



ÓBUDA UNIVERSITY

**DOCTORAL SCHOOL ON MATERIALS
SCIENCES AND TECHNOLOGIES**

Rules of Operation

**Modified by
based on the decision 81/12 (4 July 2023) of the Doctoral School Council**

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I. PREAMBULUM

The Operational Rules of the Doctoral School on Materials Sciences and Technologies (ATDSZ) are based on Act CCIV of 2011 on National Higher Education (hereinafter: Nftv.), Government Decree 79/2006 (IV.5.), Government Decree 387/2012 (IV. 27.) on doctoral schools, the order of doctoral procedures and habilitation, Government Decree 121/2013 (IV.26.), Act XXXVI of 2014, Act CXXXI of 2015, Act CCVI of 2015, Government Decree 85/2015 (9.IV.), Resolution No. 2015/4/V of the Hungarian Accreditation Committee for Higher Education (hereinafter referred to as MAB) on the accreditation criteria for the establishment and operation of doctoral schools, and the Doctoral and Habilitation Regulations of Óbuda University (EDHSZ).

The basic information on the Doctoral School is given in Appendix 1.

II. General provisions

1.§ Scope of the Code

The Rules of Procedure of the Doctoral School on Materials Sciences and Technologies (hereinafter referred to as the "ATDSZ") have been drafted to complement the University Regulations for Doctoral and Postdoctoral Studies (hereinafter referred to as the "EDHSZ"), in order to regulate the issues and procedures referred to the competence of the doctoral schools, taking into account the specific situation and the special characteristics of the field of engineering.

- (1) The Doctoral School on Material Sciences and Technologies (hereinafter referred to as ATDI) shall operate under the direct supervision of the Rector, and its academic administration shall be carried out by the Directorate General of Education of the Rector's Office.
- (2) In the work of the Doctoral School (hereinafter referred to as the "DI"), in addition to the core members, lecturers and subject leaders from other Hungarian higher education institutions and research institutes shall also participate.
- (3) The composition of the DI shall be decided by the EDHSZ.
- (4) The EDHSZ shall define the tasks of the Council of the DI, hereinafter referred to as the DIT.
- (5) The training programme of the Doctoral School shall be determined by the Training Plan of the ATDI.

2.§ On doctoral training and obtaining a degree

- (1) Doctoral studies in the field of materials sciences and technologies shall lead to the award of a Doctor of Philosophy (PhD) degree. The procedure for the award of a doctoral degree shall include a complex examination, the presentation of aptitude for independent research and new scientific results, proof of the required knowledge of foreign languages, and the public presentation and defence of a thesis containing the solution of an independent scientific problem.
- (2) The languages of doctoral studies shall be Hungarian and English. Field of the DI: materials sciences and technologies. The organisational framework of the doctoral programme is the DI, which operates with the approval of the MAB and with the permission of the Education Office.

III. The doctoral school

3.§ Structure of the doctoral school

- (1) The operation of the Doctoral School shall be directed by the Head of the School. The current Head of the DI and its core members are listed in *Appendix 1 to these Regulations*.
- (2) The body assisting the Head of the DI shall be the DIT, elected by the DI's core members, whose members shall be appointed and dismissed by the President of the EDHT. The DIT shall be chaired by the Head of the DI. The number of members of the DIT shall be at least 7. 1 doctoral student shall participate in the work of the DIT as a member with consultative rights.
- (3) The DIT may elect from among its members, on the proposal of the President, a Vice President, who shall have the right to deputise for the President of the DIT in the exercise of the powers laid down by the President of the DIT. The composition of the ATDI Doctoral Council is set out in *Appendix 1 to these Regulations*.

4.§ Head of the Doctoral School

- (1) The DI is managed by the Head of the DI, who is responsible for the academic quality and teaching of the school. The Head of the DI shall be assisted by a Deputy Head of the DI, a Secretary and the DI's Academic Administrator.
- (2) The head of a DI may be a full-time civil servant professor of the University, who has an internationally recognised doctorate of the Hungarian Academy of Sciences or a doctorate of sciences, who has obtained a doctorate, and who is under the age of 70 in the year of evaluation of the DI (even after the change of head), or under the age of 66 at the time of the establishment of the DI. The head of the DI is elected by the EDHT on the recommendation of a majority of the core members and appointed by the Rector for a maximum term of five years. The appointment may be renewed several times.
- (3) On the proposal of a majority of the DI Council, the EDHT may elect a Deputy DI Director from among the DI core members. The functions and powers of the Deputy Head of the DI shall be set out in the DI Rules of Procedure.
- (4) The Head of the Doctoral School:
 - a) is responsible for the academic quality and teaching of the Doctoral School,
 - b) carry out the tasks assigned to it in the EDHSZ, the ATDI Training Plan and the ATDI Rules of Procedure,
 - c) perform the duties of the President of the DIT, including:
 - c1) propose to the DIT the use of the human and material resources made available to the DI,
 - c2) propose the complex examination and the composition of the board,
 - c3) propose the composition of the official judges and the jury,
 - c4) be responsible for the management of the DI.

5.§ Council of the Doctoral School

- (1) The DIT shall be a body assisting the DI Manager and its members shall be elected by the DI's core members. The DI's ordinary members may elect additional members with academic degrees to the

Board in accordance with the conditions laid down by the DIT. The DIT has 16 members, of which 1 is the Secretary with consultative rights and 1 is the student representative with consultative rights. The list of DIT members is attached as Appendix 1

- (2) The composition of the DIT shall ensure adequate professional coverage of the field of activity.
- (3) General tasks of the DIT:
 - a) draw up and approve the DI's rules of procedure and rules of procedure;
 - b) approve the names of the DI subject leaders and lecturers, as well as the subjects to be taught in the course (title, lecturer, subject, bibliography and number of credits);
 - c) proposes the proposed doctoral topics for publication;
 - d) approves the publication of the topic by the author of the doctoral thesis;
 - e) approve the doctoral student's doctoral topic and any changes to it as necessary;
 - f) recommends to the EDHT President the admission to the doctoral programme;
 - g) carry out in-training performance assessment;
 - h) periodically evaluates the implementation of the School's programme, the quality of training and the work of the teachers, subject leaders and doctoral students involved in the programme;
 - i) give an opinion to the EDHT on the naturalisation of a foreign academic degree;
 - j) at the request of the head of the DI, give an opinion on other matters concerning the DI;
 - k) proposes to the MTTDHT the composition of the complex examination board;
 - l) proposes to the EDHT the award of a doctorate;
 - m) examine requests for deferral of a semester or a year by participants in organised training and inform the President of the EDHT thereof;
 - n) decides whether to give credit for the activity carried out in the framework of the period of study abroad;
 - o) authorise parallel training in a field relevant to the doctoral programme;
 - p) decides on questions relating to the transfer, in particular the conditions imposed by the (external) host institution;
 - q) decides whether or not the training is successful;
 - r) decides on the allocation and use of central and revenue support for the FDI.
- (4) The DIT shall meet as necessary, but at least once every six months, and decide on matters within its competence.
- (5) The President and the members of the DIT shall be entitled to vote, except for the election of members of the DIT, where only the DI's core members shall be entitled to vote.
- (6) The quorum of the DIT shall be at least half of its voting members.
- (7) Decisions of the DIT shall normally be taken by a simple majority of votes cast by open ballot. In the event of a tie, the Chair shall have a casting vote. In justified cases, any member may request a secret ballot, or the Chairperson may initiate a secret ballot.
- (8) The DIT shall take its decisions on personnel matters by secret ballot. The name of each candidate shall be indicated on the ballot paper; voters shall indicate all candidates acceptable to them. The candidate or candidates receiving the highest number of votes shall be proposed for the ballot. In the event of more than one candidate receiving equal votes, the President shall decide. The DIT shall use a yes/no vote to decide on the award of a degree.
- (9) In the case of personal matters, the person who is the person concerned may not participate in the decision:
 - a) have a direct work relationship (same institute/institution, manager-employee relationship), or
 - b) is in a close family relationship, or
 - c) has been a scientific co-author for the last three years; or

- d) who cannot be expected to give an objective ruling on the case for any other reason.
- (10) On the proposal of the President of the DIT, the DIT may, in justified cases, except for personal matters, decide by electronic (e-mail) voting.
- (11) The materials required for items on the agenda of a DIT meeting requiring a decision shall be made available to members at least three working days before the meeting. The publication may be made electronically. The dates of the meetings, including the agenda, shall be communicated to the members at least 5 working days before the meeting.
- (12) The decisions of the DIT shall be made available to the DI and its students within ten working days after the meeting and shall be deposited in the DI Archives.

6.§ Teachers and supervisors of the doctoral school

- (1) DI lecturers shall be those academics and researchers with academic degrees who, on the recommendation of the head of the DI, are deemed by the DIT to be suitable for teaching, research and subject leadership duties within the framework of the DI.
- (2) The applicant for a doctoral thesis shall be a researcher or a researcher with a scientific degree whose thesis has been approved by the DIT.
- (3) The head of the doctoral topic is the academic degree holder whose announcement of the topic has been approved by the DIT, and who, on the basis of this, responsibly guides and supports the studies, research work and preparation for the academic degree of the doctoral student working on the topic. A supervisor may not have more than six doctoral students without a doctorate at any one time.
- (4) A doctoral student may have two supervisors at the same time, subject to the approval of the DIT. The name of the supervisor(s) shall be clearly indicated on the title page of the doctoral thesis. In addition to the external supervisor, the DIT shall appoint an internal supervisor who shall assist the external supervisor on behalf of the University and monitor the student's progress. In the case of two supervisors, the DIT will appoint a responsible supervisor.
- (5) Responsibilities of the supervisor:
- A. Formulation of the research problem, topic description.
 - B. Contribute to the preparation of the final research plan, the signature of which implies its approval.
 - C. Communicating and enforcing DI standards and scientific requirements.
 - D. Management and monitoring of research work. In case of unsatisfactory performance, you must inform the head of the DI.
 - E. Reporting to the doctoral student every semester, monitoring the fulfilment of the commitments set out in the research plan (the written semester report must be signed on the condition of the fulfilment of the indicators and targets).
 - F. Proposing the composition of the Complex Examination Board, the Workplace and the Public Panels.
 - G. Full compliance with formal requirements in the preparation of the doctoral thesis.
 - H. The supervisor shall sign a declaration of recognition of the doctoral student's performance to certify that the thesis meets the content requirements of the DI.
 - I. Preparing the student for the workplace and public defense.

7.§ Communication of the doctoral school

- (1) Provide, through the DI website, continuous and regularly updated information on the functioning of the school on the following topics:
 - the discipline of the school, the name of the doctoral degree that can be obtained,
 - the names and curricula vitae of the core members, trainers,
 - national and international scientific contacts, cooperation agreements,
 - Operating Rules,
 - Training plan,
 - Quality assurance plan.
- (2) Provide continuous and regularly updated information on doctoral training through the DI website:
 - the DIT-approved doctoral topics and their supervisors,
 - the admission process and requirements for doctoral training, individual preparation,
 - the requirements for the complex examination,
 - the requirements for the award of a doctorate,
 - about the subjects taught.
- (3) Provide continuous and regularly updated information on the effectiveness of the DI through the DI website, making it available:
 - PhD theses and dissertations in electronic format,
 - the names of the graduates,
 - the list of those who have obtained an absolute doctorate,
 - the decisions and resolutions of the DIT.
- (4) Keeping the DI's website up to date and ensuring that the www.doktori.hu database pages contain up-to-date information about the DI. It shall ensure that the database www.doktori.hu is kept up to date by the Theme Leaders, at least once a year. The DI Secretary is responsible for updating the websites.

IV. Doctoral training

8.§ Application, admission procedure

- (1) The general conditions for application and admission to the doctoral school are laid down in Articles 19-20 of the EDHSZ.

Doctoral studies at the University can take the following forms:

 - a) organised, full-time, full-time training with a public scholarship,
 - b) self-financed, full-time, full-time organised training,
 - c) part-time part-time part-time part-time part-time organised training,
 - d) a person who has prepared for the degree individually may also be enrolled in doctoral studies, as defined in Article 21 of the EDHSZ, provided that he/she has fulfilled the requirements for admission and doctoral studies. In this case, the student status is established by applying for and passing the complex examination.
- (2) Applications for doctoral studies must include the following documents:
 - a) a completed application form [*Annex D6 of the EDHSZ, Annex 1 of the ATDSZ*];
 - b) a research plan supported by a DI supervisor (maximum 3000 characters);
 - c) proof of payment of the admission fee;

- d) a copy of your MSc/university transcript (along with the original);
 - e) a copy of your MSc/university degree (along with the original);
 - f) copies of documents certifying your language skills (together with the originals);
 - g) a scientific and professional curriculum vitae with a list of publications;
 - h) a letter of acceptance from your chosen institute or research centre and your supervisor;
 - i) a statement of support from the workplace if you are applying for an individual training course;
 - j) other documents (e.g. recommendations);
 - k) a clean criminal record, not more than 3 months old;
 - l) a statement indicating whether the applicant is applying for a scholarship and whether he/she wishes to be admitted if he/she does not receive a scholarship.
- (3) Applications for doctoral studies must be submitted to the Head of the DI. General conditions for admission to doctoral studies at the University's doctoral schools:
- a) a Master's degree (MA/MSc) with at least a good mark, or an equivalent university degree under the previous system (the qualification of the degree is not taken into account after two years from the date of its award);
 - b) knowledge of English at least at intermediate level, certified by a state-recognised complex language examination type "C" (or equivalent) ; in justified cases, the DIT may allow you to fulfil these requirements in another foreign language relevant to the research topic chosen;
 - c) the requirement for a state-recognised complex language examination at at least intermediate level of English "C" is replaced by a school-leaving certificate in the official language of the foreign country, which is recognised as a state-recognised complex intermediate language examination "C" in the official language of the foreign country;
 - d) adequate professional skills;
 - e) initial academic performance (e.g. TDK thesis, conference presentation, publication).
- (4) Candidates will be assessed partly on the basis of the application submitted and partly on the basis of the interview. During the interview, a committee of at least 3 persons appointed by the DIT will assess the applicant's professional qualifications, research ideas and language skills.
- (5) Interviews will take place at a time and place determined by the DIT. The DIT will notify applicants in writing of the date of the interview.
- (6) Admission is ranked according to four criteria:
- a) academic achievement;
 - b) language skills;
 - c) initial scientific activity;
 - d) research plan, communication skills (habitus);
- The detailed rules for the evaluation are set out in *Annex 2 to the ATDSZ*.
- (7) The Selection Board, as set out in Appendix 1 of the ATDSZ, will assess candidates on a 100-point scale as set out in Annex 2:
- Candidates with at least 70 points will be ranked. The DIT will determine the ranking, taking into account the opinion of the Selection Committee, and on this basis will make a recommendation to the President of the EDHT for the selection decision.
- (8) The admission decision may be:
- a) admission to a full-time, full-time, organised training course with a public scholarship;
 - b) admission to a full-time, full-time, self-financed, structured training course;
 - c) admission to a part-time, part-time, part-time, part-time course;

- d) rejection of the application.
- (9) The decision on admission shall indicate the type of training and the marks obtained in the admission procedure. In the case of successful admission, the notification shall state the date of enrolment, the documents required for enrolment and the start of the academic year.

Reference should be made to the costs of the training and how they will be borne. In all cases where the costs of training or research are to be borne by the doctoral candidate, his/her employer or other committed party, the detailed conditions shall be laid down in a separate contract.

At the time of enrolment, the admitted student must sign a declaration that he/she has read the DI regulations and the DI requirements and is aware of his/her rights and obligations.

In case of refusal, the decision must be reasoned.

- (10) It is possible to transfer between the different forms of training on the basis of an application to the DIT.

9.§ Curriculum, work plan

- (1) The training of the DI shall be based on the Training Plan, which shall be approved by the EDHT on the basis of a proposal from the DIT.
- (2) The Training Plan shall include:
- a) the purpose of the training,
 - b) the list of subjects and teachers
 - c) the conditions of study (requirements, curriculum, progress monitoring)
- (3) The DIT decides on the adoption of subjects for training and the renewal of the themes. The DIT shall review the themes at least every three years, taking into account the comments and feedback from students and other stakeholders (lecturers, external contributors, guest lecturers, labour market actors). Before the start of each academic year, the DIT reviews the list of proposed doctoral courses and their instructors and decides whether to accept or reject them. The DI administrator publishes the accepted subjects in the faculty NEPTUN system and on the DI website.
- (4) Attendance and participation in the timetabled lessons of the subjects is compulsory during the day. In the event that the teacher is unable to attend, the idea of substitution or replacement must be agreed with the head of the DI. For each subject, students must be informed of the subject matter and the requirements, including the required and recommended reading and course material.
- (5) For each subject, a compulsory subject theme and a set of requirements shall be drawn up, which shall be subject to a prior opinion of the DI Council and the adoption of which shall be decided on the basis of the opinions. The DIT decides on the formal and content requirements of the subject matter and publishes it on the DI website.
- (6) Within the framework of the Training Plan, the work plan of the doctoral student shall specify the tasks to be performed by the doctoral student during his/her studies (short research plan, subjects; *Annex 3*). The student shall prepare the work plan in the first semester of the organised training under the guidance of the subject supervisor. At the end of each semester, the doctoral student shall, with the approval of the supervisor, draw up a summary of the work plan. The work plan shall be reviewed and, if necessary, renewed after each completed semester. The semester summary and any revised work plan shall be approved by the DIT on the proposal of the supervisor.
- (7) The work plan shall include the subjects the student wishes to study in order to fulfil his/her academic obligations. Any subject advertised by the DI or taught in a doctoral school in another technical or

related field may be taken in agreement with the subject leader. Subject to the approval of the DIT, the work plan may also include subjects taught in foreign doctoral programmes.

- (8) The work plan shall include by subject:
- a) the name (title), code and credit value of the subject,
 - b) the lecturer (the person in charge of the subject, the lecturer who announced the course),
 - c) the place of publication (institution, doctoral school),
 - d) the timing, i.e. in which semester the subject can be taken up.
- (9) Within the framework of an individual study agreement, it is possible to transfer credits, whereby the study, teaching and research credits are certified as follows:
- a) Proof of academic credits: on the basis of the doctoral candidate's application, the DIT may accept formal or non-formal training in the workplace, in accordance with the conceptual framework of ATDI training, as well as courses taught in foreign doctoral programmes, as prior learning. The DIT decision must include the name of the accepted training, the number of credits accepted, the justification for the credit calculation and the supporting documents.
 - b) Proof of research credits: on the basis of the doctoral student's application, the DIT may accept the doctoral student's participation in workplace research and development as prior performance. The decision of the DIT must include the name of the work experience accepted, the number of credits accepted, the justification for the credit calculation and the supporting documents.
 - c) Proof of teaching credits: on the basis of the doctoral candidate's application, the DIT may accept as prior performance teaching activities in formal or non-formal training provided by a higher education institution or other employer. The DIT decision must include the name of the accepted training, the number of credits accepted, the justification for the credit calculation and the supporting documents

10.§ The rules for organised training. The complex exam. The diploma.

- (1) Based on the evaluation and report of the selection committee, the DIT will make a recommendation to the EDHT President, taking into account additional criteria. The EDHT President takes the decision on the admission and issues a decision.
- (2) The doctoral student participates in the academic training of the Doctoral School and conducts individual research. The doctoral student may also undertake teaching duties, which are not part of the study obligations and are optional.

Doctoral students may undertake additional teaching and research tasks. The doctoral student performing teaching duties shall be entitled to the teaching rights pursuant to Article 35 (1) of the Nftv.

Full-time doctoral students participating in organised doctoral programmes (foreign students who are treated in the same way as Hungarian students by law or international agreement) may receive scholarships from public or other sources. Any planning unit or department of the university may use its domestic or foreign grants, budget or other income to pay doctoral scholarships.

- (3) Doctoral students participating in organised training must enrol before the start of the semester, as announced. Documents required for enrolment:
 - diploma,
 - 1 photo,
 - a document proving your identity,
 - the notification of the recruitment,
 - a completed enrolment form.

Starting from the second semester, students declare their semester status (active, passive) during the registration week of the semester.

- (4) The unit of study requirements is the study (credit) point. A credit is a measure of the academic, teaching and research work undertaken by a doctoral student to fulfil his/her obligations in doctoral studies. Doctoral students are required to complete a total of 240 credits during the entire 8 semester training cycle, in accordance with Annex D2 of the EDHSZ and the DI Training Plan. If a doctoral student, *through no fault of his/her own*, fails to complete the minimum number of credits in a given semester, the DIT will decide to suspend the award of the doctoral fellowship. If the doctoral student fails to make up the deficits within one year, the DIT may decide to terminate the student's status. The detailed credit rules are set out in *Annex 4 to the DIT*.
- (5) Study (training) credits can be obtained by studying and passing an examination. The minimum number of study (training) credits to be completed during the 8 semesters of doctoral studies is 48. Credit may be awarded only for a subject which is graded on a five-point scale with a grade of merit. No credits may be obtained in doctoral studies through the study of languages.
- (6) Credit may be awarded for the teaching activity carried out by the doctoral student. For teaching activities, 1 hour per week (over one semester) is worth 2 credits. Up to one quarter of the credits required to complete the training, i.e. 45 credits, may be obtained from this activity.
- (7) Credit may be awarded for publication and other academic activities carried out by the doctoral student. *Annex 5 of the ATDSZ* contains the evaluation criteria for scientific publication activities. The credit table is reviewed by the DIT at least once every three years.
- (8) Every semester the doctoral student shall prepare a credit report (report on the completion of credits), and at the end of the academic year a summary report, on the basis of which the supervisor shall make a statement on the student's academic and research activities [ATDSZ § 9 (3)]. In the last semester, before the end of the doctoral training period, the doctoral student prepares a summary *report* on the fulfilment of his/her study obligations and research work. The summary of studies shall include a list of the assignments/subjects and examinations completed and the credits awarded. The completion of the minimum of 240 credits will be verified by the DI academic administrator and approved by the DIT. In the case of a positive opinion of the DIT, the head of the DI will issue the diploma in accordance with Annex D8 to the EDHSZ and will at the same time inform the Directorate-General for Education, which will keep the academic records.
- (9) Every six months, the DIT evaluates the research activities of doctoral students and asks the supervisor(s) for their opinion. The annual report of students in structured training consists of a written and an oral part. The written part shall not be exempted. The report is subject to the opinion of the subject leader.
- (10) The semesterly report of the doctoral students participating in the structured training takes the form of a public seminar or conference attended by the students, their supervisors and a representative of the DIT.
- (11) The conditions for the complex examination are laid down in Articles 24-26 of the EDHSZ. The prerequisite for passing the complex examination is the acquisition of 90 credits. You must apply for the complex examination in writing.

The DI complex exam consists of a theoretical part and a research summary. The theoretical part of the complex examination consists of at least two subjects in the subject area. The complex examination is open to the public.

- a. The theoretical part is an oral exam, during which candidates are asked questions from at least two subjects. Possible questions for the complex examination and a list of resources for

preparation will be sent to students and individual degree holders when they apply for the complex examination.

- b. In the second part of the complex examination, the candidate will give a presentation on his/her research results, the research plan for the second phase of doctoral studies, the timetable for the preparation of the thesis and the publication of the results. Following the student's presentation, the supervisor (or, in his/her absence, the chairperson of the committee) may present the supervisor's evaluation of the doctoral student's progress.
- c. A doctoral student who fails the complex examination may repeat it once in the same examination period. The examination is graded in two grades, pass or fail.
- d. A record of the complex examination must be kept. The result of the examination will be announced on the day of the last part of the examination.
- e. Students must submit their doctoral thesis within three years of the complex examination, both in the case of structured training and individual preparation.

(12) The diploma requires the completion of a minimum of 240 credits, which is checked in Neptun by the DI administrator and approved by the DIT. In the case of a positive opinion of the DIT, the head of the DI issues the diploma in accordance with Annex D8 of the EDHSZ and simultaneously notifies the Directorate General for Education of the Rector's Office, where the registration of doctoral students is carried out at institutional level.

(13) Students may only be suspended for a full semester. The duration of a continuous interruption of student status may not exceed two semesters. It may be authorised by the President of the DIT on the recommendation of the subject leader and on duly justified grounds. No state scholarship may be paid during the period of suspension.

(14) Termination of student status.

A. In doctoral studies, the student status is terminated:

- a) if the doctoral student has been accepted by another higher education institution, on the date of acceptance
- b) if the doctoral student announces the termination of his/her student status, on the date of the announcement;
- c) if the doctoral student cannot continue his/her studies in a state-subsidised programme and does not wish to continue his/her studies in a fee-based programme;
- d) if the doctoral student does not register and does not apply for passive status;
- e) on the last day of the period of training for the doctoral programme;
- f) if the rector terminates the student's status as a doctoral student - due to payment arrears - on the day the decision on the termination becomes final,
- g) the date on which the disciplinary decision of exclusion becomes final.
- h) on the last day of the semester in which the diploma is obtained.
- i) if the student has not acquired the minimum number of credits required by point (4) of the Doctoral Credit Regulations in Annex D2 of the EDHSZ.

B. Expulsion from the institution may be imposed as a disciplinary sanction as laid down in the Disciplinary Code.

C. Any student whose student status has been terminated shall be removed from the Neptun student list by a competent DIT decision.

- (15) The doctoral student may participate in part-time studies abroad. The doctoral student may take part in part-time studies on the basis of a work programme approved by the supervisor, which ensures the validity of the period of study in the doctoral programme of the university. The duration of the part-time training abroad counts towards the duration of the doctoral programme, the student's status as a student is not interrupted during this period, and the state scholarship is paid.

11.§ Individual preparation for a doctoral degree. Transfer from another doctoral school.

- (1) The individual preparation procedure is set out and regulated in § 21 of the EDHSZ.
- (2) In the case of an individual coach:
 - a) the doctoral degree procedure shall be initiated by application for the complex examination and shall begin with the acceptance of the complex examination;
 - b) the conditions for admission are set out in Article 8 of these Rules;
 - c) upon admission, the University shall recognise the minimum number of credits required for admission to the complex examination, with the possibility of recognising additional credits on the basis of previously acquired knowledge and competences;
 - d) the complex examination following admission is part of the first semester of the research and dissertation phase.
- (3) The individual candidate is not obliged to obtain credit, but may ask for a thesis supervisor for the preparation of the thesis, who will be requested by the DIT.
- (4) Individual candidates shall submit their doctoral thesis for the degree procedure within three years of passing the complex examination.
- (5) In the case of transfer from another doctoral school, only PhD students may be transferred from a PhD programme. The doctoral student shall submit his/her intention to transfer to the Doctoral School. The application must be accompanied by a certified extract from the electronic transcript of records, a curriculum vitae, a summary of the academic achievements to date, a proposal from the ATDI subject leader and a research plan. The EDHT will decide on the acceptance after a preliminary evaluation by the DIT.

12.§ Research topic proposals, supervisors and research topic change

- (1) Research topic proposals are submitted every semester in the autumn and spring semesters. The DIT reviews the proposals and the DI head approves them.
- (2) Lecturers who have assigned a topic will receive feedback on the decision from the DI Secretary.
- (3) The approved topics will then be made available in the Training Plan and on the DI website.
- (4) The head of the DI shall decide on the person of supervisors, after a preliminary application, taking into account the proposal of the DIT. The interested parties will receive feedback on the decision from the DI Secretary.

- (5) A change of subject leader or subject may be made at the initiative of the subject leader or the doctoral student. The doctoral student shall submit the request for a change to the DI secretary. The request must include the name of the new supervisor(s) and the proposed topic. The application must be signed by both the current subject leader(s) and the proposed subject leader(s) and the doctoral student.
- (6) A change of subject or subject leader may not extend the duration of the period of study.

V. Obtaining PhD degree

13.§ General rules for obtaining PhD degree

- (1) The process of obtaining a doctoral degree is regulated by Article 22 of the EDHSZ.
- (2) The conditions for obtaining a doctoral degree are regulated by Article 23 of the EDHSZ.
- (3) The conditions for the complex examination are regulated in §§ 24-26 of the EDHSZ.
- (4) The minimum publication requirements for doctoral degrees are set out in detail in Annex 5 to the ATDSZ.

14.§ The doctoral thesis

- (1) The general rules for doctoral theses are laid down in Articles 27-29 of the EDHSZ.
- (2) The name of the author and the supervisor(s), the name of the DI and the supervisor, the place and date of writing. The thesis must be accompanied by an author's abstract (Thesis booklet) in Hungarian and English. The thesis must meet the requirements of the EDHSZ in terms of content and form.
- (3) In its rules on plagiarism, the DI shall apply the principles and recommendations of the Code of Ethics of the Hungarian Academy of Sciences and the resolutions of the Scientific Committee. The rules on plagiarism are described in detail in Annex D3 of the EDHSZ.

15.§ The doctoral workplace defense

- (1) Before submission, the thesis shall be submitted for a doctoral workplace defense in the competent educational or research unit.
- (2) The doctoral workplace defense is organised by the candidate's supervisor in consultation with the DIT President.
- (3) You must be invited to the event:
 - a) all teachers, researchers and doctoral students of the institute where the candidate carried out his/her research,
 - b) members of the DIT,
 - d) external experts with expertise on the subject.
- (4) Invitations to the doctoral workplace defense shall be sent out by the candidate's supervisor at *least two weeks in advance*.
- (5) For the doctoral workplace defense, two written pre-submissions are prepared. Any comments will be considered at the discretion of the author. At the workshop discussion, minutes shall be taken of the

pre-opponent's comments, the questions raised and the author's responses to them, and the author's position, and an attendance sheet shall be prepared.

- (6) The doctoral workplace defense may result in one of the following summarised positions:
- a) the draft thesis is suitable for further processing without revision (or with minor revisions that do not affect the substance of the thesis) without another workshop,
 - b) with revisions to the substance of the draft thesis, it is suitable for further proceedings without the need for another workshop,
 - c) the draft thesis is only suitable for further processing after a complete revision and a new workshop.

16.§ Public defense

- (1) The general rules on public defense are set out in Articles 31-33 of the EDHSZ. The script and the minutes of the public defense shall be drawn up in accordance with Annex D15 to the EDHSZ, and the basic criteria for the judgements shall be set out in Annex D15/A to the EDHSZ.
- (2) The public defense is organised by the DIT.
- (3) Invitations to the public defense shall be sent out at least two weeks before the defense.
- (4) The invitation to the public defense shall be published on the website of the Doctoral School. The invitation shall indicate where the thesis can be consulted.
- (5) The public defense must be invited:
 - a) members of the DIT;
 - b) the members of the EDHT
 - c) the professionally competent departments of the faculties;
 - d) the supervisors and students of the doctoral school.
- (6) If the thesis is related to national security or involves delayed disclosure (protection of intellectual property, patenting, etc.), it is necessary to ensure appropriate confidentiality throughout the public defense, both for the parties involved and for all participants in the proceedings. This should be documented by appropriate declarations.

17.§ Completion of the degree award procedure, qualification of the doctoral degree, content of the doctoral degree, doctoral degree conferral

- (1) The EDHT shall decide on the awarding of the doctoral degree by secret ballot. The vote shall be taken on the basis of the scores and minutes of the evaluation committee, taking into account the opinion of the DIT. The award of the doctorate shall be made by simple majority. In the event of a refusal, the EDHT must give detailed reasons for its decision in writing.
- (2) The classification of the doctoral degree shall be determined on the basis of the average of the scores obtained in the public defense. After the public defense, the evaluation committee shall, in a closed session, evaluate the candidate by secret ballot (1, 2, 3, 4, 5 points) and shall give a summary opinion on the candidate's academic qualifications in a protocol, which shall be presented to the participants. The scientific (professional) competence of the candidate can be considered as adequate if the average score of the votes is 3,50 or higher.
- (3) Grading of the degree:

"summa cum laude" (excellent) if the average grade point average is at least 4.51;
"cum laude" (commendable) if the average is at least 4.01 - 4.50;
"rite" if the average is at least 3.50 - 4.00.

- (4) The doctoral degree shall be revoked by a two-thirds decision of the EDHT if it is established by documented evidence that the conditions for the award of the doctoral degree have not been fulfilled.
- (5) The University shall issue a diploma in Hungarian and English for the doctoral degree awarded by the EDHT on the basis of the data sheet in Annex D16 (Data Form for the Issue of Doctoral/Habilitated Doctoral Degrees) of the EDHSZ.
- (6) The model of the doctoral degree, its text in Hungarian and English, is contained in Annex D17 of the EDHSZ (Text of the doctoral degree in the case of a degree awarded by the University).
- (7) Doctoral degree holders shall be conferred doctorates by the University at a formal public senate meeting. At the ceremony, the candidates shall take and sign a vow in accordance with Annex D19 (Text of the doctoral vow) to the EDHSZ. After the conferral of the doctorate, doctorate holders may add "PhD" or "Dr." or "Dr."

18.§ Language requirements

- (1) Requirements for the award of the doctoral degree. Proof of intermediate (B2 level) knowledge of English. In exceptional and justified cases, the EDHT may also authorise an intermediate B2 level examination in another world language (German or French), on the basis of a prior submission of a justification by the doctoral school;

VI. Habilitation

19.§ The habilitation procedure

- (1) The habilitation procedure shall be governed by Articles 39-50 of the EDHSZ. The minimum requirements are set out in Annex H2 to the EDHSZ.

VII. Other provisions

20.§ Quality assurance

- (1) The DI's detailed quality assurance activities are set out in the Quality Assurance Plan, which is PDCA-based and follows ESG standards, in line with the institutional Quality Assurance Policy.
- (2) The head of the DI is responsible for the quality assurance activities of the DI.
- (3) The quality assurance activities of the DI are closely integrated with the institutional quality assurance activities.
- (4) The head of the FDI shall report annually to the DIT and the EDHT on the effectiveness of the DI's quality assurance activities.
- (5) The DI shall annually evaluate the student evaluation of the teaching and subject leadership activities. The aim of the student evaluation of the teaching work is to contribute to raising the quality of teaching in the DI by getting the students' opinions, to increase the efficiency of the training, to provide the DI

management and teachers with an opportunity to assess their work and to help eliminate any errors or shortcomings that are identified. The aim of student feedback on the work of subject leaders is to contribute to raising the quality of subject leadership in the DI by providing students with their views, to increase the efficiency of research work, to provide an opportunity for the DI management and their subject leaders to assess the work of their subject leaders and to help eliminate any errors or shortcomings that are identified. The rules for the conduct of student reviews of the work of lecturers and subject leaders are set out in the Quality Assurance Plan.

- (8) The satisfaction and opinions of doctoral students on the functioning of the DI will also be surveyed annually. The questionnaire and the rules for the measurement are available in the Quality Assurance Plan.
- (9) The DI shall annually assess the views of collaborating partners and research participants on the role of the DI in science for the purpose of operational development. The evaluation shall be based on a summary of partner opinions related to public doctoral theses, complex examinations and semester student reports.
- (10) The DI shall set up an ALUMNI system for tracking the careers of doctoral students and maintaining contacts. This will also provide an opportunity for feedback from previously graduated doctoral students to form an integral part of quality assurance, and subject supervisors and lecturers will be informed of this.
- (11) The registration of and contact with graduate students shall be carried out by the Secretary of the DI.
- (12) Complaints of doctoral students shall be dealt with at the level of the DI in accordance with the institutional procedures (based on § 12 of the Study and Examination Regulations of Óbuda University).

21.§ Management of the doctoral school

- (1) The Head of the School of Studies shall be responsible for the financial management of the Doctoral School, which shall be governed by the procedures set out in the *Financial Regulations of Óbuda University*, and shall be responsible for authorising payments.
- (2) The financial framework of the Doctoral School shall consist of the state stipend paid to the scholarship holders, the fees paid by the doctoral students, procedural fees and other income of the DI, based on the budget approved by the EDHT.
- (3) The Head of the DI shall be financially and disciplinarily responsible for the implementation of the budget of the DI.

22.§ Final provisions

- (1) These Rules shall enter into force on 2 November 2021.
- (2) These Regulations shall be published and made available on the Doctoral Council's website.

Budapest, 4 July 2023.

Prof. Dr. Mihály Réger
Doctoral School on Materials Science and Technology
Manager

Appendices and Annexes to the Regulations of the Doctoral School

Appendix 1	The current directors, trustees, council and admissions committee of the Doctoral School
Annex 1	Model application form
Annex 2	Scoring system for admission
Annex 3	Model individual study and research plan
Annex 4	The credit rules
Annex 5	Criteria for the evaluation of scientific publication activity
Annex 6	Co-author's declaration

Appendix 1 : The Head of the Doctoral School , its members, its Council and its Admissions Committee

Head of Doctoral School

Dr. Mihály Réger University Professor, DSc

Deputy Head of the Doctoral School

Dr. Judit Borsa University Professor, Professor Emerita

Members

Dr. Csaba Balázs Scientific Advisor, DSc
Dr. János Dusza Professor, external member of the Hungarian Academy of Sciences
Dr. Imre Felde University Professor PhD
Dr. Marianna Halász University professor
Dr. Zoltán Hózer Scientific Advisor, DSc
Dr. Péter Kádár University Professor PhD
Dr. Marosné Berkes Mária University Professor, DSc
Dr. Ákos Nemcsics Professor, DSc
Dr. Ervin Rácz Associate Professor, PhD
Dr. Mihály Réger University Professor, DSc
Dr. Endre Ruzinkó University Professor, DSc

The Doctoral School Council (DIT)

Dr. Csaba Balázs, Scientific Advisor, DSc, Member of the Board
Dr. Judit Borsa Professor, CSc, prof. emerita, emer. member emer.
Dr. János Dusza, professor, external member of the Hungarian Academy of Sciences, prof. emer., member of the staff
Dr. Marianna Halász University Professor, CSc, Member of the Board
Dr. Zsolt József Horváth, Professor, DSc, emer.
Dr. Zoltán Hózer Scientific Adviser, DSc, Member of the Board
Dr. Ákos Nemcsics, Professor, DSc, Member of the Board
Dr. Sándor Pekker Research Professor, DSc, emer.
Dr. Ervin Rácz Associate Professor, PhD, Member of the Board
Dr. Mihály Réger University Professor, DSc, Member of the Board
Dr. Endre Ruzinkó University Professor, DSc, Member of the Board
Dr. Erzsébet Takács professor, DSc, emer. member emer.
Dr. Lászlóné Telegdi professor, DSc, prof. emerita, emer. member emer.

External members with voting rights

Dr: Gábor Harsányi Professor, DSc, BME

Non-voting permanent members

Bálint Bereczki Secretary
Lajos Norbert Berecz DÖK representative

Admissions Committee

President: the President of the DIT

Members: 2 voting members of the DIT (appointed by the DIT)

Annex 1: Application form for doctoral (PhD) studies

University of Óbuda
1034 Budapest, Bécsi út 96/B.
Institutional identification number: FI 12904

Name:Name of birth :
Place of birth:Date of birth :
Mother's maiden name:Nationality :
Permanent address:
Residence/notification address:
Phone number:E-mail address:Website address:

Work location:
Work address:
Work telephone number:
Occupation/Position:

Which university did you study at (university/city/country)?
.....
University/MSc degree number:Date of degree:
Qualification of the diploma:Page (s):

Language skills:

1. Language:Level/type :Office number, date:
.....
2. Language:Level/type :Office number, date:
.....

Name of the chosen doctoral school (research area):

What type of training are you applying for?

organised full-time training with scholarships/organised full-time training with reimbursement of costs/
organised fee-based correspondence/individual training*

The topic of your choice is:

Name and academic degree of the supervisor:

Workplace of the theme leader:

Name and academic degree of the supervisor:

Workplace of the theme leader:

Have you applied to another doctoral school/doctoral training programme? yes/no*If yes:

1. Name of other institution:doctoral school:

doctoral education programme:

2. Name of other institution:doctoral school:

doctoral education programme:

I declare that the above information is true and I acknowledge that I will be held liable for any disadvantages resulting from the disclosure of untrue information.

Budapest, 20.....

.....

signature of the applicant

*The relevant text should be underlined.

Applications must include the above Application Form and the following documents:

- a) proof of payment of the admission fee;
- b) a copy of the MSc/university transcript (along with the original);
- c) a copy of your MSc/university degree (along with the original);
- d) copies of documents certifying your language skills (together with the originals);
- e) a curriculum vitae with a list of publications;
- f) a letter of acceptance from your chosen institute or research centre and supervisor (in the case of applications for a scholarship);
- g) a preliminary research plan (1-2 pages) with the name of the prospective supervisor(s); in the case of individual candidates, a list of publications from the Database and an outline of the planned doctoral thesis;
- h) for individual candidates, a declaration of support from the workplace;
- i) other documents (e.g. recommendations);
- j) k) a declaration of whether you wish to be admitted if you do not receive a scholarship.

Annex 2 : Admission scoring

1. Academic achievement (max 30 points)

The MSc degree qualification is good: 30 points

The MSc degree qualification is good: 25 points

The MSc degree is graded medium: 15 points

The qualification of the diploma will not be taken into account after two years from the date of its award. After two years, the selection board will award points (max. 30 points) on the basis of the candidate's documented professional activity since graduation.

2. Language skills (max 15 points)

- UpperC 15
- Intermediate C 11 points, A or B 6 points
- Basic degree C 7 points, A or B 4 points
- Oral survey on the spot 0-7 points

No points are awarded for additional language tests.

3. Previous research, creative and/or professional activity (max 30 points)

- *TDK, OTDK*
- *Communication (published or adopted)*
- *Conference presentation*
- *Invention application, patent:*
- *Previous research work, research experience*
- *Other*

4. Ideas for the doctoral thesis, feasibility of the research programme (max. 25 points)

The actual score is determined by the admission committee on the basis of the research plan submitted by the candidate and the interview.

To be admitted to doctoral school, you must have at least 60 points.

Annex 3: Individual study and research plan

UNIVERSITY OF ÓBUDAI
GRADUATE SCHOOL OF MATERIALS SCIENCE AND TECHNOLOGY

Name of the doctoral student:

Form of training: full-time/part-time/individual*

Name of the subject leader:

The start date of doctoral training:

Title of the topic and brief description of the research project (approx. 2000 characters)

Subjects to be covered during the training

Subjects	Instructor

Date

.....
Thesis leader

.....
PhD student

* The appropriate text should be underlined

Annex 4: ATDI Doctoral Credit Regulations

Calculation rules in accordance with Annex D2 of the EDHSZ

- (1) All study requirements in doctoral (PhD) studies must be defined in credits (study points). The general regulations concerning the credits that can be obtained in doctoral studies are contained in the Doctoral Credit Regulations of Óbuda University (Appendix D2 of the EDHSZ).
- (2) During the eight semesters of the doctoral programme, a total of 240 credits must be accumulated to obtain the final certificate (diploma). Credits can be obtained in the following activities:
 - studies, i.e. the completion of courses;
 - research activities;
 - publication activity
 - optional and other activities.
- (3) The minimum number of credits to be obtained in each category of activity is as follows:
 - a) in order to obtain a diploma in organised studies, a minimum of 240 credits must be acquired by the end of the 8th semester, as follows:

Type of credit	credit value of one unit	minimum required	creditable maximum	End of 8 semesters
Mandatory activity				
Theoretical subjects studied (with exam)	6 per subject	48	60	
For the half-yearly report Semester 1-4	per semester 6	24	24	24
For the half-yearly report Semester 5-8	10 per semester	40	40	40
For participation in a research project	10		40	40
For publication	1.8-36	75	116	
Optional activity				
For educational activities	1 contact hour per week = 2 credits		60	
Credits recognised from Master's degree			30	
Any external credit (over 8 semesters)			30	
For prior activity (before 8 semesters)			30	
Other				
guest lecturer seminar	3		30	
Total:		240		240

- b) for the second and subsequent semesters, only students who have accumulated a total of at least 20, 45, 75, 110, 150, 180, 210 credits in the previous semesters may enrol.
 - c) these requirements are the same for full-time (scholarship) and correspondence students, and there is no obligation to obtain credits for those in individual training.
- (4) Between 5 and 7 credits per subject may be awarded for the completion of courses.
- (5) In the case of teaching activities, 1 hour of practical training or seminar per week (for one semester) is worth 2 credits. The number of credits to be acquired through teaching activities shall not exceed 60 credits. A doctoral student may receive a maximum of 5 teaching credits per semester for teaching activities in the first four semesters of the training and a maximum of 10 credits per semester in the fifth to eighth semesters of the training. The teaching activity shall be certified by the Associate Dean for Education of the relevant Faculty.
- (6) Credit for research activity can be earned in three ways:
 - a) 6-6 for the semester research report in semesters 1-4 and 10-10 in semesters 5-8

(64 credits in total).

b) Active participation in a research project, 6-10 credits per project.

c) For publication activities in accordance with Annex 5 to the ATDSZ.

(7) The number of credits to be earned or to be earned by the completion of courses, research and teaching activities shall be determined by the doctoral student's study plan.

(8) The Council of the Doctoral School may grant a waiver from the fulfilment of the training requirement if the student is participating in part-time studies outside the institution. The doctoral student may participate in part-time training outside the institution (research institute, company or abroad) in connection with his/her doctoral topic. He/she may do so on the basis of a work programme approved by the supervisor which ensures the validity of the period of study in the doctoral training programme of the University. The DIT has the right to decide on the acceptance of the work programme for part-time studies outside the institution. The credit value of the courses thus completed shall be determined by the DIT.

II. Credit transfer

(1) Credits earned at other higher education institutions in Hungary or abroad, or outside the doctoral student's own doctoral school, may be recognised on the basis of an inter-institutional credit equivalence agreement, an individual study agreement with the student or the provisions of the legislation providing for credit transfer.

(2) The two subjects shall be considered equivalent if the correspondence between the two subjects is at least 75%. The DIT shall examine the degree of correspondence of the subject matter on the basis of the proposal of the subject leader and decide on equivalence on this basis.

(3) The decision may be appealed to the Rector.

(4) The maximum percentage of study (training) credits that a doctoral student may accumulate by transferring credits shall be determined by the DIT on the basis of individual applications.

III. Credit for activities carried out in another doctoral school or institution (partial training, transfer)

(1) A doctoral student's studies outside his/her own doctoral school shall be treated as part-time studies.

(2) In the course of the part-time training, the doctoral student may also acquire study (training), research and teaching credits.

(3) If possible, the doctoral student's credits from the courses taken abroad shall also be requested in the form of ECTS (European Credit Transfer System). These shall be converted into Hungarian credits in the usual way (A=5, B=4, C=3, D=2, F=1).

IV. Credit for prior learning

(1) Participation in training, research and teaching outside the framework of doctoral (PhD) studies, but within the framework of the doctoral programme, shall be considered as prior performance.

(2) The DIT may give credit for these achievements as demonstrated during the professional career.

(3) Credits of preparation as part of doctoral studies in parallel with the studies of the last academic year of studies for a Master's degree.

(3) The DIT shall decide on the creditability of prior learning and the number of training, research and teaching credits that may be obtained by credit transfer on the basis of an individual application in an individual procedure.

Annex 5: Evaluation of scientific publication activity

- (1) A publication is a printed and/or electronic communication (journal article, scientific monograph, book chapter, etc.) which [according to Annex 2 of MAB 2008/8/II.2]:
 - a) the author presents the results of his own research,
 - b) include precise references to the literature,
 - c) ISBN or ISSN number,
 - d) published in a professional publication or as a publication.

- (2) Does not constitute a publication:
 - a) an article published in a daily newspaper or a non-professional weekly (even if the subject is of a professional nature),
 - b) self-published work (if it is neither linguistically nor professionally proofread)
 - c) notes, handouts, handouts, example books, compilations, editing, proofreading, etc.
 - d) a short (one-page) paper in a conference publication or poster,
 - e) (Book) translation,
 - f) a review (book review) or critique (except for a longer analysis of the work),
 - (g) a research report prepared in the context of a call for proposals or on request,
 - h) thesis, diploma thesis,
 - i) other manuscript-like treatises, papers,
 - j) scientific writing,
 - k) non-research interviews (neither as a reporter nor as an interviewee)

- (3) Publications in a foreign language are publications in English as the working language or in another world language approved by the DIT.

- (4) The minimum requirements and the scoring of publications provide candidates with a yardstick for assessing their publication record and for determining when they are ready to start a doctoral procedure;
However, it should be noted that the quality of publications is as important as the quantity of publications in the decision to award a degree. Compliance with the minimum requirements will be checked by the proposer (and, on the basis of the proposal, by the DIT) on the basis of the list of publications submitted. If the minimum requirements are not met, the application will be rejected by the DIT.

- (5) In the doctoral procedure, the DIT checks the minimum requirements set by the ATDSZ at three points:
 - when taking the complex examination (number of study and research credits, language requirements),
 - when the diploma is awarded (number of study and research credits)
 - when submitting your thesis (all requirements)Proof of the existence of the articles is either a separate copy or a copy of the letter of acceptance and the manuscript submitted.
The minimum publication requirements are assessed by DIT at the same time as the thesis is submitted. If the publication requirements are not accepted by the DIT, the thesis cannot be submitted for defence.

Minimum publication requirements for the start of the degree procedure:

The number of publications published or in the process of publication, as evidenced by an editorial or publisher's statement, is at least 5, of which

- at least 3 publications in a foreign language,
- published in at least 2 journals in the Web of Science or Scopus database with an impact factor (IF),
- at least 1 publication in Hungarian (for Hungarian citizens).

Minimum total score to be achieved: 75.

Scoring of publications *[EDHSZ Annex D2]*

Proofread journal article

IF-ral 36:credit

Without IF, published abroad 24 credits

Without IF, published at home 18

Proofread conference article (min 4 pages) in a publication with ISBN number, in print or electronic format

in foreign languages 24

in Hungarian 6

Academic book or book excerpt (score divided by the number of non-leading authors): 20 per full page

in foreign languages 3,6

in Hungarian 1,8

The score given for the type of publication should be multiplied by the Candidate's participation rate as stated in the Co-authorship Declaration *[Annex 6 of the ATDSZ]*. In this calculation, those with a degree are automatically excluded from the co-authors.

Minimum publication requirements when submitting a thesis

For each thesis point in the dissertation, you must indicate where the candidate has published the results. At least half of the thesis points must be accompanied by an article published in a journal or conference publication.

In the case of co-authored publications, co-authors *without a PhD degree* must provide a "Co-author Declaration" as described in *Annex 6 of these Rules*. In this declaration, the national co-authors without a PhD degree agree on the percentage of their participation in the scientific work in question. This declaration should be made once when the publication is first used in a classification procedure and each co-author should keep a copy for any subsequent classification procedure.

At least two of the scientific publications linked to the thesis points, in which the Candidate is at least 50% co-author, as declared in *Annex 6 of the ATDSZ*, must be published in a journal with an impact factor in the Web of Science or Scopus list.

As a minimum, the Candidate must also provide evidence of having given at least one conference presentation.

Annex 6: Co-authors' declaration

We, the undersigned, hereby declare that the

.....

prepared by the authors

.....

we participated or contributed to the publication as domestic co-authors without a PhD degree in the following proportions:

	Name of co-author	Participation rate	Signature
1.			
2.			
3.			
4.			
5.			

We intend to use this publication in the subsequent qualification procedure, taking into account the above % authorship rates, but submitting theses summarising different scientific results.

Date: