



**NATIONAL UNIVERSITY
OF PUBLIC SERVICE**
FACULTY OF MILITARY SCIENCES AND OFFICER TRAINING
FOR OUR COUNTRY TILL DEATH!

DOCTORAL SCHOOL OF MILITARY SCIENCES
Founded in 1996

In effect since 1 September, 2019

**ACADEMIC AND EXAMINATION REGULATIONS
OF THE
DOCTORAL SCHOOL OF MILITARY SCIENCES
(DSMS Academic and Examination Regulations)**



Section 1

General provisions

The present Academic and Examination Regulations of the Doctoral School of Military Sciences (hereinafter AER DSMS) is based on Governmental Decree 387/2012 (XII 19) on doctoral schools, doctoral procedures, and habilitation; the Doctoral Regulations of NUPS (hereinafter DR); the NUPS Academic and Examination Regulations (hereinafter AER); and the Rules of Procedure of the Doctoral School of Military Sciences.

The AER of the DSMS is based on further legal acts and decrees:

- Act CCIV of 2011 on National Higher Education;
- following the Act CXXXII of 2011 on the National University of Public Service and on higher education in public administration, law enforcement, and military (NUPS Act);
- Governmental Decree **387/2012 (XII 19)** on doctoral schools, doctoral procedures, and habilitation;
- Governmental Decree **237/2006 (XI 27)** on the entrance procedures of higher education institutions;
- **Resolution 2016/6/V/2** of the Hungarian Accreditation Committee: Accreditation Requirements of the HAC, Aspects of Peer Review (ABSZ) in the Evaluation of Doctoral Schools;
- **Decision 2016/6 / V / 1.** of the Hungarian Accreditation Committee (hereinafter referred to as HAC): Instructions for submitting a doctoral school application and updating the data of a functioning doctoral school;
- **Annex V / 1 of the 9th Session of the HAC 2017:** Accreditation Requirements of the HAC, Aspects of Peer Review (ABSZ) in the Evaluation of Doctoral Schools.

Section 2

The scope of the Academic and Examination Regulations of the DSMS

- (1) The scope of the AER covers the training and examination issues of doctoral students pursuing organised training.

Section 3

Basic definitions within the doctoral training programme

- (1) doctoral student: PhD student preparing for the degree and having the rights and obligations set out in the higher education legislation; who is entitled to the rights and is bound by the obligations set forth in the statutes on higher education, the MoD, and other ministries.
- (2) student legal status: a legal status between the University and the student, with contents based on the statutes on higher education, the MoD, and other ministries, and also including the students' rights and obligations.
- (3) dissertation submitter: a doctoral student who has obtained the absolutorium and meets all prerequisites of doctoral degree procedure, has written the dissertation, and initiated the degree procedure. If a student initiates the degree procedure during the training period, then the doctoral student is considered as the dissertation submitter within the framework of the student legal status.
- (4) doctoral training: a four-year (48 months) programme conducted by the doctoral school, resulting in PhD student's legal status, built on Master training, aimed at preparation for earning doctoral degree. The doctoral training consists of regular coursework, research and reporting activities including the fulfilment of requirements prescribed in the Doctoral and Habilitation Regulations.
- (5) dissertation topic: A research area that is appropriate, through its elaboration process for a PhD student, then a doctoral candidate to learn, under direction of a supervisor, the application of scientific methods, to achieve results of a scientific degree, and to verify such results in the form of scientific publications, academic lectures, and a doctoral dissertation.
- (6) credits in doctoral training programmes: The measurement unit of study, research work and – if the doctoral student undertakes – teaching activities performed in order to meet the obligations.
- (7) doctoral degree procedure: a series of activities aimed at earning a doctoral degree, based on the doctoral training but legally and procedurally independent, provided for in the UDR.
- (8) doctoral dissertation: a written work completed by the doctoral candidate, proving, over the course of the doctoral degree procedure, that the candidate is able to independently solve a scientific task proportionate to the requirements of the academic degree.
- (9) Doctoral Council of the Discipline: a regularly meeting body supporting the work of the head of the doctoral school. Its members are elected by the permanent members of the DS and whose members are appointed and relieved by the UDC.
- (10) supervisor: a teacher or researcher holding an academic degree, whose doctoral topic has been approved by the DC and who guides and assists the doctoral student with studies and research work, and the preparation for doctoral degree procedure.
- (11) part-time programme (international or national): during the doctoral training programme, doctoral students may apply for a part-time programme, related to the research topic and also approved by the supervisor. This programme shall ensure the validity of the academic period in the doctoral programme of the home university. The

decision on the approval of the work programme of such training is to be made by the DSC.

- (12) semester: a five-month-long training period consisting of a registration week, no fewer than 15 weeks of study period and no more than 6 weeks of exam period. During one semester a student may earn more or fewer credits than (may accumulate more or less credits than 30). Semesters may be either active or passive.
- (13) active semester: a semester in which the student has registered or declared the intention to continue the studies and earned a minimum of 21 credits.
- (14) passive semester: a semester on which the student has not registered or failed to declare the intention to continue the studies. Passive semesters are considered in the total duration (72 months) of the doctoral training.

During the doctoral programme, at the end of the fourth semester, as a conclusion of the programmes and research phase and as a condition for the commencement of the research and dissertation phase, a comprehensive examination shall be taken, which measures and evaluates the academic and research progress;

Section 4

Committees and Persons Acting in Doctoral Matters

- (1) The committees and persons directly participating in the doctoral training and examinations are as follows:
 - University Doctoral and Habilitation Council (UDHC)
 - Office of Scientific Affairs (OSA)
 - Doctoral Student's Committee on Social Affairs
 - Doctoral Council of the Discipline (hereinafter referred to as DCD);
 - Doctoral School of Military Sciences (DSMS)
 - Core members of the DS
 - Head of the Doctoral School
 - Heads of research areas;
 - Head of department
 - Supervisor
 - Lecturers of the DS
- (2) University bodies and persons indirectly involved in the doctoral process:
 - the Senate;
 - the Rector;
 - the Dean.
- (3) University Doctoral and Habilitation Council
Tasks and competencies of the UDHC are defined in Section 8 of the DHR.
- (4) Office of Scientific Affairs (OSA)
Tasks of the Office of Scientific Affairs on doctoral procedures are defined in Section 19 of the DHR.

