doctoral student's legal status according to subsection d),
  - e) the day of entry into force of the decision declaring the termination of the doctoral student's legal status according to subsection e),
  - f) the day the disciplinary decision of expulsion becomes final according to subsection f),
  - g) if the student was accepted by another higher education institution, the day of acceptance, according to subsection g),
  - h) the first day of the study period of the upcoming semester, according to subsection h),
  - i) if the student announces that they are terminating their student status, the date of the announcement, according to subsection i),
  - j) the day of death according to subsection h).
- (5) If a state-funded doctoral student requests the termination of the legal status and this takes place until 15<sup>th</sup> October during the fall semester and until 15<sup>th</sup> March during the spring semester, the doctoral student's status for the given semester will change to passive status, and the legal relationship will then be terminated on the day of submitting the request. In this case, the state-funded semester is not used, otherwise it is.
- (6) If the doctoral student's legal status is terminated at the applicant's own request and the applicant subsequently requests the amendment of the cancellation decision, i.e. requests the reinstatement of the legal status (within 15 days of the termination of the legal status), the applicant shall pay the procedural fee specified in Annex 13 of the CAR.

## Section 20

- (1) The head of the Doctoral School shall issue a first-instance decision on the termination of the doctoral student's status for one of the reasons listed in paragraphs (2) and (3) of Section 19, duly reasoned, no later than the end of the second week following the deadline indicated in paragraph (4) of Section 19. 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 Section 3.
- (2) Upon issuing the decision on the termination of the doctoral student's legal status, the Doctoral School shall issue and send the doctoral student a certificate of the studies at the University. The Doctoral School administrator prints the certificate and the registry sheet extract from the SIS. A copy is placed in the doctoral student's file for preservation.
- (3) The regulations concerning the doctoral student's status must always be sent to the doctoral student's permanent address by mail with acknowledgement of receipt.

### **Registry sheet extract**

#### **Section 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 in accordance with the provision of the Implementing Regulation if the doctoral student's legal status has been terminated without a pre-degree certificate pursuant to any point of Section 19(2) or Section 19 (3).
- (2) A registry sheet extract shall be issued (in accordance with the provisions) for doctoral students having obtained their pre-degree certificates before 1<sup>st</sup> January 2016 at their own request, free of charge instead of the former course record book.

### **Cross-faculty studies at the University**

#### **Section 22**

- (1) Cross-faculty studies mean that a doctoral student – within the framework of their 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 for cross-faculty studies shall be submitted via the SIS until the deadline specified by the DESM .

The request should contain:

- a) which subject the student wishes to substitute with the new subject their doctoral programme/discipline (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 doctoral student wishes to complete the subject outside the curriculum of the their 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 UDC (University Doctoral Council) according to the regulations of the credit transfer. Based on the permission of the DSC 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 a 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 curriculum 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 10% of the total credit points according to the doctoral student's programme, the student has to pay a proportionate fee for the additional credit points according to (3) of Section 47 of the CAR .

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

### **Guest doctoral student status Section 23**

(1) Studies conducted within guest doctoral student status mean that the doctoral student does not accomplish one or more subjects of the model curriculum of their doctoral programme/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: host institution).

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

### **Guest doctoral student status of the University's doctoral students Section 24**

(1) A maximum of 20% of the credit points required according to the curriculum of the doctoral programme 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 the guest doctoral student status must be considered an active semester even if the doctoral student has not registered for any subjects at the university.

## **Section 25**

(1) The doctoral student may initiate the authorization of the establishment of guest doctoral student status planned for the spring semester by 1<sup>st</sup> December at the latest, planned for the autumn semester by 1<sup>st</sup> June at the latest, in writing. The written application must be addressed to the head of the competent DSC and submitted in the Doctoral School. If the signature of the competent doctoral supervisor 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 programme of which host institution they are planning to establish the guest doctoral student status,

b) list the subjects from the model 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 course description(s) of the subject(s) they wish to register for at the host institution to the request for establishing the guest doctoral student status. The course descriptions must be authenticated by the Doctoral School.

(4) The competent DSC makes the decision based on the credit transfer regulations (DSER Appendix 1) within 15 days on which subjects from the application can be completed 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.

### **Section 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.

### **Section 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 the 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-funded doctoral student will receive the benefits according to the regulations of their programme even in the semester of the guest doctoral student status.

### **Guest doctoral student status of a student of another higher education institution**

#### **Section 28**

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

(2) The doctoral student of another higher education institution can only apply for the establishment of the guest doctoral student status at the 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 competent Doctoral School at the administrator of the Doctoral School.

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

- a) the certificate of a valid and active doctoral student status,
- b) the permission for the establishment of the guest doctoral student status issued by the competent authority (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 DSC.

(6) The DSC 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.

### **Section 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 Programmes and Alumni (hereinafter: CIPA) until 1<sup>st</sup> June for the autumn semester, 1<sup>st</sup> 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 CIPA.

