



**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

**THE REGULATIONS OF
THE DOCTORAL SCHOOL OF MILITARY SCI-
ENCES**



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BA! A KÖNYVJELZŐ NEM LÉTEZIK.

INTRODUCTION

- (1) The Regulations of the Doctoral School of Military Sciences (hereinafter: DSMS) are determined in compliance with Act CCIV of 2011 on National Higher Education defining doctoral schools and doctoral procedures; Government Decree 387/2012 (XII.19.) on Habilitation; Resolution 2016/6/V/1 of the Hungarian Accreditation Committee (hereinafter: HAC): Guidance on the establishment application of doctoral schools and on the updating of data of operating ones; Academic and Examination Regulations of the National University of Public Service as well as the Doctoral and Habilitation Regulations of the National University of Public Service.
- (2) The DSMS is an organizational unit of the University, accredited by HAC and has been established to facilitate the acquisition of the ability to perform independent scientific research activities and to set up an organised framework in preparation to obtain a PhD degree.
- (3) The Regulations of the Doctoral School of Military Sciences comprises of the roles and responsibilities of the head of the doctoral school, the secretary, the scientific desk officers, lecturers, scientific researchers and doctoral students. Furthermore, the Regulations also define the guideline of the doctoral procedure.
- (4) In matters not covered by the Regulations of the DSMS, the provisions of the Doctoral and Habilitation Regulations of NUPS shall prevail.

Chapter I

GENERAL PROVISIONS

Section 1

(1) Name: Doctoral School of Military Sciences

(2) Address: H-1101 Budapest, Hungária krt. 9-11. Building „A”, Floor 4

Postal address: 1581. Budapest, Pf.: 15.

Phone: Ministry of Defence: 29166, city number: 432-9065

(3) Established in: 1996

Date of accreditation: 22 February, 2002.

Accreditation number: D132

(4) The name of the Doctoral School in foreign languages:

English: Doctoral School of Military Sciences

French: Ecole de Doctorat des Sciences Militaires

German: Doktorandenausbildung der Militärwissenschaften

Russian: Докторская Школа Военных Наук

(5) The Rector of NUPS oversees the operation of the Doctoral School of Military Sciences. The doctoral school is led by the head of the school, with the involvement of the scientific secretary. The leadership is also taking into account the decisions of the Doctoral Council of the Discipline (hereinafter referred to as DCD).

(6) The operation and the further tasks of the doctoral school are determined in the Doctoral and Habilitation Regulations of the University.

Section 2

(1) In order to establish a doctoral school, the University must submit an application to the Senate. The Senate shall decide on the termination of the doctoral school following the initiative of the University Doctoral and Habilitation Council (hereinafter referred to as UDHC) or the Rector. Prior to initiating the termination of the doctoral school, the Rector should consult with the University Doctoral and Habilitation Council. Following the decision of the Senate, the Rector may request the data modification of the DSMS at the Educational Authority. Additional regulations about the establishment of

a doctoral school are defined in Section 13 of the Doctoral and Habilitation Regulations of the University.

- (2) The Regulations of the Doctoral School are considered as the statute.

Chapter II

MISSION AND TASKS OF THE DSMS

Section 3

Mission and tasks of the DSMS

- (1) The purpose of the Doctoral School of Military Sciences is to organize and manage the preparation of doctoral students and students on individual training programme to obtain their doctoral degree (PhD) in the field of military sciences.
- (2) The training programme at the DSMS is elaborated in cooperation with the faculties, institutes, departments and other organizational units of the university. In order to provide high quality educational and research programme, the university may involve - in compliance with the HAC regulations - external experts with doctoral degree from other universities, military units or research institutes.
- (3) Tasks of the doctoral school:
- a) review, compile and submit the research topics announced by supervisors for approval to the DCD;
 - b) prepare, organize, facilitate the admission interviews and notify the applicants about the interview date; following the decision of the DCD, nominate and notify the selection committee members;
 - c) elaborate the structure and documents of organized doctoral programmes;
 - d) prepare and publish the handout of the training programme;
 - e) support the administrative work of doctoral students;
 - f) manage, support and administrate the academic matters of doctoral students and students in individual preparation in the NEPTUN Education System;
 - g) issue certificates (student status, copy of markbook/e-markbook);
 - h) execute financial and administrative tasks related to the training programme and the doctoral procedure;

- i) 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;
- j) prepare and arrange the comprehensive examination;
- k) update the markbook and documents of doctoral students;
- l) collect and accept the handouts from the students each semester - including the reports of supervisors as well;
- m) prepare proposals for the DCD and UDHC sessions;
- n) coordinate and manage the activities of research areas;
- o) make reports on the activities of the Doctoral School;
- p) send notice to the person concerned about the decisions of the DCD;
- q) keep the website of the doctoral school updated;
- r) issue the absolutorium;
- s) actively participate in the doctoral procedure;
- t) organize scientific conferences;
- u) arranges exam, deal with preliminary defence and doctoral procedure with the exception of tasks defined in Section 19, Paragraph (2), Point b) of the Doctoral and Habilitation Regulations;
- v) cooperates with departments and institutes regarding the doctoral training and research;
- w) more details can be found in Section 15, Paragraph (3) of the Doctoral and Habilitation Regulations of the University (DHR).

CHAPTER III
STRUCTURE AND BOARDS OF THE DOCTORAL SCHOOL OF MILITARY
SCIENCES

Section 4
Structure of the Doctoral School

(1) The educational, research and further administrative activities of the DSMS are managed by leading teachers with academic degree who are full-time employees at other departments of the university (head of the doctoral school, scientific secretary, quality assurance officer). An exception to this are the educational officers who are employed by the Dean's Office of the Faculty.

(2) Head of the doctoral school and the staff members:

The head of the doctoral school may be a core member of the DSMS who is a full-time university lecturer and holds the title of Doctor of the Hungarian Academy of Sciences. The DCD is chaired by the head of the DS.

Direct staff of the head of the DSMS:

- a) scientific secretary;
- b) scientific desk officers;
- c) deputy secretary responsible for quality assurance.

Other staff and leaders of the DSMS:

- a) Doctoral Council of the Discipline;
- b) core members of the DS;
- c) heads of research areas;
- d) lecturers of the DS;
- e) supervisors of the DS;

(3) The doctoral school includes seven research areas and each research area is managed by their leader.

a) Research areas of the DSMS:

- 1. Security studies;
- 2. Social aspects of defence studies;

3. General military theory;
4. Theory of military science;
5. Defence logistics, defense administration és defence economics;
6. National security;
7. Theory of defence IT and communication.

b) Conditions to establish a research area:

A new research area may be established within the Doctoral School if on the one hand side, it has a sufficient number of lecturers with relevant publications, and on the other hand side, it has a training plan. The DCD is required to obtain the approval of the UDHC to create or terminate a research area. More details can be found in Section 14, Paragraph (1) of the Doctoral and Habilitation Regulations of the University (DHR).

Section 5

Boards of the Doctoral School

(1) Boards of the Doctoral School:

- a) The Doctoral Council of the Discipline (hereinafter referred to as DCD);
- b) Council of Heads of Research Area;

(2) The Doctoral Council of the Discipline is the highest governing body of the Doctoral School of Military Sciences.

(3) The operation of the DSMS may be assisted by temporary and specific committees. These committees cease to exist once the members present the activities completed to the DCD and the DCD accepts the report(s).

CHAPTER IV
BOARDS, HEAD, CORE MEMBER, STAFF, LECTURER, SUPERVISOR AND
LEADER OF RESEARCH AREA OF THE DSMS

Section 6

Doctoral Council of the Discipline

(1) The chair of the Doctoral Council of the Discipline is the head of the doctoral school. The DCD assists the head of the doctoral school in professional matters. The head of the doctoral school, the core members and four external members are full members with voting rights. The dean of the Faculty of Military Sciences and Officer Training or the representative of the dean (vice-dean for science), the secretary of the DCD, the quality assurance officer, the leaders of research areas as well as the doctoral student representatives are members with consultation rights. Administrative activities of the DCD are handled by the scientific secretary of the doctoral school. The DCD shall meet regularly - generally bimonthly - but preferably two weeks prior to the UDHC meeting.

(2) Tasks and responsibilities of the Doctoral Council of the Discipline:

- a) decide on research topics and supervisors for doctoral programmes;
- b) prepare the discipline specific part of the doctoral training plan;
- c) decide on the lecturers;
- d) decide on approval of unpublished individual research topics;
- e) decide on the principles, frameworks of the work of the supervisors and determine the tasks of the supervisors during and after the programmes of doctoral students;
- f) appoint members of the doctoral selection committee;
- g) decide on the admission of students;
- h) decide on credit recognition;
- i) decide on postponement (pausing), academic, disciplinary and examination matters of doctoral students, and termination of student status, if it is not automatically terminated;
- j) decide on the dissertation topic of doctoral students and its title;
- k) decide on requests for change of supervisor;
- l) decide the requirements for a comprehensive examination;

- m) decide on the admission of students for comprehensive examination;
- n) decide on the subjects of the comprehensive examination on the basis of the programmes plan, establish the comprehensive examination committee;
- o) decide to initiate the degree process;
- p) decide on the official reviewers of the doctoral thesis, appoint the members of the jury;
- q) decide on the application for closed defence on the basis of the opinion of the jury;
- r) make a recommendation to the UDHC on matters within its competence.

(3) The appeal forum for the Doctoral Council of the Discipline is the University Doctoral and Habilitation Council.

(4) More details of the competencies and tasks of the DCD are determined in Section 12 of the Doctoral and Habilitation Regulations of the University.

Section 7

Council of Heads of Research Area (CHRA)

- (1) The seven research areas of the DSMS are led by the heads of research area who compose the Council of Heads of Research Area. The chair of the CHRA is the head of the doctoral school. The members of the CHRA are meeting occasionally.
- (2) If necessary, it shall decide with consultation rights on:
 - a) consistency of research areas;
 - b) professional compliance of research topics;
 - c) proposing the Academic and Examination Regulations, Training programme and other documents.

If necessary, the DCD shall ask the CHRA for its approach in professional matters.

Section 8

Head of the Doctoral school

- (1) The head of the doctoral school may be a full-time university lecturer who holds the title of Doctor of the Hungarian Academy of Sciences. The head of the doctoral school shall be elected from the core members of the doctoral school, based on the proposal of the UDHC and the endorsement of the HAC. The head of the doctoral school is then

appointed by the rector for a period not exceeding five years. This mandate can be extended several times.

(2) Tasks of the head of the doctoral school:

- a) coordinate doctoral programme;
- b) ensure that the high quality scientific activities of the doctoral school, as well as the education are continuously maintained;
- c) control the work of the doctoral school and execute the decisions made by the council;
- d) harmonize and support high quality professional work;
- e) represent the doctoral school;
- f) direct and represent the operation of the doctoral school. Further details of the head of the doctoral school are defined in the Doctoral and Habilitation Regulations of the University.

(3) The head of the doctoral school is directly assisted by heads of research fields, DCD members, scientific secretary, quality assurance officer and scientific officers.

Section 9

Core members of the doctoral school

(1) A core member may be who

- a. holds a scientific degree;
- b. is engaged in continuous high-level scientific activity - maintained in the databases of the Repository of Hungarian Scientific Works and the NDC - in the discipline and research field of the doctoral school;
- c. demonstrates the ability to lead doctoral students by supervising at least one doctoral student who obtains doctoral degree;
- d. Fulfills the conditions of HAC core membership; is employed as a lecturer or research staff members at the university, full-time, in employment or as civil servant, who has marked this higher education institution for concerning the existence of operational requirements of higher education institutions, pursuant to Article 26 (3) of Act CCIV of 2011 on National Higher Education; (hereinafter referred to as NHE Act);
- e. agrees to supervise doctoral students;

- f. Further requirements of core members are determined in Section 13 of the Doctoral and Habilitation Regulations of the University.

Section 10

Scientific secretary

(1) The scientific secretary, who is a full-time university lecturer or associate professor, is nominated by the DCD, following the proposal of the head of the doctoral school. The mandate of the scientific secretary is five years. This period may be extended several times.

(2) Tasks of the scientific secretary:

- a) coordinate the training, organizational and educational activities of the doctoral school and is responsible for its quality;
- b) consolidate and direct the planning, training and scientific research activities of the research areas;
- c) participate in the preparation of documents;
- d) steer the professional tasks of the educational officers;
- e) fulfill the secretary role of the DCD;
- f) prepare DCD meetings;
- g) verify credit acceptance;
- h) check the validity of issuing the absolutorium;
- i) oversee the conduct of preliminary defence;
- j) keep the website of the doctoral school updated;
- k) prepare documentations in accordance with the guidance of the head of the doctoral school.

Section 11

Deputy secretary responsible for quality assurance

(1) Establishes and continually improves the quality assurance activities of the DS with the aim of meeting the needs of its students and training as much as possible to enhance the competitiveness of the DS.

(2) Promotes one of the most important goals of performing quality assurance activities: effective operation, quality education.

- (3) Assists in shaping the future approaches of the doctoral school, defining and executing quality goals and strategies.
- (4) Participate in the preparation of documents.
- (5) Acts as a stand-in for the scientific secretary.

Section 12

Scientific desk officers

- (1) The scientific desk officers are employed by the Dean's Office of the Faculty of Military Sciences and Officer Training, however their activities are related to the doctoral school.
- (2) Tasks of the scientific desk officers:
 - a) take care of the administrative activities of the doctoral school;
 - b) conduct a precise documentation of training records of the doctoral students;
 - c) support doctoral students in educational and administrative questions;
 - d) help finding and furnishing offices for scholarship students;
 - e) support the inclusion of foreign exchange students;
 - f) execute activities defined by the head of the doctoral school and by the scientific secretary;
 - g) Further details about the requirements are defined in the relevant job description.
- (3) Tasks of the scientific desk officers responsible for the degree procedure:
 - a) take care of the administrative activities of the doctoral school;
 - b) conduct a precise documentation of doctoral degree records of the students;
 - c) support doctoral students in educational and administrative questions;
 - d) initiate the degree process;
 - e) manage the financial activities related to the training programme and the degree procedure;
 - h) execute activities defined by the head of the doctoral school and by the scientific secretary;
 - f) Further details about the requirements are defined in the relevant job description.

Section 13

Head of the research area

- (1) The head of the research area may be a full-time university lecturer or associate professor considered at the University for the conditions of operation of the higher education institution. A person at the University can be the leader of only one research field at the same time.
- (2) Tasks of the head of the research area:
- a) responsible for the quality of work in the research field;
 - b) make a proposal for admission to doctoral studies;
 - c) make a proposal to approve or change the supervisor;
 - d) make a proposal to changes in programmes and new research topics and the inclusion of new subjects in the research field;
 - e) approve the individual study and research program and semester study and research plan of the doctoral students;
 - f) supervise the professional work of the research area;
 - g) prepare the preliminary defence and comprehensive examination; participate in the committee;
 - h) formulate a report on the progress of doctoral students in each semester during the research and dissertation phase;
 - i) approve the course topics related to the relevant research area;
 - j) more details can be found in Section 15, Paragraph (5) and in Section 16, Paragraph (1) of the Doctoral and Habilitation Regulations of the University (DHR).

Section 14

Lecturers of the DSMS

- (1) The teaching staff of the doctoral school shall be the lecturers and researchers with 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.

- (2) Lecturers of the DSMS are primarily the full-time lecturers of NUPS. External lecturer may be employed only in case the lecturers of the doctoral school cannot cover the specific research topic.

Further requirements:

- a) shall hold a PhD degree for at least three years;
- b) shall have an updated, accessible profile in the NDC and Repository of Hungarian Scientific Works databases;
- c) the approved course should be related to the given research area;
- d) shall have a course programme evaluated and approved by the head of the research area;
- e) more details can be found in Section 13 and in Section 14, Paragraph (3) of the Doctoral and Habilitation Regulations of the University (DHR).

Section 15

Research topic announcer

- (1) The announcer of a research topic may be a lecturer, researcher or, in justified cases, an external member of the academic staff of NUPS, whose topic announcement is accepted by the head of the given research field, approved by the DCD.
- (2) The announcer is required to demonstrate leadership skills by regularly publishing own research results and by possible undertaking co-supervising activities for three years after obtaining a PhD degree;
- (3) The announcer must send an application to publish the topic for the DCD, under the following conditions:
 - a) the applicant must carry out ongoing research and publication activities on the topic to be advertised;
 - b) external applicant may propose a specific research topic provided that it is consistent with the list of research topics preferred by the University. An external topic announcer shall only be a co-supervisor.
 - c) the announcer shall have an updated, accessible profile in the NDC and Repository of Hungarian Scientific Works databases;

Section 16

Tasks of the supervisor

- (1) A supervisor is a lecturer or researcher of NUPS with an academic degree acquired at least three years before, who actively conducts high level research activities in the dissertation topic of the doctoral student. The announced dissertation topic shall be approved by the DCD, following the recommendation of the head of research area.
- (2) The supervisors shall have an updated, accessible profile in the NDC and Repository of Hungarian Scientific Works databases;
- (3) Tasks of the doctoral supervisor:
 - a) announce the doctoral topic and participate in the admission procedure;
 - b) responsibly supervise the study and research activities of the doctoral student;
 - c) certify the completion of the completed study and research tasks by signing the semester information and markbook (electronic markbook);
 - d) assist doctoral students in the preparation and high quality implementation of their study and research plans;
 - e) monitor the high quality implementation of the study and research plan of doctoral students;
 - f) prepare a summary report on the study and research work carried out by the doctoral student before completing the comprehensive examination, then makes a proposal for the issuance or refusal of the absolution;
 - g) prepare the preliminary defence of a completed dissertation, notify the secretary of the doctoral school (publish the date and the draft dissertation on the doctoral website) and facilitate the preliminary defence procedure;
 - h) responsible for the effective promotion of the research results in the form of scientific publications;
 - i) verify the completion of the minimum research requirements of doctoral students; when applying for doctoral procedure, recommend that the application be approved or rejected by the DCD;
 - j) in each semester, prepare a written report on the progress of the supervised doctoral student;
 - k) support doctoral students in obtaining foreign scholarships;

- l) propose, in alignment with the head of research area, the subjects of the comprehensive examination, the chair, the members and the official reviewers of the comprehensive examination committee;
- m) responsibly manage the preparation of doctoral students for the degree procedure;
- n) a co-supervisor may be selected if the assistance of two professionals is required in the development of the doctoral research topic. A co-supervisor shall be selected if the supervisor is a foreigner or is not a lecturer employed by the university, hence the continuous support of the doctoral student and the conduct of the preliminary defence could not be provided. In the case of co-supervision one of the supervisor shall be indicated as responsible supervisor during the admission procedure;
- o) one supervisor (at the University) can publish up to 6 (six) topics and can supervise 6 (six) doctoral students at a time.

BODIES AND INDIVIDUALS INDIRECTLY INVOLVED IN THE DOCTORAL PROCEDURE

Section 17

Dean

- (1) The dean is responsible for providing the necessary resources and conditions for the basic operation of the doctoral school.
- (2) The dean provides the financial, infrastructural and professional conditions necessary for doctoral students to pursue their study and research activities.

Departments

- (1) Lecturers of institutes and departments, with a scientific degree, are responsible for holding classes for doctoral students, based on their four-year individual study and research programme.
- (2) Doctoral students submit a copy of their individual study and research programme to the selected departments to allow departments organizing their teaching activities.

- (3) Further tasks are defined in the Doctoral and Habilitation Regulations of the University.

CHAPTER V

RIGHTS AND OBLIGATIONS OF DOCTORAL STUDENTS, STUDENTS ON INDIVIDUAL TRAINING AND DOCTORAL CANDIDATES

Section 18

Rights of doctoral students and doctoral candidates

- (1) Doctoral students enrolled in the organized training programme obtain the student status from the university, thus doctoral students are entitled to the same rights and benefits as other students of the institution.
- (2) May choose the form of programmes (full-time, part-time, individual programmes, individual preparation);
- (3) The head of the DS may authorize the suspension of student status up to three times for a total of four semesters;
- (4) May request to change the subject or the title of the dissertation;
- (5) May participate in part-time programmes at a foreign or other home university;
- (6) May abort the studies (termination);
- (7) May undertake teaching duties;
- (8) The costs of programmes and graduation may be borne by their employer;
- (9) May use the university infrastructure;
- (10) May propose the assigned supervisor;
- (11) Doctoral students enrolled either in individual training programme or in part-time training as well as students with individual preparation may conduct research activities at their workplace in case the workplace may be considered as a research site;
- (12) Except the required courses, doctoral students may select subjects and research seminars;
- (13) May comment on the activities of the lecturers;

- (14) May participate in competitions, scientific research projects, work in scientific forums, publish research results;
- (15) May be eligible for grants, exemptions and facilities as specified by law, university regulations;
- (16) May make suggestions and request answers on any matter related to the life of the university and the DS;
- (17) May apply for admission to another doctoral school;
- (18) May be elected to the boards of the doctoral school with consultation rights;
- (19) More details can be found in Section 31, Paragraph (1) of the Doctoral and Habilitation Regulations of the University (DHR).

Section 19

Obligations of doctoral students

Doctoral students are obliged to:

- (1) Comply with the Study and Examination Regulations of the doctoral school;
- (2) Participate in the obligatory mergers;
- (3) Meet the requirements (teaching requirements, participation in tenders, etc.) of the research site (department, institute, centre), which is supervised by the head of the department.
- (4) A doctoral student fulfilling an official service role must request the approval of the service supervisor prior changing the training form, suspending the student status and applying for international part-time programme.
- (5) Comply with the academic and examination rules and disciplinary regulations as set forth in the relevant legal requirements and university regulations.
- (6) Pay the fees and reimbursements for doctoral studies in accordance with applicable laws and regulations;
- (7) Adhere to scientific ethical rules and standards of conduct;
- (8) More details can be found in Section 33, Paragraph (2) of the Doctoral and Habilitation Regulations of the University (DHR).

CHAPTER VI
APPLICATION AND TRAINING SYSTEM OF THE DSMS

Section 20
Definition of the degree procedure

- (1) The Doctoral School of Military Sciences awards an internationally equivalent doctoral (PhD) degree in military sciences - recognized by the Hungarian Accreditation Committee - to doctoral students who have successfully completed their degree procedure either in organized, full time, part-time, or individual training programme.
- (2) A doctoral degree is a scientific degree awarded by the University Doctoral and Habilitation Council, the obtainment of which is subject to requirements laid down in the Doctoral and Habilitation Regulations within the framework of the NHE Act. The PhD degree certifies that the holder of the title possesses a high level of knowledge in the given research area, achieves new results and is able to conduct independent researches. A doctoral degree can be obtained through completing the required courses and the doctoral degree procedure. An exception to this is the individual preparation where the doctoral degree may be obtained without training programme.
- (3) The study and research programme of organized training and individual preparation constitutes of the accredited Doctoral School of Military Sciences and its research areas. The doctoral training programme is completed once the absolution is obtained.
- (4) The doctoral degree procedure is independent of the doctoral training period. Upon acquiring the absolution, doctoral students may apply for the degree procedure within the time frame defined in the Doctoral and Habilitation Regulations of NUPS.
- (5) Doctoral students may acquire the necessary level of knowledge for the degree procedure:
 - a) Within the organized training programme of the Doctoral School of Military Science:
 - full time (state funded or self-financed);
 - part-time (state funded or self-financed);
 - b) Through individual preparation.

Section 21

Admission procedure

- (1) Admission to the doctoral training is based on the admission procedure. Organizing and conducting the application process is the responsibility of the DSs and OSA, in accordance with the division of responsibilities set out in the Regulations. Scope of the application procedure is defined in the University Doctoral and Habilitation Regulations.
- (2) The following individuals may apply for the doctoral programme (both organized or individual preparation):
 - a) applicants who are holder of a master's degree, a professional qualification or an equivalent university qualification; and
 - b) have at least one state-recognized general-level (B2-level) 'C' complex, or equivalent language exam on the language defined below:
 - any official language of the European countries;
 - Arabic;
 - Hebrew;
 - Japanese;
 - Chinese;
 - Korean;
 - Latin;
 - Ancient Greek.
- (3) Individuals may apply for a part-time training under the conditions defined Paragraph (2), if their employment contract allows them to complete the training requirements and participate in the doctoral degree procedure. Part-time applications may be accepted only if the training and scientific research conditions are ensured either at the workplace of the individual or at other locations.
- (4) 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 defined by the Regulation that allow applicants - with a master's degree from a national or international university - to obtain a PhD degree without attending an organized

- doctoral programme. Individual preparation may only be accepted in well justified situations.
- (5) Application for individual preparation is available twice a year, during the following periods: between 1-15 September (admission interview between 1-15 December) and between 1 February - 15 April (admission interview between 15-30 May).
 - (6) More details of the individual training programme and individual preparation admission requirements are defined in the Doctoral and Habilitation Regulations of the University.
 - (7) Most important conditions of the participation in the doctoral programme:
 - a) application, and submitting the application;
 - b) declaration of acceptance from the head of the DS and the head of the research area;
 - c) support of the selection committee following the admission interview and the habitus examination;
 - d) favorable decision of the doctoral school on the competence of the individuals and their acceptance to the programme or to the individual preparation;
 - e) sufficient financial resources to cover the cost of training.
 - (8) The applications are reviewed by OSA from a formal point of view and by the doctoral school in terms of the content. Should there be any deficiencies, the applicant shall provide further documentation or information to complete the application. Applicants who meet the formal requirements will be invited by the head of the DS to an admission interview in May (August, in case of an extended call for application). The aim of the interview is to assess the capability of the applicant to develop the chosen research topic. The selection committee consists of 5 members, chaired by the head of the DSMS. Members of the committee are the head of the research area and the expert of the given research topic. The supervisor of the applicant, the scientific secretary and the representative of the doctoral student may participate in the committee with consultation rights.
 - (9) The aim of the admission interview is to assess the capability of the applicant to develop the chosen research topic.

- (10) During the admission interview, the committee will assess the applicant in the following three aspects:
- a) habitus examination, when the applicant shall prove to have a good overall knowledge in military science. Admission score: 0-60 points;
 - b) evaluation of the scientific work carried out so far, in which the NCSS ranking, exceptionally the special prize awarded to the NCSS (which is examined separately by the selection committee) and the scientific results substantiated by scientific publications, shall be valuated as follows: First place: 20 points, Second place: 15 points, Third place: 10 points, Special prize: 5 points; a scientific publication which has already been published or which is accepted for publication shall constitute 3 entry points per publication. (It is required to attach to the application the declaration of the editorial board or the editor-in-chief of the scientific journal in which the publication is to be issued.) applicants for individual programmes and individual preparation must have a proven track record of research and at least 10 publication points in the case of individual programmes and at least 20 publication points in the case of individual preparation. Admission score for scientific activities: 0-20 points.
 - c) Level B2 (intermediate) state-recognized language exam or equivalent in one of the recognized languages (Section 20, Paragraph (2a)): 0 point (obligatory requirement).
 - d) Admission score for further language exams:
 - a) For B1 (basic level) complex exam or its equivalent: 5 points;
 - b) For B2 (basic level) complex exam or its equivalent: 10 points;
 - c) For C1 (advanced) complex exam or its equivalent: 15 points;
 - d) If the first language proficiency examination is C1 (advanced) complex exam, an additional 5 points may be awarded. Oral or written language exams as partial exams shall not be accepted. Based on the Governmental Decree 137/2008. (V. 16.) partial exams in the same language may be combined.
 - e) Maximum admission score for foreign language skills: 20 points.
 - f) A maximum of 100 points may be awarded during the admission procedure, of which at least 60 (70 for individual training and 80 for individual preparation) points (including minimum 40 points from the habitus examination

or 20 publication points for individual preparation) are required for a successful admission.

- (11) The selection committee assesses and ranks the applicants and submits the documentation to the DCD for decision. Following the decision of the DCD, the doctoral school shall notify the applicants in written within 8 days.
- (11) The doctoral school provides on a yearly basis a regular and public information on the doctoral programme. It also publishes the admission requirements, the list of accepted applicants and their scores on the website of the DS.
- (12) More details of the admission requirements and the admission procedure are defined in Sections 22-29 of the Doctoral and Habilitation Regulations.

Section 22

Planning, organization and implementation of the doctoral programme

- (1) Based on the academic and examination requirements, doctoral students are required to prepare, with the guidance of their supervisor, an individual training and research programme.
- (2) The academic and research programme shall be approved by the head of the relevant research field on the recommendation of the supervisor.
- (3) Due to the compulsory subjects, planning in the first semester is done centrally at the doctoral school.
- (4) Doctoral students receive student status upon registering for the first semester.
- (5) No new enrollment is required until the student status of a doctoral student is active. From the second semester onwards, doctoral students may activate their semester in the Neptun Education System during the registration week. Furthermore, doctoral students may submit a form about the continuation or suspension of their studies. In justified cases registration can take place in the DS in person during the registration period.
- (6) Educational officers of the doctoral school publish the course list which had been requested by the students. Doctoral students then register for the given course.

- (7) The training conditions of individual courses and research seminars are provided by course leaders, research field leaders and heads of departments. In case several doctoral students register for a course, lectures should be given in smaller, coordinated groups.
- (8) The course requirements and the exam completion are entered in the Neptun Education System by the educational officers.

Training evaluation, comprehensive examination and closure of studies

Section 23

- (1) At the end of each semester of the training period - until the last working day of the exam period - doctoral students shall submit a written report to the doctoral school about their activities completed during that semester. The supervisor is required to prepare a detailed evaluation of the progress and scientific activities of their supervised doctoral students at the end of each semester. At the end of the semester, the leader of the research area evaluates the performance of the doctoral students and - if necessary - may request an oral report from the doctoral student and the supervisor.
- (2) Once the training period has been complete, the management of the doctoral school assesses the research activities of the doctoral students and decides on the fulfilment of training requirements.
- (3) Upon the successful completion of the eight - or more in exceptional cases - semesters, the candidates are entitled to receive the absolutorium. The absolutorium certifies that the doctoral student has satisfied all the academic and research requirements of the doctoral training programme. The absolutorium is issued to the doctoral candidate by the head of the DSMS. Doctoral students who have obtained less than the necessary 240 credits and 20 publication points are not to be awarded the absolutorium. (This rule is not applicable for doctoral students in individual preparation) Further details of the acquisition of the absolutorium can be found in the Academic and Examination Regulations of the DSMS.
- (4) The four-year training period cannot be shortened – except for doctoral students enrolled in individual training programme – and the pre-degree certificate (absolutorium)

cannot be issued earlier. The preliminary defence, however, may be conducted in the last semester.

- (5) After the completion of the first four semesters of the doctoral training programme - i.e. as a conclusion of the training and research phase - doctoral students are required to take a comprehensive examination.

5.1. The comprehensive examination:

a) prerequisites of the comprehensive examination:

aa) doctoral students shall apply for the comprehensive examination by filling the application form. The application form is to be submitted in person at the doctoral school.

ab) doctoral students must have an assessment of their research progress by their supervisor.

ac) 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.

ad) doctoral students shall acquire 10 publication points (4 scientific articles).

ae) 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 research work equal to 150 credits, and 20 credits for publication which are mandatory for obtaining the degree. Doctoral students enrolled in individual training programme are to choose the courses for their examination from the list of courses approved for the given academic year by the Doctoral Council. Comprehensive examination of doctoral students in individual preparation is scheduled either in January (between 15 and 30 January) or in June (between 15 and 30 June), depending on the date of application. Further requirements for doctoral students in individual programme are determined in paragraphe 37 of the Doctoral and Habilitation Regulations of the University.

af) before the examination, doctoral students are required to submit a research plan for the research and dissertation phase. The plan shall contain - apart from the requirements set by the DS - the scheduled progress of the dissertation and the timing of the publications.

ag) further details of the comprehensive examination and the procedure are determined in Chapter III, Section 5 of the Training programme and in Section 38 of the Doctoral and Habilitation Regulations of the University.

- (6) Tasks and evaluation of doctoral students in individual training are regulated by the Doctoral and Habilitation Regulations of the University and the Academic and Examination Regulations.

Section 24

Doctoral degree procedure

- (1) During the doctoral degree procedure, the DSMS is cooperating with the OSA.
- (2) General conditions for obtaining a doctoral degree:
- a) documentation of independent scientific work, in particular, publications in scientific journals, books, scientific conference publications, mostly related to the research topic of the applicant for the doctoral dissertation. The proof of scientific work shall be achieved by obtaining a minimum of 20 publication points, summarized on the basis of the points table, of which at least one peer-reviewed foreign language publication and at least four peer-reviewed publications are required;
 - b) proof of knowledge of two foreign languages. Certification of two of the languages specified in Section 22 (3) of at least B2 level (intermediate) state-recognized language examinations or equivalent. In the case of a level C1 (advanced) complex state-level examination (or equivalent certificate) from another language, another level B1 (Basic) complex state-recognized language examination (or equivalent) is sufficient.
 - c) applicants of non-Hungarian nationality must pass at least two state-recognized intermediate level language examinations in their mother tongue, or one state-recognized advanced level and one state-recognized elementary complex language exam;
 - d) acquisition of the absolutorium;
 - e) solving the scientific task independently, preparing a dissertation, creating a work and defending the results in public debate;
 - f) further details about the requirements of the doctoral degree procedure are determined in Section 42 of the DHR.

(3) The doctoral degree procedure:

- a) applying to the doctoral degree procedure after the completion of all prerequisites, not later than 3 years after a successful comprehensive examination;
- b) if doctoral candidates are unable to meet the deadline due to childbirth, accident, illness or any other unexpected cause, the deadline may be extended by one more year;
- c) writing the dissertation, participating in a preliminary defence, correcting mistakes or missing information from the paper and arranging the printing of the dissertation;
- d) upon completion of all prerequisite, submitting the documents to the OSA. The OSA verifies the format of the submitted documents, while the doctoral school checks the content of documents.
- e) after correcting the deficiencies, the supervisor of the candidate proposes then the DCD decides on the chair, members and reserve members of the jury;
- f) The rules of setting up the jury and the examination committee are settled in Section 49, Paragraph (2) of the Doctoral and Habilitation Regulations of the University.
- g) Following the decision of the DCD, the DSMS shares the dissertation with the two official jurors, who shall prepare the evaluation of the doctoral dissertation within two months.
- h) In case both jurors provide a positive evaluation, in two months, the DSMS will prepare and announce the date of the public defense. In case one of the jurors provide a negative evaluation, the DCD will ask for a third opponent. In case both evaluations are rejected, the submission of a new doctoral dissertation on the same doctoral topic may be initiated one time the earliest after two years, but not later than within three years. The new dissertation should preferably be published to the original opponents.
- i) In case of a successful defence, the UDHC holds a secret ballot, where the majority decides on awarding the academic degree. The candidates receive their PhD degree from the rector and the dean during a ceremony that is organized by the Senate twice a year.

- j) Further details of the evaluation and the degree procedure are determined in Sections 46-50 of the Doctoral and Habilitation Regulations of the University.

(4) Preliminary defence procedure:

- a) before submitting the dissertation, a preliminary defence shall be conducted;
- b) a preliminary defence may be held if the supervisor approves the draft dissertation;
- c) the preliminary defence shall be organized and conducted by the supervisor;
- d) the date of the preliminary defence shall be announced at the secretary of the DS. The date and the draft dissertation shall be made publicly available on the website of the doctoral school at least two weeks before the event;
- e) the preliminary defence is announced through an official form that is to be signed by the head of the research area.
- f) the renowned researchers and the experts of the given research area shall be invited to the preliminary defence.

(5) Further requirements on the preliminary defence procedure are determined in Section 44 of the Doctoral and Habilitation Regulations of the University.

CHAPTER VII
FINANCE AND QUALITY ASSURANCE OF THE DSMS

Section 25
Finance of the DSMS

- (1) The DSMS does not undertake business activities separately from the University.
- (2) The head of the DSMS is involved in making decisions regarding the use of available funds.
- (3) The rules of business activities are detailed in the University's Operating Regulations and Business Regulations.

Section 26
Quality assurance system of the DSMS

- (1) The DSMS operates a functional quality assurance system within the unified quality assurance system of the University and the Faculty of Military Sciences and Officer Training. A fundamental criteria for quality assurance is a system that accurately measures the performance of doctoral students and the faculty, that sets high standards for each assessed individual.
- (2) The quality assurance system of the DSMS enforces the specific requirements for scientific activities.
- (3) The monitoring (data collection) system of the doctoral school gathers all relevant data, factor, opinion (including those of students, customers and other external parties) that can be measured and compared to each other. It evaluates the training programme, research, student and lecturer performance, organizational structure, training material as well as the actual status of the educational infrastructure, then it defines the extent deviation from the requirements.
- (4) The quality assessment proposes to the dean, head of the DSMS, UDHC, Vice-Rector for Science and DCD a recommendation for action or regulation.
- (5) The quality control verifies the operation of the quality assurance system.

- (6) The specific steps to be taken within the quality assurance system of the DSMS are detailed in the quality assurance manual of the Faculty and in the Quality Assurance Plan of the Doctoral School.

CHAPTER VIII

RELATIONS AND COOPERATION RULES OF THE DSMS

Section 27

Relations of the DSMS

- (1) In terms of the doctoral training programme and degree procedure, the Doctoral School of Military Sciences strongly cooperates with the Office of Scientific Affairs, the other doctoral schools of the university, the departments organizing the courses in the given research area as well as other institutes of the university. The DSMS maintains its professional relation with other doctoral schools outside of the university. The DSMS also works together with the Ministry of Defence and other ministries, research locations of the MoD, law enforcement officers and national security services representatives, Committee on Military Science of the Hungarian Academy of Sciences as well as the Hungarian Military Science Society.
- (2) With the help of the University and the Faculty, the doctoral school maintains a strong relation with military institutes of other states.
- (3) The research areas of the DSs also liaise independently with other organs of the University and with organizations outside the University in the fields of education they pursue.

Section 28

Rules of cooperation of the DSMS

- (1) Cooperation of the doctoral school with other (external) parties, including the research fields, can be done by taking into account the regulations and by acquiring the approval of the university and the faculty.
- (2) Apart from organizing scientific events, the doctoral school may fund the publication of scientific journals as well from the available financial resources.

CHAPTER IX
FINAL PROVISIONS

Section 29

- (1) The following documents regulate the acts of doctoral candidates, doctoral students and those who are submitting the dissertation and shall comply with: Study and Examination Regulations of NUPS, Student Compensation and Allocation Regulations, Academic and Examination Regulations of the DSMS, and other University regulations regarding students.
- (2) Handling the personal data of doctoral candidates and doctoral students is in compliance with Section 19 of the NHE Act.
- (3) The present regulations had been revised in accordance with the University Doctoral and Habilitation Regulations, which entered into force on 1 July 2019.
- (4) The Regulations of the Doctoral School of Military Sciences has been proposed for reviewal to the Council of the Doctoral School on the 2 September 2019 session. The present regulations has been accepted by the University Doctoral and Habilitation Council on the x October 2019 session. The present Regulations enter into force on the day the UDHC approves it.

Budapest, 2019.

Dr. József Padányi Eng. Major General
university professor, DSc

APPENDICES

Appendix 1

National University of Public Service
Doctoral School of Military Sciences

Institutional ID: FI 99859

APPLICATION FOR THE COMPREHENSIVE EXAMINATION

1. Personal data:

Name:.....
Military rank:(Maiden name):.....
Mother's maiden name:
Place and date of birth:
ID number:
Nationality:
Permanent address and phone number:
.....
Mailing address, phone number and e-mail address:
.....
Place of work (place of service), (office number):
.....
Position:

2. Qualification:

University degree (specialization):
Institution issuing the diploma:.....
Degree number:
Time of issue:
Language proficiency:

Language	Level of knowledge:	Certificate number, date:
.....
.....

3. Doctoral programme:

form:* a) organized full-time (day) programmes: scholarship / self-financed;
b) organized part-time (correspondence) programmes;
c) individual programmes;
d) individual preparation.

Doctoral School of Military Sciences

Discipline area/discipline:

Research area:

4. Numerical data of the scientific activity to date (according to the score table):

Book, competition, note: Peer-reviewed article in a journal:.....
Non-peer-reviewed journal article:
Presentation in an international conference material in foreign language:
Material published in Hungarian conference proceedings:.....
Other scientific activities:

In the light of my criminal responsibility, I declare that the above information is accurate and acknowledge that I am suffering the consequences of any disclosure of false information.

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

.....
(signature of the applicant)

To be completed by the Doctoral School

The Doctoral Council of the Discipline has accepted the application:

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

National University of Public Service
Student ID:
Doctoral School of Military Sciences
Institution identification number: FI 99859
Record Number:

**MINUTES ON THE
COMPREHENSIVE EXAMINATION**

1. Personal information

Name of the doctoral student:

.....

Military rank: (Maiden name):.....

Mother's maiden name:

Place and date of birth:

Nationality:

University degree:

Discipline area/discipline:

Name and academic degrees of the supervisor:

2. Date of the comprehensive examination:

3. Subjects and topics of the comprehensive examination:

First subject / subject area:

.....

.....

Second subject / subject area:

.....

.....

4. Questions asked and answers given:

First subject / subject area:

.....

.....

.....

.....

.....

.....

Second subject / subject area:

.....

.....

.....

Dissertation part:

5.a Evaluation of a 4-member committee:

Description	Parts			Total score achieved	Total points available	Average points received (%)
	Subject 1	Subject 2	Dissertation			
Chair of the jury					15	
Jury member					15	
Jury member					15	
Jury member					15	
Total points earned by parts					–	
Total points available for each parts	20	20	20	–	60	

5.b Evaluation of a 3-member committee:

Description	Subjects			Total score achieved	Total points available	Average points received (%)
	Subject 1	Subject 2	Dissertation			
Chair of the jury					15	
Jury member					15	
Jury member					15	
Total points earned by parts					–	
Total points available for each parts	15	15	15	–	45	

Passed (60-100% of points available)

Failed (0-59% of points available)

(The achieved result should be underlined!)

Done at Budapest, .. monthday, 201.... year

Jury member

Jury member

Jury member

Jury Chair

National University of Public Service
Institutional ID: FI 99859
Student ID:
Record Number:

**MINUTES ON THE
DOCTORAL DEFENCE PROCEDURE**

1. Personal data:

Name of the doctoral candidate:
Military rank:
(Maiden name:
Mother's maiden name:
Place and date of birth:
Nationality:
University degree:

2. Discipline area/discipline: military science

3. **Form of doctoral programme:**
.....

4. **Name and academic degrees of the supervisor:**
.....
.....

5. **Title of the dissertation, work:**

genre: dissertation, work

6. **Place of the public defence:**
Date:.....
Language (if not Hungarian):

7. Members of the jury and their scientific grade:

Chair:
Secretary:
Members:.....

Opponents and their scientific degrees:
.....

8. Questions raised during the public defence (summary of the questions and comments):

.....
.....
.....
.....

a) name of the participants in the debate:

.....
.....
.....

b) summary of the answers given by the candidate:

.....
.....
.....

9. Suggestions made by the opponents after the debate is closed:

a) recommends the award of scientific degree: (name)

.....-

b) recommends rejecting the application: (name)

.....-

10. Questions that arose after the public debate, in closed session of the jury, information that may have been requested from the applicant of the doctoral thesis and opponents in closed session, and the jury's position on the issues in question:

.....
.....
.....
.....

11. Summary of new scientific findings, content and methodological evaluation of the work, possible dissenting opinions, jury resolution on the issues discussed in the public disputation:

.....
.....
.....

12. Results of the secret ballot conducted by the official jurors and the evaluation committee:

- 5 points awarded by members
- 4 points awarded by members
- 3 points awarded by members
- 2 point awarded by members
- 1 point awarded by members

0 point awarded by members

Maximum score available:, total points awarded:, meaning the % of points available

Qualification of the doctoral dissertation:

Summa cum laude

Cum laude

Rite

Done at: Budapest,

Opponents and jury members:

.....
.....

official juror

official juror

.....
.....

.....member of the jury
member of the jury

.....

Jury Chair

.....

Secretary of the jury