



FREQUENTLY ASKED QUESTIONS AND ANSWERS

2024/25. 1st semester

What is the aim of the Doctoral School?

The aim of the Doctoral School is to train professionals who have a comprehensive knowledge of materials, specialise in the area of their research and use their knowledge to carry out creative, independent thinking in the field of materials sciences and its practical applications.

What does the Doctoral School's training and research cover?

By integrating different disciplines, the training and research of the Doctoral School is aimed at understanding the relationships between the structure and properties of materials and developing new structural and functional materials. Particular attention is given to macromolecular systems, with a special focus on environmentally beneficial natural raw materials. The School's activities also cover advanced metals and ceramics, complex systems (composites) and micro- and nanostructured materials.

Details of the training are set out in the Training Plan:

https://atdi.uni-obuda.hu/wp-content/uploads/2024/09/OE-ATDI-terv_215_20240704.pdf

Who are the teachers and supervisors of the Doctoral School?

The lecturers and supervisors of the Doctoral School are outstanding lecturers and researchers from the three faculties of Óbuda University (Rejtő Sándor Faculty of Light Industry and Environmental Engineering, Kandó Kálmán Faculty of Electrical Engineering, Bánki Donát Faculty of Mechanical and Safety Engineering), as well as from other universities and from several research institutes of the Eötvös Loránd Research Network.

Who can be a student at the Doctoral School?

Due to the complex nature of materials sciences, the Doctoral School is open to all holders of a Master's degree who have acquired a thorough knowledge of materials at Master's level in a technical/scientific field during their previous training and who have demonstrated their competence and suitability for the course during the admission procedure.

Where can I find more information about the Doctoral School?

There is a wealth of information about the courses offered by the Doctoral School on Materials Sciences and Technologies at Óbuda University on the websites of the Doctoral School, the University and the Hungarian Doctoral Council:

The Doctoral School on the University website:

<https://atdi.uni-obuda.hu/en/home/>

The University Doctoral and Habilitation Regulations (EDHSZ):

https://uni-obuda.hu/wp-content/uploads/2021/07/Az_Obudai_Egyetem_Doktori_es_Habilitacios_Szabalyzata_2023_szeptember_19.pdf



The Doctoral School on the website of the Hungarian Doctoral Council:

https://doktori.hu/index.php?menuid=191&di_ID=194&lang=EN

What is the structure of the course, how are the semesters divided?

The doctoral programme **lasts 4 years** and consists of two stages: the first four semesters are the "training and research" stage, the second is the "research and dissertation" stage. At the end of the fourth semester to conclude the training and research phase and as a prerequisite for entering the research and dissertation phase, a **complex exam is** required to measure and evaluate the progress made in study and research. The doctoral candidate must submit his/her doctoral thesis within three years after the complex exam.

What are the forms of training?

The training takes three forms

- **A full-time, organised doctoral programme**, in which 240 credits must be accumulated to obtain the degree. The course is offered on a scholarship and fee basis.
- **An organised part-time (correspondence) doctoral programme**, which also requires 240 credits. In experimental sciences, such as materials sciences, this mode of training is less relevant. It is recommended for people who are working on a topic of interest to their workplace, with the support of their workplace, so that they can coordinate their work and PhD studies. It is a self-financed training.
- **Individual preparation:** doctoral studies may be undertaken by individuals who have prepared for the degree individually, provided that they have fulfilled the requirements for admission and doctoral studies. Typically, it is recommended for those who have previously carried out serious research documented by publications. In this case, student status is established by applying for and passing the complex exam. Supervisor's fee payable during the training.

Who are the officers and administrators of the Doctoral School and how can I contact them?

Head of the Doctoral School:	Dr. Mihály Réger Professor	reger@uni-obuda.hu
Deputy:	Dr. Judit Borsa professor emerita	borsa.judit@rkk.uni-obuda.hu
Administrator:	Katalin Szokira acting expert	szokira.katalin@bgk.uni-obuda.hu
Secretary:	Bálint Bereczki	bereczki.balint@uni-obuda.hu
The student administration (Neptun) by:	Bálint Bereczki	bereczki.balint@uni-obuda.hu
Student Affairs Officer Doctoral school	Bettina Bosák	bosak.bettina@bgk.uni-obuda.hu
Foreign students Administrator:	Katalin Almási-Tóth Stipendium Hungaricum Programme Coordinator	international@uni-obuda.hu
ÓE DÖK representative	Lajos Berecz Norbert	berecz.norbert@uni-obuda.hu
E-mail address of the Doctoral School:		atdi@uni-obuda.hu



How are students admitted to doctoral school?

Admission to the Doctoral School - for all types of training and financing - takes place **twice a year** (with a deadline of May for the autumn semester and January for the spring semester). Foreign scholarship holders (Stipendium Hungaricum) are only admitted in the autumn semesters. The detailed admission notice will be published on the website of the Doctoral School several weeks before the application deadline and will include the application requirements and documents to be submitted.

Applicants will be interviewed by an admissions committee (chair, members) appointed by the DIT, either in person or online. Based on the documents submitted and on the interview, the selection board will assess the performance of the candidates on a 100-point scale according to the following criteria:

- a) previous academic record (MSc diploma qualification) - maximum 30 points (excellent 30, good 20, medium 10);
- b) language skills - maximum 15 points (upper 15, intermediate 11, basic 7, oral assessment 0-7);
- c) achievements in previous research and professional work (student prizes, scientific publications, etc.) - maximum 30 points;
- d) ideas for the doctoral thesis, feasibility of the research programme - maximum 25 points.

How are Stipendium Hungaricum students admitted to the Doctoral School?

Pre-applications for the **Stipendium Hungaricum** scholarship are continuously coming in, partly to potential supervisor and partly to the doctoral school (one applicant often sends letters to many places). The pre-applicants' material will be made available to the supervisors, so they can check if there are any applicants with a professional background that fits their research field. Applicants who seem suitable will be contacted by the supervisor, who will then decide whether to accept them if they are successful. In case of a positive response, a preliminary acceptance letter will be sent to the applicant, who will attach it to his/her application. Applicants have until the end of January to submit their applications to the Tempus Public Foundation, which will make the applications available to universities in March. Scholarships will only be awarded to those who have been nominated by the sending country, usually 10-15% of applicants. Doctoral schools have until mid-May to give their recommended score (max 100) to the first place applicants, and about two weeks later to the second place applicants. The Tempus Public Foundation will decide on the award of the grants by mid-June.

The opinion of the potential supervisor plays a decisive role in the admission of applicants and is taken into full consideration by the Admissions Committee and the Doctoral School Board (DIT).

The final decision on admission is made by the University Doctoral and Habilitation Council based on a recommendation from the DIT.

How is student status established and how long does it last?

Student status starts with **enrolment**. At this time, students - with the exception of those preparing individually - receive an electronic course booklet and a student ID card. The enrolment of students and the registration of their studies is carried out by the Rector's Office by the acting expert **Dóra Sőregi**.

soregi.dora@uni-obuda.hu

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Student status ends at that end of semester (31 January or 31 August) in which the student obtained the diploma. Scholarship holders will also receive a scholarship until the end of this semester.



How can students help to ensure the management of their affairs?

Students are asked to.

- meet the relevant **deadlines**,
- use the same **email address** throughout their studies,
- to avoid mistakes and messages being sent to the wrong address, the e-mail address has to contain the **name used officially**,
- **check your e-mail regularly**; if the university keeps a record of several e-mail addresses, check all your mailboxes,
- put **your name first** in the name of each application, report, or files you submit.

Can students get a university email address? How do we use this mailbox?

Students can request a **university e-mail address** if they wish, with the help of the **supervisors** as follows:

Academic and external supervisors should also contact Katalin Szokira, acting expert: szokira.katalin@bgk.uni-obuda.hu

To apply, you will need to provide the following information:

- name, position, room number if available;
- phone number of the person requesting;
- the private e-mail address of the person requesting to which he/she will be notified;
- enter the desired e-mail address, in the following format:
family name.given name@phd.uni-obuda.hu

Unfortunately, it is often the case that a student receives their university email address and then forgets it, only to check their old address mailbox. The university mail system immediately throws up the university address when the recipient's name is entered, so the letter automatically goes to the university email address, which can lead to a lot of inconvenience if the university mailbox is neglected.

When does the semester start and end, when is the exam period: the order of the school year?

The timetable for each academic year is available on the university website:

<https://uni-obuda.hu/tanev-rendje/>

How to declare before the start of the semester: active or passive status?

After initial enrolment, students must declare in writing before the start of each semester, preferably at the time of the end-of-semester report of the previous semester, but no later than the registration week, whether they wish to be in active or passive status for the following semester (to be sent electronically to atdi@uni-obuda.hu and hersics.katalin@uni-obuda.hu). This decision should be discussed with the supervisor. During their period of study, students are entitled to two passive semesters.

The form for **the status declaration is available on the website:**

<http://atdi.uni-obuda.hu/hu/letoltheto-dokumentumok>

<http://atdi.uni-obuda.hu/en>

Do foreign students have anything else to do before the start of the semester?

The International Education Office (<https://international.uni-obuda.hu>) is responsible for all matters related to the



stay of foreign students (e.g. residence permit), and mentors are available to help (<https://shmentor.hu/>).

What rules apply to students?

All students are subject to the Doctoral and Habilitation Regulations of the University (EDHSZ), which can be found at the link below:

https://uni-obuda.hu/wp-content/uploads/2021/07/Az_Obudai_Egyetem_Doktori_es_Habilitacios_Szabalyzata_2023_szeptember_19.pdf

In addition to these regulations, students working at the University of Óbuda are subject to the other regulations of the **University**, and students working at other universities or research institutes contracted with the University are subject to the **regulations of the respective institution**. These rules are explained to students by their supervisors before they start their work. It is particularly important to know and respect the rules for experimental work.

The contracts between the Doctoral School and the individual institutions are available on doktori.hu and on the Doctoral School's website:

<https://doktori.hu/index.php?menuid=111&lang=HU>

<http://atdi.uni-obuda.hu/hu/egyuttmukodesi-megallapodasok>

How much holiday do students have?

The University Doctoral and Habilitation Regulations do not provide for leave for doctoral students. The time schedule of doctoral students (research work, home work, full leave) depends on the agreement with the supervisor.

What are the main study requirements and how can study credits be obtained?

The doctoral programme consists of 8 semesters, and 240 credits are required to obtain the degree. Credits can be obtained in the following activities:

- Studies, i.e. completion of courses (subjects);
In the first 4 semesters of the Doctoral School, 8 theoretical courses of 6 credits each must be completed. It is generally recommended to take these courses evenly spread over 2 courses per semester.

<https://atdi.uni-obuda.hu/hu/tantargyak>

<https://atdi.uni-obuda.hu/en> - subjects

- Research activities;
- Reporting activity;
- Educational activities;
- Publications

<https://atdi.uni-obuda.hu/hu/abszolutorium>

<https://atdi.uni-obuda.hu/en> - publication credits, absolutorium

The detailed regulations on the credits that can be obtained can be found on the website of the Doctoral School:

<http://atdi.uni-obuda.hu/sites/default/files/abszolutorium-v1.pdf>

<http://atdi.uni-obuda.hu/en> - absolutorium

How many subjects do I need to take, which ones, when and how?

- **8 subjects** must be completed **during the first 4 semesters**. This is usually spread evenly over 2 subjects



per semester. All subjects are 6 credits, with some exceptions taught in a consultative format by the lecturers.

- It is advisable to choose subjects related to the student's topic, or to general materials sciences, materials testing methods, experimental data processing, environmental protection.
<http://atdi.uni-obuda.hu/hu/tantargyak>
<https://atdi.uni-obuda.hu/en> - subjects

The subjects to be included are chosen jointly by the supervisor and the student. If the supervisor feels that the student needs some special knowledge that is not included in the list of subjects, please suggest a new subject. The proposal for the subject, with a half-page programme of the subject and a list of recommended literature, must be submitted to the Doctoral Council responsible for the subject no later than 15 December or 15 August of the previous semester. Please send a short abstract of the subject in an editable electronic format to atdi@uni-obuda.hu. A supervisor may give a lecture to his/her own student, but cannot be the questioner in the complex exam.

- Applications for admission to a course must be submitted to atdi@uni-obuda.hu using the form provided for this purpose **before the start of the semester**, preferably at the time of the end-of-semester report of the previous semester, but no later than the registration week.
<https://atdi.uni-obuda.hu/hu/tantargyak>
<https://atdi.uni-obuda.hu/en> - subjects

The start and schedule of the theoretical courses is agreed with the lecturer of the given subject and the doctoral school informs the student about the start of the course. **Students do not register for their own courses in Neptun, but** at the moment the registration is handled by Katalin Hersics hersics.katalin@uni-obuda.hu (Rector's Office).

How is the teaching of each subject, and how is the certificate of completion obtained?

Courses are mostly taught by lecturers in a consultative format, with the occasional minor paper on the subject required to complete the course.

The lecturer will evaluate the completion of the course by the end of the examination period at the latest, and the grade will be sent by e-mail to Katalin Hersics, who manages the Neptun system hersics.katalin@uni-obuda.hu. The completion of the 4th semester courses should be scheduled in such a way that it precedes the complex exam, and thus fulfils the requirement for the complex exam.

Guest lecturers give a presentation in seminar form - usually in a block format - and there is no assessment, but they are worth 3 credits. The guest lecturer certifies the completion of the course.

In each semester there is a "Research" (10 credits) and "Report" (1-4 semester 6 credits, 5-8 semester 10 credits) course, which end with a "signature" without a grade. The **supervisor is** in charge of the student's research activities, is responsible for the student's progress, monitors the student's work regularly and at the end of the semester declares whether he/she accepts the semester's fulfilment, whether the student can receive a signature for these courses or only for one of them. Fulfilment of these subjects is conditional on the successful completion of the end-of-semester report. The report is attended by the members of the Doctoral Council, and the final decision on the completion of the courses is taken by the Doctoral Council.

How can publications earn credits?

The **credits for publications** (see EDHSZ and <http://atdi.uni-obuda.hu/hu/abszolutorium>) are entered after the publication has been published. Students are requested to inform the doctoral school (atdi@uni-obuda.hu) about the publication. Publication credits can also be entered in the Neptun system as accumulated credits, **preferably**



at the end of the 4th semester (at the time of the complex exam) and before the final examination.

Co-authors without a PhD will share the points according to their declared participation rate. For co-authors without a PhD, a share of more than 0% will be counted. For co-authors with at least a PhD degree, no co-author declaration is required, their share is automatically 0%.

The **publications must indicate that the PhD student's workplace is the Doctoral School of Materials Sciences and Technologies, Óbuda University, and in the case of research work, both workplaces must be indicated.** Publications should be recorded in the **MTMT** under the student's name, and the Doctoral School's librarian, Bálint Bereczki, can help you with this ([berezki.balint@uni-obuda.hu](mailto:bereczki.balint@uni-obuda.hu)).

<http://atdi.uni-obuda.hu/hu/abszolutorium>

<http://atdi.uni-obuda.hu/en>

<http://atdi.uni-obuda.hu/sites/default/files/publication-credits-v1.pdf>

How are semester end reports carried out?

Students at the end of each semester

- by carefully completing a half-yearly report form, <https://atdi.uni-obuda.hu/hu/doktorandusz-hazikonferencia>
<https://atdi.uni-obuda.hu/en>
- a 6-8 page **written summary** in electronic format and
- **give a presentation** on the work they have done during the semester at a house conference.

Deadlines for submission of reporting documents are 15 December and 15 May (atdi@uni-obuda.hu)

Already in the first semester, it is crucial that the student has a thorough knowledge and clear understanding of the topic, the expected tasks, the main lines of research, etc. It is therefore essential that he/she has at least a partial, substantive knowledge of the literature on the topic, especially with regard to the novelty of the research work.

How do supervisors help you prepare your semester end reports?

The supervisor will help you to prepare all three semester end report and the presentation, and will also advise you on the presentation style. The material for the presentations must be approved by the supervisor.

The written summary may be submitted with the agreement and signature of the supervisor. It is advisable to present the progress of the research during the semester so that the summary or part of it can be used later in the dissertation. **In addition to a brief summary of the current state of the research, the summary should present the results achieved (or failed attempts) during the semester and plans for the future.** Those who take a complex exam are not required to give a semester end report or to prepare a written semester report at the end of that semester.

The conference is attended by the supervisor and representatives of the Doctoral Council. Semester end reports are evaluated by the Doctoral Council, which consults the supervisor and the student as necessary.

What is the purpose of the complex exam, how to apply and prepare for the complex exam?

The doctoral programme consists of two stages: the first four semesters are the "training and research" stage, the second the "research and dissertation" stage. At the end of the fourth semester, to close the training and research phase and as a prerequisite for entering the research and dissertation phase, a complex exam is required to measure and evaluate the progress made in study and research. In the examination, the student must



report on his/her knowledge in **at least two subjects relevant to his/her subject**.

You must **apply for** the complex exam using the appropriate form in electronic format **by 15 October or 15 March**.

<http://atdi.uni-obuda.hu/hu/komplex-vizsgak>

<http://atdi.uni-obuda.hu/sites/default/files/complex-exam-v1.pdf>

The subjects and the composition of the examination board for the complex exam are proposed by the Doctoral Council, based on the student's request, and approved by the Doctoral and Habilitation Council for Engineering and Natural Sciences. In the examination, in addition to the knowledge acquired in the subjects, a presentation of about 20 minutes on the **research carried out and the results achieved**, as well as on further concrete activities and plans, is required. To be admitted to the examination, you must have a written research report of at least 10 pages in electronic format **by 15 December** for the winter examination period and **15 May** for the summer examination period. The written report will be sent to the members of the examination board in advance. Both the presentation and the written report must be presented in a coherent structure (not in a sequence of reports from previous semesters). Before the complex exam, the student may consult the examiners on the most important topics of the particular subject. The complex exam must be taken during the examination period.

During the complex exam, the assessment committee must state whether the student has sufficient performance to start the second two years, the so-called dissertation phase, and whether there is a realistic chance of obtaining the degree. The Doctoral Council decides whether the complex exam has been passed.

What is an asolutorium and how long does it last?

A doctoral student who has completed 240 credits and fulfilled all his/her reporting obligations, including the complex exam, will receive a final certificate (diploma). The diploma is a prerequisite for applying for a doctoral degree, but does not certify either a qualification or a doctoral degree.

Towards the end of the period of study, the student should prepare **a list of publications with the credits indicated in the credit regulations, so that** the 75 credits to be obtained from publications can be checked. The table summarising the publication credits should be sent in an editable electronic format to the email address of the doctoral school.

<http://atdi.uni-obuda.hu/hu/abszolutorium>

Upon completion of a minimum of 240 credits of the appropriate composition, the Doctoral Council will award the student a **diploma**.

Student status and scholarship will be terminated at the end of the semester (31 January, 31 August) after the final degree.

What financial support can the student receive for their research?

The doctoral school can contribute to the costs of the research (materials, conference participation). The amount of this contribution will of course depend on the financial possibilities of the Doctoral School and the needs that arise. Currently, a contribution of 100 eFt per year can be expected. If someone has not used this amount in one year, he/she can use it in the following years as he/she accumulates. The request for support is submitted by the supervisor to the Head of the Doctoral School, who will authorise payment depending on the possibilities.

What are the key requirements for a degree?

The doctoral student must submit **a doctoral thesis** within three years of the complex exam. This deadline may be extended by up to one year in cases of special merit. If a full-time student in receipt of a doctoral scholarship



submits his/her application for a degree before obtaining the diploma, he/she is exempted from paying the procedural fee (one month's doctoral scholarship, or twice the amount for a dissertation in English).

To obtain the degree, you must have published at least **5 publications**. A definition of the publications that can be counted is given in the publication credits:

<http://atdi.uni-obuda.hu/sites/default/files/abszolutorium-v1.pdf>

<http://atdi.uni-obuda.hu/en>

At least two of the five communications must be published in an **impact factor** journal. For the latter, the **doctoral student** must have **at least 50% of the** non-degree co-authors. As with other doctoral schools, please plan to have these two articles published in a journal other than our own, to avoid the accusation from outside the doctoral school that students are publishing internally. The third or fourth article may already appear in Acta Polytechnica. Students with Hungarian native language should have an article in Hungarian.

The quantity and quality of scientific publications (Q1, Q2, D1 journals) is an important measure of the academic performance of doctoral schools and the university, so it is advisable to publish the results wisely.

The new scientific results of the doctoral thesis should be summarised in 4-6 thesis papers at the end of the thesis and in a separate thesis booklet (in English and Hungarian) summarising the whole thesis. The publication in which the findings in each thesis point have been published should be indicated. A single communication may result in several thesis points.

To obtain the degree, you must have a level **B2 intermediate in English**

For more details see. EDHSZ

chrome-extension://efaidnbnmnnibpcajpcglclefindmkaj/https://uni-obuda.hu/wp-content/uploads/2021/07/Az_Obudai_Egyetem_Doktori_es_Habilitacios_Szabalyzata_2023._szeptember_19.pdf

§ 23 and Annexes D9-D13.

How the degree procedure works

The most important information about the degree procedure can be found on the Doctoral School's website:

<http://atdi.uni-obuda.hu/hu/doktori-fokozatszerzesi-eljaras>

<http://atdi.uni-obuda.hu/en>

The Doctoral Council, after having consulted the supervisor, proposes the **assessors and the members of the committee**, which becomes legally binding with the approval of the by the University Doctoral and Habilitation Council in Engineering and Natural Sciences.

The doctoral workplace defense should take place at the research site, with the supervisor playing a crucial role. In the case of well-prepared work, the doctoral workplace defense on the first draft of the dissertation can be organised in the last semester of the course, before the absolutorium.

The dissertation, as amended on the basis of the opinion of the pre-reviewers, together with the opinions of the two pre-reviewers, and the doctoral candidate answers, the report of the doctoral workplace defense at the workplace and the attendance sheet, must be sent to the email address of the doctoral school. At the same time as submitting the final form of the dissertation, the doctoral candidate must state how the opinions of the pre-supervisors have been considered.

What is the timetable for student activities during the academic year?

The timetable for each semester is available on the website:



<http://uni-obuda.hu/tanev-rendje>

The sub-scheduling of tasks applies to the typical timetable for the school year. If the semester starts later, the deadlines will be shifted. For scholarship purposes, the end of the semester is 31 January or 31 August.

Tasks, deadlines

1. semester

Registration week: status declaration and
the last time to submit your application;
15 October Complex exam registration;
15 December Submission of the summary for the semester end report;
submit a summary for the complex exam;
submission of a list of publications (including credits) for the diploma;
submit a proposal for a new subject;
Examination period: semester end report, doctoral house conference;
status declaration for the next semester;
subject enrolment to the next semester (before the complex exam).

2. semester

Registration week: status declaration and
the last time to submit your application;
15 March - application for the complex exam;
15 May submission of the summary for the semester end report;
submit a summary for the complex exam;
submission of a list of publications (including credits) for the diploma;
submit a proposal for a new subject;
Examination period: semester end report, doctoral house conference;
status declaration for the next semester;
subject enrolment to the next semester (before the complex exam).

Budapest, 2023. 06. 13

Judit Borsa

Vice-head of the Doctoral School

Mihály Réger

Head of the Doctoral School