Furthermore, the following attachments are required (scanned, in electronic form) :

- 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 CIPA forwards the application with the attachments to the competent DSC.

(5) The competent DSC 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) A foreign student can only participate in part-time trainings in a self-funding form, except for those who take part in an exchange programme 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 the case of a foreign student, the CIPA and the competent Doctoral School keep a record of the decision.

### **Section 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 for the permitted courses.

(3) The same regulations apply to the guest doctoral student as those to 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 Section 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 programme 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-funded training as well.

(3) The doctoral student of the Doctoral School of Széchenyi István University is obliged to inform the head of the DSC 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 DSC.

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

## **IV. Completion of educational requirements, evaluation**

**Recognition, acceptance of studies announced or completed at another institution,  
faculty or degree course**

**Section 31**

(1) The recognition of a subject announced at another doctoral school means the establishment of the credit points related to the subject and 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, and 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**

**Section 32**

(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, however, related to the fulfilment of subject requirements - in the full-time doctoral programme the minimum number of hours as specified in point (1) of Section 17 of the Act on NHE (40 hours per semester) must not be exceeded.

(2) On the basis of the instructions of the model curriculum, the requirements of certain subjects may be completed according to the course description of the subject 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 study period of the semester (hereinafter: mid-term requirements), in short, mid-term grade, or

b) with a grade acquired in an examination taken in the examination period following the given study 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 model 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 programme, registers the grade in the SIS.

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

### **End-of-term signature**

#### **Section 33**

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 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.

### **Awarding, improvement and documentation of mid-term grades**

#### **Section 34**

(1) The doctoral student shall to be granted at least one opportunity in the course description to correct or replace each of the various independent or correlated requirements that are necessary to acquire a mid-term grade during the semester.

(2) The grades of the subject with a mid-term grade according to the model 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 related 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 course description allows it.

(5) The improvement of the failed fulfilment of the mid-term requirements in the examination period:

a) may take place according to the course description, 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.

(6) A valid mid-term grade can only be improved (in the following: level-raising grade improvement) if the course description 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 the result the student has fulfilled the requirements of the course description in order to get a grade, and how the mid-term grade has been 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**

#### **Section 35**

(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 (hereinafter : 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 DSG 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 two days before the announced examination date at the latest.

(4) Doctoral students registered for the examination which has 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**  
**Section 36**

(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 a fee determined in the CAR for the third and any further examinations taken in the same subject.

(3) If the course description allows it, the doctoral student can obtain an offered examination grade provided that they have completed the necessary requirements outlined in the same course description. 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 mark 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 obtains a grade in the examination period, the offered grade will not be relevant any more.

(6) The doctoral student shall 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 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.

(7) If the tutor or the DS accepts the submitted certificate, the doctoral student will receive 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 DESM (Department of Education and Science Management) records 'has not taken part in assessment' in the SIS.

**Examination procedures**  
**Section 37**

(1) Oral examinations and the evaluation of written exams can be carried out only by university teachers, researchers and assigned tutors and lecturers employed by the University.

(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 deter from this if the head of the DS is informed.

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

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

- look into the reasons,
- impeach the person responsible for the cancellation if necessary, initiate disciplinary procedures at the Rector in a particular case,
- 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.

### **Section 38**

(1) Doctoral students are allowed to sit for an exam provided that they have registered for it 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 shall describe 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 form. 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 the 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 the 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** **Section 39**

(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 the 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 the SIS under the given 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 corresponding registry sheet printed from the 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 their 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 of the exam grade in the SIS 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 recording shall be considered accepted.

### **Section 40**

(1) The instructor shall fill in and sign the exam registration form printed from the SIS, containing the signatures of the doctoral student certifying presence and

- a) give over one original copy to the DS secretariat for storing, no later than the end of the week following the examination period, furthermore
- b) store a copy in 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 the 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 acquiring a doctoral degree**

### **Section 41**

- (1) During the doctoral programme, at the end of the fourth active semester as a closure of the training and research phase of the programme and as a condition to start a research and thesis phase, a comprehensive final examination shall be taken which measures, evaluates the progress of studies and research.
- (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 phase, the aim of which is to acquire a doctoral degree.
- (3) The doctoral student, doctoral candidate, whose student status started before the academic year of 2016/2017
  - a) can obtain a doctoral degree in compliance with Act on NHE and Decree number 387/2012 (19<sup>th</sup> December) and the provision in force on 31<sup>st</sup> 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 they cannot exceed the eight-term-long support period defined in Section 47, paragraph (2) including the already used up terms.

## **The comprehensive doctoral final exam**

### **Section 42**

- (1) The comprehensive doctoral final exam shall be completed at the end of the fourth active term as a closure of the training and research period. In the absence of it, the student status shall be terminated on the last day of the examination period of the given term.
- (2) In case the doctoral student applying for the comprehensive final exam cannot provide the credit points defined in the curriculum of the doctoral programme, upon the decision of the DSC (Doctoral School Council), application for the comprehensive final exam can be accepted, providing that only 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) To be admitted to the comprehensive final examination, the candidate must provide a written declaration that they do not have a pending doctoral degree in the same discipline and have not had an unsuccessful attempt of acquiring a doctoral degree in the same discipline over the past two years (Annex 3).
- (4) The examination committee 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 doctoral degree. The candidate's thesis supervisor shall not be a member of the examination board.
- (5) The comprehensive final exam consists of two parts. In one part the candidate will give evidence of their theoretical knowledge and overview of the field of study ('theoretical part'), in the other part they will prove their scientific progress ('thesis part'). In the

theoretical part of the comprehensive final exam the candidate will take exams in at least two subjects the list of which is set in the curriculum of the doctoral programme. The theoretical part of the examination may include a written part, which is decided by the DSC. In the second part of the comprehensive final exam the candidate will give a presentation of their knowledge of the literature, research results, the research plan for the second phase of the doctoral training and the schedule for the preparation of the thesis and the publication of the results.

- (6) The date and venue of the doctoral comprehensive final exam shall be announced by the chairperson of the examination committee 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.
- (7) The examination board will evaluate the theoretical and thesis parts of the examination separately. A report on the comprehensive examination, including a written assessment, shall be drawn up. The report must contain the following information:
  - a) the name of the higher education institution, its institutional ID number
  - b) the doctoral student's name, NEPTUN code, or in the absence of this the date and place of birth and mother's maiden name.
  - c) name and place of work or organisational unit (Faculty, Department) of the supervisor
  - d) the field of study and the discipline of the degree to be obtained,
  - e) questions at the comprehensive final exam and evaluation of the answers
  - f) evaluation of the comprehensive final exam
  - g) the name, place of work or organisational unit (Faculty, Department) and signature of the chairperson and members of the comprehensive examination committee.
- (8) The comprehensive final exam is graded at a two-scale level, either satisfactory or fail.
- (9) The comprehensive final exam will be considered to be successful, if the majority of the board members evaluate both parts of the exam successful. In the case of failure, the candidate will have the right to retake the examination for the failed part during the given examination period only on one occasion.
- (10) The result of the examination shall be announced on the day of the oral examination.

### **Research and thesis phase Section 43**

- (1) The second two years of the training (research and thesis phase) are devoted to further research and the completion of the doctoral thesis, after which the dissertation must be submitted within one academic year (for those who have completed the comprehensive examination between 1 February 2018 and 31 August 2021, within four academic years of completion). This deadline is a particularly reasonable one, in accordance with Section 53(4) and Section 117/G (1) of Act on NHE, it may be extended by up to one academic year.
- (2) There can only be maximum four active semesters in the research and thesis phase, which may be interrupted by a maximum of two passive semesters.

## **Pre-degree certificate (Absolutorium)**

### **Section 44**

- (1) The doctoral student, who obtained the credit points required by the doctoral training and completed all the study requirements, is provided a certificate of completion (hereinafter: pre-degree certificate). Conditions for obtaining a pre-degree certificate are laid down in the curricula of the Doctoral Schools.
- (2) The acquisition of the pre-degree certificate shall be recorded in the SIS by the secretary of the Doctoral School.
- (3) A pre-degree certificate is issued from the SIS by the secretary of the Doctoral School on the doctoral student's request.
  - (4) Doctoral students with an individual curriculum shall earn the credits required for the pre-degree certificate in the research and dissertation phase according to their individual curriculum.

## **PhD degree process**

### **Section 45**

- (1) Conditions for obtaining a doctoral degree are:
  - a) the fulfilment of the obligations laid down in the institutional regulations governing doctoral studies;
  - b) the possession of a state-accredited complex English language examination at a minimum level B2 (formerly: intermediate level C), which may be attested by a certificate of knowledge of non-Hungarian sign language for deaf persons;
  - c) the requirement to have a state-accredited minimum B2 level complex (or intermediate type C) English language examination may also be fulfilled by the PhD student preparing and defending his or her dissertation in English, in which case the PhD student's English language proficiency must be declared by the evaluation committee of the workshop debate;
  - d) the presentation of independent scientific work by articles, studies or other means;
- (2) the independent solution of a scientific or artistic problem in compliance with the requirements of the degree; presentation of a thesis or work of art; defence of the results in public debate. The awarded doctoral degrees shall be recorded in the central registration system that shall be open to public inspection. The register shall be accessible on the Internet.
- (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' or 'Dr'.

## **Procedure of the PhD degree process**

### **Section 46**

- (1) Chronological order of the procedure of the PhD degree process:
  - a) the start of the research and thesis phase
  - b) the start of PhD degree procedure, which automatically starts by entering the second phase. The DSC is obliged to inform the doctoral student of this fact in writing.
  - c) Submission of the thesis draft for workshop debate.



- d) Preliminary peer review, workshop debate
- e) Submission of the thesis
- f) Assessment of the thesis
- g) Public defence of the thesis
- h) Award of the doctoral degree

- (2) Deadlines regarding the different elements of the procedure of the PhD degree process
  - a) The doctoral student shall submit the thesis draft within 30 (thirty) months following the last day of the comprehensive final exam.
  - b) The doctoral student shall submit the doctoral thesis within three academic years following the comprehensive final exam (for those who have completed the complex examination between 1<sup>st</sup> February 2018 and 31<sup>st</sup> August 2021, submission shall be required within four academic years after completion) as specified in the Doctoral Study and Examination Regulations. This deadline can be extended by maximum one academic year in special cases of academic leniency, in accordance with the provisions of the doctoral regulations.
- (3) In the case of degree procedures in a foreign language, all related administrative documentation shall be prepared both in Hungarian and English.
- (4) In the case of an unsuccessful defence, a new award procedure in the same discipline may be initiated after two years at the earliest.

### **Initiation of the PhD degree procedure**

#### **Section 47**

- (1) In the course of doctoral studies, following the complex examination, the doctoral student shall participate in the degree-acquisition procedure by completing the research and dissertation phase, the aim of which is to obtain a PhD degree.
- (2) The successful completion of the comprehensive examination shall be a prerequisite for initiating the degree-acquisition procedure.
- (3) The doctoral student shall be entitled to the degree-acquisition procedure free of charge during the period of their student status or if they submit the doctoral thesis as specified in the doctoral regulations within three academic years following the comprehensive examination (for those who have completed the complex examination between 1<sup>st</sup> February 2018 and 31<sup>st</sup> August 2021, submission is required within four academic years following the completion of the comprehensive examination).

### **Submission of the thesis draft and preliminary professional discussion, workshop debate**

#### **Section 48**

- (1) Prior to the submission of the doctoral thesis, a draft of the dissertation and the thesis booklet shall be submitted and a preliminary professional discussion shall be organised.
- (2) The formal requirements of the draft dissertation and the draft thesis booklet are the same as those of the final version. Both the draft dissertation and the draft thesis booklet shall be prepared in one electronic copy. The formal requirements for the draft and final versions of the dissertation and the thesis booklet are published on the website of the Doctoral School .
- (3) The chairman and pre-reviewers of the preliminary professional discussion shall be invited by the thesis supervisor. At least one of the pre-reviewers shall be not employed

by Széchenyi István University (external pre-reviewer). No person who has dependency with the candidate at the workplace or is related to the candidate by kinship may be a pre-reviewer.

- (4) The two pre-reviewers prepare a written evaluation of the dissertation within two months of the submission of the draft dissertation, within the study period of the semester specified in the doctoral regulations of the higher education institution.
- (5) The supervisor informs the pre-reviewers about the evaluation criteria. If the invited pre-reviewer fails to deliver an opinion by the deadline and when subsequently invited to do so, the thesis supervisor shall invite a new pre-reviewer to replace the person.
- (6) The Doctoral School shall provide guidelines for evaluation to the pre-reviewers.
- (7) The preliminary professional discussion is held in public. It is the duty of the organising department, the candidate's supervisor and the chairperson to ensure that a wide circle of professional community of the discipline be present, the two pre-reviewers receive the draft dissertation and the draft thesis booklet and their opinions be presented at the preliminary discussion.
- (8) At the preliminary professional discussion, the persons present holding at least a PhD degree in the candidate's discipline may express their opinions on the issues listed below. If the opinions are wide-ranging, the chairperson of the debate may ask for a separate vote on any question by those present holding a degree in the subject of the dissertation. In such a case, the result of the vote shall be recorded numerically in the minutes (acceptance, rejection, abstention). The minutes shall include the following points:
  - a) Opinion about that the draft may be submitted unchanged for defence or with changes
  - b) What changes are proposed to be made before the final dissertation is submitted.
  - c) Which theses can be regarded as the candidate's own work. In the case of presenting the results achieved together with co-authors, the candidate shall have to request a statement from the co-authors and this 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 DSC 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 theses may constitute new scientific results.
- (9) The secretary appointed by the organizing department will prepare minutes on the professional discussion including the names of those being present, speeches about the above mentioned problems and the result of any voting. The minutes shall be submitted for the secretariat of the competent Doctoral School (DS). The minutes shall also be forwarded to the final reviewers of the thesis, which shall be done by the secretariat of the relevant Doctoral School.

### **Submission of the thesis**

#### **Section 49**

- (1) Acquiring a pre-degree certificate is the precondition for submitting a thesis.

- (2) The thesis shall be submitted in Hungarian or English language.
- (3) When submitting the dissertation, the doctoral student shall initiate the evaluation of their dissertation by filling in the request form "Application form for public defence". The University shall close the doctoral procedure within one year of the date of acceptance of the application. The application form can be downloaded from the Doctoral School website and shall contain the following attachments:
  - a) thesis in the format and number of copies specified in the formal requirements
  - b) thesis booklet in the form and number of copies required in the formal requirements,
  - c) publication list printed from MTMT (Hungarian Scientific Bibliography) database,
  - d) evaluation by the thesis supervisor in two pages
- e) a proposal from the supervisor for the reviewers and the members of the committee.
- (4) The doctoral thesis is open to public inspection. The secretary of the Doctoral School shall ensure the registration of the doctoral thesis and the booklet in electronic and printed form and their full publication.
- (5) The register of doctoral theses and thesis booklets shall be made available to the public in electronic form, in Hungarian and/or English, on the webpage of the Doctoral School, in a separate database - the database of doctoral theses and thesis booklets. A printed copy of the doctoral thesis must be deposited in the Library of Széchenyi István University, catalogued, and the electronic version must be uploaded to the database on the webpage <https://doktori.hu>.

### **Evaluation of the thesis**

#### **Section 50**

- (1) The UDC appoints two official reviewers for the evaluation of the doctoral thesis. Neither of the examiners shall be employed by the higher education institution operating the doctoral school.
- (2) Additional rules for reviewers
  - a) They must have an academic degree.
  - b) A reviewer who is not a native speaker of Hungarian may be invited if the dissertation and its thesis booklet are also available in English.
  - c) It shall be ensured that the reviewers can participate actively in the oral examination. Therefore, in case there is a foreign person among the reviewers who cannot speak Hungarian, the oral defence will be conducted in English, provided that the dissertation has (also) been submitted in English.
- (3) At least one of the reviewers must be present in person at the public debate. The public debate cannot start without the personal presence of the reviewer who has given a negative opinion. No person who has dependency with the candidate at the workplace or is related to the candidate by kinship or who is a lecturer or researcher with direct work-related (departmental, superior-subordinate) relationship may be a reviewer.
- (4) The minutes prepared at workshop debate shall be made available to the reviewers.
- (5) A guide containing the assessment criteria shall be made available to the reviewers by the Doctoral School.

- (6) The two official reviewers shall prepare a written evaluation of the thesis within two months of the submission of the thesis - which falls within the study period specified in the doctoral regulations of the higher education institution - and declare whether they recommend that it be recommended for public debate .
- (7) The Doctoral School shall inform the reviewers evaluators of the evaluation criteria. If the invited reviewer fails to deliver an opinion by the deadline and upon subsequent request , the UDC shall appoint a new official reviewer instead.
- (8) Following the receipt of the two supporting evaluations, the doctoral thesis shall be submitted for public debate within two months during the study period of the semester.

### **Conditions for granting permission for the defence**

#### **Section 51**

- (1) The thesis shall be submitted for public defence only if there are two supporting reviews . In the case of one supporting review and onenegative opinion , a third reviewer shall be invited. If two of the three reviwers are not in favour, the dissertation may not be submitted for public debate.
- (2) The candidate will receive the evaluation in advance. Another condition for granting a permission for defence is that the candidate shall submit the responses in writing to the reviewers' written questions at the secretariat of the Doctoral School.
- (3) In the case if a thesis is rejected , a new thesis may be submitted after two years at the earliest.

### **Public defence of the thesis (doctoral dissertation)**

#### **Section 52**

- (1) The doctoral thesis must be defended in a public debate in front of a evaluation committee.
- (2) The thesis must be submitted for public debate within two months of the study period of the semester from the receipt of the two supporting proposals. The author of the doctoral thesis will receive the reviews in advance and will respond to them in writing before the thesis is defended, and orally during the public debate.
- (3) No person may participate in the doctoral procedure as an official reviewer or as a member of the committee,
  - a. who is a close relative of the candidate, or
  - b. who cannot be expected to give an objective assessment of the case.
- (4) The UDC shall set up an evaluation committee to conduct the public debate of the doctoral thesis, to decide on the acceptance of the thesis and to evaluate the public defence. The following principles shall be applied in the selection of the members of the evaluation committee:
  - a) The evaluation committee include the chairperson, the reviewers and three other members, the committee's work is assisted by a secretary.
  - b) At least one third of the members of the evaluation committee shall not be employed by the University operating the Doctoral School (external members).

- c) The chairperson of the evaluation committee may be a university professor, Professor Emeritus or a lecturer of researcher with the title of Doctor of the Hungarian Academy of Sciences.
  - d) All the members of the committee must hold an academic degree.
  - e) The reviewers of the thesis are also members of the evaluation committee.
  - f) Members of the DSC can also be invited to participate in the evaluation committee.
  - g) The thesis supervisor of the doctoral student, as well as close relatives of the doctoral student, or any other person from whom an objective assessment of the case cannot be expected for any other reasons [according to Section 8:1 of the Civil Code and Section 17 Section of the Government Decree], may not be a member of the evaluation committee or a reviewer of the thesis submitting an evaluation in writing.
  - h) The author of the doctoral thesis presents the theses of his dissertation in the public debate, and then answers the participants' comments and questions.
  - i) At the request of the author of the doctoral thesis, on the basis of the supporting opinion of the evaluation committee and with the approval of the UDC, a closed defence may be held if the doctoral thesis contains data subject to patent proceedings or classified for national security reasons.
- (5) Enclosing a brief description it is recommended to invite to the debate, the lecturers of the Doctoral School and the University and the members of doctoral schools of the same discipline belonging to other higher education institutions as well as recognised theoreticians and practitioners in the field.
- (6) The administrator of the Doctoral School shall make the doctoral thesis and the thesis booklet(s) available electronically on the website of the Doctoral School and on <https://doktori.hu> at least one month before the public defence. The date and venue of the debate shall be announced in the invitation, also published on the Doctoral School's website and on <https://doktori.hu>.
- (7) Requirements for the conduct of the public defence:
- a) The doctoral student shall declare that the thesis is his own work. In case plagiarism is suspected and proven, the act shall be closed and the doctoral school has the right to exclude the candidate permanently.
  - b) The debate shall be concluded by the chairperson of the committee. During the procedure at least one reviewer has to be present. Without the presence of the reviewer who has given a negative opinion, the debate shall not be conducted. During the debate the reviewers shall give their opinions in detail.
  - c) In the public debate the candidate shall present the thesis statements of the dissertation, and respond to the comments and questions of the official reviewers, other members of the evaluation committee and members of the audience.
  - d) The new results of the doctoral thesis must be proven in accordance with the professional regulations and in the course the defence it must be ascertained that the results of the thesis are valid and have been achieved by the candidate.
  - e) At the end of the debate, the committee decides on the acceptance of the thesis by secret voting (1, 2, 3, 4, 5 points). The reviewers present shall participate in the closed session. A thesis can be proposed for adoption by the UDC if the members of the evaluation committee (chair, secretary, members) have supported the candidate with at least 66.66% of the maximum points available and the thesis has not received a single 1-point

vote. The chairperson shall announce the result publicly after the vote and give reasons for it.

The assessment of the defence shall be determined in proportion to the points obtained in relation to the points available:

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

(8) Minutes shall be taken of the examination and the decision of the committee. The higher education institution shall, upon request, issue a certificate of the result of the examination, indicating that the certificate does not constitute the award of the doctoral degree. The minutes must contain the following mandatory information:

- a) the name and institutional identification number of the University,
- b) the name of the doctoral student, Neptun code,
- c) the field and discipline of the degree to be awarded,
- d) the title of the thesis or dissertation,
- e) the name, position or organisational unit (Faculty, Department) of the supervisor,
- f) date, place and language of the public debate,
- g) the name, place of work or organisational unit (Faculty, Department) of the chairperson and members of the evaluation committee, and their signature,
- h) the evaluation of the official reviewers,
- i) the questions asked in the public debate and the relevant points of the speeches made,
- j) the candidate's answers to the questions asked and whether the questioners accepted the answers,
- (k) the names of the participants in the debate,
- (l) committee's opinion and evaluation, as well as which theses the committee accepts as the candidate's own, new scientific achievement.

(9) The minutes shall be open to the public; after the closure of the procedure, it can be available for inspection at the secretariat of the Doctoral School. A copy shall be given to the candidate following the defence. At the request of the PhD candidate, the University will issue a certificate of the thesis defence and its evaluation. Minutes of the comprehensive final examination and that of the doctoral defence shall be annexed to the registry sheet. On the request of the PhD candidate, the University will issue a certificate of the thesis defence and its evaluation.

(10) The higher education institution shall issue a certificate of the doctoral degree awarded by the UDC on the basis of the decision recorded in the doctoral register, indicating the field of study, including the discipline and the branch of art, and shall notify the Educational Authority thereof.

(11) The doctoral degree may be withdrawn based on the decision of the UDC if it is established that the conditions for the award of the doctoral degree have not been fulfilled.

(12) In the case of two negative opinions or an unsuccessful defence, a new doctoral thesis on the same doctoral topic may be submitted after two years at the earliest, but not more than once.

## **Awarding the doctoral degree**

### **Section 53**

- (1) The UDC shall decide on awarding the doctoral degree based on the report of the evaluation committee and the recommendation of DSC according to the scores obtained. The decision shall be based primarily on whether the award procedure has been carried out in accordance with the relevant rules.
- (2) The PhD candidate or the doctoral advisor has the right to appeal against the decision of the UDC just in the case of violating the legal provisions or regulations in force. The objection may be submitted to the chairperson of UDC. The final decision on the appeal shall be taken by the Rector of the University.

## **Doctoral degree**

### **Section 54**

- (1) The doctoral degree shall contain the name of the discipline in which the PhD candidate has been awarded the doctoral degree, the name and seal of the University awarding the degree, the name of the holder of the degree, the place and date of birth, the qualification of the doctoral degree, the place, year, month and date of issue. The names of the disciplines shall be indicated in accordance with the current classification system adopted by the HAC (Hungarian Accreditation Committee, i.e.):
  - Doctoral School of Law and Political Sciences
    - Law and Political Sciences
  - Doctoral School of Multidisciplinary Engineering Sciences
    - Civil Engineering
    - Computer Engineering
    - Transportation and Vehicle Engineering
  - Doctoral School of Regional and Business Administration Sciences
    - Business Administration and Management Sciences
    - Regional Sciences
  - Wittmann Antal Multidisciplinary Doctoral School of Plant, Animal and Food Sciences
    - Plant and Horticultural Sciences
      - Animal Sciences
      - Food Sciences
- (2) Evaluation of the doctoral degree is given by the average of points acquired at the public defence (debate). The grade of the degree shall be determined in proportion to the average number of points obtained and the average number of points available:
  - 90.00% – 100 % ‘summa cum laude’
  - 80.00% – 89.99 % ‘cum laude’
  - 66.66% – 79.99% ‘rite’
- (3) The doctoral degree certificate is issued in Hungarian and English. The doctoral degree is awarded in Hungarian and English. Its authenticity is guaranteed by the signature of the Rector of the University and the President of the UDC. If the Rector is prevented from attending, the Deputy Rector shall sign the degree certificate, and if the President

of the UDC is prevented from attending, the Head of the relevant Doctoral School shall sign the certificate.

### **The closure of the procedure Section 55**

- (1) The head of the Doctoral School shall ensure the preservation and filing of the documents of the procedure after the procedure has been completed/closed. The documents of the procedure which have not been printed may not be discarded. The secretariat of the Doctoral Schools shall return the any printed documents after completion of the procedure.

## **VI. Addendum and regulations**

### **Regulations on foreign language proficiency**

#### **Section 56**

- (1) Candidates who possess at least one state-accredited “level B2” complex language examination of at least level B2 (formerly: intermediate level C) or an equivalent certificate may apply for the doctoral training; however, if necessary, depending on the type of disability identified in the expert opinion, a partial or full exemption<sup>1</sup> from the language examination may be granted to the doctoral candidate.
- (2) A complex language examination at level B2 may be accepted in the following languages: English, German, French, Italian, Russian and Spanish.
- (3) The award of the pre-degree certificate shall be conditional upon the knowledge of English necessary for the pursuit of the discipline. This may be attested by a minimum level B2 complex (formerly: intermediate level C) language exam or an equivalent certificate. This requirement may also be fulfilled by the PhD student preparing and defending his/her dissertation in English, in which case the panel of the workshop will have to declare the adequacy of the PhD candidate's English language skills. This requirement may also be fulfilled by the PhD student by preparing and defending his/her dissertation in English, in the case of which the evaluation committee of the workshop debate will have to declare the adequacy of the PhD candidate's English language skills.
- (4) Doctoral students whose mother tongue is not Hungarian may request the acceptance of their language knowledge in English on the basis of Section 14 of 137/2008 (16<sup>th</sup> May) Government Decree on state accredited language examination attesting foreign language competency and the Hungarian nationalisation of certificates issued abroad certifying foreign language proficiency. Non-Hungarian speaking doctoral students can request the acceptance of their language competence in two foreign languages based on Section 14 of the 137/2008 (16<sup>th</sup> May) Government Decree on state accredited language

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<sup>1</sup> The head of the Educational Management Directorate shall be consulted on granting exemptions in accordance with the institutional regulations and the related provisions on ensuring equal opportunities for students with special needs.



examination attesting foreign language competency and the Hungarian naturalisation of language examination certificates issued abroad.

### **Specific provisions for the training of students with special needs**

#### **Section 57**

- (1) Doctoral students with special needs may fulfil the study requirements in a preferential manner during their studies in accordance with Section 62 of 87/2015 (9<sup>th</sup> April) Government Decree.
- (2) Doctoral students with special needs should be provided with the means that allows them to prove their knowledge to the maximum extent to pass the examination.
- (3) Only doctoral students who are entitled to disability allowance pursuant to Government Decree 141/2000 (9<sup>th</sup> August) on the Rules for the Classification and Review of Severe Disability and the Payment of Disability Allowance and who provide appropriate proof of this during their studies may benefit from the advantages described in this paragraph.
- (4) To apply for the above benefits, application via the Committee for Equal Opportunities for Students with Special Needs (SIHEB) must be used which is available in the SIS.

### **VII. Final Provisions**

#### **Section 58**

- (1) For the purposes of the current DSER, a medical certificate shall mean one of the specimens in Annex 1. The medical certificate shall not contain the diagnosis, the ICD code of the disease or any other data protected by the rights relating to personality.
- (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 degree certificate. The copy shall be certified by the Rector and the chairman of the UDC. Charges specified in Annex 13 of the DSER and a statutory fee where applicable must be paid for the issue of the copy.

#### **Section 59**

- (1) The University shall record and manage the personal data of the doctoral student in the SIS on the basis of authorisation in accordance with Act on National Higher Education and, in respect of certain data, on the basis of the written consent of the doctoral student.
- (2) Data management in the SIS (Student Information System) shall comply with the provisions of Act CXII of 2011 on the right to informational self-determination and the freedom of information.

- (3) The doctoral student shall regularly check the data recorded in the SIS concerning their identity and studies and in the event of any discrepancy, they shall draw the attention of the Doctoral School or, where applicable, the competent supervisor to the discrepancy and shall request correction.
- (4) If the administrator of the Doctoral School 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) the doctoral student must be informed in a message via the SIS.
- (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 their student status (finances).
- (6) It is the obligation of the doctoral student
  - a. to notify the Doctoral School of any changes in their personal data within 15 days, and
  - b. to follow with attention the messages, reminders and warnings etc. sent by the University via the SIS during the whole period of the doctoral student status (both in the active and passive semesters)

The University shall not be liable for any detriment resulting from failure to comply with the obligations described in paragraph (6).

## **Section 60**

- (1) The Vice President for General Affairs and Education shall have the right to take measures with regard to the application of the rules of the DSER in cases of force majeure [including the reasons referred to in Section 45(2) of Act on National Higher Education].
- (2) Lecturers, persons employed as teachers, academic researchers acting in application of the rules of present DSER shall be persons performing public functions in connection with their activities in relation to doctoral students and shall be protected as such by law [Section 35(3) of Act on National Higher Education]
- (3) The language requirements of the present DSER shall also apply to doctoral students who have not yet obtained a degree but also to those who have already established a legal relationship at the time when the DSER entered into force. The regulations with the more favourable language requirements shall be applicable to them.
  - a. In the case of doctoral students who established a legal relationship in or after the 2016/17 academic year, but before the 2023/24 academic year, the language exit requirements are as follows:
    - i. Candidates for doctoral studies may apply with at least one state-accredited complex language examination at level B2 (formerly: intermediate level C) or equivalent; however, depending on the type of

disability identified in the expert opinion, if necessary, an exemption<sup>2</sup> from the language examination or from a part or the level of the examination may be granted to applicants for doctoral studies and doctoral students.

- ii. The knowledge of an additional foreign language at least at a level of B1 complex exam (formerly: basic level C), or an equivalent language proficiency required for the field of study, is a prerequisite for admission to the comprehensive examination. The head of the Doctoral School will decide on the certification thereof.
- iii. The above-mentioned "B2" level complex and "B1" level complex language exams (from two different languages) can be accepted in the following languages: English, German, French, Italian, Russian and Spanish. The head of the Doctoral School can define the compulsory language in the doctoral programme. The acceptance of language examinations or equivalent documents attesting knowledge of a language other than the above must be requested from the head of the Doctoral School, on the grounds that the language concerned is relevant to the research topic of the dissertation. In the case of doctoral students whose mother tongue is not Hungarian, Hungarian language proficiency may be accepted as a second foreign language by the decision of the head of the Doctoral School.
- iv. Doctoral students whose mother tongue is not Hungarian can have their proficiency in two foreign languages recognised on the basis of Section 14 of Government Decree 137/2008 (16<sup>th</sup> May) on state-accredited language examination certifying foreign language proficiency and the Hungarian nationalisation of language examination certificates issued abroad.

## Section 61

- (1) The head of the Doctoral School, with the agreement of the doctoral student representation, shall be entitled to issue a statement on the interpretation of these regulations.
- (2) The present DSER shall enter into force on 27<sup>th</sup> June, 2023.
- (3) Simultaneously with the present DSER entering into effect, the DSER accepted by the Senate on 24<sup>th</sup> April, 2023 will no longer be valid.

Győr, 26<sup>th</sup> June, 2023



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<sup>2</sup> The head of the Educational Manager shall be consulted on granting exemptions in accordance with the institutional regulations and the related provisions on ensuring equal opportunities for students with special needs.

Dr. Bálint Filep  
President

Prof. Dr. Ferenc Friedler  
Rector, Vice-president for  
Scientific Affairs

Dr. Zsolt Kovács  
Vice-president for General  
Affairs and Education

## **VIII. Appendices**

Appendix 1: 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:

Seal number:

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 2:

The curricula of the 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 ensuring that they are up-to-date.

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



Appendix 3:

Statement

I, the undersigned, ..... (born:....., mother's name:..., Neptun code: .....) declare that I have no pending doctoral degree in the same discipline and that I have not had an unsuccessful doctoral thesis in the same discipline over the past two years.