(5) Doctoral Student's Committee on Social Affairs

Tasks and competencies of the Doctoral Student's Committee on Social Affairs are defined in Section 17 of the DHR.

(6) Bodies and persons indirectly involved in the doctoral procedure

- the Senate;
- the Rector;
- the Dean.

Their tasks and competencies are defined in Section 20 of the DHR.

(7) The Doctoral Council of the Discipline

- a) The DCD is a disciplinary body established by the UDHC and has its own responsibilities and competencies. The DCD is governed by the rules of procedure approved by the UDHC.
- b) DCD members are ex officio core members of the DS. Following the proposal of the head of the doctoral school additional members of the DCD may be four external individuals, who are not employed by the University and who meet the conditions of core membership. Members of the DCD with consultation rights are the dean (or a representative), the scientific secretary, a delegated doctoral student and the head of the research area.
- c) The DCD is chaired by the head of the DS. In the absence of a vice-chair of the DS, a proxy member of the DS's core members is eligible.
- d) The mandate of members shall be five years and may be renewed several times.
- e) The appeal forum for DCD is the UDHC.

It shall decide on:

- a) forms of education in the Doctoral School;
- b) courses and the assigned credits;
- c) credit recognition from other universities or international part-time programme;
- d) credit recognition rules;
- e) change in the dissertation title;
- f) change of dissertation topic;
- g) postponement of studies, and academic, disciplinary and examination matters;
- h) termination of student legal status;
- i) research topics and supervisors for doctoral programmes;
- j) the lecturers;
- k) approval of unpublished individual research topics;
- l) the principles, frameworks of the work of the supervisors and determine the tasks of the supervisors during and after the programmes of doctoral students;
- m) appoint members of the doctoral selection committee;
- n) decide on the admission of students;
- o) decide on requests for change of supervisor;

- p) decide the requirements for a comprehensive examination;
- q) decide on the admission of students for comprehensive examination;
- r) decide on the subjects of the comprehensive examination on the basis of the programmes plan, establish the comprehensive examination committee;
- s) decide to initiate the degree process;
- t) decide on the official reviewers of the doctoral thesis, appoint the members of the jury;

Make a proposal on:

- a) establishing, terminating or modifying a research area;
- b) the yearly report of the DS;
- c) awarding and withdrawing a doctoral degree;
- d) application for closed defence on the basis of the opinion of the jury;

(8) Mission and tasks of the Doctoral School of Military Sciences:

- a) the purpose of the Doctoral School of Military Engineering is to organize and manage the preparation of doctoral students to obtain their doctoral degree (PhD) in the field of military sciences.
- b) its tasks are:
 - ba) by cooperating with the research areas, to elaborate and propose the doctoral topics for approval to the University Doctoral and Habilitation Council;
 - bb) prepare, organize, facilitate the admission interviews and notify the applicants about the interview date;
 - bc) elaborate the structure and documents of organized doctoral programmes;
 - bd) prepare and publish the handout of the training programme;
 - be) manage, support and administrate the academic matters of doctoral students and students in individual preparation;
 - bf) record the academic, scientific and teaching achievements and results of doctoral students;
 - bg) oversee the preparation of the four-year individual study and research programme as well as the study and research plan for each semester; keep a copy of the plans;
 - bh) update the mark book and documents of doctoral students;
 - bi) collect and accept the handouts from the students each semester - including the reports of supervisors as well;
 - bj) oversee the work of supervisors;
 - bk) coordinate and manage the activities of research areas;
 - bl) make reports on the activities of the Doctoral School;
 - bm) keep the website of the doctoral school updated;
 - bn) organize scientific conferences;
 - bo) issue the absolutorium;
 - bp) actively participate in the Doctoral Procedure;
 - bq) manage institutional cooperation relationships;
 - br) administrate the degree procedure, organize the public defence and notify the jury members;
 - bs) continuous and complete documentation of accreditation conditions;

- (9) Head of the Doctoral School of Military Sciences:
- a) is responsible for the scientific standard and academic activities of the DS;
 - b) coordinates the doctoral programme;
 - c) directs the work of the Council of the DS and bears responsibility for the implementation of the Council resolutions;
 - d) represents the Doctoral School.
- (10) The head of the research field:
- a) is responsible for the quality of work in the research field;
 - b) makes a proposal for admission to doctoral studies;
 - c) makes a proposal to approve or change the supervisor;
 - d) makes a proposal to changes in programmes and new research topics and the inclusion of new subjects in the research field;
 - e) approves the individual study and research programme and semester study and research plan of doctoral students;
 - f) proposes, with the agreement of the Head of Research, the subjects of the comprehensive examination, the chair, the members and the official reviewers of the comprehensive examination committee and the jury;
 - g) supervises the professional work of the research area and coordinate the activities of the lecturers of the research area;
 - h) oversees and facilitates the “Research seminar” that ultimately helps doctoral students to prepare for the comprehensive examination. During the last four semesters, the head of the research area oversees the “Dissertation research work” courses and the relevant reports.
 - i) more details can be found in Section 15, Paragraph (5) and in Section 16, Paragraph (6) of the Doctoral and Habilitation Regulations of the University (DHR).
- (11) The head of department:
- a) organizes and registers the signing up for doctoral courses at the department;
 - b) approves the individual study and research programme and semester study and research plan of doctoral students;
 - c) regulates and assists the activities of doctoral students at the department who are entitled for scholarship;
 - d) gives permission to doctoral students for teaching at the department;
 - e) upon request allows or rejects the modification of courses that a doctoral student is signed up for.
- (12) The Supervisor:
- a) announces the doctoral topic;
 - b) certifies the completion of the completed study and research tasks by signing the semester's semester information and mark book (electronic mark book);
 - c) countersigns the contract between the doctoral student and the head of the department on the teaching activities of the student;
 - d) assists the student with writing scientific studies, preparing the dissertation, and supports foreign scholarships;
 - e) makes proposals for the academic and research plan of the doctoral student and bears responsibility for its standard and completion;

- f) prepares a written report on the activities completed by the doctoral student at the end of each semester;
 - g) together with the doctoral student, makes a progress report on the activities and achievement;
 - h) makes a summary report on the work of the doctoral student and makes a suggestion on the issuance or refusal of the absolutorium, once the doctoral training programme has been completed;
 - i) prepares and conducts, in cooperation with the head of department, a workshop discussion of the final draft of the doctoral dissertation;
 - j) makes proposals on the academic subjects of the comprehensive examination, the chair and the members of the jury;
 - k) assists the doctoral candidate with the preparation for the degree procedure.
- (13) Lecturers of the DS:
- a) The teaching staff of the doctoral school shall be the lecturers and researchers holding a scientific degree who, on the proposal of the head of the doctoral school, are considered by the doctoral council to be capable of performing teaching, research and supervising duties within the doctoral school.

Section 5

The duration and location of the doctoral training

- (1) Organized programmes:
- a) full time (state funded or self-financed);
 - b) part time (distance learning, self-financed);
 - c) individual (self-financed);
 - d) a permissible, non-organized form of programmes is individual preparation.
- (2) Language of the training: Hungarian and English The themes and topics of the foreign language programme shall be the same as of the Hungarian training programme. In case of a foreign language courses, the lecturers and the assigned supervisors are required to hold lectures and presentation in the given language and to have a scientific degree.
- (3) The organized doctoral training is unified, consisting of a 48-month training period which comprises eight active semesters.
- (4) Doctoral students may participate in part-time programmes at a foreign or other home university; Doctoral students may participate in a part-time programme approved by the supervisor, if it ensures the validity of the given academic period within the doctoral training programme. The time spent in part-time programme is considered in the doctoral training, hence the student status remains active. The completion of a part-time programme is recognized by credit points.
- (5) The location of the doctoral training is the Zrínyi Campus of the University (Hungária Blvd. 9-11.)

Section 6

Student Status

- (1) The student status is defined in and regulated by Sections 31-32 of the Doctoral and Habilitation Regulations of NUPS.
- (2) A student establishes student legal status with the University when enrolled in the DS after admission or has been transferred from another institution. No new enrolment is required until the student status of a doctoral student is active. Prior to each further semester, doctoral students are to declare in writing the intention to continue the studies during the registration week. The doctoral student participating in self-tuition programmes shall, at the time of enrolment, provide proof of payment of the tuition fee.
- (3) Should a student culpably fail to make such a declaration in the registration period, then the student legal status is to be suspended and the semester becomes passive.
- (4) The doctoral student may exercise the right to suspend student legal status no more than three times with a total of four passive semesters. The continuous suspension of student legal status should not be longer than two semesters. The first suspension may be initiated only after the successful completion of the first semester. In passive semesters the student legal status is suspended nevertheless they are included in the total training time of 72 months.
- (5) Provided that the student is not able to fulfil obligations arising from the student relationship due to childbirth, accident, illness or any other unexpected reason, the student status will be suspended. In cases identified in this paragraph, the limitations prescribed in Paragraph (4) are not to apply. The student is to declare the intention in such a case too and the interruption of studies shall be authorised by the Council of the DS.
- (6) In a passive semester and postponement of studies the student shall not participate in training nor earn academic credits. State-funded students shall not be provided with scholarship. No tuition fee or any other expenditure is to be paid. During the suspension, the doctoral student may carry out data collection, scientific research, publication, participation in scientific conferences and competitions. For any work during the suspension, the doctoral student may be awarded with credits in the first semester following the suspension.
- (7) The doctoral student has a permanent legal status, if the following conditions are met:
 - a.) enrolls in the first semester;
 - b.) announces the continuation of studies in the following semesters and certifies the payment of the programmes costs in the case of self-financed doctoral studies;
 - c.) earns at least 21 credits in each semester;
 - d.) if a doctoral student does not earn credits in the given semester, the credits shall be obtained in the following semester under the condition that all the prerequisite credits for the comprehensive examination will be collected by the end of the 4th semester.

- (8) The student status is continuous even if the doctoral student participates in part-time programmes at a foreign or other Hungarian university. During the part-time programme doctoral student is required to complete all the tasks previously approved by the supervisor and can be evaluated with credits.
- (9) The student status terminates:
 - a.) by completing the doctoral programme and by acquiring the absolutorium;
 - b.) at the day of the submission of the waiver in writing by the student;
 - c.) through exclusion on the basis of the resolution of the UDC, the day it enters into force;
 - d.) if the doctoral student fails the comprehensive examination, on the day of failure or failure of the obligation;
 - e.) upon the request of the student in the case of transfer to doctoral training the another university, the day of transfer.
- (10) On the basis of the recommendation of the Council of the DSMS the UDC may terminate the student status of a doctoral student through a unilateral declaration if the student:
 - a.) fails to fulfil the obligations relating to the progress of studies as laid down in the rules of study and examination and in the curriculum;
 - b.) the number of credits obtained is not sufficient to complete the semester requirements;
 - c.) does not comply with the research plan (assessment of the supervisor);
 - d.) fails to register prior to the beginning of the semester in two consecutive times;
 - e.) fails to begin the studies in the training period after the end of authorised official postponement.

In each case, however, the student must be requested in writing by the doctoral school to fulfil the obligations by the set deadline and be informed on the legal consequences of the failure.

Section 7

Obligations of students pursuing individual training

- (1) The purpose of the individual programmes shall be to enable practitioners with significant scientific research experience and documented scientific performance (equivalent to at least 10 publications) to obtain a PhD in organized doctoral programmes in a facilitated way.
- (2) The duration of individual training is four years (48 months).
- (3) Doctoral students in individual programmes shall be exempt from contact hours, but their preparation shall entail consultation and examination requirements. The training of the student pursuing individual training is also based on the rules of credit system. The pre-conditions of receiving the absolutorium are the accumulation of at least 240 credits.
- (4) During the training period the student pursuing individual training establishes student legal status with the University.

- (5) On the basis of the academic and research achievements of the individual programme prior to enrolment, DSs may award credit points as follows:
 - maximum 16 credits for academic achievements;
 - maximum 80 credits for scientific research work;
- (6) Further study and research tasks to be performed during the training period are determined by the supervisor in consultation with the doctoral student, considering the scientific history and previous performance of the doctoral student.
- (7) A student pursuing individual training shall compile a four-year academic and research program, which must be submitted to the DS with the agreement of the supervisor and head of research field by the end of the first semester (31 January).
- (8) Doctoral students in individual preparation do not have any specific credit obligations per semester. They are following their own individual plan with the guidance of the supervisor. At the end of each semester, doctoral students in individual preparation shall prepare a report on the acquired credits and submit it to the doctoral school.
- (9) The doctoral students in individual preparation, similarly to doctoral students in enrolled in other training forms, may request the postponement of studies.
- (10) Otherwise, the general rules shall apply to doctoral students in individual programmes.

Section 8

Tasks of a student pursuing individual preparation

- (1) The aim of the individual preparation is to have documented teaching and research achievements of at least 5 years and at least 150 credit points in the disciplines covered by the Regulation, both at home or abroad, with a master's degree and qualification allow applicants to obtain a PhD degree without attending an organized doctoral program. On the basis of individual preparation a degree may be earned only in particularly exceptional cases.
- (2) Requirements of individual training programme:
 - a) a student pursuing individual preparation shall have 20 publication points and scientific activities equalling a minimum of 150 credits and apply for comprehensive examination;
 - b) the academic subjects of comprehensive examination may be selected from those approved by the Council of the DS in the given academic year;
 - c) Doctoral students enrolled in individual training programme can apply for the Doctoral Procedure in a separate request, after their application for the comprehensive examination has been accepted.
 - d) Doctoral students in individual preparation may apply for comprehensive examination twice a year: the first application may be submitted before the comprehensive examination in June, while the second until December. In the latter case, the comprehensive examination is organized in February.
 - e) The student in individual preparation shall be directed by a designated supervisor.

- f) all other requirements of degree procedure are equal to those of students pursuing individual training;
- g) a students pursuing individual preparation shall not be granted permission for postponement.

The admission requirements for individual preparation are regulated in Paragraph (37) of the Doctoral and Habilitation Regulations.

Section 9

Tuition fees and other expenses

- (1) Except for full-time state-funded doctoral students every student pursuing any type of training is liable to paying tuition fees for covering their training, and administrative and other expenses.
- (2) Tuition fees are to be paid only in active semesters.
- (3) The actual amount of the training costs is included in the Rector's Directive issued for the given academic year. The doctoral student concludes a study contract with the employer to reimburse the programme costs of the sector doctoral student participating in the scholarship programmes provided by the sectoral ministries.
- (4) Students enrolled in the training program must, at the time of enrolment in the first semester and at the beginning of the subsequent semesters, provide a proof of payment to the doctoral school.
- (5) Reimbursements and other procedural fees shall be paid in the manner specified by the Rector's Directive.

Section 10

Obligations of students after enrolment

- (1) The doctoral student shall prepare a four-year individual academic and research programme on the basis of the prescribed academic, research, and examination requirements under the guidance of the supervisor by the end of the first semester of the first academic year (31 January). The programme shall be made in three copies in line with the sample in Appendices 3 and 4. (A student pursuing individual preparation is not obliged to do so)
- (2) The academic and research programme shall be approved by the head of the relevant research field on the recommendation of the supervisor.

- (3) One copy of the academic and research programme shall remain with the student, the second one is with the supervisor, and the third copy shall be stored by the secretariat of the DS.
- (4) It is reasonable to compile the academic and research programme of the students pursuing organised training in accordance with the sample curriculum.
- (5) From the second semester onwards and by the first day of the first month (1 September or 1 February) the doctoral student shall compile a detailed academic and research plan in three copies on the basis of the sample in Appendix 3. It shall be signed by the supervisor and approved by the head of research field.
- (6) If the student fails to submit the research plan by the set deadline, it may be done – upon specific request – by the end of the fifth week of the given semester. If the student fails to meet the deadline, the semester shall become passive.
- (7) If in the given semester the student pursues studies at another higher education institution and wishes to validate credits earned there, the sections of the Academic and Examination Regulations related to part-time programme shall apply. Nevertheless, the academic and research plan is to be coordinated with the supervisor.

Section 11

Credit allocation, general training requirements

(1) The doctoral training:

In doctoral training, credits may be earned through the following activities:

- a.) Minimum 50 credits for academic results;
- b.) Minimum 180 credits for scientific researches;
- c.) Maximum 10 credits for holding lectures (teaching);

(2) General training principles:

- a) the four-year training consists of eight semesters during which 240 credits are to be earned, an average of 30 credits in each. A student pursuing individual training may earn any amount of credits per semester;
- b) for one semester minimum 21, maximum 33 credits may be planned. An exception to this is if the student has not completed 30 credit points for the previous semester for any reason, in which case, in addition to the 33 credits, the outstanding credits can be planned;
- c) if the student does not have any outstanding credits, i.e. the studies were completed in accordance with the sample curriculum, then the doctoral student may earn a maximum of 33 credit points per semester;

- d) when completing the training the doctoral student may accumulate 10% more than the maximum 240 credits, which means 264 credits may be validated;
 - e) a doctoral student may continue the studies if a minimum of 21 credits (70%) has been earned and all the set requirements have been met. In particularly justified cases – on individual basis – exemption from earning 21 credits may be granted by the Council of the DS, however, the missing credits must be earned in the following semester; Additionally, the missing credits must be obtained as a prerequisite for the comprehensive examination, not later than the 4th semester.
 - f) in regards to scientific research activities, doctoral students must gain at least 9 credits in the first semester, and at least 12 credits during each further semesters. By the end of the doctoral programme, at least 140 credits must be collected;
 - g) a doctoral student employed as a teacher is not allowed to earn credits through teaching at the same university;
 - h) for every doctoral student, the deadline for recognizing credits every semester is the last working day of the exam period.
- (3) The requirements with regard to scientific research are determined by the supervisor, to academic requirements and teaching activities by the teacher of the relevant field of training (the head of department involved in the doctoral training), in agreement with the supervisor.

In the case of a scientific research work, the assigned credit is verified by the supervisor while in the case of academic requirements and teaching activities, the credits are approved by the responsible lecturer of the given field (or head of department).

- (5) The above requirements of the training programme are identical to the requirements of the organized training programme.

Section 12

Requirements to complete doctoral studies

- (1) In regards to academic progress, doctoral students participating in organized training are required to obtain 50 credits by registering for mandatory and optional courses in the following order:
- a.) In the first four semesters, doctoral students must register for the contact classes, seminars and lectures listed in the Curriculum of the Doctoral School.
 - b.) In the first third and fourth semesters, doctoral students must register for an optional - 2 credits - research seminar per semester related to one's research topic.
 - c.) In the first third and fourth semesters, doctoral students must register for an optional - 2 credits - research seminar per semester related to one's research topic.

The purpose of research seminars is to allow doctoral students to immerse in the chosen field of research connected their topic. Doctoral students will be able to research, process and analyze the relevant professional literature and form independent opinion. The seminar achievement is assessed and grades are granted by the teacher announcing the course. The mark will be registered in Neptun as a practice.

d.) The aforementioned criteria (points a-c) are also compulsory for doctoral students pursuing individual training programme.

(2) Contact hours of courses:

- full-time training:
 - lecture course 30 classes,
 - research seminar 20 classes;
- part-time and individual training:
 - lecture course 10 classes,
 - research seminar 6 classes;
- For module “Scientific research” the supervisor may recognize 15 classes;

(4) A student who is unable to attend classes because of lasting absence (e.g. due to foreign mission) may request an exemption from these classes (granting individual schedule), however, the examinations must be taken in the exam period of the given semester. Exams shall be completed during the exam period of the given semester.

(5) Signing up for courses selected from the announced courses shall be planned in agreement with the supervisor, head of research field, and head of department. A list of eligible subjects, research seminars, and other necessary information will be published by the DSMS on its website, and shared with doctoral students in the "Informational Data" booklet before the start of each academic year.

Section 13

Requirements of scientific research work

(1) In order to meet the requirements of the scientific research work, doctoral students are requested to sign up for the “Scientific research” course of the respective semester (Scientific research I-VIII.). Base credits are assigned to these classes and listed in the sample curriculum. Completion of the base credit values ensures the average progression of the student. The credit values of these courses can be changed in the NEPTUN system according to what the student has actually accomplished at the end of the semester. This means that the doctoral student is credited with the credit value reported the “Semester Report”.

(2) In regards to scientific research activities, doctoral students must gain at least 9 credits in the first semester, and at least 12 credits during each further semesters. By the end of the doctoral programme, at least 140 credits must be collected in the following details:

- a) preparing one scientific article in the own research topic per semester;
 - b) in the case of other topic, the half of credit points may be awarded;
 - c) a publication not relevant directly to the research topic shall be recognized only in the first two semesters;
 - d) if a doctoral student does not publish any article during the semester, it shall be done in the following semester.
- (3) Credits can be earned through activities detailed in Appendix 1 of the present Academic and Examination Regulations of the DS.
- (4) The same publication or scientific activity can be taken into account only once during the entire period of the doctoral programme.
- (5) A scientific publication has a minimum length of 0.5 sheet. Exceptions of the above are posters and conference proceedings, which are shorter publications.
- (6) Rules of taking into account publications in a given semester:
- a.) a submitted but not yet accepted publication, or a study where the editor requests major changes are considered as non-peer reviewed article;
 - b.) a certified editor's declaration must be attached to a submitted but yet unpublished paper.
 - c.) A conference proceeding means the full extent of the conference presentation, possibly an abridged abstract, not the outline of the presentation;
 - d.) In case of a co-authored publication, a co-authorship declaration has to be enclosed confirming the contribution in percentage. Credits are to be awarded based on the contribution in percentage and decimals are to be rounded in accordance with the general rules of mathematics. As an exception, 0.5 fractional parts are always rounded up.
 - e.) scientific activities may be validated only if the doctoral student can credibly prove them (e.g. with a photocopy of the published paper from the journal, or the downloaded paper from online publication with its date).
- (7) Doctoral students are required to have at least seven Hungarian and one foreign language articles presenting their own research results published in a peer-reviewed journal (A, B or C category) during the doctoral training programme. This applies to doctoral students in individual preparation with the exception that they must have 20 publication points and 150 credit points at the time of application. They may, however, publish during the doctoral degree procedure and perform other scientific work, which will be counted towards their dissertation and the full course material.

Section 14

Teaching requirements

- (1) Teaching is an optional – and not obligatory – activity to collect credits.
- (2) If doctoral students are employed as lecturer, they are not entitled to obtain credits for teaching activities at the employer university.
- (3) Credits can only be earned through teaching activity from the second semester onwards – with the exception of doctoral students enrolled in individual training.
- (4) Doctoral students who wish to earn credits for teaching activity are required to select the “Teaching” course from the course list of the respective semester. The Roman numeral next to the course title indicates the semester when the course can be taken. Similarly to the “Scientific research”, the credits assigned to the courses may change, hence their completion also follows the same approach.
- (5) Teaching can only be conducted with the permission of the Head of the relevant department, in the research topic of the doctoral student – or in a topic close to that research field.
- (6) Four classes held are equal to one credit.
- (7) Doctoral students may collect a total of 10 credits for teaching activities throughout the eight semesters.
- (8) The Head of the relevant department shall attest the conduct of teaching.
- (9) Regulations defined in the present do not apply to doctoral students in individual preparation.

Section 15

Validation of preliminary results

- (1) Any result of scientific research work completed within three years prior to the admission into the doctoral school - linked to the research topic of the doctoral student - may be recognized with credits according to Appendix 1. In case the preliminary achievements are not directly linked to the research topic of the doctoral student, 50% of the credit points may be awarded to the doctoral student according to Appendix 1.
- (2) Such preliminary results (one study) may only be taken into account during the first semester.
- (3) The credit recognition form must be submitted to the doctoral school secretary until the first exam period.
- (4) Preliminary credits may not be obtained for teaching or other academic activities (for instance: completing a course).

Section 16

Acceptance, change of supervisor, title and research topic

- (1) Students enrolled in PhD programmes in other higher education institutions may apply for acceptance to a doctoral school at the University, provided that the conditions of their research activity are met and the credits obtained there (in whole or in part) may be counted into the DS programmes, and one of the supervisors of the DS undertakes to supervise the student. The procedure is regulated by the Doctoral and Habilitation Regulations. During the application process, the credit transfer committee constitutes of the scientific secretary, the head of the research field and the head of the department.
- (2) If the relationship between the doctoral student and the supervisor jeopardizes the success of the programmes or the degree, or the supervisor is unable to fulfil the supervisory duties, the doctoral student may initiate a change of topic or supervisor at the DS. Before any decision is taken, the council will seek the opinion of the head of the research area and the final decision will be made by the DCD.
- (3) The title of the doctoral dissertation may be modified with the approval of the DCD, at the request of the supervisor or the doctoral student.
- (4) Changing the research topic may only be permitted once in justified case during the first academic year. The change request must be supported by another elaborated research plan and topic. Changes in the research topic shall be decided by the DCD on the proposal of the Head of the DS and the approval of the new topic draft.

Section 17

Parallel degree programme

- (1) Doctoral students - if approved by the supervisor - may attend a parallel degree programme in another higher education institution. Enrolment in a parallel degree programme must be reported to the secretary of the Doctoral School of Military Sciences.
- (2) Acknowledging the attended courses and completed research tasks in the other HIE, is within the competence of the DCD. The decision is made by the DCD following a supervisory proposal.

Section 18

Credit recognition

- (1) A student pursuing doctoral training may request the accreditation of credits earned through courses signed up for – or planned to – at the doctoral school of another faculty or institution.

- (2) The amount of credits earned at another training institution in the framework of full-time or part-time training shall not exceed the following limits:
 - concerning academic studies: 7 credits;
 - concerning scientific research: 18 credits;

Individual training:

- concerning academic studies: 12 credits;
- concerning scientific research: 80 credits;

Exception to this are the other doctoral schools of NUPS as well as other Hungarian or international part-time programmes of which the higher number of credits are approved by the DCD.

- (3) Two courses shall be regarded equal if there is a minimum of 75% overlap between their curricula.
- (4) If the course materials match, the substitute course will be awarded with as many credits as are included in the doctoral curriculum of the DSMS. The grade shall not be modified during the course validation.
- (5) Application for credit transfer must be submitted by the end of the registration period following the announcement of the continuation of studies. The DCD shall decide on the acceptance or refusal within a month.

Section 19

Course accreditation

- (1) A doctoral student participating in an organized doctoral programme may apply for accreditation of a subject that does not exist at the university but is enrolled in, or is intended to be enrolled in, a doctoral school at another higher education institution. The DCD shall decide on the accreditation following a supervisory proposal.
- (2) A course may be accredited if the themes overlap with at least 75% of the themes of other courses within the doctoral schools of the university.
- (3) The credit value of the accredited subject is determined by the doctoral school council.
- (4) The DCD will decide on the accreditation of new courses at the Doctoral School of Military Sciences on the proposal of the head of the relevant research field.

Section 20

Exam period

- (1) Doctoral students taking part in organized training may take the examinations during the exam period determined by the University.

- (2) In special cases (for instance, being abroad) at the request of the doctoral student, with the permission of the head of the doctoral school, the examination can be taken in the given semester before the exam period. In the case an exam has not been successfully completed by the end of the exam period, the whole course shall be transferred to the next semester.
- (3) In the first and second semesters, the lectures of the mandatory courses are organized and conducted by the doctoral school in cooperation with the course responsible. Further lectures and exams are organized and conducted by the competent department.
- (4) 30 days prior to the start of the exam period, doctoral students inform the relevant department and request an exam date, and apply for an exam through the NEPTUN system. Any modification to the pre-determined exam date shall be authorized by the head of department.
- (5) Credit points may only be obtained by a successful exam. The credit value is independent of the exam result.
- (6) In order to enter the credits earned during the semester, the doctoral student will be informed of the completed activity with a detailed report by the supervisor. Doctoral students shall submit it to the secretary of the doctoral school by the end of the examination period.

Section 21

Comprehensive examination

- (1) After the completion of the first four semesters of the doctoral training programme doctoral students are required to take a comprehensive examination.
- (2) Prerequisites of the comprehensive examination:
 - Doctoral students shall apply for the comprehensive examination by filling the application form, which can be downloaded from the website of the Doctoral School. The application form is to be submitted in person at the Doctoral School.
 - Doctoral students must have an assessment of their research progress by their supervisor.
 - During the training and research phase of the doctoral training programme (first four semesters), at least 120 credits (50 for academic achievements and 70 for scientific research) must be obtained.
 - Doctoral students shall acquire 10 publication points (4 scientific articles).
 - Before the examination, the doctoral student is to submit a research plan for the research and dissertation phase, which contains the requirements set by the DS, and the scheduling of the preparation of the dissertation and the publication of the research findings.
- (3) Doctoral students enrolled in individual training programme can apply for the Doctoral Procedure in a separate request, after their application for the comprehensive examination has been accepted. The applicant should acquire documented teaching activities or re-

search work equal to 150 credits, and 20 credits for publication which are mandatory for obtaining the degree. Doctoral students enrolled in individual preparation are to choose the courses for their examination from the list of courses approved for the given academic year by the Doctoral Council.

(4) Composition of the examination committee

- The comprehensive examination must be taken publicly before a committee.
- The examination committee consists of four members, two of whom are not employed by the University (external members).
- A comprehensive examination must be organized by research areas.
- The Chair of the examination committee is the head of the doctoral school. Further members of the committee are: leader of the research area and 2 external professionals.
- Each member of the examination committee must have a scientific degree.
- The supervisor of the doctoral student cannot be among the members of the examination committee.

(5) Execution of the examination

- The comprehensive examination consists of two major segments: the first part is to assess the theoretical preparedness of the doctoral students (“theoretical part”), while during the second part, doctoral students present their scientific achievements (“dissertation part”). The theoretical section includes two courses, which must be related to the research topic of the doctoral student. The courses can be selected from the full range of courses approved by the Council of the Doctoral School.
- During the second part of the examination, doctoral students demonstrate their scientific research progress and their knowledge on professional literature in form of a 10 to 15 minutes presentation. A written, 15 to 20 pages long, research plan related to the “Research and dissertation phase” (scheduling the progress of the dissertation, publication plans) must also be submitted.
- Before the comprehensive examination the supervisor prepares a written report on the academic and research activities of the doctoral student.
- Doctoral students may receive 20 credits - registered during the fifth semester - and subsequently begin the two years “Research and dissertation” phase upon successful completion of the comprehensive examination.
- The written evaluation of the comprehensive examination is recorded in the exam proceedings. The final results of the examination shall be announced on the day of the oral examination.
- The committee members evaluate the doctoral student’s performance by sections and by topics in case of the theoretical part in a 5-point grading scale. The examination is successful if the doctoral student reaches 60% of the points both by sections and the total points combined. The result of the evaluation of the comprehensive examination may be either pass or fail.
- A failed comprehensive examination may be retaken once, in the same term.

(6) Further requirements of the comprehensive examination are regulated by the relevant sections of the Doctoral and Habilitation Regulations.

Section 22

Testing Knowledge

- (1) During the doctoral training programme, the knowledge of doctoral students in each academic subjects is tested in accordance with the Curriculum. The requirements of each tests are described in the Course Programs.
- (2) Testing may be conducted in the following ways:
 - a.) Concerning academic studies:
 - Lectures with 5-point grading scale;
 - Mid-term evaluation with 5-point grading scale;
 - Practice with 5-point grading scale;
 - b.) Concerning scientific research, research seminars, dissertation work and teaching:
 - Completion of each subject that the doctoral student signed up for is based on 5-point grading scale.
- (3) In case of end-of-term exam, the marks are determined by the examiner or leading teacher. Regarding the “Scientific research” course, it is the supervisor who assigns the mark and signs the mark book, while in case of “Teaching”, it is the head of the relevant department who is responsible for defining and signing the mark in the mark book. The “Research workshop” and “Dissertation research” modules are signed by the head of the specific research field.
- (4) The rules of retaking examinations and the tasks to complete an improvement exam are regulated by the Academic and Examination Regulations of NUPS.

Section 23

Completing the training programme

- (1) The absolutorium certifies the completion of the study obligation, scientific research and classroom instruction required by the curriculum, as specified in the DS's AER and curriculum, the successful completion of the required exams other than the language exam and the obtaining of 240 credit points required and certifies, without qualification and evaluation, that the doctoral student has fully complied with the required programme requirements.
- (2) At the end of the eighth semester – if all conditions of issuing the absolutorium exist – the doctoral school issues the pre-degree certificate. However, doctoral student only receive the certificate after the supervisor’s report on the 4-year progress has been submitted to the doctoral school. Doctoral students may apply for degree procedure once the absolutorium has been issued. The application period is determined by the Doctoral and Habilitation Regulations of NUPS.

- (3) The four-year training period cannot be shortened – except for doctoral students enrolled in individual training programme –the absolutorium cannot be issued earlier. The preliminary defence, however, may be conducted in the last semester.
- (4) The absolutorium shall be signed by the head of the doctoral school.
- (5) Once it has been signed, the legal status of the doctoral student terminates. Between the application to the degree procedure and the awarding of the doctoral degree, the status of the candidate changes to “dissertation submitter”.

Section 24

In cases not determined in the present Academic and Examination Regulations, the provisions of University’s Academic and Examination Regulations and Doctoral and Habilitation Regulations shall apply.

* * *

The present Academic and Examination Regulations of the Doctoral School of Military Sciences has been accepted and approved by the Senate on August 2019.

Budapest, 31 July 2019.

Dr. József Padányi Eng. Major General
university professor, DSc
Head of the DSMS

Appendix 1.

Credit points assigned scientific research activities
(for 100% contribution)

Scientific activities		Credit
Book, course book, textbook	Book published in Hungary	32
	Chapter in a book published in Hungary	20
	Scientific study in a book	20
	Printed or electronic course book in foreign language	24
	Printed or electronic course book in the native language of the PhD student	20
	Teaching material based on scientific research	12
Peer-reviewed article in a journal	Article published abroad in foreign language	24
	Article published in Hungary in foreign language	20
	Article published in a journal in the native language of the PhD student	16
Non-Peer-reviewed article in a journal	Article published abroad in foreign language	16
	Article published in Hungary in foreign language	12
	Article published in a journal in the native language of the PhD student	10
Participation in international scientific conference (in foreign language)	Publication of the presentation in a peer-reviewed, foreign language proceeding	24
	Publication of the presentation in a non-peer-reviewed, foreign language proceeding	16
	Publication of the presentation in a foreign language proceeding	14
	Foreign language presentation	6
	Poster in foreign language	6
	Complementary lecture in foreign language, submitted in writing and published in conference proceedings	4
Participation in national scientific conference	Publication of the foreign language presentation in a foreign language proceeding	16
	Publication of a contribution in native language in conference proceedings	12
	Publication of native language presentation in conference proceeding	8
	Foreign language presentation	6
	Poster in foreign language	4
	Presentation in native language	4
	Poster in native language	2
	Complementary lecture in native language, submitted in writing and published in conference proceedings	2
Scientific tenders	Participation in international scientific conference (in foreign language)	14
	Participation in national scientific conference	10
	Participation in university-level scientific conference	6
Patent, invention	Patent registered abroad	30
	Patent or invention registered in Hungary	20
Other scientific activities:	Doctoral draft dissertation prepared for preliminary defence during the training programme	30

Appendix 2.

4-year individual research plan

NEMZETI KÖZSZOLGÁLATI EGYETEM

Hadtudományi Doktori Iskola

Approved!

20.....

.....
HEAD OF THE RESEARCH AREA

FOUR-YEAR INDIVIDUAL STUDY AND RE- SEARCH PLAN

of the

organized doctoral programme between

1 September 20.. until 30 August 20..

To the head of the doctoral school
(*name, rank*)

.....
(signature of the doctoral
student)

PERSONAL INFORMATION

Name, military rank:

DOCTORAL PROGRAMME

Form of training:

Research area:

Planned dissertation title:

Supervisor:

LANGUAGE PROFICIENCY:

Language exam:

Proficiency level:

Planned language exam:

Expected timing:

4-YEAR RESEARCH PLAN

(regarding the 2+2 training phase)

of the

1. TRAINING AND RESEARCH IDŐSZAKRA (2 years = semesters 1-4)

Main parts of the research plan:

- *listing, processing, analyzing and presenting the most important national and international literature on the research topic:*
- *formulation of the research problem:*
- *research hypotheses:*
- *research objectives:*

Planned research schedule (scientific activities incl. conferences, publications, etc.)

1. semester
2. semester
3. semester
4. semester

Other activities:

RESEARCH PLAN
of the
2. RESEARCH AND DISSERTATION PHASE (2 years = semesters 5-8)

- *presentation of the research methods supporting the realization of the research objective, planned empirical and / or theoretical studies; ideas for the design:*
- *presentation of the expected significance of the research:*
- *practical applicability of research results:*

Planned research schedule (dissertation progress, preparation of the specific chapters, scientific activities incl. conferences, publications, preliminary defence):

5. semester
6. semester
7. semester
8. semester

Other activities:

Proposal, opinion of the supervisor:

Done at:, .. monthday, 20.... year

.....
Signature of the supervisor

Appendix 3.

Semester individual research plan

NATIONAL UNIVERSITY OF PUBLIC SERVICE

DOCTORAL SCHOOL OF MILITARY SCIENCES

Approved!

20.....

.....
SUPERVISOR

SEMESTER

STUDY AND RESEARCH PLAN

(semesters 1-4)

For the semester of the 20..../20.... academic year

.....
name, military rank

.....
doctoral student

.....
(signature of the doctoral student)

PLANNED ACADEMIC REQUIREMENTS

Course code	Name of the course / mandatory-elective responsible	Credit
Total:		

PLANNED SCIENTIFIC ACTIVITY

Course code	PUBLICATION (planned title of the publication, place/year/number, language, credit)

Title of the topic	CONFERENCE/TENDER Title and place of the conference/tender	Language	Credits

Planned teaching activities:

Course code	TEACHING (name of the course, topic, number of classes, credits)

TOTAL CREDITS PLANNED

Segments of the doctoral training	Credits
Academic requirements	
Research requirements	
Teaching activities	
ALTOGETHER:	

Other activities:

Appendix 4.

Handout document
(academic and research progress during semesters 5-8)

NATIONAL UNIVERSITY OF PUBLIC SERVICE

DOCTORAL SCHOOL OF MILITARY SCIENCES

Approved!

20.....

.....
SUPERVISOR

SEMESTER STUDY AND RESEARCH PLAN

(semesters 5-8)

For the semester of the 20..../20.... academic year

.....
name, military rank

.....
doctoral student

.....
(signature of the doctoral student)

1. RESEARCH PLANS

(for instance: analyzing the literature, preparing chapter 1 and 2, etc.)

2. PLANNED SCIENTIFIC ACTIVITY

Course code	PUBLICATION (planned title of the publication, place/year/number, language, credit)

Title of the topic	CONFERENCE/TENDER Title and place of the conference/tender	Language	Credits

3. Planned teaching activities:

Course code	TEACHING (name of the course, topic, number of classes, credits)

TOTAL CREDITS PLANNED

Segments of the doctoral training	Credits
Academic requirements	
Research requirements	
Teaching activities	
ALTOGETHER:	

Other activities:

5. Appendix 9.

Academic and research progress report

NATIONAL UNIVERSITY OF PUBLIC SERVICE**Doctoral School of Military Sciences****HANDOUT DOCUMENT**

(semesters 1-4)

.....(name)..... doctoral
student

on the activities performed in the semester of the 201.../201... academic
year.

PLANNED TITLE OF THE DISSERTATION:

.....

1. ACADEMIC REQUIREMENTS

Courses of the given semester		Exam type		Credits
code	description	type (L, P)	evaluation	

2. SCIENTIFIC RESEARCH ACTIVITIES:**a, Publication relevant to the research**

Publication			Name of the journal, maga- zine, year, num- ber	Cred- its
title	language	participa- tion rate* (%)		
In case of declaration of acceptance, the article shall be attached.				

**As co-author*

b, 50 % of the publication not relevant to the research (can be recognized for credits only in the first two semesters)

Publication			Name of the journal, magazine, year, number	Credits
title	language	participation rate* (%)		
In case of declaration of acceptance, the article shall be attached.				

**As co-author*

If the publication has not yet been published but would like to be recognized for the given semester, a declaration of acceptance from the editor shall be attached. In case of co-authored publication, a co-authorship declaration must be enclosed.

b) participation in national scientific conference:

Lecture*				Credits
title	language	place	timing	
Certificate, if any, from the conference and the PPT document				

c) other scientific activities (previous credit recognition, tenders, patent, invention, monograph etc):

Scientific activities			Credits
description	place	timing	

3. TEACHING ACTIVITIES

Courses hold		Signature of the relevant head of department	Credits
topics	quantity		

4. NUMBER OF CREDITS OBTAINED IN THE SEMESTER

Areas of the training programme	Credits
Academic requirements	
Scientific research	
Holding lectures (teaching);	
CREDITS ALTOGETHER:	

.....day month year

.....
doctoral student

**EVALUATION OF DOCTORAL SUPERVISOR
on the activities of the doctoral student during the semester**

(Based on the semester research plan, progress made in studies, research, etc.)

.....day month year

.....
supervisor

Appendix 6.

Report on the scientific research progress

NATIONAL UNIVERSITY OF PUBLIC SERVICE

Doctoral School of Military Sciences

HANDOUT DOCUMENT (semesters 5-8)

.....(name)..... doctoral
student

on the activities performed in the semester of the 201.../201... academic
year.

PLANNED TITLE OF THE DISSERTATION:

.....

1. RESEARCH AND DISSERTATION PROGRESS

2. SCIENTIFIC RESEARCH ACTIVITIES

a, Publication relevant to the research

Publication			Name of the journal, maga- zine, year, num- ber	Credits
title	language	participa- tion rate* (%)		
In case of declaration of acceptance, the article shall be attached.				

**As co-author*

b, 50 % of the publication not relevant to the research (can be recognized for credits only in the first two semesters)

Publication			Name of the journal, magazine, year, number	Credits
title	language	participation rate* (%)		
In case of declaration of acceptance, the article shall be attached.				

**As co-author*

If the publication has not yet been published but would like to be recognized for the given semester, a declaration of acceptance from the editor shall be attached. In case of co-authored publication, a co-authorship declaration must be enclosed.

b) participation in national scientific conference:

Lecture*				Credits
title	language	place	timing	
Certificate, if any, from the conference and the PPT document				

c) other scientific activities (previous credit recognition, tenders, patent, invention, monograph etc):

Scientific activities			Credits
description	place	timing	

3. TEACHING ACTIVITIES

Courses hold		Signature of the relevant head of department	Credits
topics	quantity		

4. NUMBER OF CREDITS OBTAINED IN THE SEMESTER

Areas of the training programme	Credits
Academic requirements	
Scientific research	
Holding lectures (teaching);	
CREDITS ALTOGETHER:	

.....day month year

.....
doctoral student

**EVALUATION OF DOCTORAL SUPERVISOR
on the activities of the doctoral student during the semester**

(Based on the semester research plan, progress made in studies, research, etc.)

.....day month year

.....
supervisor