



THE UNIVERSITY OF ÓBUDA REGULATIONS OF THE DOCTORAL SCHOOL OF MATERIAL SCIENCES AND TECHNOLOGIES

**Amended
pursuant to Resolution No. 67 of the Doctoral School Council (February 3, 2022)**

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I. PREAMBLE

The Rules of Procedure of the Doctoral School of Materials Science and Technology (ATDSZ) are based on Act CCIV of 2011 on National Higher Education (hereinafter: Nftv.), Government Decree 79/2006. (IV.5.), Government Decree No. 387/2012 (IV. 27.), Government Decree No. 121/2013. (IV. 26.), Act XXXVI of 2014, Act CXXXI of 2015, Act CCVI of 2015, Government Decree No. 85/2015. (April 9), as well as the Hungarian Higher Education Accreditation Committee's (hereinafter: MAB) Decision No. 2015/4/V on the accreditation evaluation criteria for the establishment and operation of doctoral schools, and the Doctoral Regulations of Óbuda University (EDHSZ).

II. General Provisions

1. § Scope of the Regulations

The Operating Regulations of the Doctoral School of Materials Science and Technology (hereinafter ATDSZ) were prepared as a supplement to the University Doctoral Regulations (hereinafter EDHSZ) to regulate the matters and procedures referred to the jurisdiction of doctoral schools therein, taking into account the special circumstances and disciplinary characteristics of the technical sciences.

- (1) The Doctoral School of Materials Science and Technology (hereinafter ATDI) operates directly under the supervision of the rector; its academic administrative tasks are performed by the Directorate General of Education within the Rector's Office.
- (2) In addition to its core members, faculty members and staff from other domestic higher education institutions and research institutes also contribute to the work of the Doctoral School (hereinafter: DI) as instructors and thesis advisors.
- (3) The EDHSZ regulates the organization of the DS.
- (4) The EDHSZ defines the responsibilities of the DI Council (hereinafter referred to as the DIT).
- (5) The structure of the training program at the Doctoral School is defined by the ATDI Training Plan.

2. § On Doctoral Education and Degree Conferral

- (1) Doctoral training is a program of study following the completion of a master's degree that prepares students to earn a doctoral degree. The procedure for obtaining a doctoral degree includes a comprehensive examination, a demonstration of aptitude for independent research and the presentation of new scientific findings, proof of the required foreign language proficiency, as well as the public presentation and defense of a dissertation containing the solution to an independent scientific problem.
- (2) The organizational framework for doctoral education is the DI, which carries out its activities with the approval of the MAB.

III. The Doctoral School

3.§ Structure of the Doctoral School

- (1) The operation of the Doctoral School is directed by the head of the DI. The current head and core members of the DI are listed *in Appendix 1 of these regulations*.
- (2) The body assisting the Head of the DI is the DIT, which is elected by the core members of the DI; its members are appointed and dismissed by the Chair of the EDHT. The Chair of the DIT is the Head of the DI. The council shall have at least 7 members. One doctoral student participates in the work of the DIT as a member with advisory rights.
- (3) The DIT may, upon the recommendation of the chair, elect a vice-chair from among its members, who is authorized to act as a substitute within the scope of authority determined by the chair of the DIT. EDHT. The composition of the ATDI Doctoral Council is set forth in *Appendix 1 of these regulations*.

4.§ Head of the Doctoral School

- (1) The operation of the DI is directed by the Head of the DI, who is responsible for the school's academic standards and educational work.
- (2) The Head of the DI is a full-time civil servant of the University who, in the year of the DI's evaluation (even following a change in leadership), has not yet reached the age of 70, and at the time of the DI's establishment and who has not yet reached the age of 66 at the time of the DI's establishment—who holds a doctorate from the Hungarian Academy of Sciences (MTA) or a doctoral degree in the sciences, and who has a doctoral student who has obtained a degree. The head of the DI is elected by the EDHT upon the recommendation of a majority of the core members and appointed by the rector for a term of up to five years. The appointment may be extended multiple times.
- (3) Upon the recommendation of a majority of the DI Council, the EDHT may elect a deputy head of the DI from among the core members of the DI. The duties and powers of the deputy head of the DI are set forth in the DI's operating regulations.
- (4) The Head of the Doctoral School:
 - a) is responsible for the academic standards and educational work of the Doctoral School,
 - b) performs the duties assigned to him or her in the EDHSZ, the ATDI Training Plan, and the ATDI Rules of Procedure,
 - c) performs the duties of the DIT Chair, including:
 - c1) makes recommendations to the DIT regarding the use of the human and material resources made available to the DI,
 - c2) makes recommendations regarding the comprehensive examination and the composition of the committee, c3) makes recommendations regarding the official examiners and the composition of the examination committee, c4) is responsible for the financial management of the DI.

