



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

Amended
pursuant to Resolution No. 81/12 (July 4, 2023) of the Doctoral School Council

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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.) on doctoral schools, the rules of doctoral procedures, and habilitation, Government Decree No. 121/2013. (IV.26), Act XXXVI of 2014, Act CXXXI of 2015, Act CCVI of 2015, Government Decree 85/2015. (IV. 9.) , as well as Decision No. 2015/4/V of the Hungarian Higher Education Accreditation Committee (hereinafter: MAB) on the accreditation evaluation criteria for the establishment and operation of doctoral schools, and the Doctoral and Habilitation Regulations of Óbuda University (EDHSZ).

The basic information regarding the Doctoral School is contained in Appendix 1.

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's Doctoral and Habilitation 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 of 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 determines the composition 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, following the completion of a master's degree, leads to the award of a Doctor of Philosophy (PhD) degree in the field of materials science and technology. The procedure for obtaining a doctoral degree includes a comprehensive examination, a demonstration of aptitude for independent research and the presentation of new scientific results, 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 languages of instruction for the doctoral program are Hungarian and English. The DI's field of study is materials science and technology. The organizational framework for the doctoral program is the DI, which operates with the authorization of the Education Office and 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 shall be authorized to act as a substitute within the scope of authority determined by the chair of the DIT. 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. The Head of the DI is assisted by the Deputy Head of the DI, the Secretary, and the DI's academic affairs administrator.
- (2) The Head of the DI must be a tenured faculty member 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 who, at the time of the DI's establishment, had not yet reached the age of 66—and who holds an internationally recognized 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 earned 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 personnel and financial resources made available to the DI,
 - c2) makes proposals regarding the comprehensive examination and the composition of the committee, c3) makes proposals regarding the composition of the official examiners and 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, whose members are elected by the core members of the DI. The core members of the DI may elect additional members holding academic degrees to the council in accordance with the provisions of the EDHSZ. The DIT has 16 members, of whom 1 is the

III. The Doctoral

secretary with the right to participate in deliberations, and 1 is the student representative with the right to participate in deliberations. The list of DIT members is provided in Appendix 1

- (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) to approve 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 issued by the supervisor;
 - 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 course of study;
 - h) periodically evaluates the implementation of the school's program, the quality of the training, and the work of the faculty members, thesis 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 submitted by students enrolled in organized training programs and notifies 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 parallel programs in fields 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-based 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 full 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. When voting on the awarding of a degree, the DIT shall use a yes-no vote.
- (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 required 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 and Advisors of the Doctoral School

- (1) The faculty members of the DI are those instructors and researchers holding academic degrees 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 advanced degree whose thesis proposal has been approved by the DIT.
- (3) The doctoral thesis advisor is a faculty member or researcher holding an academic degree whose thesis proposal has been approved by the DIT and who, on this basis, is responsible for guiding and assisting the doctoral student working on the thesis in their studies, research, and preparation for obtaining an academic degree. A supervisor may not have more than six doctoral students who have not yet obtained their intermediate degree at any given 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 appoints 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) The supervisor's responsibilities:
 - A. Formulating the research problem and writing the thesis proposal.
 - B. Contributing to the development of the final research plan, the signing of which constitutes approval on their part.
 - C. Communicating and enforcing the DI's standards and academic requirements.
 - D. Supervising and monitoring the research work. In the event of unsatisfactory performance, the supervisor must inform the head of the DI.
 - E. Conducting a semesterly review of the doctoral student, verifying the fulfillment of commitments outlined in the research plan (signing the written semester report is contingent upon meeting the agreed-upon indicators and target values).
 - F. Makes recommendations regarding the composition of the comprehensive examination committee, the workplace committee, and the public defense committee.
 - G. Ensuring full compliance with formal requirements during the preparation of the doctoral dissertation.
 - H. By signing a statement acknowledging the doctoral candidate's performance, the advisor certifies that the dissertation also meets the content requirements set forth by the DI.
 - I. A. Preparing the student for the workplace and public defense.

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 offered,
 - the core faculty members, instructors, and their professional biographies,
 - domestic and international academic relationships and 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,
 - doctoral programs, the admissions process and requirements for individual preparation,
 - the requirements for the comprehensive examination,
 - the requirements for earning a doctoral degree,
 - the subjects taught.
- (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,
 - a list of those who have received their final course completion certificates,
 - the decisions and resolutions of the DIT.
- (4) The DI continuously updates its website and ensures that the www.doktori.hu database pages are constantly updated with the latest information regarding the DI. It ensures that supervisors continuously update the www.doktori.hu database at least once a year. The DI secretary is responsible for updating the websites.

IV. Doctoral Program

8. § Application, admission process

- (1) The general requirements for applying to and being admitted to the doctoral program are set forth in Section 19-20.

Doctoral programs at the University may be offered in the following formats:

 - a) state-funded, full-time, day-time organized training,
 - b) self-funded, full-time, on-campus organized program,
 - c) self-funded, part-time, organized correspondence program,
 - d) 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) a completed application form [in accordance with *Appendix D6 of the EDHSZ and Appendix 1 of the ATDSZ*];

- b) a research plan endorsed by a supervisor at the DI (up to 3,000 characters);
 - c) proof of payment of the admission fee;
 - d) a copy of the MSc/university transcript (along with the original);
 - e) a copy of the MSc/university diploma (along with the original);
 - f) copies of documents certifying language proficiency (along with presentation of the originals);
 - g) an academic and professional CV with a list of publications;
 - h) a letter of acceptance from the chosen institute or research center and the supervisor;
 - i) in the case of an application for an individual study plan, a letter of support from the employer;
 - j) other documents (e.g., recommendations);
 - k) a certificate of good conduct, issued no more than 3 months ago, certifying a clean criminal record;
 - l) a statement indicating whether the applicant is applying for a scholarship and whether they request admission in the event they do not receive a scholarship.
- (3) Applications for doctoral programs must be submitted to the head of the DI. The general admission requirements for programs offered by the University's doctoral schools are:
- a) 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);
 - b) 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;
 - c) 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) Admission interviews will take place at a time and location determined by DIT. DIT will notify applicants in writing of the date of the admission 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 60 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, on-campus organized training;
 - c) admission to self-funded, part-time, correspondence-based organized training;
 - d) rejection of the application.
- (9) The admission decision shall specify the type of program and the score achieved during the admission process. In the event of successful admission, the notification must include the date of enrollment, the documents required for enrollment, and the start of the academic year.

Reference must be made to the costs associated with the program and who is responsible for covering them. In all cases where the costs of the program or research are covered by the doctoral student, their employer, or another funding entity, the specific terms and conditions must be set forth in a separate agreement.

Upon enrollment, the admitted student must sign a statement confirming that they have reviewed the DI regulations and requirements and are aware of their rights and obligations under them.

In the event of rejection, the decision must be justified.

- (10) It is possible to transfer between different program formats based on a request submitted to the DIT.

9. § Curriculum, Work Plan

- (1) DI training operates based on the Training Plan, which is approved by the EDHT upon the recommendation of the DIT.
- (2) The Training Plan includes:
- a) the purpose of the training,
 - b) a list of courses and instructors
 - c) the academic requirements (prerequisites, curriculum, progress monitoring)
- (3) The DIT decides on the inclusion of courses in the program and the revision of syllabi. The DIT reviews the syllabus at least every three years, taking into account the comments and feedback of students and other stakeholders (instructors, external contributors, visiting lecturers, and labor market representatives). Before the start of each academic year, the DIT reviews the list of courses and instructors proposed for the doctoral program and decides whether to approve or reject them. The DI administrator announces the approved courses in the faculty's NEPTUN system and publishes them on the DI website.
- (4) Attendance at scheduled class sessions—in the daytime schedule—is mandatory. If an instructor is unable to teach, they must consult with the DI director regarding a substitute or make-up arrangement. For each course, students must be informed of the course syllabus and the requirements, including the required and recommended reading materials and the course content.
- (5) For each course, the course syllabus and requirements must be developed; the DI Council reviews these in advance and decides on their approval based on the feedback received. The DIT determines the formal and content-related requirements for the course syllabus and publishes them on the DI website.
- (6) 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 training 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 progress—with the supervisor's approval. The work plan must be reviewed after each completed semester and revised if necessary. The semester summary and any revised work plan are approved by the DIT upon the supervisor's recommendation.
- (7) 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

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.

- (8) The syllabus includes the following for each course:
 - a) the course name (title), code, and credit value,
 - b) the instructor (the course coordinator, the instructor announcing the course),
 - c) the location where it is offered (institution, doctoral school),
 - d) its schedule, i.e., in which semester the course can be taken.

- (9) Under an individual study agreement, it is possible to transfer credits, during which academic, teaching, and research credits are recognized as follows:
 - a) Recognition of academic credits: Based on the doctoral student's application, the DIT may accept formal or non-formal workplace training that aligns with the conceptual framework of the ATDI program, as well as courses taught in doctoral programs abroad, as prior learning. The DIT's 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) Verification of research credits: Based on the doctoral student's application, the DIT may accept the doctoral student's participation in workplace research and development work as prior achievement. The DIT's decision must include the name of the accepted workplace experience, the number of credits accepted, the justification for the credit calculation, and the supporting documents.
 - c) Recognition of teaching credits: Based on a doctoral student's request, the DIT may recognize teaching activities carried out as part of formal or non-formal training programs organized by a higher education institution or other employer as prior learning. The DIT's 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 structure of organized training. The comprehensive examination. The certificate of completion.

- (1) Based on the evaluation and report of the admissions committee, the DIT makes an admission recommendation to the chair of the EDHT, taking into account additional criteria. 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 independent research. The doctoral student may also undertake teaching duties; however, this is not part of the academic requirements and is optional.

Students participating in the doctoral program may undertake additional teaching and research duties. Doctoral students performing teaching duties are entitled to the teaching rights specified in Section 35(1) of the Nftv.

Full-time doctoral students enrolled in organized doctoral programs (including international students who, under legislation or international agreements, are subject to the same treatment as students with Hungarian citizenship) may receive scholarships from state or other sources. Any planning unit or organizational unit of the university may use its domestic or foreign grant funding, budgetary allocation, or other revenue to pay doctoral scholarships.

- (3) Doctoral students participating in organized training must register before the start of the semester, as specified in the announcement. Documents required for registration:
 - diploma,
 - 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 over the entire 8-semester program, in accordance with Appendix D2 of the EDHSz and the DI Curriculum. 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 from this activity.
- (7) Credits may be awarded for publications and other academic activities carried out by the doctoral student. *Appendix 5 of the ATDSZ* sets forth the criteria for evaluating academic publications. 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 each academic year, based on which the advisor issues a statement regarding the student's academic and research activities [ATDSZ § 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 D8 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) The conditions for the comprehensive examination are regulated by Sections 24–26 of the EDHSZ. The prerequisite for admission to the comprehensive examination is the acquisition of 90 credits. Students must apply in writing to take the comprehensive examination.

The DI comprehensive exam consists of a theoretical section and a research summary section. The theoretical section of the comprehensive exam covers at least two specialized subjects. The comprehensive exam is open to the public.

- a. The theoretical part is an oral examination during which the examinee is asked questions on the material from at least two subjects. Students and individual degree candidates receive a list of possible questions for the comprehensive examination and the resources necessary for preparation after applying for the comprehensive examination.
 - b. In the second part of the comprehensive examination, the examinee presents their research findings in the form of a presentation, outlines their research plan for the second phase of the doctoral program, and provides a timeline for the completion of the dissertation and the publication of the results. Following the student's presentation, the advisor (or, in the advisor's absence, the chair of the committee) may present the advisor's evaluation of the doctoral student's progress.
 - c. If the doctoral student fails the comprehensive examination, he or she may retake it once during the same examination period. The examination is graded on a two-point scale: pass or fail.
 - d. Minutes must be taken of the comprehensive examination. The results of the examination must be announced on the day of the final examination session.
 - e. Whether through organized training or independent study, students must submit their doctoral dissertation within three years of passing the comprehensive exam.
- (12) The prerequisite for the absolutorium is the completion of a minimum of 240 credit points, which is verified by the DI administrator in Neptun 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 D8 of the EDHSZ and simultaneously notifies the Rector's Office's Directorate of Education, where the registry of doctoral students is maintained at the institutional level.
- (13) Student status may only be suspended for a full semester. The duration of a continuous suspension of student status may not exceed two semesters. Upon the recommendation of the thesis advisor and based on appropriate grounds, the chair of the DIT may grant permission. State scholarships may not be disbursed during the suspension of student status.
- (14) Termination of student status.
- A. In the doctoral program, student status terminates:
 - a) if the doctoral student is accepted by another institution of higher education, on the date of acceptance
 - b) if the doctoral student announces that they are terminating their student status, on the date of the announcement;
 - c) if the doctoral student cannot continue their studies in a state-funded program and does not wish to continue in a fee-paying program;
 - d) if the doctoral student does not register and does not request passive student status;
 - e) on the last day of the doctoral program;
 - f) if the rector terminates the doctoral student's student status due to unpaid tuition fees, on the day the decision regarding the termination becomes final,
 - g) on the date the disciplinary decision to expel the student becomes final.
 - h) on the last day of the semester in which the student receives a certificate of completion.
 - i) if the student has not earned the minimum number of credits required by Section (4) of the Doctoral Credit Regulations set forth in Appendix D2 of the EDHSZ.

B. Expulsion from the institution may be imposed as a disciplinary penalty as set forth in the Disciplinary Regulations.

C. Those whose student status has been terminated must be removed from the Neptun student roster by a decision of the competent DIT.

- (15) A doctoral student may participate in a study abroad program. The doctoral student may participate in the study abroad program based on a work plan approved by the advisor, which ensures the validity of the given study period within the university's doctoral program. The duration of the study abroad program counts toward the duration of the doctoral program; student status is not suspended during this time, and the state scholarship must be paid.

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

- (1) The rules governing individual preparation are set forth in Section 21 of the EDHSz.
- (2) In the case of individual preparation:
 - a) the doctoral degree conferral process must be initiated upon application by registering for the comprehensive examination and begins with the passing of the comprehensive examination;
 - 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 takes place during the first semester of the research and dissertation phase.
- (3) The individual candidate is not required to earn credits; to prepare the dissertation, they may request a supervisor, whom the DIT will appoint.
- (4) The individual preparatory student is required to submit their doctoral dissertation for the degree conferral process within three years of passing the comprehensive exam.
- (5) In the case of a transfer from another doctoral school, only a doctoral student from a PhD program may be accepted. The doctoral student must submit their intention to transfer to the Doctoral School. The application must be accompanied by a certified transcript of the electronic academic record, a professional CV, a summary of academic achievements to date, a recommendation from the supervisor affiliated with the ATDI, and the research plan. Following a preliminary review by the DIT, the EDHT decides on the transfer.

12. § Thesis Topic Assignment, Thesis Advisor, and Topic Change

- (1) Topic proposals are accepted twice a year, during the fall and spring semesters. The DIT reviews the submitted proposals, and the head of the DI approves them.
- (2) Faculty members who submit topics receive feedback on the decision from the DI secretary.
- (3) Thereafter, the approved topics are made available in the Curriculum and on the DI website.
- (4) The head of the DI decides on the person proposing the topic and the supervisor, taking into account the DIT's recommendation following a preliminary request. The parties concerned receive feedback on the decision from the DI secretary.
- (5) A change of supervisor or research topic may occur at the initiative of the supervisor or the doctoral student. The doctoral student must submit a request for the change to the DI secretary. The

request must include the name(s) of the new supervisor(s) and the proposed topic. The request must be signed by the current supervisor(s), the proposed supervisor(s), and the doctoral student.

- (6) 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.
- (3) In its rules regarding plagiarism, the DI applies the principles and recommendations of the MTA Code of Scientific Ethics, as well as the resolutions of the Committee on Scientific Ethics. The rules regarding plagiarism are described in detail in Appendix D3 of the EDHSZ

15. § 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 following must be invited to the workshop discussion:
 - 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.
- (4) Invitations to the workshop discussion are sent out by the candidate's supervisor *at least two weeks in advance*.
- (5) 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.
- (6) During the workshop discussion, one of the following summary conclusions may be reached:

- a) the draft dissertation is suitable for further proceedings—without the need for another workshop discussion—either without revisions or with minor revisions that do not affect the essence of the dissertation,
- b) the draft dissertation is suitable for further proceedings—without holding another workshop discussion—with revisions affecting its substance,
- c) the draft dissertation is suitable for further proceedings only with a complete revision and the conduct of a new workshop discussion.

16. § Public Defense

- (1) The general rules governing the public defense are set forth in Sections 31–33 of the EDHSZ. The agenda and minutes of the public defense are prepared in accordance with Annex D15 of the EDHSZ, and the fundamental criteria for evaluation are set forth in Annex D15/A of the EDHSZ.
- (2) The public defense 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. § The conclusion of the degree conferral process, the evaluation of the doctoral degree, the content of the doctoral diploma, and the doctoral conferment ceremony

- (1) The EDHT decides on the award of the doctoral degree by secret yes-no vote. The vote is conducted based on the scores and minutes provided by the evaluation committee, taking into account the opinion of the DIT. The doctoral degree is awarded by a simple majority vote. In the event of rejection, the EDHT is required to provide a detailed written justification for its decision.
- (2) The grade for the doctoral degree shall be determined based on the average of the scores received during the public defense. Following the public defense, the evaluation committee evaluates the candidate in a closed session by secret ballot (using a scale of 1, 2, 3, 4, or 5 points) and issues a summary opinion in the minutes regarding the candidate's academic preparedness, which is presented to the participants. The applicant's academic (professional) competence is deemed satisfactory if the average score of the votes is 3.50 or higher.
- (3) Grade classification:
 - "summa cum laude" (excellent) if the average is at least 4.51;
 - "cum laude" (with distinction) if the average is at least 4.01–4.50;
 - "rite" (satisfactory) if the average is at least 3.50–4.00.
- (4) The EDHT revokes the doctoral degree by a two-thirds majority decision if it is documented that the conditions for awarding the doctoral degree have not been met.

- (5) The University issues a doctoral degree certificate in both Hungarian and English for doctoral degrees awarded by the EDHT, based on the data sheet included in EDHSZ Annex D16 (Data Sheet for the Issuance of Doctoral/Habilitation Certificates).
- (6) The template for the doctoral diploma, along with its Hungarian and English texts, is contained in EDHSZ Annex D17 (Text of the Doctoral Diploma for Academic Degrees Awarded by the University).
- (7) Those who have earned a doctoral degree are conferred the title of Doctor at a ceremonial public meeting of the Senate. During the conferral ceremony, candidates take an oath and sign the document in accordance with Annex D19 of the EDHSZ (Text of the doctoral oath). After the conferral ceremony, those who have earned a doctoral degree may use the abbreviation “PhD” or “Dr.” next to their names

18. § Language Requirements

- (1) Requirements for obtaining a doctoral degree: proof of intermediate (B2 level) proficiency in English. In exceptionally justified cases, the EDHT may approve an intermediate B2-level language exam in another world language (German or French), based on the doctoral school’s prior submission of justification;

VI. Habilitation

19. § The Habilitation Procedure

- (1) The habilitation procedure is governed by Sections 39–50 of the EDHSZ. The minimum requirements are set forth in Annex H2 of the EDHSZ.

VII. Other Provisions

20. § Quality Assurance

- (1) The DI’s detailed quality assurance activities are set forth in the Quality Assurance Plan, which is PDCA-based and follows the ESG guidelines, in accordance with the institutional Quality Assurance Regulations.
- (2) The DI Director is responsible for carrying out the DI’s quality assurance activities.
- (3) The DI’s quality assurance activities are closely aligned with the institution’s quality assurance activities.
- (4) The DI Director reports annually to the DIT and the EDHT on the effectiveness of the DI’s quality assurance activities.
- (5) DI evaluates student feedback on teaching and thesis supervision activities on an annual basis. The purpose of student feedback on teaching is to contribute to raising the standard of education at DI by learning about students’ opinions, to increase the effectiveness of the program, to provide DI leadership and faculty with insight into how their work is evaluated, and to help address identified errors and shortcomings. The purpose of the student evaluation of thesis supervision is to contribute to raising the standard of thesis supervision at DI by learning about students’ opinions, to increase the efficiency of research work, to provide an opportunity to assess the work of DI’s leadership and thesis advisors, and to assist in eliminating identified errors

and shortcomings. The rules governing the conduct of student evaluations of faculty and supervisors are set forth in the Quality Assurance Plan.

- (8) The satisfaction and opinions of doctoral students regarding the DI's operations are also surveyed annually. The related questionnaire and the rules for the survey are available in the Quality Assurance Plan.
- (9) The DI annually evaluates the opinions of collaborating partners and research participants regarding the DI's role in science to facilitate operational improvements. The evaluation is based on a summary of partner feedback related to public doctoral defenses, comprehensive exams, and mid-term student reports.
- (10) The DI is establishing an ALUMNI system for the purpose of tracking the careers of and maintaining contact with doctoral graduates. This also provides an opportunity for feedback from former doctoral students to form an integral part of quality assurance; we will inform supervisors and instructors of this as well.
- (11) The DI secretary is responsible for maintaining the registry of graduates and maintaining contact with them.
- (12) Any complaints raised by doctoral students are also handled at the DI level in accordance with institutional procedures. (Based on Section 12 of the Óbuda University Study and Examination Regulations.)

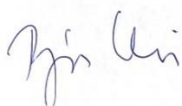
21. § Management of the Doctoral School

- (1) The head of the DI is responsible for the financial management of the Doctoral School—which is subject to the procedures set forth in the Financial Regulations of Óbuda University—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, the 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.

22. § Final Provisions

- (1) These Regulations shall enter into force on July 5, 2023.
- (2) These Regulations must be published on the Doctoral Council's website and made available to the public.

Budapest, July 4, 2023



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	Sample Application Form
2. Annex	Procedure for calculating admission scores
3. Appendix	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 Director of the Doctoral School

Dr. Judit Borsa University Professor, CSc, Professor Emerita

Core Members

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

The Doctoral School Council (DIT)

Dr. Csaba Balázs Scientific Advisor, DSc, Core Member
Dr. Judit Borsa University Professor, CSc, Professor Emerita, Emeritus Full Member
Dr. János Dusza University Professor, DSc, External Member of the Hungarian Academy of Sciences, Professor Emerita, Full Member
Dr. Marianna Halász University Professor, CSc, Full Member
Dr. Zsolt József Horváth University Professor, DSc, Emeritus Full Member
Member Dr. Zoltán Hózer Scientific Advisor, DSc, Full Member
Dr. Mária Marosné Berkes University Professor, PhD, Full Member
Member Dr. Ákos Nemcsics Professor, DSc, Full Member
Dr. Sándor Pekker Research Professor, DSc, Emeritus Full Member
Dr. Ervin Rácz Associate Professor, PhD, Full Member
Dr. Mihály Réger University Professor, DSc, Full Member
Dr. Endre Ruzsinkó University Professor, DSc, Core Member
Dr. Erzsébet Takács Professor, DSc, Emeritus Full Member
Dr. László Telegdi University Professor, DSc, Professor Emerita, Emeritus Full Member

External members with voting rights

Dr. Gábor Harsányi University Professor, DSc, BME

Permanent members without voting rights

Bálint Bereczki Secretary
Lajos Norbert Berecz Student Council Representative

Admissions Committee

Chair: the Chair of the DIT

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

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

Óbuda University,
1034 Budapest, Bécsi út 96/B.
Institutional ID Number: FI 12904

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/Master's 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 program/Organized tuition-based full-time
program/Organized tuition-based correspondence program/Individual study
plan*

Title of the chosen topic: Name
and academic degree of the supervisor: Supervisor's
place of employment: Name and
academic degree of the thesis advisor: Place of
employment of the thesis advisor:

Have you applied to any other doctoral schools or doctoral programs? 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.

Budapest, 20.....

.....

Applicant's signature

*Please underline the appropriate text.

The application submitted 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 documents certifying language proficiency (in addition to presenting the originals);
- e) professional CV with a list of publications;
- f) a letter of acceptance from the chosen institute, research unit, and supervisor (for applications for state-funded scholarship programs);
- 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) a letter of support from the employer for self-funded applicants;
- i) other documents (e.g., recommendations);
- j) k) a statement indicating whether you request admission even if you do not receive a scholarship.

2. Appendix No. : Admission Scoring

1. Academic performance (max. 30 points)

Grade of MSc degree: Good: 30 points

Grade of MSc degree: Good: 25

points MSc degree grade: average: 15 points

The grade of the degree shall not be taken into account two years after its award. After two years, the admissions committee awards points (max. 30 points) based on the applicant's documented professional activities since obtaining the degree.

2. Language proficiency (max. 15 points)

- Advanced C 15
- Intermediate Level C: 11 points, Level A or B: 6 points
- Elementary Level C 7 points, A or B 4 points
- On-site oral assessment 0–7 points No

points are awarded for additional language exams.

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

- *TDK, OTDK*
- *Publication (published or accepted)*
- *Conference presentation*
- *Invention disclosure, patent:*
- *Preliminary research work, research experience*
- *Other*

4. Ideas regarding the doctoral work, feasibility of the research program (max. 25 points)

The current score is determined by the admissions committee based on the research plan 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

Name of the doctoral student:

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

of the supervisor:

Start date of doctoral program:

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

Courses to be completed during the program

Courses	Instructor

Date

.....
Advisor

.....
Doctoral Student

* Underline the appropriate text

4. Number of appendices: ATDI 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. (EDHSZ Appendix D2).
- (2) During the 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;
 - publication activities
 - optional and other activities.
- (3) The minimum credit requirements for each activity category are as follows:
 - a) In organized education, a minimum of 240 credits must be earned by the end of the 8th semester to obtain an absolutorium, as follows:

Credit type	Credit value per unit	Required minimum	Maximum credits eligible	At the end of the 8th semester
Required activity				
Theoretical courses taken (with exam)	6 per course	48	60	
For semester reports, semesters 1–4	6 per semester	24	24	24
For mid-term reports, semesters 5–8	10 per semester	40	40	40
For participation in a research project	10		40	40
For publication	1.8–36	75	116	
Non-mandatory activity				
For teaching	1 contact hour per week = 2 credits		60	
Credits recognized from the master's program			30	
Any external credits (over 8 semesters)			30	
For prior learning (before 8 semesters)			30	
Other				
Guest lecturer seminar	3		30	
Total:		240		240

- b) 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.
 - c) These program requirements are the same for full-time (scholarship) and part-time students; students in individual study programs are not required to earn credits.
- (4) Completion of courses is worth 5–7 credits per subject.
- (5) 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 teaching activities, a doctoral student 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. Teaching activities are certified by the Vice Dean for Academic Affairs of the relevant Faculty.
- (6) Credits for research activities can be earned in three ways:
 - a) For the semesterly research report, 6 credits can be earned in each of the first through fourth semesters, and 10 credits in each of the fifth and sixth semesters (for a total of 64 credits).

- b) Active participation in a research project is worth 6–10 credits per project.
- c) For publication activities, in accordance with Appendix 5 of the ATDSZ.

(7) The number of credits that can be earned or are to be earned through the completion of courses and research and teaching activities is determined by the doctoral student's study plan.

(8) 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 a proposal from the thesis advisor 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 for 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 achievement.

(2) The DIT may count these achievements, verified throughout the candidate's professional career, as credits.

(3) Credit points for preparatory work that forms part of the doctoral program, undertaken concurrently with the final academic year of a master's program.

(3) The DIT shall decide, on the basis of an individual application and through a specific procedure, on the recognition of prior achievements and the number of training, research, and teaching credits that may be awarded through such recognition.

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]:
 - a) presents the author's own research results,
 - b) contains precise references to the literature,
 - c) has an ISBN or ISSN number,
 - d) has been published in a professional journal or as a publication.

- (2) The following are not considered publications:
 - a) articles published in a daily newspaper or a non-professional weekly (even if the topic is of a professional nature),
 - b) works published in self-published editions (if they have not been edited for language or content)
 - c) university or college lecture notes, supplementary materials, handouts, example collections, compilations, editing, text revision, etc.
 - d) a short (one-page) article in a conference publication or on a poster,
 - e) (book) translation,
 - f) review (book review) or critique (excluding longer work analyses),
 - g) research reports prepared for grant applications or on commission,
 - h) thesis, dissertation,
 - i) other manuscript-style treatises or writings,
 - j) popular science writing,
 - k) 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 is verified either by a reprint or by a letter of acceptance and a copy of the submitted manuscript.
The DIT verifies compliance with the minimum publication requirements at the time of thesis submission. If the DIT does not accept the publication requirements, the thesis cannot be admitted 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 listed in the Web of Science or Scopus database with an impact factor (IF),
- at least 1 publication in Hungarian (for Hungarian citizens). The minimum total score required: 75.

Scoring of publications [EDHSZ Annex D2]

Peer-reviewed journal
 article with IF: 36
 credits
 Without IF, published abroad: 24 credits
 Without IF, published domestically: 18
 Peer-reviewed conference paper (min. 4 pages) in a publication with an ISBN number, in print or
 electronic form
 in a foreign language 24
 in Hungarian 6
 Academic book or book chapter (the score is to be divided by the number of non-supervising authors):
 20 per full page
 in a foreign language 3.6
 in Hungarian 1.8

The score assigned to the publication type must be multiplied by the Candidate's contribution percentage as stated in the co-authorship declaration [ATDSZ Annex 6]. In this calculation, co-authors who hold a degree must be automatically excluded.

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.

In the case of co-authored publications, co-authors who *do not hold a PhD* must submit a "Co-Author Declaration" in accordance with *Appendix 6 of these Regulations*. In this statement, the Hungarian 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 Hungarian co-authors without doctoral degrees, we participated in and contributed to the creation of the publication titled [Title] 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 that summarize different scientific results.

Date: