

**University of Public Service**  
**Faculty of Military Sciences and Officer Training**  
**Doctoral School of Military Sciences**

**Study and Examination Regulations**

**2021.**

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<sup>1</sup> Enacted by Senate Resolution No. 93/2021 (VII. 7.).



The Senate of the University of Public Service, pursuant to Article 20 (1) (c) of the University Doctoral and Habilitation Regulations, hereby establishes the Study and Examination Regulations of the Doctoral School of Military Sciences (hereinafter referred to as DSMS) of the Faculty of Military Sciences and Officer Training (hereinafter referred to as DSMS SER) as follows:

### **The scope of DSMS SER**

#### **1. §**

(1) The personal scope of the DSMS SER shall apply to the Hungarian students and, unless otherwise provided by a provision of law or international agreement, students of foreign citizenship (hereinafter referred to as doctoral students) attending the doctoral programme and the lecturers involved in the doctoral programme.

(2) The material scope of the DSMS SER shall cover the study and examination matters of doctoral students.

### **Legal background of the DSMS SER**

#### **2. §**

For matters not covered by the DSMS SER, the provisions of the below legislation and regulations shall be applied, mutatis mutandis:

- a) Act CCIV of 2011 on National Higher Education,
- b) Act CXXXII of 2011 on the University of Public Service and on Higher Education in Public Administration, Law Enforcement and Military,
- c) Government Decree 387/2012 (XII. 19.) on Doctoral Schools, Doctoral Procedures and Habilitation,
- d) Government Decree 423/2012 (XII. 29.) on Higher Education Admission Procedures,
- e) the Study and Examination Regulations of the University of Public Service (hereinafter referred to as: the UPS SER),
- f) the University Doctoral and Habilitation Regulations of the University of Public Service (hereinafter referred to as: the UDHR), and
- g) the Training Plan and Operating Regulations of the DSMS.

### **Declarations of consent for data processing**

#### **2/A §**

The publication of the personal data of doctoral students on the University's website within the scope of the DSMS SER is based on the following consent forms, and shall be carried out according to the content of these forms:

- a) declaration of consent for doctoral students who have successfully passed the complex examination at the doctoral schools of the University of Public Service, who have obtained an absolutorium, who are starting a doctoral degree award procedure and who have obtained a doctoral degree;
- b) declaration of consent in connection with the announcement of the workshop discussion and the public defence by the doctoral school;
- c) declaration of consent to the inclusion of the dissertation and the thesis booklet in the database of the Hungarian Doctoral Council (doktori.hu).

### **Bodies, organizational units and persons involved in the doctoral procedure:**

#### **3. §**

(1) The operation and tasks of the bodies, organisational units and persons directly involved in the doctoral procedure shall be regulated by Articles 11-20 of the UDHR.

The head of the research area:

- d) is responsible for the quality of work in the research area;
- e) proposes the recruitment of lecturers in his/her field;
- f) proposes optional subjects for the lecturers in his/her field;
- g) makes a proposal for admission to the doctoral programme;
- h) approves the doctoral student's individual study and research programme and the semester study and research plan;
- i) together with the supervisor, proposes the subjects for the complex examination, the chair and members of the complex examination committee and the chair and members of the Evaluation Committee;
- j) supervises and conducts the subject entitled "Research Workshop Seminar" aimed to make preparations for the complex examination and the subject entitled "Dissertation Research Work" aimed to ensure the reporting by the doctoral students in semesters 4-8.
- k) the other tasks of the heads of the research areas shall be regulated by Article 16 of the UDHR.

### **The types, language, duration and location of the doctoral programmes**

#### **4. §**

(1) Types of the organized programme:

- aa) organized full-time programme (full-time, with scholarship or self-funded)
- ab) organized part-time (correspondence, self-funded);
- ac) individual training (self-funded);
- ad) individual preparation is a permissible, non-organized programme type.

(2) The languages of the doctoral programme: Hungarian and English. The foreign language programme must not deviate from the approved Hungarian language training programme. In the case of foreign-language subjects, the lecturers and the designated supervisors must be lecturers with an academic degree, who are able to teach in the language concerned.

(3) Organized doctoral programmes shall uniformly consist of a period of 48 months of programme duration, comprising eight active semesters.

(3) The doctoral student may also participate in a part-time programme at a foreign or other Hungarian university. The student may participate in the part-time programme on the basis of a programme approved by the supervisor, which ensures the validity of the given study period within the doctoral programme. The duration of the part-time programme shall be included in the duration of the doctoral programme, and the student status is not suspended. The part-time programme must be recognised for the student with credits.

(4) The doctoral programme shall be held at the campus of the University of Public Service on Hungária körút.

### **Enrolment obligation of the doctoral student and his/her registration obligation for each semester**

#### **5. §**

(1) Admitted doctoral students shall enrol in person at the DSMS secretariat, at the study administrator, during the registration period.

(2) The doctoral student shall register in the Neptun Unified Study System from the second semester of his/her studies during the registration period, at the same time declaring whether he/she will continue his/her studies or suspend his/her student status. If the doctoral student fails to register during the registration period through his/her own fault, he/she will be liable to pay a late registration surcharge. The doctoral student participating in self-funded programmes shall, at the time of registration, provide proof of payment of the tuition fee if he/she continues his/her studies. Failing that, the study administrator of the DSMS will passivate the semester on the first day of the study period.

(3) From the second semester onwards, by the first day of the first month of each semester (1 September and 1 February), the student participating in the programme shall prepare a detailed semester study and research plan in 3 copies, according to the sample document provided in Annexes 3 and 4, which shall be signed off by his/her supervisor and approved by the head of the research area.

(4) Based on the prescribed study, research and examination obligations, the doctoral student shall prepare, under the guidance of the supervisor, a four-year individual study and research programme in 3 copies, by the end of the last month of the first semester of the first academic year (31 January), according to the sample document provided in Annexes 3 and 4. (The individually preparing students are not obliged to do this!). The study and research programme shall be approved by the head of the relevant research area on the basis of the proposal from the supervisor. The 1st copy of the study and

research programme remains with the student, the 2nd copy is kept by the supervisor and the 3rd copy is kept by the secretariat of the doctoral school.

(3) Student status shall be suspended in accordance with the provisions of Article 32 of the UPS SER and Article 31 of the UDHR. The student must report his/her request for suspension to the DSMS

- a) until August 31 regarding the autumn semester;
- b) by 31 January for the spring semester.

(4) The DSMS may authorise the suspension of the student status on maximum three occasions, for a total of four semesters. At the request of the doctoral student, the Doctoral Council of the Discipline may authorise the suspension of the student status.

(5) During the period of suspension, the doctoral student may carry out data collection, scientific research work, may publish, participate in scientific conferences and competitions. The doctoral student will receive credits for his/her work accomplished during the period of suspension, in the first active semester following the suspension.

(6) The student status is considered to be continuous even if the doctoral student takes part in part-time programmes at a foreign or other Hungarian university for a longer period of time, where the part tasks agreed with the supervisor are fully completed by him/her and credits can be awarded for these tasks.

(7) The student status shall be suspended for the period of the actual service in the voluntary military reserve forces, during which the student shall be exempted from the obligations laid down in the higher education institution's study and examination regulations.

(8) The doctoral student may have a continuous student status, if he or she fulfils the following conditions:

- a) enrolls in the first semester;
- b) announces the continuation of his/her studies in the following semesters and verifies the payment of the tuition fee;
- c) earns a minimum of 21 credits per semester;
- d) the credits not completed in a given semester must be completed by the doctoral student in the following semester, provided that the credits required for the complex examination and the additional criteria requirements stipulated in the training plan are completed by the end of the 4th semester.

(9) The content of the student status, the rights and obligations of doctoral students are provided for in Articles 31-33 of the UDHR.

## **The organized programmes**

### **6. §**

(1) Within the framework of the organized programmes, doctoral students shall attend contact hours, consult the supervisor, the head of the research area, individually or in groups, and may conduct scientific research, publication and teaching activities. The organized programmes include developing the teaching and research skills of doctoral

students.

(2) A doctoral student working on a correspondence basis may pursue teaching activities at any higher education institution. The doctoral student must present official proof of his/her teaching activity performed at another higher education institution to the supervisor and the head of the research area.

(3) The credit register shall be checked by the academic secretary of the DSMS every semester and registered by the study administrator.

### **Tasks of the students participating in individual training**

#### **7. §**

(1) The aim of individual training is to enable professionals with significant scientific research experience and a documented scientific record (equalling at least 10 publication points) to obtain a doctoral degree (PhD) by facilitated participation in organized doctoral programmes.

(2) The individual training shall last for four years (48 months).

(3) Students participating in individual training shall be exempted from attending contact hours, but their programme participation shall be subject to consultation and examination requirements. In accordance with the rules of organized programmes, the student participating in individual training shall also prepare in accordance with the provisions of the credit system. To obtain the absolutorium, he/she must also earn at least 240 credits.

(4) The students participating in individual training shall have a student status with the university for the duration of the programme.

(5) The council of the doctoral school may recognise credits to students participating in individual training on the basis of the results of their studies and research results achieved prior to their admission, as follows:

- study obligation: maximum 16 credits;
- scientific research work: maximum 80 credits.

(6) Further study and research tasks to be carried out during the period of the programme shall be determined by the supervisor in consultation with the student, taking into account the student's academic record and previous performance.

(7) The students participating in individual training shall prepare a study and research programme for the four years, which he/she must submit to the doctoral school by the end of the first semester of the first academic year (31 January), with the agreement of his/her supervisor and the approval of the head of the research area.

(8) Students participating in individual training do not have compulsory credits per semester, they carry out their activities according to their own plan, under the guidance of their supervisor. At the end of each semester, the student must submit to the doctoral school the "Information Sheet" on the credits earned.

(9) In all other respects, the provisions of Article 36 of the UDHR shall apply to doctoral students participating in individual training.

## **Individual preparation**

### **8. §**

- (1) The aim of the individual preparation is to enable professionals with a master's degree and a diploma certifying professional qualification from a Hungarian or foreign university, as well as with at least 5 years of documented teaching and scientific research experience in military sciences, and with particularly outstanding experience in the organisation of defence bodies or their higher education, to obtain a doctoral degree (PhD), even without participating in organized doctoral programmes. The awarding of a degree on the basis of individual preparation is only possible in particularly justified cases!
- (2) Requirements for individual preparation:
  - a) the individually preparing student has 20 publication points or the equivalent of at least 150 credits of academic activities, and applies for the complex examination;
  - b) he/she may choose the subjects for the complex examination from among those approved by the DCD for the academic year in question;
  - c) The student status of the individually preparing student is established upon application for the complex examination and acceptance thereof;
  - d) application is possible on two occasions per year for individually preparing students, once before the complex examinations in June and a second time until December, in which case the complex examination will be held in February.
  - e) the preparation shall be directed by the designated supervisor;
  - f) all the other requirements of the degree award procedure shall be identical to those of students participating in organized programmes;
  - g) individually preparing students will not be allowed to postpone a year.
- (3) The other rules for individually preparing students are set out in Article 37 of the UDHR.

## **Costs of the programme and other costs**

### **9. §**

- (1) The amount of the payable self-funded tuition fee shall be determined on the basis of the relevant Rector's instruction.
- (2) The doctoral student who pays the self-funded tuition fee must provide proof of payment on the day of enrolment.
- (3) The provisions of the Student Payment and Benefit Policy shall apply to all other matters relating to the payment of the self-funded tuition fee and the doctoral procedural fees.



## **Credit allocation, general requirements for the programmes**

### **10. §**

(1) The doctoral programme:

In doctoral programmes, credits can be obtained through the following forms of activities (sub-areas):

- |                             |         |             |
|-----------------------------|---------|-------------|
| a) Study obligation         | minimum | 50 credits  |
| b) Scientific research work | minimum | 180 credits |
| c) Teaching (contact hours) | maximum | 10 credits  |

(2) General principles of the programmes:

- a) the four-year programme shall consist of eight semesters, where an average of 30 credits per semester, and a total of 240 credits must be earned. A student participating in individual training can complete the required credits in any optional number of credits per semester;
- b) a minimum of 21 and a maximum of 33 credits can be planned for each semester. An exception to this is if the student has not completed 30 credits for the previous semester for some reason – in this case, in addition to the 33 credits, the remaining credits can also be planned;
- c) if the student does not have any missing credits – i.e. has completed his/her studies according to the model curriculum – the maximum number of credits per semester is 33;
- d) students may continue their studies if they have completed at least 21 credits (70% of the required number) in the semester and have met the specified criteria requirements. If a student does not complete the 21 credits in a given semester, he/she must complete them in the following semester, provided that the credits required for the complex examination and the additional criteria requirements stipulated in the training plan must be completed by the end of the 4th semester.
- e) a minimum of 9 credits in the first semester and minimum 12 credits in the following semesters must be obtained through scientific research work, so that a minimum of 140 credits is obtained by the end of the programme;
- f) a student holding a teaching post may not earn credits for teaching contact hours at his/her own university;
- g) the deadline for the "crediting" of the credits for all students participating in organized programmes is the last working day of the examination period in each semester.
- h) The requirements of the programme are the same for full-time students (scholarship), correspondence students and students participating in individual training.

## **Requirements for fulfilment of the study obligation**

### **11. §**



(1) In the field of studies, all doctoral students participating in organized programmes must take or choose subjects worth 50 credits, in the following order:

- a) In semesters 1 to 4, all doctoral students participating in the University's organized programmes are required to take the compulsory subjects set by the Doctoral Council of the Discipline for each academic year;
- b) In semesters 1 to 2, the students are required to take 1 optional subject per semester, if possible related to the research topic, worth 2 credits per subject.
- c) In semesters 3 and 4, 2 optional research seminars per semester of 2 credits each are compulsory, preferably related to the research topic (the research seminars end with a practical grade).

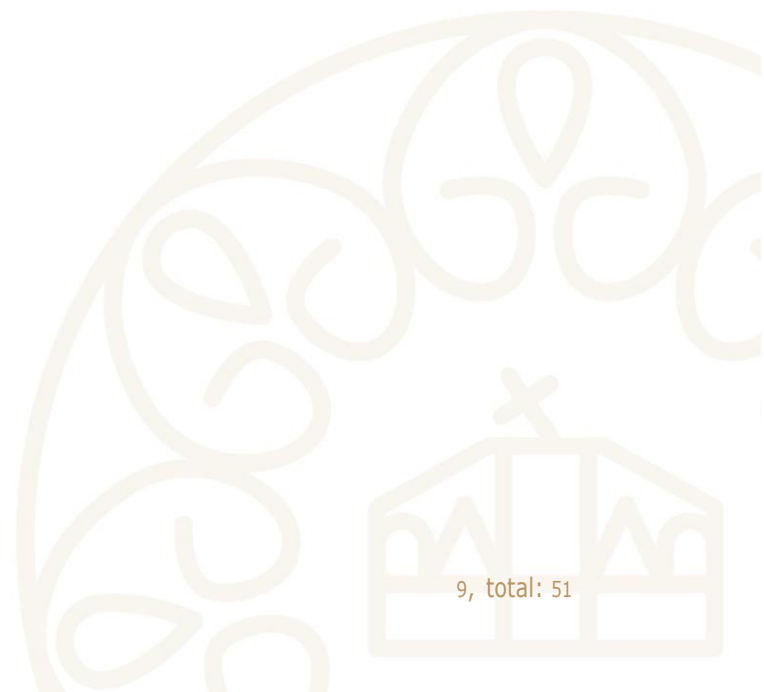
The aim of the research seminar is to deepen the doctoral student's knowledge in the subject area of the student's choice, related to his or her research topic. The student must search the relevant literature, process it, and should be able to formulate and synthesise an independent opinion on the topic. The seminar will be evaluated and graded by the lecturer who announced the topic. The grade is entered as a practical grade in the NEPTUN system.

- d) The requirements in points a-c are also compulsory for students in individual training, but can be fulfilled according to an individual timetable.

(2) Number of contact hours of the subjects:

€ in a full-time programme:

- end-term examination subject 30 hours,
- research seminar 20 hours;



€ in correspondence and individual training:

- end-term examination subject 10 hours,
- research seminar 6 hours;

€ for the module "Scientific research", the supervisor may recognise 15 hours;

(3) A student who is unable to attend the mergers of compulsory subjects due to a long-term absence (e.g. service abroad) may request an exemption (individual study arrangement). However, the student must still take his/her exams during the examination period of the semester in question.

(4) The taking of subjects shall be scheduled from the advertised subjects with the agreement of the supervisor or the head of the relevant research area. The DSMS shall publish the list of subjects and research seminars that can be taken, together with the other information required, on its website and shall send it to students in the "Information Sheet" booklet before the start of each academic year.

### **Requirements for fulfilment of the scientific research work**

#### **12. §**

(1) In order to complete the scientific research work, the subject titled "Scientific Research" belonging to the given semester must be taken in each semester from the subjects outside the research area. These subjects have a core credit value, which is also indicated in the model curriculum. Completion of the core credits ensures the student's average pace of progress. The credit values of these subjects can be changed in the NEPTUN system according to what the student has actually achieved by the end of the semester. This means that the student will be credited with the number of credits – completed – as stated in his/her "Semester Prospectus".

(2) Minimum 9 credits must be acquired in the first semester and minimum 12 credits in the following semesters through scientific research activities, so that by the end of the programme a minimum of 140 credits is obtained, broken down as follows:

- a) one professional article per semester related to the student's own research;
- b) if the student's publication is from another topic, half of the credit value may be awarded;
- c) publications not closely related to the research topic can only be counted in semesters 1-2;
- d) if the student does not publish in a given semester, he/she must make up for it in the following semester.

(3) Credits can be earned through the activities set out in Annex 1 of this DSMS SER.

(4) The same publication or scientific activity may be counted only once during the whole period of the programme.

(5) Those publications can be counted as professional publication which are at least 0.5 sheets long. Exceptions to this rule are posters and supplementary lectures (*Korreferat*)

published in the publication of a scientific conference, which may be less in length.

(6) Rules for counting publications in a given semester:

- a) submitted but not yet reviewed, or if the editor requests a major revision but this has not yet been carried out – is considered an un-peer-reviewed article;
- b) submitted, but not yet published publications must be accompanied by an authentic editorial declaration of acceptance, but must be submitted after publication;
- c) a publication published in a conference publication means the full text of the conference presentation, possibly an abridged abstract, not an outline of the presentation;
- d) co-authored publications must be accompanied by a co-authorship statement, which must specify the proportion of co-authorship. Credit points shall be calculated on the basis of the co-authorship proportion, with fractions rounded to whole points according to the general rules of rounding. Point five (.5) values shall be an exception to this, which must be rounded up to the nearest whole number;
- e) the scientific activity can only be recognised (counted) if the doctoral student can provide credible proof of this (e.g. a photocopy of the study published in a journal, a publication with proof of the download time for an online journal).

(7) It is required that the doctoral student has at least seven articles in Hungarian and one in a foreign language during the period of the programme, published in a peer-reviewed journal (A, B, C class), presenting the results of his/her own research. This also applies to individually preparing students, with the proviso that they must have 20 publication points and 150 credits at the time of application. However, they may publish and do other academic work during the period of the doctoral degree award procedure, which will be recognised for them when they submit their dissertation and the full procedural material.

### **Requirements for the fulfilment of teaching activities (contact hours)**

#### **13. §**

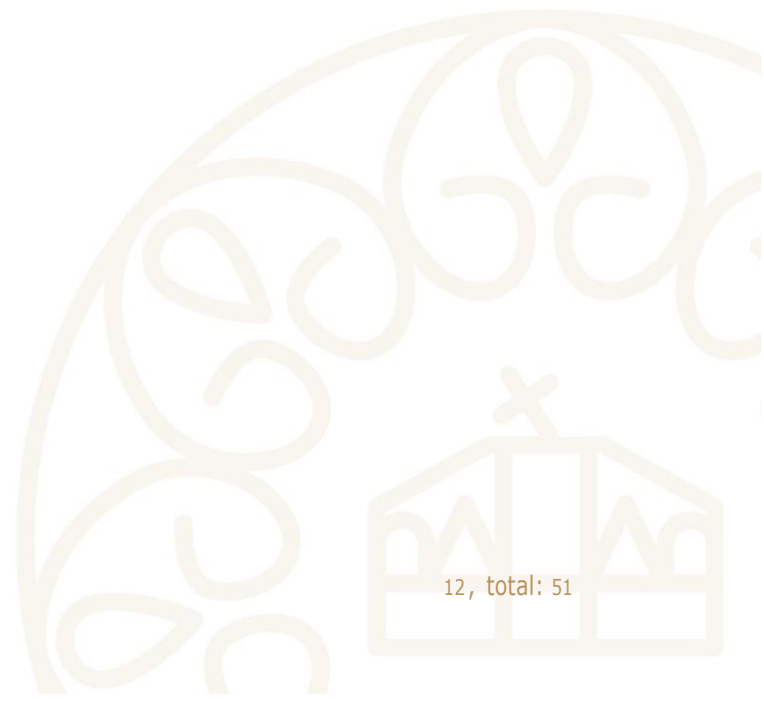
(1) Teaching is an optional – not compulsory – credit option.

(2) A doctoral student who holds a teaching post may not earn credits for teaching contact hours at his/her own university.

(3) A student who wishes to earn credit by teaching must take the subject titled "Teaching" belonging to the semester in question from the list of subjects outside the research area. The Roman numeral after the subject indicates the semester in which the given subject can be taken. The subjects have a variable credit value similar to the "Scientific research" subjects, therefore they are required to be completed in the same way.

(5) Contact hours may only be held on the student's research topic – or a closely related topic – subject to the permission of the head of department having competence according to the given topic.

- (6) 1 credit may be awarded for holding 4 contact hours.
- (7) A total of 10 credits can be earned by holding contact hours during the programme.
- (8) The holding of the contact hour shall be verified by the head of the department (head/lecturer of the research area) having competence according to the given topic.
- (9) The provisions of this Article do not apply to individually preparing students.



## **Recognition of prior achievements**

### **14. §**

- (1) The results of scientific research work carried out in the three years immediately preceding admission to the doctoral school – related to the doctoral student's research topic – may be recognised in the doctoral programme with credits in accordance with Annex 1. If the prior achievements are not related to the student's topic, 50% of the credits determined in Annex 1 may be awarded.
- (2) Under such legal title only one paper/study, and only in the first semester of the programme may be recognised, in accordance with Annex 1.
- (3) Applications can be submitted to the secretariat of the doctoral school by 1 October each year.
- (4) Study activities (e.g. a subject studied) or teaching may not be recognised as prior achievement.

## **Transfer, change of supervisor, title and research topic**

### **15. §**

- (1) A student who is participating in a doctoral programme organized at another university may apply for transfer to the DSMS if the conditions of the research activity to be carried out by him/her are ensured and the credits (or part of them) obtained there can be recognised in the programme of the DSMS. The "Rules of Procedure" for the transfer are determined in the University Doctoral and Habilitation Regulations. The recognition of credits during the transfer shall be decided by a committee made of the following members: the academic secretary, the head of the research area and the head of the department concerned.
- (2) If the relationship between the student and the supervisor is inadequate, or if the supervisor is unable to perform his/her duties through no fault of his/her own, or for any other reason, the student may initiate a change of the topic or the supervisor at the Doctoral Council of the Discipline (hereinafter referred to as the DCD). Before the council takes its decision, it shall seek the opinion of the head of the research area, and the final decision shall be taken by the DCD.
- (3) The title of the doctoral dissertation may be changed at the request of the supervisor or the student, or on the proposal of the workshop discussion, with the approval of the DCD;
- (4) A change of research topic may be permitted only in justified cases, only on occasion in the first or second semester, which must be supported by an elaborate research topic plan. Change of the research topic shall be decided by the DCD by approving the new draft topic, based on the proposal of the head of the doctoral school.

## **Parallel studies**

### **16. §**

- (1) The student may – with the permission of the supervisor – participate in parallel studies in another doctoral school. Participation in parallel studies shall be reported to

the Secretary of the Doctoral School of Military Sciences.

(2) The recognition of the subjects taken and the research activities done in parallel studies shall be decided by the DCD on the recommendation of the supervisor.

### **Recognition of credits, taking subjects in another faculty or institution** **17. §**

(1) A student participating in a doctoral programme may request the recognition of credits earned for the subjects taken and completed in the doctoral school of another faculty or institution, which shall be decided by the DCD on the recommendation of the supervisor.

(2) Two subjects shall be considered equivalent if there is at least 75% match between their knowledge content.

(3) If the knowledge content matches, the substitute subject shall be recognised with the number of credits specified in the curriculum of the doctoral programme of the DSMS. A compulsory subject specified in the Training Plan cannot be replaced by recognition of credits.

(4) The application for credit recognition must be submitted by the end of the registration period, after the announcement of the continuation of studies for the semester. The decision to admit or reject the application must be taken by the DCD within one month.

(5) When a subject is recognised, the grade obtained may not be changed.

### **The examination period, assessment of the knowledge acquired** **18. §**

(1) The forms of assessment of the knowledge related to the individual subjects, acquired during the programme are specified in the Model Curriculum, whereas the related content requirements are specified in the Subject Programmes.

(2) The knowledge acquired may be assessed in the following forms:

a) In the area of the study obligation:

- € end-term examination with a five-level rating;
- € mid-year evaluation with a five-level rating;
- € practical grade with a five-level rating;

b) In the area of scientific research, research workshop seminar, dissertation research work and teaching (contact hours):

- € the fulfilment of the requirements of the subject taken shall be assessed with a five-level rating.

(3) In the case of the end-of-semester examinations, the grade – in the case of an end-term examination, mid-year assessment and practical grade – shall be determined (and

signed in the academic transcript) by the examiner, the senior lecturer, the supervisor for the "Scientific Research" subjects, the head of the department responsible for the subject taught for the "Teaching" subjects (or the senior lecturer delegated by the head of the department). The modules "Research Workshop Seminar" and "Dissertation Research Work" shall be signed by the head of the research area.

(4) In cases worthy of special consideration (e.g. staying abroad), upon the student's request – with the permission of the head of the doctoral school – the examination can be taken before the examination period in the given semester. In the case of an examination not passed by the end of the examination period, the entire subject must be carried over to the next semester.

(5) Credits may be awarded only upon successful completion of the examination. The value of the credit does not depend on the result of the successful exam.

(6) In order to have the credits obtained in the semester credited, the student shall submit to the secretariat of the doctoral school the information sheet on the activities carried out, together with a detailed report of the supervisor, in the form specified in Annexes 4 and 5, by the end of the examination period.

(7) The provisions of the Study and Examination Regulations and the Student Payment and Benefit Policy of the University of Public Service shall be applied in terms of the tasks to be carried out in order to retake a failed examination or to improve the grade of a successful examination.

### **Completion of the programme**

#### **19. §**

(1) The final certificate (absolutorium) certifies the completion of the study obligations, the scientific research work and the teaching of contact hours (if the student has chosen this) required by the curriculum, as defined in Articles 11-14, the successful completion of the required exams other than the language exam and the obtaining of the necessary 240 credits and also certifies, without qualification and evaluation, that the doctoral student has fully complied with the required programme and preparation requirements. The student must also have 20 publication points, consisting of seven publications in Hungarian and one in a foreign language.

(2) After the successful completion of the 8th semester, if all the conditions for the issuance of the absolutorium are met, the doctoral school will issue the final certificate. However, the student will only receive this if he/she submits the 4-year summary reports prepared by him/her and his/her supervisor to the school. Applications for the degree award procedure can be submitted within the timeframe specified in the Higher Education Act and in the UDHR.

(3) The four-year academic term may not be shortened, the absolutorium may not be issued earlier, but the workshop discussion may be held in the last year of the programme.

(4) The final certificate shall be signed by the head of the doctoral school in the doctoral student's academic transcript.



(5) On the last day of the semester in which the student obtained the absolutorium, his/her student status shall be terminated. From the date of acceptance of the application for the degree award procedure until the date of the doctoral degree conferment ceremony, the candidate is entitled to use the title "Doctoral Dissertation Submitter".

### **The complex examination**

#### **20. §**

(1) During the first four semesters of the doctoral programme, at the end of the training and research phase, doctoral students shall take a complex examination.

(2) Conditions for applying for the complex examination:

- Students can apply for the complex examination by filling in the application form available on the doctoral school's website and submitting it in at the DS;
- The doctoral student must have an evaluation from his/her supervisor about his/her academic progress.
- In the "training and research phase" of the doctoral programme (first four semesters), the student must have acquired at least 120 programme credits (50 study credits and 70 scientific credits).
- The doctoral student must also have 10 publication points (4 scientific articles).
- Prior to the examination, the doctoral student must submit a written research plan for the research and dissertation phase, which, in addition to the requirements set by the DS, must also include a timetable for the preparation of the dissertation and the schedule for the publication of the results.

(3) In the case of individually preparing students, the doctoral degree award procedure begins upon application, by applying for the complex examination and acceptance thereof. At the time of application for the complex examination, the applicant must have documented teaching or scientific research work equivalent to at least 150 credits, and 20 publication points required for the degree award procedure. The applicant applying for the individual preparation programme type shall choose the subjects of the examination from the subjects advertised in the current year and approved by the council of the doctoral school.

(4) Composition of the examination committee

- The complex examination shall be taken in public, before a committee.
- The examination committee shall consist of four members, at least two members shall not be employed by the University (external member).
- The complex examination shall be organised separately for each research area.

- The chair of the examination committee is the head of the school. Further members of the committee: the head of the research area and two external experts.
- Each member of the examination committee shall hold an academic degree.
- The supervisor of the doctoral student taking the examination may not be a member of the examination committee.

(5) Conducting the exam

- The complex examination shall consist of two parts: a part to assess the examinee's theoretical knowledge ("theoretical part"), another part in which the examinee shall report on his/her academic progress ("dissertation part"). The theoretical part consists of two subjects, both of which must be related to the student's research topic. Subjects must be selected from the list approved by the council of the doctoral school for the year in question.
- The second part of the examination is an oral presentation (10-15 minutes) on the doctoral student's academic progress and knowledge of the literature, where a 15-20 page written paper, research plan must be submitted as well in terms of the "*Research and Dissertation*" section (progress in the dissertation, publication plan).
- Prior to the complex examination, the supervisor shall prepare a written evaluation of the doctoral student's study and research activities.
- On the basis of a successful complex examination, the student receives 20 credits, and with these credits he/she starts the two-year course "*Research and Dissertation*" section, and this credit shall be counted in the 5th semester.
- Minutes shall be made of the complex examination, which shall include a textual assessment. The result of the exam must be announced on the day of the oral exam.

(6) The other requirements of the complex examination are regulated by the relevant Articles 38-39 of the Doctoral and Habilitation Regulations.

### **Workshop discussion**

#### **21. §**

- (1) The recommended time for the workshop discussion is the first semester after obtaining the absolutorium.
- (2) In exceptional cases, if the state of the draft dissertation of the doctoral student attending the organized programme allows for it, the workshop discussion may also be held in the eighth active semester.
- (3) The workshop discussion must be submitted to the academic secretary of the doctoral school 15 days before the event using the "workshop discussion notification form".
- (4) Workshop discussions are otherwise governed by Articles 44-45 of the UDHR.

**Closing provisions**  
**22. §**

The DSMS SER was adopted by Senate Resolution No. 93/2021. (VII. 7.).



## Annex(es)

Annex I – Credit values of the scientific research activities (Available at: <https://rtk.uni-nke.hu/oktatas/rendeszettudomanyi-doktori-iskola/letoltheto-anyagok>)

Annex II – 4-year individual study and research programme (Available at: <https://rtk.uni-nke.hu/oktatas/rendeszettudomanyi-doktori-iskola/letoltheto-anyagok>)

Annex III – Semester study and research plan (Available at: <https://rtk.uni-nke.hu/oktatas/rendeszettudomanyi-doktori-iskola/letoltheto-anyagok>)

Annex IV – Written “Research Report” (Available at: <https://rtk.uni-nke.hu/oktatas/rendeszettudomanyi-doktori-iskola/letoltheto-anyagok>)