5.§ The Doctoral School Council

- (1) The DIT is a body that assists the head of the DI in their work.
- (2) The composition of the DIT must ensure adequate professional coverage of the relevant field.
- (3) General duties of the DIT:
 - a) develops and approves the DI's operating regulations and rules of procedure;
 - b) approving the DI's thesis proposers, thesis advisors, and instructors, as well as the courses to be offered in the program (including titles, instructors, syllabi, reading lists, and credit hours);

- c) makes recommendations regarding the doctoral topics proposed for announcement;

- d) approves the topic announcement by the doctoral topic proposer;
 - e) approves the doctoral student's thesis topic and any necessary changes thereto;
 - f) makes recommendations to the chair of the EDHT regarding admission to the doctoral program;
 - g) conducts performance evaluations during the program;
 - h) periodically evaluates the implementation of the school's program, the quality of the training, and the work of the instructors, advisors, and doctoral students participating in the program;
 - i) provides an opinion to the EDHT regarding the recognition of foreign academic degrees;
 - j) at the request of the head of the DI, issues an opinion on other matters concerning the given DI;
 - k) submits a proposal to the MTTDHT regarding the composition of the comprehensive examination committee;
 - l) submits a proposal to the EDHT regarding the awarding of doctoral degrees;
 - m) reviews requests for semester or academic year deferrals from participants in organized training programs and informs the chair of the EDHT thereof;
 - n) decides on the recognition of activities completed as part of a study abroad program;
 - o) authorizes participation in a concurrent program in a field of study relevant to the doctoral program;
 - p) decides on matters related to auditing, with particular regard to the conditions set by the (external) host institution;
 - q) decides on the successful or unsuccessful completion of the program;
 - r) decides on the allocation and use of central and revenue subsidies provided to the DI
- (4) The DIT meets as needed, but at least once per semester, and decides on matters within its jurisdiction.
- (5) The DIT chair and members are entitled to vote, with the exception of the election of DIT members, in which case only regular members of the DI are entitled to vote.
- (6) The DIT has a quorum if at least half of its voting members participate in the vote.
- (7) The DIT generally makes its decisions by a simple majority in an open vote. In the event of a tie, the chairperson's vote shall be decisive. In justified cases, any member may request, or the chairperson may initiate, a secret ballot.
- (8) The DIT makes its voting decisions on personnel matters by secret ballot. The ballot must list the names of all candidates; voters mark all candidates they find acceptable. The candidate or candidates receiving the most votes shall be nominated in accordance with the subject of the vote. In the event of a tie, the chairperson shall decide.
- (9) In matters involving personnel, any person who has a direct working relationship with the individual concerned—such as working at the same institution or having a supervisor-subordinate relationship—may not participate in the decision-making process.
- a) has a direct working relationship (same institution/organization, supervisor-subordinate relationship), or
 - b) is a close relative, or
 - c) has been a co-author with the person in question within the past three years, or
 - d) from whom an objective assessment of the matter cannot be expected for other reasons.
- (10) Upon the recommendation of the DIT Chair, and in justified cases, with the exception of personnel matters, the DIT may also make decisions through electronic voting (via email).
- (11) The materials necessary for agenda items requiring a decision at DIT meetings must be made available to members at least three business days before the meeting. Publication may also be done electronically. The date of the meetings, along with the agenda, must be communicated to members at least five business days before the meeting.

- (12) The DIT's decisions must be made available to the DI and its students no later than ten working days after the meeting and shall be filed in the DI Archives.

6. § Faculty of the Doctoral School

- (1) The faculty members of the DI are those faculty members and researchers holding an advanced degree whom the DIT, upon the recommendation of the head of the DI, deems suitable to perform teaching, research, and thesis supervision duties within the framework of the DI. Core members and faculty members of the DI may also accept teaching assignments at other doctoral schools.
- (2) The supervisor of a doctoral thesis is a faculty member or researcher holding an academic degree whose thesis proposal has been approved by the DIT.
- (3) The doctoral thesis advisor is a faculty member or researcher holding an advanced degree whose thesis proposal has been approved by the DIT and who, on that basis, is responsible for guiding and assisting the doctoral student working on the thesis in their studies, research, and preparation for the conferral of their advanced degree. A supervisor may not have more than six doctoral students receiving state scholarships at any one time.
- (4) A doctoral student may have two supervisors at the same time, provided that the DIT approves it. The name(s) of the supervisor(s) must be clearly indicated on the title page of the doctoral dissertation. In addition to the external supervisor, the DIT designates an internal supervisor who assists the external supervisor on behalf of the University and monitors the student's academic progress. In the case of two supervisors, the DIT designates a responsible supervisor.
- (5) In justified cases, the DIT may change the doctoral topic or the supervisor/advisor at their request, at the request of the doctoral student concerned, or on its own authority.

7. § Communication of the Doctoral School

- (1) Through its website, the DI provides continuous and regularly updated information regarding the school's operations on the following topics:
 - the school's disciplinary classification, the name of the doctoral degree that can be earned,
 - the identities and professional biographies of core members and faculty,
 - domestic and international academic relationships, cooperation agreements,
 - Operating Regulations,
 - Curriculum,
 - Quality Assurance Plan.
- (2) The DI provides continuous and regularly updated information regarding doctoral training on its website:
 - doctoral topics approved by the DIT and their advisors,
 - the admission process and requirements for doctoral programs and individual preparation,
 - the requirements for the comprehensive examination,
 - the requirements for obtaining a doctoral degree,
 - the courses offered.
- (3) Through its website, the DI provides continuous and regularly updated information on its performance, making available:
 - PhD dissertations and thesis booklets in electronic format,
 - a list of degree recipients,
 - the list of those who have received a certificate of completion,
 - the decisions and resolutions of the DIT.

- (4) The DI website is updated regularly.

IV. Doctoral Program

8.§ Application and admission procedure

- (1) The general conditions for application and admission to the doctoral program are set forth in EDHSZ 15-20.
- Doctoral programs at the University may be offered in the following formats:
- state-funded, full-time, day-time organized training,
 - self-funded, full-time, on-campus organized training,
 - self-funded, part-time, organized correspondence program,
 - In accordance with Section 21 of the EDHSZ, individuals who have prepared for the degree on their own may also enroll in the doctoral program, provided they have met the admission and doctoral program requirements. In this case, student status is established upon application for and acceptance into the comprehensive examination.
- (2) The application submitted for admission to the doctoral program must include the following documents:
- a completed application form [in accordance with *Appendix 1 of the EDHSZ* and *Appendix 1 of the ATDSZ*];
 - a research proposal endorsed by a supervisor at DI (up to 3,000 characters in length)
 - proof of payment of the application fee;
 - a copy of the MSc/university transcript (along with the original);
 - a copy of the MSc/university diploma (along with the original);
 - copies of documents certifying language proficiency (in addition to presenting the originals);
 - an academic and professional CV with a list of publications;
 - a letter of acceptance from the chosen institute or research center and the supervisor;
 - in the case of an application for an individual study plan, a letter of support from the employer;
 - other documents (e.g., recommendations);
 - a certificate of good conduct issued within the last three months;
 - a statement indicating whether the applicant is applying for a scholarship and whether they request admission in the event that they do not receive a scholarship.
- (3) Applications for doctoral programs must be submitted to the head of the DI. General admission requirements for programs offered by the University's doctoral schools:
- at least a master's degree (MA/MSc) with a good grade, or a university degree equivalent to this under the previous educational system (the grade of the degree need not be taken into account two years after its award);
 - at least intermediate-level proficiency in English, demonstrated by a state-recognized Type "C" (or equivalent) comprehensive language exam; in justified cases, the DIT may permit fulfillment of these requirements in another foreign language necessary for research on the chosen topic;
 - at least an intermediate level of English, The requirement for a state-recognized Type "C" comprehensive language exam is replaced by a high school diploma obtained at a foreign public educational institution in the official language of that country, provided that it is recognized as a state-recognized Type "C" comprehensive intermediate-level language exam in the official language of that foreign country;

- d) appropriate professional competence;
 - e) initial academic achievements (e.g., TDK thesis, conference presentation, publication).
- (4) Applicants are evaluated partly on the basis of the submitted application and partly on the basis of the admission interview. During the interview, a committee of at least three members appointed by the DIT assesses the applicant's professional qualifications, research ideas, and language proficiency.
- (5) Admissions interviews will take place at the time and location specified by DIT. DIT will notify applicants in writing of the date and time of their admissions interview.
- (6) Admission rankings are determined based on four criteria:
- a) academic performance;
 - b) language proficiency;
 - c) initial research activity;
 - d) research plan, communication skills (habitus);

The detailed rules for evaluation are set forth in *Appendix 2 of the ATDSZ*.

- (7) The admissions committee established pursuant to Appendix 1 of the ATDSZ evaluates applicants on a 100-point scale in accordance with Appendix 2:

Candidates who score at least 70 points are ranked. The DIT determines the admission ranking, taking into account the opinion of the admissions committee, and based on this, makes a recommendation to the EDHT chair regarding the admission decision.

- (8) The admission decision may be:
- a) admission to state-funded, full-time, day-time organized training;
 - b) admission to self-funded, full-time, day-time organized training;
 - c) Admission to a self-funded, part-time, correspondence program;
 - d) rejection of the application.
- 9) The admission decision shall specify the type of program and the score achieved during the admission process.
- (10) It is possible to transfer between different forms of study based on a request submitted to the DIT.
- (11) In the case of individual preparation:
- a) the doctoral degree program must be initiated by applying for the comprehensive exam, and the program begins upon passing the comprehensive exam
 - b) the admission requirements are set forth in Section 8 of these regulations;
 - c) upon admission, the University recognizes the minimum credits specified as a condition for admission to the comprehensive examination, provided that, upon request, additional credits may also be recognized based on previously acquired knowledge and competencies;
 - d) the comprehensive exam following admission is part of the first semester of the research and dissertation phase.

Individual candidates are not subject to a credit requirement; they may request a thesis advisor, whom the DIT will appoint.

Individual candidates are required to submit their doctoral dissertation for the degree conferral process within three years of passing the comprehensive exam.

9. § Curriculum, Work Plan

- (1) DI training is conducted in accordance with the Training Plan, which is approved by the EDHT based on a recommendation from the DIT.
- (2) The Training Plan includes:
 - a) the purpose of the training,
 - b) a list of courses and instructors
 - c) the academic conditions (requirements, curriculum, progress monitoring)
- (3) The doctoral student's work plan defines, within the framework of the Training Plan, the tasks to be completed by the doctoral student during their studies (brief research plan, courses; *Appendix 3*). The student must prepare their work plan during the first semester of the organized program under the supervision of the advisor. After the completion of each academic semester, the doctoral student prepares a summary of the work plan's fulfillment with the supervisor's approval. The work plan must be reviewed after each completed semester and revised if necessary. The semester summary and any modified work plan are approved by the DIT upon the supervisor's recommendation.
- (4) The work plan includes the courses the student intends to take in order to fulfill their academic obligations. Any course offered by the DI, or any course taught in the doctoral program of another technical or related field, may be taken upon consultation with the supervisor. With the approval of the DIT, the study plan may also include courses taught in doctoral programs abroad.
- (5) For each course, the study plan includes:
 - a) the course name (title), code, and credit value,
 - b) the instructor (the course coordinator, the instructor offering the course),
 - c) the location where it is offered (institution, doctoral school),
 - d) the timing of the course, i.e., in which semester the course can be taken.

10. § Responsibilities of participants in organized training

- (1) Based on the evaluation and report of the admissions committee, the DIT submits an admission recommendation to the chair of the EDHT, taking additional criteria into account. The admission decision is made by the chair of the EDHT, who issues a resolution to that effect.
- (2) The doctoral student participates in the Doctoral School's academic program and conducts individual research. The doctoral student may also undertake teaching duties; however, this is not part of the academic requirements and is optional.
- (3) Doctoral students participating in the organized program must register before the start of the semester, as per the announcement. Documents required for registration:
 - degree certificate,
 - 1 photograph,
 - proof of identity,
 - notification of admission,
 - completed registration form.

Starting in the second semester, students declare their semester status (active, inactive) during the semester registration week.

- (4) The unit of measurement for academic requirements is the academic (credit) point. In the doctoral program, a credit is the unit of measurement for the academic, teaching, and research work required to fulfill the doctoral student's obligations. Doctoral students are required to complete a total of 240

credits in accordance with Appendix D2 of the EDHSz and the DI Training Plan. If a doctoral student—*through their own fault*—fails to earn the required minimum number of credits in a given semester, the DIT shall decide to suspend the payment of the doctoral scholarship. If the doctoral student does not make up for their deficiencies within one year, the DIT may decide to terminate their student status. The detailed credit regulations are contained in *Annex 4 of the ATDSZ*.

- (5) A doctoral student may earn academic (training) credits through coursework and by passing exams. During the 8 semesters of the doctoral program, the minimum number of required academic (training) credits is 48. The completion of credits—*based on the exam, paper, report, etc., required for the course taken*—is certified by the course instructor's signature. Credits may only be assigned to courses graded on a five-point scale. No credits may be earned for language study in the doctoral program.
- (6) Credits may be awarded for teaching activities performed by the doctoral student. In the case of teaching activities, teaching one hour per week (for one semester) is worth 2 credits. A maximum of one-quarter of the credits required to complete the program, i.e., 45 credits, may be earned through this activity.
- (7) Credits may be awarded for publications and other scholarly activities performed by the doctoral student. *Appendix 5 of the ATDSZ* contains the evaluation criteria for scholarly publication activities. The DIT reviews the credit table at least once every three years.
- (8) The doctoral student prepares a credit report (report on credit completion) every semester and a summary report at the end of the academic year, based on which the supervisor issues a statement regarding the student's academic and research activities [ATDSZ Section 9(3)]. In the final semester, before the end of the doctoral program, the doctoral student prepares a comprehensive *final* report on the fulfillment of their academic obligations and research work. The summary of studies includes a list of completed assignments/courses and exam results, along with the credit points earned for them. The completion of a minimum of 240 credit points is verified by the DI staff member responsible for academic administration and approved by the DIT. Upon a positive decision by the DIT, the head of the DI issues the certificate of completion in accordance with Annex 2 of the EDHSZ and simultaneously notifies the Directorate General for Education, which maintains the academic records.
- (9) The DIT evaluates the research activities of doctoral students every semester, soliciting the opinion of the supervisor(s) for this purpose. The annual report of students participating in organized training consists of a written and an oral component. No exemption may be granted from the requirement to prepare the written component. The supervisor reviews the report.
- (10) The mid-term report of doctoral students participating in the organized program takes the form of a public seminar or conference attended by the students, their supervisors, and a representative of the DIT.

11. § Individual Preparation for the Doctoral Degree

- (1) The rules governing individual preparation are set forth in Section 21 of the EDHSz.

12. § Selection of a Supervisor

- (1) In justified cases, the EDHT may change the doctoral topic or the supervisor(s) at their request, at the request of the doctoral student concerned, or on its own authority. The EDHT shall seek the opinion of the supervisor(s) before making a decision.

- (2) Changing the research topic or advisor shall not extend the duration of the program.

V. Earning a Doctoral Degree

13. § General Rules for Awarding a Doctoral Degree

- (1) The process of obtaining a doctoral degree is governed by Section 22 of the EDHSZ.
- (2) The requirements for obtaining a doctoral degree are governed by Section 23 of the EDHSZ.
- (3) The conditions for the comprehensive examination are governed by Sections 24–26 of the EDHSZ.
- (4) The detailed regulations regarding the minimum publication requirements for obtaining a doctoral degree are set forth in .

14. § The doctoral dissertation

- (1) The general rules regarding the doctoral dissertation are set forth in Sections 27–29 of the EDHSZ.
- (2) The thesis must include the names of the author and the advisor(s), the name of the DI and its director, and the place and date of completion. An author's summary (thesis booklet) in Hungarian and English must be attached to the thesis. The thesis may include appendices (e.g., a collection of photographs, documents, etc.). The thesis must comply with the EDHSZ regulations regarding content and format.

15. § The Workshop Discussion

- (1) Prior to submission, the dissertation must be submitted for a workshop discussion at the relevant academic or research unit.
- (2) The workshop discussion is organized by the candidate's advisor, with the DIT chair being informed.
- (3) The dissertation to be submitted for the workshop discussion must be forwarded to the head of the DI.
- (4) The following must be invited to the workshop:
 - a) all faculty members, researchers, and doctoral students at the institute where the candidate conducted their research,
 - b) DIT members,
 - d) external experts knowledgeable in the subject.
- (5) Invitations to the workshop discussion are sent out by the candidate's advisor *at least two weeks in advance*.
- (6) Two written preliminary reviews of the dissertation are prepared for the workshop discussion. The author shall consider the comments raised at his or her discretion. Minutes must be taken of the workshop regarding the preliminary reviews, the questions raised, the author's responses to them, and the author's position, and an attendance sheet must be prepared.

16. § Public Debate

- (1) The general rules governing the public defense are set forth in Section 31 of the EDHSZ. The agenda for the public defense shall be prepared in accordance with Annex 9 of the EDHSZ.

- (2) The public hearing is organized by the DIT.
- (3) Invitations to the public defense must be sent out at least two weeks before the defense.
- (4) The invitation to the public defense must be posted on the Doctoral School's website. The invitation must indicate where interested parties can view the dissertation.
- (5) The following must be invited to the public defense:
 - a) members of the DIT;
 - b) members of the EDHT
 - c) the relevant academic departments of the faculties;
 - d) the supervisors and students of the Doctoral School.
- (6) If the dissertation deals with national security issues or is subject to delayed publication (intellectual property protection, patenting, etc.), appropriate confidentiality must be ensured throughout the entire public defense process by all parties involved and all participants in the procedure. This must be documented with appropriate declarations.

17. § Language Requirements

- (1) Proof of proficiency in two foreign languages—as required for the field of study.
 - a) The first foreign language is English; proficiency must be demonstrated by a state-recognized Type “C” (or equivalent) language exam at the intermediate level or higher. In exceptional cases, as provided in Section 19(2)
 - b) and point c) of these regulations, other world languages may also be permitted;
 - b) proficiency in a second foreign language may be demonstrated by a state-recognized Type “C” language exam in any world language at the basic level or higher;
 - c) in justified cases (such as taking one subject of a comprehensive exam in a foreign language, studies conducted in a foreign language, or activities as a visiting lecturer or researcher abroad, etc.), the MTTDHT may grant an exemption based on a recommendation from the DIT;

VI. Habilitation

18. § The Habilitation Procedure

- (1) The habilitation procedure is governed by Sections 40–50 of the EDHSZ. The minimum requirements are set forth in Annex H2 of the EDHSZ.

VII. Other Provisions

19. § Quality Assurance

- (1) The DIT establishes the principles and methods for quality assurance in doctoral education and degree conferral.
- (2) The DIT continuously monitors the operation of the educational program. It utilizes the opinions of doctoral candidates and recent degree recipients in its work and, if necessary, consults external experts.

- (3) The DIT evaluates the operation and outcomes of doctoral education annually.
- (4) The DIT approves the academic requirements for the Doctoral School. The internal quality assurance measures are defined in the Doctoral School's Quality Assurance Plan.

20. § Management of the Doctoral School

- (1) The head of the DI is responsible for the management of the Doctoral School—which is subject to the procedures set forth in the Óbuda University Financial Regulations—and has the authority to approve payments.
- (2) The financial framework of the Doctoral School consists of the state subsidy disbursed for scholarship recipients based on the budget approved by the EDHT, fees paid by doctoral students, procedural fees, and other revenues of the DI.
- (3) The head of the Doctoral School bears financial and disciplinary responsibility for the execution of the Doctoral School's budget.

21. § Final Provisions

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

Budapest, February 3, 2022

Prof. Dr. Mihály Réger
Head of the Doctoral School of Materials Science and
Technology

Appendices and Annexes to the Doctoral School's Operating Regulations

1. Appendix No.	Current leadership, core members, council, and admissions committee of the Doctoral School
1. Annex No.	Sample Application Form
2. Annex	Procedure for calculating admission scores
3. Appendix No.	Sample Individual Study and Research Plan
4. Appendix No.	Credit Regulations
5. Appendix	Criteria for the evaluation of scholarly publication activity
6. Appendix	Co-authorship Statement

1. Appendix No. : Head, Core Members, Council, and Admissions Committee of the Doctoral School

Head of the Doctoral School

Dr. Mihály Réger Professor, DSc

Deputy Head of the Doctoral School

Dr. Judit Borsa University Professor, Professor Emerita

Core Members

Dr. Judit Borsa University Professor, Professor Emerita
Dr. János Dusza University professor, external member of the Hungarian Academy of Sciences
Dr. Marianna Halász university professor
Dr. Zsolt József Horváth university professor, DSc
Dr. Ákos Nemcsics University Professor, DSc
Dr. Sándor Pekker Research Professor, DSc
Dr. Mihály Réger University Professor, DSc
Dr. Endre Ruzsinkó Professor, DSc

The Doctoral School Council (DIT)

Dr. Judit Borsa University Professor, Professor Emerita, Full Member
Dr. János Dusza University Professor, External Member of the Hungarian Academy of Sciences,
Full Member
Dr. Marianna Halász university professor, full member
Dr. Zsolt József Horváth University professor, DSc, full member
Dr. Zoltán Juvancz University Professor, DSc
Dr. Ákos Nemcsics university professor, DSc, core member
Dr. Sándor Pekker Research Professor, DSc, Full Member
Dr. Mihály Réger University Professor, DSc, Core Member
Dr. Endre Ruzsinkó Professor, DSc, core member
Dr. Erzsébet Takács University Professor, DSc
Dr. László Telegdi University Professor, DSc

External members with voting rights

Dr. Miklós Zrínyi University Professor, Corresponding Member of the Hungarian Academy of
Sciences (MTA), SE
Dr. Gábor Harsányi University professor, DSc, BME

Permanent members without voting rights

Bálint Bereczki Secretary
Student Representative Ferenc Oláh, PhD candidate representative

Admissions Committee

Chair: President of the DIT

Members: two members of the DIT with voting rights (appointed by the DIT)

1. Appendix No. : Application Form for Doctoral (PhD) Program

Name: Birth name:..... Place of birth:
..... Date of birth:..... Mother's maiden name:
..... Citizenship: Permanent address:
..... Current address/ mailing
address: Phone number:
Email address: Website address:

Name of employer: Employer's
address: Work phone number:
..... Occupation/position:
.....

Which university did you graduate from (university/city/country)?
.....
Bachelor's/MSc degree number: Date of degree: Degree
classification: Major(s):

Language skills:

1. Language: Level/type: Certificate number, date:
2. Language: Level/type: Document number, date:

Name of the chosen doctoral school (research area): Which
program are you applying for? *

- | | |
|---|---|
| Organized scholarship-based full-time program | Organized self-funded full-time program |
| Organized self-funded correspondence program | individual study plan |

Title of the chosen topic:

1. Supervisor's name and academic degree:
1. Supervisor's place of employment:
2. Supervisor's name and academic degree:
2. Supervisor's place of employment:

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

1. Name of other institution: doctoral school: doctoral
program:

2. Name of other institution: doctoral school: doctoral
program:

Aware of my criminal liability, I hereby declare that the above information is true and accurate, and I acknowledge that I will be held responsible for any adverse consequences resulting from the provision of false information.

....., 20.....

.....
Applicant's signature

*Please underline the appropriate text.

The application submitted for admission must include the above Application Form and the following documents:

- a) proof of payment of the application fee;
- b) a copy of the MSc/university transcript (along with the original);
- c) a copy of the MSc/university diploma (along with the original);
- d) copies of language proficiency certificates (along with the originals);
- e) a professional CV with a list of publications;
- f) a letter of acceptance from the chosen institute or research unit and the supervisor (if applying for a state-funded scholarship program);
- g) a preliminary research plan (1–2 pages) endorsed by the prospective supervisor(s); for applicants applying for individual preparation, the applicant's list of publications as per the Database and an outline of the planned doctoral dissertation;
- h) in the case of self-funded applicants, a letter of support from the employer;
- i) other documents (e.g., recommendations); k) a statement indicating whether the applicant requests admission in the event that they do not receive a scholarship.

2. Appendix No. 1: Admission Scoring

1. Academic performance (max. 25 points)

Grade of MSc degree: Good: 15
points MSc degree grade: A: 25 points

The grade on the diploma will not be taken into account two years after it is awarded. After two years, the admissions committee will award points (up to 25) based on the applicant's documented professional experience since receiving the diploma.

2. Language proficiency (max. 15 points)

Second language exam

- Intermediate level C: 15 points, A or B: 10 points
- Basic level C: 5 points, A or B: 2

points No points are awarded for additional language exams.

3. Initial research activity (max. 20 points)

- *TDK*
Delivering a *presentation related to the Doctoral School program* at an institutional TDK conference: 5 points,
10 points for 1st or 2nd prize,
III. 5 points for a prize;
1st–3rd prize at a national TDK conference: 15 points
Pro Scientia national prize: 20 points
- *Publication (published or accepted), with impact factor in a foreign language: max. 20 points; in Hungarian: max. 10 points;*
The current score is determined by the admissions committee by evaluating the papers attached to the application and multiplying them by the author's share (as approved by the advisor).
- *Conference presentation, if given by the applicant: max. 5 points*
The current score is determined by the admissions committee.
(No points are awarded for other presentations or posters, but the relevant information must be provided);
- *Invention disclosure, patent: 15 points*

4. Research plan, research attitude (max. 40 points)

The current score is determined by the admissions committee based on the research proposal submitted by the applicant and the admissions interview.

Admission to the doctoral program requires a minimum score of 60 points.

3. Appendix No. : Individual Study and Research Plan

**UNIVERSITY OF ÓBUDA
DOCTORAL SCHOOL OF MATERIAL SCIENCES AND TECHNOLOGIES**

Doctoral student's name:

Type of program: full-time/part-time/individual* Name

of the supervisor:

Start date of the doctoral program:

Title of the thesis and brief description of the research task (approx. 2,000 characters)

Courses to be completed during the program

Courses	Instructor

Date

.....
Advisor

.....
Doctoral student

* Please underline the appropriate text

4. Number of annexes: Doctoral Credit Regulations

I. Credit calculation rules in accordance with Appendix D2 of the EDHSZ

- (1) In the doctoral (PhD) program, all academic requirements must be defined in credits (academic points). The general regulations regarding credits that can be earned in the doctoral program are contained in the Óbuda University Doctoral Credit Regulations.
- (2) During the organized, eight-semester doctoral program, a total of 240 credits must be earned to obtain the final certificate (absolutorium). Credits may be earned in the program based on the following activities:
- studies, i.e., completion of courses;
 - research activities;
 - teaching activities.

(3) The minimum credit requirements for each activity category are as follows:

Credit Type	Assessed activity	Calculation period	Credit value	Minimum credits to be earned credits	Maximum credits credits
Academic (min. 48 credits)	Completion of 8 courses	Semesters 1–4	6 credits/course	48	60
	Participation in guest lecturer seminars	per semester	3 credits/seminar		
research (min. 139 credits)	research report	1–4 semesters	6 credits/semester	24	
		Semesters 5–8	10 credits/semester	40	
	active participation in a research project	per semester	6–10 credits		
	publications	ongoing	EDHSZ D.2 according to the appendix	75	
education		per semester	2 credits/1 hour per week		60
Total				240	

- a) Six credit points may be awarded per course for the completion of courses. Academic credits must be earned during the first four semesters. Attendance at a guest lecturer's seminar is worth 3 credit points, and completion of this requirement must be certified by the lecturer.
- b.) A minimum of 139 credits must be earned through research activities during the course of study. Research credits are available
- for research reports (6 credits each in semesters 1–4, 10 credits each in semesters 5–8, for a total of 64 credits),
 - for completed research activities (6–10 credits per semester, per project),
 - for publication activities, based on the evaluation set forth in Appendix 5 of these regulations. The minimum number of publication credits to be earned is 75.
- c.) In the case of teaching activities, conducting a 1-hour weekly practical session or seminar (over the course of one semester) is worth 2 credits. The number of credits that can be earned through teaching activities may not exceed 60 credits. For their teaching activities, doctoral students may receive a maximum of 5 teaching credits per semester during the first four semesters of the program, and a maximum of 10 credits per semester during the fifth through eighth semesters.

- (4) Students may enroll in the second and subsequent semesters only if they have earned a total of at least 20, 45, 75, 110, 150, 180, and 210 credits, respectively, in the preceding semesters.
- (5) These program requirements are the same for full-time (scholarship) and part-time students; students in the individual preparatory program are not required to earn credits.
- (6) The number of credits that can be earned or are to be earned through the completion of courses, as well as through research and teaching activities, is determined by the doctoral student's study plan.
- (7) The Doctoral School Council may grant an exemption from the training requirements if the student is participating in off-campus training. Doctoral students may participate in off-campus training (at research institutes, companies, or abroad) related to their doctoral thesis. This may be done based on a work plan approved by the thesis advisor, which ensures the validity of the given study period within the university's doctoral program. The DIT is authorized to decide on the approval of the work plan for off-campus training. The DIT determines the credit value of courses completed in this manner.

II. Credit Transfer

- (1) Credits earned at other domestic or foreign higher education institutions, or outside the doctoral student's own doctoral school, may be recognized based on an inter-institutional credit equivalence agreement, an individual study agreement concluded with the student, or the provisions of legislation prescribing credit transfer.
- (2) The two bodies of knowledge shall be considered equivalent if the overlap between them is at least 75%. The DIT shall assess the degree of overlap in the bodies of knowledge based on the supervisor's proposal and shall decide on equivalence accordingly.
- (3) An appeal against the decision may be filed with the rector.
- (4) The DIT determines, based on individual requests, the maximum percentage of academic (training) credits that a doctoral student may earn through credit transfer.

III. Recognition of activities completed at other doctoral schools or institutions (part-time study, auditing)

- (1) A doctoral student's studies conducted outside their own doctoral school must be treated as part-time study.
- (2) During part-time studies, the doctoral student may earn academic (training), research, and teaching credits.
- (3) Grades earned by the doctoral student in courses completed during study abroad must, where possible, also be requested in the form of ECTS (European Credit Transfer System) credits. These are converted to Hungarian grades in the usual manner (A=5, B=4, C=3, D=2, F=1).

IV. Recognition of Prior Learning

- (1) Participation in training, research, or teaching outside the framework of the doctoral (PhD) program but aligned with the doctoral program is considered prior academic achievement.
- (2) The DIT may count these achievements, demonstrated throughout one's professional career, as credits.
- (3) The DIT decides on the eligibility of prior achievements and the number of training, research, and teaching credits that can be earned through such recognition on a case-by-case basis, following an individual application.

5. Appendix No. : Evaluation of Scholarly Publication Activity

- (1) A publication is defined as a printed and/or electronic communication (journal article, scientific monograph, book chapter, etc.) that [based on MAB 2008/8/II.2, Appendix 2]:
- presents the author's own research results,
 - contains precise references to the literature,
 - has an ISBN or ISSN number,
 - has been published in a professional journal or as a publication.
- (2) The following are not considered publications:
- an article published in a daily newspaper or a non-professional weekly (even if the topic is of a professional nature),
 - works published in self-published editions (if they have not been edited for either language or content)
 - university and college lecture notes, supplementary materials, handouts, collections of examples, compilations, editing, copyediting, etc.
 - short (one-page) articles in conference proceedings or on posters,
 - (book) translation,
 - review (book review) or critique (excluding longer literary analysis),
 - research reports prepared for grant applications or on commission,
 - thesis, dissertation,
 - other manuscript-style treatises or writings,
 - popular science writing,
 - interviews not intended for or requiring research purposes (neither as a reporter nor as an interviewee)
- (3) Publications in a foreign language refer to those published in English as the working language or in another world language approved by DIT.
- (4) The minimum requirements and the scoring of publications provide candidates with a benchmark for evaluating their publication activity and determining when they may initiate the doctoral process; It should be noted, however, that in the decision regarding the award of the degree, the quality of the publications is just as important as their quantity. The proposer (and, based on the proposal, the DIT) verifies compliance with the minimum requirements based on the submitted list of publications. If the minimum requirements are not met, the DIT rejects the submitted application.
- (5) In the doctoral process, the DIT verifies the minimum requirements set by the ATDSZ at three points:
- upon passing the comprehensive exam (number of academic and research credits, language requirements),
 - upon issuance of the certificate of completion (number of academic and research credits)
 - upon submission of the dissertation (all requirements)
- The existence of the articles must be verified either by providing a separate printout or by submitting a letter of acceptance and a copy of the submitted manuscript.
- The DIT will verify compliance with the minimum publication requirements at the time the dissertation is submitted. If the DIT does not accept the publication requirements, the dissertation cannot be accepted for defense.

Minimum publication requirements for initiating the degree conferral process:

The number of published works, or works verifiably in press with a statement from the editor or publisher, must be at least 5, of which

- at least 3 publications in a foreign language,

- at least 2 must have been published in a journal with an impact factor listed in the Web of Science or Scopus database,
- at least 1 publication in Hungarian (for Hungarian citizens). The minimum total score required: 75.

Scoring of publications [EDHSZ Annex 2]

Peer-reviewed journal article

With IF: 36 credits

Without IF, published abroad: 24 credits

Without IF, published domestically: 18
credits

Peer-reviewed conference paper (min. 4 pages) in a publication with an ISBN number, in print or electronic form
in a foreign language: 24 credits
in Hungarian: 6 credits

Academic book or book chapter (the score is to be divided by the number of non-supervising authors): 20
credits per full page

in a foreign language: 3.6

credits; in Hungarian: 1.8

credits

The score specified for the publication type must be multiplied by the Candidate's contribution ratio as stated in the co-authorship declaration [ATDSZ Annex 6]. In this calculation, co-authors who already hold a degree must be automatically excluded. For a manuscript that has not yet been published but has been verifiably accepted for publication, full points are awarded; for conditional acceptance requiring minor revisions, half the points are awarded.

Minimum publication requirements upon submission of the dissertation

For each thesis point, the candidate must indicate where the results were published. At least half of the thesis points must be linked to an article published in a journal or conference proceedings.

For co-authored publications, co-authors who *do not hold a PhD* must submit a "Co-Author Declaration" in accordance with Annex 6 of these Regulations. In this statement, the domestic co-authors who do not hold a PhD degree agree on the extent of their contribution to the scientific work in question. This statement must be prepared once, when the publication in question is first used in an evaluation procedure, and it is advisable for each co-author to retain a copy for the purpose of any future evaluation procedures.

At least two of the scientific publications linked to the thesis points, in which the Candidate is a co-author of at least 50%—based on the declaration made in accordance with Annex 6 of the ATDSZ—must be published in a journal with an impact factor listed in Web of Science or Scopus.

A further minimum requirement is that the Candidate must provide proof of having delivered at least one conference presentation.

6. Annex No. : Co-authorship Declaration

We, the undersigned, hereby declare that the

.....

.....

as domestic co-authors without a doctoral degree, we participated in and contributed to the creation of the publication in the following proportions:

	Co-author's name	Percentage of contribution	Signature
1.			
2.			
3.			
4.			
5.			

We intend to use this publication in the subsequent evaluation process, taking into account the above-mentioned percentage of authorship, but by submitting theses summarizing different scientific results.

Date: