

THE ÓBUDA UNIVERSITY DOCTORAL SCHOOL ON MATERIAL SCIENCES AND TECHNOLOGIES

RULES OF PROCEDURE

Amended
pursuant to the resolution of the Doctoral School Council
March 2026
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TABLE OF CONTENTS

I.	PREAMBLE.....	3
II.	General Provisions.....	3
1.§	Scope of the Regulations.....	3
2.§	Doctoral Studies and Degree Conferral.....	3
III.	The Doctoral School.....	3
3.§	Structure of the doctoral school.....	4
4.§	The Head of the Doctoral School.....	4
5.§	The Doctoral School Council.....	4
6.§	Core members, instructors, thesis advisors, and thesis supervisors of the doctoral school.....	6
7.§	Communication within the Doctoral School.....	7
IV.	Doctoral Program.....	8
8.§	Application and admission process.....	8
9.§	Curriculum, study plan.....	10
10.§	The structure of the organized program. The comprehensive exam. The final examination.	11
11.§	Individual preparation for the doctoral degree. Transfer from another doctoral school.....	14
12.§	Thesis proposal, thesis advisor, and change of topic.....	15
V.	Earning a doctoral degree.....	15
13.§	General rules for obtaining a doctoral degree.....	15
14.§	The doctoral dissertation.....	15
15.§	The workshop defense.....	16
16.§	Public defense.....	16
17.§	Completion of the degree conferral process, evaluation of the doctoral degree, contents of the doctoral diploma, and the doctoral conferment ceremony.....	17
VI.	Habilitation.....	18
18.§	The habilitation procedure.....	18
VII.	Other provisions.....	18
19.§	Quality Assurance.....	18
20.§	Management of the Doctoral School.....	19
21.§	Procedures for the in-person, hybrid, and online conduct of doctoral and habilitation events....	19
22.§	Final Provisions.....	20
	Appendices and Annexes to the Doctoral School's Rules of Procedure.....	22
	Appendix 1: The Head of the Doctoral School, its Core Members, Council, and Admissions Committee.....	23
	Appendix 2: Background Check, Procedures.....	25
	Appendix 3: Involvement of External Partners, Rules of Procedure.....	26
	Annex 1: Application Form for Doctoral (PhD) Studies.....	28
	Appendix 2: Admission Scoring.....	31
	Appendix 3: Individual Study and Research Plan.....	32
	Appendix 4: ATDI Doctoral Credit Regulations.....	33
	Appendix 5: Evaluation of Scientific Publication Activity.....	35
	Appendix 6: Co-authorship Statement.....	37

I. PREAMBLE

The Operating Regulations of the Doctoral School of Materials Science and Technology (ATDSZ) were prepared based on the Doctoral and Habilitation Regulations of Óbuda University (EDHSZ, January 1, 2026).

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 and is assisted by the University Doctoral and Habilitation Office in performing its academic administrative tasks.
- (2) In addition to core members and University faculty, faculty members and staff from other domestic higher education institutions and research institutes also participate in 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 duties of the DI Council, hereinafter referred to as (DIT).
- (5) The structure of the training program at the Doctoral School is defined by the ATDI Training Plan.

2.§ On Doctoral Training and Degree Conferral

- (1) Doctoral education, following the completion of a master's degree, confers 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 Doctoral Council. 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) From among its members, the DIT may elect a vice-chair, upon the chair's recommendation, who is authorized to act as a substitute within the scope of authority determined by the DIT chair. The composition of the ATDI Doctoral Council is set forth in *Appendix 1 of these regulations*.

4.§ The Head of the Doctoral School

- (1) The operations of the DI are 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 in their work by the deputy head, the secretary, and the administrative officer responsible for academic affairs.
- (2) The Director of the DI must be 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 who had not yet reached the age of 66 at the time of the DI's establishment—who is an internationally recognized tenured university professor and 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 tenured faculty members and appointed by the rector for a term of up to five years. The appointment may be extended multiple times.
- (3) The work of the DIT Chair is assisted by a secretary. From among its members, the DIT may elect a Vice Chair upon the Chair's recommendation, who is authorized to act as a substitute within the scope of authority determined by the DIT Chair.
- (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 prescribed for him or her in the EDHSZ, the ATDI Training Plan, and the ATDI Operating Regulations,
 - c) performs the duties of the DIT Chair, including:
 - c1) makes recommendations to the DIT regarding the use of personnel and material 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; its 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 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) The general duties of the DIT are:
 - a) develop and approve 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 course titles, instructors, syllabi, reading lists, and credit hours);
 - c) makes recommendations regarding doctoral topics proposed for announcement;
 - d) approves the topic announcement by the doctoral thesis 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 program;
 - h) annually 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, and prepares a report on this for the EDHT, which includes an action plan;
 - 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 DI in question;
 - k) submits a proposal to the MTTDHT regarding the composition of the comprehensive examination committee;
 - l) reviews requests for semester or academic year deferrals from participants in organized training programs and informs the Chair of the EDHT and the EDHI thereof; and reviews applications from students transferring from other doctoral schools, on which the EDHT makes a decision.
 - m) decides on the recognition of activities carried out as part of partial study abroad;
 - n) authorizes participation in concurrent programs in fields relevant to the doctoral program;
 - o) decides on matters related to cross-enrollment, with particular regard to the conditions set by the (external) host institution;
 - p) decides whether the program has been successfully or unsuccessfully completed (certificate of completion);
 - q) submits a proposal to the MTTDHT regarding the composition of the public defense committee;
 - r) submits a proposal to the EDHT regarding the awarding of the doctoral degree;
 - s) 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 every semester, and decides on matters within its jurisdiction.
- (5) The Chair and members of the DIT 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 decisions by secret ballot on personnel matters. 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 concerning personnel, a person may not participate in the decision-making process if they have:

- a) has a direct working relationship (same institute/institution, supervisor-subordinate relationship),
or
 - b) has a close family relationship with the person concerned, or
 - c) has been in a scientific co-authorship relationship with the person in the past three years, or
 - d) from whom an impartial assessment of the matter cannot be expected for other reasons.
- (10) Upon the recommendation of the DIT Chair, and in justified cases, the DIT may also make decisions through electronic voting (via email). In the case of electronic voting, DIT members may cast their votes from their email addresses, which ensure their exclusive access.
- (11) Materials necessary for agenda items requiring a decision at DIT meetings must be made available to members at least three business days prior to the meeting. Publication may also occur electronically. The date of the meetings, along with the agenda, must be communicated to members at least five business days prior to 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 must be filed in the DI Archives.

6.§ Core members, faculty, thesis advisors, and thesis supervisors of the doctoral school

- (1) The requirements and regulations concerning the core members of the DI are set forth in Section 5 of the EDHSZ. DI instructors are those instructors and researchers holding academic degrees whom the DIT, upon the recommendation of the DI director, deems suitable to perform teaching, research, and thesis supervision duties within the framework of the DI. DI core members and instructors may also accept teaching assignments at other doctoral schools.
- (2) The person announcing a doctoral thesis topic is a faculty member or researcher holding an advanced degree who has 5 articles published in the ODT database within the last 5 years (or within the last 10 years in the case of a DLA degree) and an additional 5 articles in the relevant field, who regularly updates this list annually, and whose thesis topic announcement 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, responsibly guides and assists the doctoral student working on the thesis in their studies, research work, and preparation for obtaining an academic degree. A supervisor may not have more than six doctoral students who have not yet obtained their absolutorium at any given time.
- (4) A doctoral student may have two supervisors at the same time, provided that the DIT approves it.
- (5) The Doctoral Council monitors the progress of doctoral students' studies and research, as well as the supervisor's guidance, through a detailed analysis of the students' written and oral reports submitted each semester. The professionally relevant members of the Doctoral Council analyze the progress of the work and make recommendations for necessary modifications. Where warranted, the Doctoral Council may appoint a co-advisor; furthermore, it may change the doctoral topic or the supervisor at the request of the doctoral student, at its own discretion with justification, or upon the request of the parties concerned, while involving and informing all relevant parties.
- (6) Duties of the supervisor:
- 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 the doctoral student's mid-term review, verifying the fulfillment of commitments outlined in the research plan (signing the written mid-term report is contingent upon meeting the agreed-upon indicators and target values), and preparing the doctoral student for the end-of-semester student conference
 - F. Makes recommendations regarding the composition of the comprehensive examination committee, the workplace committee, and the public defense committee.
 - G. Ensures full compliance with formal requirements during the preparation of the doctoral dissertation.
 - H. By signing a statement acknowledging the doctoral student's performance, the supervisor certifies that the dissertation also meets the content requirements set forth by the DI.
 - I. Preparing the student for the workplace and public defense.
- (7) Regular monitoring of the suitability of core members, instructors, thesis proposers, and thesis advisors
- a) To ensure the continued eligibility of core members, instructors, thesis proposers, and thesis advisors, the Doctoral School conducts regular monitoring to verify ongoing active research activity and continued fulfillment of admission requirements.
 - b) The primary data sources for the review are the personal profiles and declarations on the doktori.hu platform, as well as publication data. The areas examined during the review are consistent with the requirements defined in the EDHSZ.
 - c) Monitoring is conducted annually by the Doctoral School. The operational responsibility for monitoring lies with the Secretary of the Doctoral School, who compiles a summary of the monitoring results and submits it to the DIT through the Head of the Doctoral School.
 - d) The review is conducted using the tools available in the doktori.hu system.
 - e) If the Secretary of the Doctoral School identifies any deficiencies or non-compliance, the Secretary shall issue a written warning to the core member, instructor, thesis writer, or thesis advisor to rectify the deficiency and update the data on doktori.hu, specifying a deadline.
 - f) The DIT shall discuss the measures required as a result of the monitoring and record the decision in a resolution. The documents related to the inspection must be retained in the Doctoral School's document repository.
 - g) The Doctoral School sets forth the monitoring methodology in Appendix 2 of these regulations.

7.§ Communication of the Doctoral School

- (1) Through its website, the Doctoral School provides continuous and regularly updated information regarding the school's operations on the following topics:
- the school's disciplinary classification and the title of the doctoral degree offered,
 - the identities of core members and faculty,
 - domestic and international academic relationships, cooperation agreements,
 - Rules of Procedure,
 - Curriculum,
 - Quality Assurance Plan.

- (2) The DI provides continuous and regularly updated information regarding doctoral training via 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) The DI provides continuous and regularly updated information on its website regarding the DI's performance, making available:
 - PhD dissertations and thesis booklets in electronic form,
 - a list of degree recipients,
 - the list of students who have received a certificate of completion,
 - 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 and admission procedure

- (1) The general conditions for application and admission to the doctoral program are set forth in Sections 15–16 of the EDHSZ.

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

 - a) state-funded, full-time, day-time organized program,
 - b) self-funded, full-time, on-campus organized program,
 - c) self-funded, part-time, organized correspondence program,
 - d) "Cooperative Doctoral Program" supported by the state with an additional scholarship (see EDHSZ Annex D4/B)
 - e) self-funded doctoral program for research excellence (see EDHSZ Annex D4/C)
 - f) In accordance with Section 16 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 to the comprehensive examination.
- (2) The application submitted for admission to the doctoral program must include the application form completed on the electronic platform and the documents listed in Appendix 1 of EDHSZ D6 and ATDSZ.
- (3) Applications for doctoral studies may be submitted to the head of the DI. General admission requirements for programs offered by the University's doctoral schools:
 - 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 is not a disqualifying factor two years after graduation); in addition, exceptionally talented applicants with a degree

and professional qualifications obtained in a bachelor's program may also apply for doctoral studies concurrently with their master's program;

- b) appropriate professional qualifications;
 - c) initial academic achievements (e.g., TDK thesis, conference presentation, publication),
 - d) for self-prepared applicants, the assessment of professional competence and initial academic achievements is conducted in accordance with Section 11(2)(b).
- (4) The evaluation of applicants is based partly on the submitted application and partly on the admission interview. An admissions committee of at least three members (chair, members) appointed by the DIT (and approved by the MTTDHT/TÁMDHT) conducts an admissions interview with applicants in person or online. During the interview, the committee assesses the applicant's professional competence, research ideas, and language proficiency.
- (5) Admission interviews will take place at the time and location specified by the DIT. The DIT will notify applicants in writing of the date of the admission interview.
- (6) Admission rankings are based on four criteria:

The detailed rules for evaluation are set forth in Appendix 2.

- (7) The admissions committee 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 Chair of the EDHT 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 training;
 - d) admission to a "Cooperative Doctoral Program" supported by the state with an additional scholarship;
 - e) admission to self-funded doctoral programs for research excellence;
 - f) admission to individual preparation
 - g) rejection of the application.

- (9) The decision on admission shall specify the form of study, the score achieved during the admission procedure, and the doctoral student's supervisor(s). In the event of successful admission, the notification must specify the detailed conditions of participation, the rights and obligations associated with the program format and student status, as well as the rules regarding data processing, the date of enrollment, the documents required for enrollment, and the start of the academic year.

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 based on them.

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

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

- (11) The potential supervisor, together with colleagues if necessary, conducts an online admission interview with Stipendium Hungaricum scholarship applicants to assess the applicant's professional knowledge, work experience, plans, and language proficiency. The potential supervisor informs the Doctoral Council of their opinion regarding the applicant. The Doctoral Council summarizes the opinions received and ranks the applicants.

9.§ Curriculum, Work Plan

- (1) The DI program 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 program,
 - b) a list of courses and instructors
 - c) the academic requirements (requirements, 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, guest lecturers, labor market representatives). The DI administrator shall announce the approved courses in the NEPTUN system and publish them on the DI website.
- (4) Depending on the nature and content of the course and the number of enrolled students, courses at the doctoral school may be completed in various formats. Completion may occur, in particular:
- a) through scheduled contact hours (lectures, seminars, practicals),
 - b) in the form of consultations (individual or small-group consultations),
 - c) in a block format or as an intensive course,
 - d) by completing a project assignment or writing a research paper,
 - e) by writing a scholarly article or a manuscript for publication, or in any other documentable form of completion consistent with the course's objectives.
- The time spent by the student on the course—including contact hours, independent preparation, and independent problem-solving—is proportional to the course's credit value;
- (5) For every course, a syllabus and set of requirements must be developed, which the DI Council reviews in advance and decides on its approval based on the feedback. The DIT decides on the formal and content requirements of the syllabus and publishes them on the DI website.
- (6) The doctoral student's study plan, within the framework of the Training Plan, specifies the tasks to be completed by the doctoral student during their studies (brief research plan, courses; *Appendix 3*). The student must prepare their study plan during the first semester of the organized program under the supervision of their 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 (see Section 10, Paragraph 8).
- (7) The work plan shall include the courses the student intends to take in order to fulfill their academic obligations. Any course announced by the DI, or any course taught in the doctoral program of another doctoral school operating in a 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.
- (8) The study plan shall include the following for each course:

- a) the name (title), code, and credit value of the course,
 - b) the instructor (the course coordinator, the instructor offering the course),
 - c) the location where it is offered (institution, doctoral school),
 - d) its schedule, i.e., in which semester the course may be taken.
- (9) Within the framework of 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 domestic and international doctoral programs, 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) Certification of research credits: Based on the doctoral student's application, the DIT may accept the doctoral student's participation in research and development work at their workplace as prior academic 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) Certification of teaching credits: Based on the doctoral student's application, the DIT may accept teaching activities conducted within the framework of formal or non-formal training 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 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 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 foreign students who, under legislation or international agreements, are subject to the same treatment as Hungarian citizens) 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 admitted to the organized program must register before the start of the semester, as specified in the announcement. Documents required for registration:
 - diploma,
 - 1 photograph,
 - proof of identity,
 - admission notification,
 - completed registration form.

Starting in the second semester, students must declare their semester status (active, inactive) in the Neptun higher education registration system during the semester registration week.

- (4) The unit of measurement for academic requirements is the academic (credit) point. In doctoral programs, a credit is the unit of measurement for the academic, teaching, and research work required for a doctoral student to fulfill their obligations. Doctoral students are required to earn 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) Doctoral students 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. A student must certify the completion of credits—*based on the exam, thesis, report, etc., required for the course taken*—with the signature of the course instructor. 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., 60 credits, may be earned from this activity.
- (7) Credits may be awarded for publication and other scholarly activities performed by the doctoral student. *Appendix 5 of the ATDSZ* contains the evaluation criteria for scholarly publication activities. The credit table is reviewed by the DIT at least once every three years.
- (8) Each semester, the doctoral student prepares a summary of their academic and publication activities to date, in accordance with the criteria and format specified by the doctoral school¹. The student presents this summary at the end-of-semester public student conference, attended by the supervisors, representatives of the Doctoral Council, and invited guests. Students taking the comprehensive exam that semester are exempt from attending the conference; they will present their report as part of the comprehensive exam.
- (9) The Doctoral Council decides on the acceptance of research credits (Research Project, Research Report) based on the summary of research results and the presentation given at the conference, taking into account the supervisor's recommendation.
- (10) The conditions for the comprehensive examination are governed by Section 19 of the EDHSZ. Admission to the comprehensive examination is contingent upon the acquisition of 90 credits during the training and research phase of the doctoral program (first four semesters) (except for those preparing individually for a doctoral degree, whose student status is established upon application for the comprehensive examination and successful completion of the examination, and for whom 120 credits are recognized). You must apply for the comprehensive exam in writing and prepare a report compiled according to the criteria provided by the doctoral school².

¹ [Name YYYY_MM_DD_ATDI-PhDReportPart1.docx, Name YYYY_MM_DD_ATDI-PhDReportPart2_Template-3.docx](#)

² [Name YYYY_MM_DD_ATDI-CompExReportPart1.docx, Name YYYY_MM_DD_ATDI-CompExReportPart2_Template-3.docx](#)

- (11) The DI comprehensive exam consists of a theoretical section and a research summary section. The comprehensive exam is open to the public.
- a. The comprehensive exam takes place before a three-member committee. The committee is approved by the MTTDHT upon the recommendation of the DIT. The thesis advisor may attend the comprehensive exam but may only express their opinion after the exam has concluded.
 - b. The theoretical part is an oral exam, during which the examinee is asked questions on the material from at least two subjects. The list of subjects/topics is included in the DI curriculum. With the DIT's permission, a comprehensive exam may also be taken on a subject not listed. Students and individual degree candidates receive a list of possible questions for the comprehensive exam and the resources needed for preparation after registering for the comprehensive exam.
 - c. In the second part of the comprehensive examination, the examinee presents their research findings in the form of a lecture, 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.
 - d. If the doctoral student fails the comprehensive examination, they may retake it once during the same examination period. The examination is graded on a two-point scale: pass or fail.
 - e. Minutes must be taken of the comprehensive examination. The results of the examination must be announced on the day of the final examination session.
 - f. The student must submit their doctoral dissertation within three years of passing the comprehensive exam.
- (12) The prerequisite for the absolution 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 University Doctoral and Habilitation Office, where doctoral students are registered at the institutional level.
- (13) Student status may only be suspended for a full semester. In the degree conferral process, the suspension of student status may not exceed two semesters. In cases deserving special consideration (e.g., childbirth, serious illness), the Chair of the DIT may authorize a suspension of student status for a total of up to six semesters, in which case the deadline for submitting the doctoral dissertation may be extended by three academic years.
- (14) The duration of a continuous suspension of student status may not exceed two semesters. In cases deserving special consideration (e.g., childbirth, serious illness), a maximum of six semesters may be granted. Upon the recommendation of the thesis advisor and based on appropriate grounds, the Chair of the DIT may grant permission. No state scholarship may be paid during the suspension of student status. The deadline for submitting the dissertation, which is due three years after the comprehensive exam, is extended by the number of inactive semesters following the comprehensive exam.
- (15) Termination of student status.
- A. Student status in the doctoral program 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 self-funded 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 date the decision regarding the termination becomes final;
- g) on the date the disciplinary decision regarding expulsion becomes final;
- h) on the last day of the semester in which the student obtains the certificate of completion.
- i) if the student has not earned the minimum number of credits required by Section 3(1) of the Doctoral Credit Regulations set forth in Annex D2 of the EDHSZ.

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

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

(16) 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 supervisor, 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 16 of the EDHSz.

(2) In the case of individual preparation:

- a) Student status is established upon successful completion of the comprehensive exam.
- b) The general admission requirements are set forth in Section 8 of these regulations. For self-preparing candidates, the requirements for professional competence and initial academic performance are as follows:

professional competence: at least 5 years of academic or industrial activity related to or forming the basis of the doctoral thesis topic

Initial research output: at least 4 research publications indexed in MTMT on the doctoral topic or in the related field.

- c) Upon successful completion of the comprehensive examination, the University accepts the fulfillment of the 120 credit points required for the training and research phase,

(3) Participants in the individual training program are required to earn additional credit points, in addition

to those previously earned, until a total of 240 credit points is reached. These may be fulfilled through credits derived from publications, active participation in research projects, reporting activities, and teaching, in accordance with the credit regulations set forth in Appendix 4.

- (4) The individual candidate must submit their doctoral dissertation for the degree conferral process within five academic years of passing the comprehensive examination.
- (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 shall 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 curriculum vitae, 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 shall decide on the transfer.

12.§ Thesis Proposal, Thesis Advisor, and Change of Topic

- (1) Thesis topics are announced twice a year, in the fall and spring semesters. The DIT reviews the submitted topic proposals, and the head of the DI approves them.
- (2) Faculty members who propose topics receive feedback on the decision from the head of the DI.
- (3) Subsequently, 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 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 head of the DI. The request must include the name(s) of the new supervisor(s) and the proposed topic. The request must be signed by both the current supervisor(s) and the proposed supervisor(s), as well as by the doctoral student.
- (6) A change in topic or supervisor may not extend the duration of the program.

V. Earning a Doctoral Degree

13.§ General Rules for Awarding the Doctoral Degree

- (1) The process of obtaining a doctoral degree is governed by Sections 21–24 of the EDHSZ.
- (2) The detailed regulations regarding the minimum publication requirements for obtaining a doctoral degree are set forth in Annex 5 of the ATDSZ.
- (3) The process of obtaining a degree may be initiated by submitting an application (Section 21 of the EDHSZ).
- (4) A prerequisite for obtaining a doctoral degree is intermediate proficiency in English (B2 level), which must be demonstrated upon submission of the application for the degree.

14.§ The doctoral dissertation

- (1) The doctoral dissertation is a written work that presents, in a coherent structure, a detailed account of the applicant's independent scholarly activity, its objectives and the relevant literature, the research methods employed, and the new findings achieved, and then summarizes these in concise thesis points. The general rules governing the doctoral dissertation are set forth in Section 20 of the EDHSZ.
- (2) The dissertation must include the names of the author and the supervisor(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 dissertation. The dissertation may include appendices (e.g., a collection of photographs, documents, etc.). The dissertation 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.§ 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 shall be organized by the candidate's supervisor, 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) the members of the DIT,
 - d) external experts knowledgeable in the subject.
- (4) Invitations to the workshop discussion shall be sent out by the candidate's supervisor *at least two weeks in advance*.
- (5) Two written preliminary reviews of the dissertation shall be 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 conducting 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 Section 23 of the EDHSZ. The agenda and minutes of the public defense shall be 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 debate is organized by the DIT.
- (3) Invitations to the public defense must be sent out at least two weeks prior to the defense.
- (4) The location and time of the public defense must be posted on the National Doctoral Council's website at least two weeks prior to the defense, along with the doctoral dissertation and the thesis booklet, and must also be published on the Doctoral School's website.
- (5) The following must be invited to the public defense:
 - a) the 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 a national security topic 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.§ Conclusion of the degree conferral process, evaluation of the doctoral degree, content of the doctoral diploma, and the doctoral conferral ceremony

- (1) The EDHT decides on the awarding 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 shall evaluate the candidate in a closed session by secret ballot (using a scale of 1, 2, 3, 4, or 5 points) and shall issue a summary opinion in the minutes regarding the candidate's academic preparedness, which shall be communicated 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) Degree classification:
 - "summa cum laude" (excellent) if the average is at least 4.51;
 - "cum laude" (with distinction), if the average is 4.00–4.50;
 - "rite" (satisfactory), if the average is 3.50–3.99
- (4) The EDHT shall revoke 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 diploma in Hungarian and English for the doctoral degree awarded by the EDHT based on the data sheet included in EDHSZ Annex D16 (Data Sheet for the Issuance of Doctoral/Habilitation Diplomas).
- (6) The template and the Hungarian and English texts of the doctoral diploma are contained in EDHSZ Annex D17 (Text of the doctoral diploma for academic degrees earned at the University).
- (7) The University confers doctoral degrees upon graduates during a formal public meeting of the Senate. During the conferral ceremony, candidates take an oath and sign the document in accordance with Appendix 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.

VI. Habilitation

18.§ The Habilitation Procedure

- (1) The habilitation procedure is governed by Sections 29–34 of the EDHSZ. The minimum requirements are set forth in Annex H2 of the EDHSZ.

VII. Other provisions

19.§ Quality Assurance

- (1) The DI's detailed quality assurance activities are set forth in the Quality Assurance Plan, which is uniformly applicable to the University's doctoral schools. This plan is PDCA-based and follows the ESG guidelines, in accordance with the institutional Quality Assurance Regulations and the quality assurance provisions of the EDHSZ (EDHSZ § 11).
- (2) The head of the DI 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) The DI evaluates student feedback on teaching and thesis supervision activities annually. The purpose of student evaluations of teaching is to contribute to raising the standard of education at the DI by learning students' opinions, to increase the effectiveness of the program, to provide the DI administration and faculty with insight into how their work is perceived, and to assist in addressing identified errors and shortcomings. The purpose of 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 supervisors, and to assist in eliminating identified errors and shortcomings. The rules governing the conduct of student evaluations of teaching and supervision are set forth in the Quality Assurance Plan.
- (6) The satisfaction and opinions of doctoral students regarding the operation of the DI are also surveyed annually. The related questionnaire and the rules for the survey are available in the Quality Assurance Plan.
- (7) To ensure the quality of the program and its relevance to the labor market, the Doctoral School involves external stakeholders in the development of the curriculum, course offerings, competency requirements, and research priorities. External stakeholders include, in particular: labor market actors, research institutes, partner universities, professional organizations, and industrial partners. The procedures for involving external stakeholders, the methods for collecting and processing feedback, and the data management principles are set forth in Appendix 3 of these regulations.
- (8) The DI establishes 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 graduates to form an integral part of quality assurance; supervisors and instructors are also informed of this.

- (9) The DI secretary is responsible for maintaining the registry of graduates and maintaining contact with them.
- (10) The handling of complaints raised by doctoral students at the DI level is also carried out in accordance with institutional procedures. (Based on the provisions of Section 12 of the Óbuda University Study and Examination Regulations.)

20.§ 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, fees paid by doctoral students, procedural fees, and other revenues of the DI.
- (3) The head of the DI bears financial and disciplinary responsibility for the execution of the DI's budget.

21.§ Procedures for the In-Person, Hybrid, and Online Conduct of Doctoral and Habilitation Events

- (1) General Principles
 1. The Doctoral School gives primary preference to in-person events. If in-person attendance cannot be ensured, the event may be organized in a hybrid format. Online events may only take place in justified, documented cases.
 2. The Doctoral School Council (DIT) shall decide on the format of the proceedings, taking into account the circumstances; in urgent cases, the decision may also be made by the chair of the DIT. In the latter case, the decision must be recorded for the record at the next DIT meeting.
- (2) Invitation and Notification
 1. The format of the event (in-person / hybrid / online) must be clearly stated in the invitation or official notification.
 2. In the case of a hybrid/online format, the invitation shall include the method of connection (platform, link, access requirements)
- (3) Technical and information security requirements
 1. In the case of a hybrid/online format, a secure video conferencing platform approved by the University may be used.
 2. Access rules must be established (e.g., unique link, waiting room, password) in such a way that unauthorized access is prevented, while ensuring that authorized participants can join.
- (4) Identification, Presence, and Documentation
 1. At the start of the event, the identity and authorization of participants must be verified.
 2. The following must be recorded in the minutes:
 - the method of conduct,
 - the presence of participants (name, role),
 - the key aspects of the procedure and the decision/evaluation,
 - any extraordinary (technical) incidents and how they were handled.

(5) Public Access

If the given procedural act is public, public access must be ensured even in the case of hybrid/online proceedings. The method for this must be specified in the invitation in such a way that data protection and information security requirements are not compromised.

(6) Handling of Technical Failures

1. In the event of a significant technical failure, the chair of the event may suspend the event and attempt to resolve the failure within a short period of time.
2. If the failure cannot be resolved, the event may be postponed; the decision must be documented.

(7) Classification / restricted access

If the materials of the procedure contain information requiring confidentiality, the hybrid/online conduct must be organized accordingly—in particular by restricting access and implementing the necessary data protection measures—in accordance with the relevant legal and university regulations.

(8) Forms of conducting doctoral and habilitation events

1 Comprehensive Examination

The comprehensive examination may be held in the physical presence of the student, the chair of the committee, and at least one member. The third member may participate in person or, in justified cases, online.

2. Workshop discussion

- a.) The default format for the workshop discussion is in-person attendance; in justified cases, a hybrid format may be used, and in exceptional cases, an online format.
- b.) In the case of a hybrid/online format, the following must be ensured:
 - the uninterrupted delivery of the candidate's presentation,
 - a transparent order for the professional discussion and questioning, and the traceability of the discussion,
 - the ability to document attendance and evaluation.

3. Doctoral defense and habilitation procedure (presentation, public discussion, decision-making)

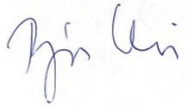
- a.) The default format for conducting the doctoral defense and habilitation procedure is in-person attendance; in justified cases, a hybrid format may be used, and in exceptional cases, an online format.
- b.) The committee's decision-making and voting procedures must be conducted in such a way, even in hybrid/online cases, that the decision is reached separately and in a manner that can be documented.
- c.) In hybrid/online formats, the following must be ensured:
 - the uninterrupted delivery of the candidate's presentation,
 - a transparent procedure for the professional discussion and questioning, and the traceability of the discussion,
 - the ability to document attendance and evaluation.

22.§ Final Provisions

- (1) These Regulations shall enter into force on March 31, 2026.

(2) These Regulations shall be published on the Doctoral Council's website and made accessible.

Budapest, March 31, 2026

A handwritten signature in blue ink, appearing to read "Mihály Réger". The signature is written in a cursive style with a large initial "M" and "R".

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

Appendices and Annexes to the Doctoral School's Operating Regulations

Appendix 1	Current leadership, core members, council, and admissions committee of the Doctoral School
Appendix 2	Background Check, Procedures
Appendix 3	Involvement of external partners, rules of procedure
Appendix 1	Sample Application Form
Appendix 2	Rules for calculating admission scores
Appendix 3	Sample Individual Study and Research Plan
Appendix 4	Credit Regulations
Appendix 5	Criteria for the Evaluation of Scholarly Publication Activity
Appendix 6	Co-authorship Statement

Appendix 1 : The Head, Core Members, Council, and Admissions Committee of the Doctoral School

Head of the Doctoral School

Dr. Mihály Réger Professor, DSc, ÓE

Deputy Head of the Doctoral School

Dr. Judit Borsa University Professor, CSc, Professor Emerita, ÓE

Core Members

Dr. Csaba Balázs Scientific Advisor, DSc, HUN REN EK
Dr. Enikő Bitay University professor, PhD, external member of the Hungarian Academy of Sciences, ÓE
Dr. János Dusza University Professor, DSc, External Member of the Hungarian Academy of Sciences (MTA), Professor Emeritus, ÓE
Dr. Imre Felde University Professor, PhD, ÓE
Dr. Zoltán Hózer Scientific Advisor, DSc, HUN REN EK
Dr. Péter Kádár University Professor, PhD, ÓE
Dr. Mária Marosné Berkes University Professor, PhD, ÓE
Dr. Ákos Nemcsics University Professor, DSc, ÓE
Dr. Ervin Rácz Professor, PhD, ÓE
Dr. Mihály Réger Professor, DSc, ÓE
Dr. Endre Ruszinkó Professor, DSc, ÓE

The Doctoral School Council (DIT)

Dr. Csaba Balázs Scientific Advisor, DSc, Core Member, HUN REN EK
Dr. Judit Borsa University Professor, CSc, Professor Emerita, Emeritus Core Member, ÓE
Dr. János Dusza University Professor, DSc, External Member of the Hungarian Academy of Sciences, Professor Emerita, Full Member, ÓE
Dr. Marianna Halász University Professor, CSc, Professor Emerita, Emeritus Full Member, ÓE
Dr. Zsolt József Horváth University professor, DSc, professor emeritus, emeritus full member, ÓE
Dr. Zoltán Hózer Scientific Advisor, DSc, Full Member, HUN REN EK
Dr. Mária Marosné Berkes University Professor, PhD, Full Member, ÓE
Dr. Ákos Nemcsics Professor, DSc, Full Member, ÓE
Dr. Sándor Pekker Research Professor, DSc, Emeritus Member, HUN REN EK
Dr. Ervin Rácz University Professor, PhD, Full Member, ÓE
Dr. Mihály Réger Professor, DSc, Full Member, ÓE
Dr. Endre Ruszinkó Professor, DSc, Full Member, ÓE
Dr. Erzsébet Takács Professor, DSc, Emeritus Full Member, HUN REN EK
Dr. Lászlóné Telegdi University Professor, DSc, Professor Emerita, Emeritus Full Member, ÓE

External members with voting rights

Dr. Gábor Harsányi University professor, DSc, BME

Permanent members without voting rights

Bálint Bereczki
György Pócsik

Secretary, IT Specialist and Librarian, ÓE
Student Council Representative, PhD Student, ATDI

Admissions Committee

Chair: the Chair of the DIT

Members: two voting members of the DIT

Appendix 2: Character Assessment, Rules of Procedure

- 1) Frequency: at least once a year.
- 2) Responsible: DIT Secretary
- 3) Data source: doktori.hu personal data sheet + statements + list of publications (time frame: past 5 years, entire career).
- 4) Criteria examined
 - Completeness of data on the doktori.hu website
 - Up-to-date status of declarations
 - Relevance of publications: past 5 years
 - Relevance of publications: entire career
 - For core members: valid thesis supervision or thesis proposal
- 5) Verification method
 - doktori.hu automatic verification, saving results (summary table)
 - if necessary, verification of supplementary data from the MTMT and Tud-o-meter interfaces
- 6) Documentation
 - summary table (name, role, statement, publications over 5 years, comments, action taken)
 - Notifications and responses (saved via email)
- 7) Procedure in case of deficiencies
 - Secretarial reminder with a deadline (e.g., 15 or 30 days)
 - Re-inspection after the deadline
 - if necessary, submission to the DIT for further action.

Appendix 3: Involvement of External Partners, Procedures

1. The purpose of these rules of procedure is to establish uniform regulations for the involvement of external stakeholders (labor market actors, research institutes, partner institutions, professional organizations, and industrial partners), as well as to define the procedures for collecting, processing, and utilizing feedback from them, in compliance with data protection requirements.

- a) Scope of external partners: university faculty, researchers, and staff; researchers and staff at research institutes; representatives of industry stakeholders; representatives of professional organizations; and staff involved in doctoral training, degree conferral, and habilitation processes.
- b) The procedure is part of the Doctoral School's quality assurance activities.

2. Forms of involvement

- a) The Doctoral School may involve external stakeholders in the following ways: questionnaire surveys, advisory consultations, focus group interviews, professional consultations, and professional workshops.
- b) Suggestions from external partners are advisory in nature; the decision rests with the DIT.

3. Frequency and Schedule

- 1) Data collection from external stakeholders takes place at least every two years.
- 2) In addition, data collection may be conducted on an ad hoc basis, particularly:
 - a) in the event of comprehensive changes to the curriculum or course structure,
 - b) in the event of significant quality assurance findings,
 - c) in connection with the fulfillment of accreditation/monitoring requirements.

4. Responsibilities

- a) The Director of the Doctoral School is responsible for initiating data collection and ensuring compliance with procedural rules.
- b) The coordinator designated by the DIT is responsible for organization, implementation, data aggregation, and documentation.
- c) Professional support for data protection compliance is provided in accordance with the University's data protection regulations.

5. Data Processing Principles (Data Protection)

- a) When collecting data from external stakeholders, the Doctoral School acts in accordance with the University's current data protection and information security regulations, as well as applicable laws (particularly the GDPR).
- b) During data collection, the Doctoral School strives to uphold the principles of purpose limitation and data minimization.
- c) As a general rule, feedback is processed and presented in aggregated (anonymized/aggregated) form.
- d) A privacy notice must be provided for the questionnaire and focus group data collection, which must include at least: the purpose of data processing, the legal basis, the scope of data, retention period, access rights, any data transfers, and the rights of data subjects.

6. Processing, Decision-Making, and Feedback

- a) A summary evaluation report on the results of data collection must be prepared as part of the annual report, containing the main findings and proposed measures.
- b) The report is discussed by the DIT; the related decisions and measures are recorded in minutes or a resolution.

- c) Relevant findings must be tracked in the Doctoral School's quality assurance documents (annual report / action plan).

7. Document Management and Retention

- a) Documents generated during data collection (calls for applications, questionnaires, information sheets, summaries, reports) must be retained in the Doctoral School's document repository.
- b) The retention period and access rights must be determined in accordance with the university's records management and data protection regulations.

Appendix 1: Application Form for Doctoral (PhD) Studies

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

Name: Birth name:.....
Place of birth: Date of birth:.....
Mother's maiden name: Nationality:

Permanent address:
.....

Current address/mailling address:

Phone number: Email address: Website address:
.....

Name of employer:

Work address:

Work phone number:

Occupation/position:

Which university did you graduate from (university/city/country)?

.....
.....

University/MSc degree number: Date of degree:

Degree classification: Field(s) of study:
.....

Language skills:

1st Language: Level/type: Document 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 fee-based correspondence course/individualized training program*

Title of the chosen topic:

Name and academic degree of the thesis advisor:
.....

Supervisor's place of employment:
.....

Name and academic degree of the thesis advisor:
.....

Supervisor's place of employment:
.....

Have you applied to other doctoral schools/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 shall be held liable for any adverse consequences resulting from the provision of false information.

Budapest, 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 (the original must be presented upon admission);
- d) copies of documents certifying language proficiency (along with presentation of the originals upon admission);
- e) a professional CV with a list of publications;
- f) a letter of acceptance from the chosen institute or research unit and the supervisor
- 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 according to the Database (MTMT) and an outline of the planned doctoral dissertation;
- h) for those currently employed, a letter of support from the employer;
- i) other documents (e.g., recommendations);
- j) k) a statement indicating whether the applicant requests admission in the event that they do not receive a scholarship.

Appendix 2 : Admission Scoring

1. Academic performance (max. 30 points)

Grade of MSc degree: Excellent:	30 points
Grade of MSc degree: Good:	25 points
Grade of the MSc degree: C:	15 points

2. Language proficiency (max. 15 points)

- Advanced C 15
- Intermediate C 11 points, 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 thesis, 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.

Appendix 4: 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 category of activity are as follows:
 - a) In the structured program, students must earn a minimum of 240 credits by the end of the 8th semester to qualify for the interim certificate, as follows:

Activity		Credit Hours	Number of credits	
			Minimum	Maximum
Studies		6 credits/course	48	60
Research	Research project	10 credits	---	80
	Research and Study Report ⁺	Semesters 1–4: 6 credits Semesters 5–8: 10 credits	64	64
	Publications	1 credit unit. ATDSZ 5. annex	75	116
Instruction		One 45-minute class per week = 2 credits	---	60 credits according to the regulations
Total			240	

⁺ During the semester of the comprehensive exam, the student presents a report at the comprehensive exam and receives credits based on the comprehensive exam committee's evaluation.

- b) Only students who have earned a total of at least 20, 45, 75, 90, 110, 150, and 180 credits in the preceding semesters, respectively, may enroll in the second and subsequent semesters.
 - c) The DIT may grant an exemption from the above requirement if the student is participating in a partial program outside the institution. The credit value of courses completed in this manner is determined by the DIT and approved by the MTTDHT/TÁMDHT.
 - c) For publication activity, in accordance with Appendix 5 of the ATDSZ.
 - d) For self-directed students, only the prescribed minimum value for publications is relevant.
- (4) The number of credits that can be earned or are to be earned through the completion of courses, research, and teaching activities is determined by the doctoral student's study plan.

II. Credit Transfer

- (1) Credits earned at other domestic or foreign institutions of higher education, or at institutions other than 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 sets of coursework shall be considered equivalent if the overlap between them is at least 75%. The DIT shall assess the degree of overlap between the coursework and, based on this, decide on equivalence, which shall be approved by the MTTDHT/TÁMDHT.
- (3) The DIT shall determine, 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 (Partial Study, Auditing)

- (1) A doctoral student's studies conducted outside their own doctoral school shall be treated as part-time study.
- (2) During partial studies, the doctoral student may earn academic (training), research, and teaching credits.
- (3) Where possible, grades earned by the doctoral student for courses completed during study abroad must 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 shall be considered prior academic achievements.
- (2) The DIT may count these achievements, verified during the course of one'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.

Appendix 5: 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) is assigned an ISBN or ISSN number,
 - d) has been published in a professional journal or as a publication.

- (2) The following do not qualify as publications:
 - a) an article published in a daily newspaper or a non-specialized weekly (even if the subject matter is of a specialized nature),
 - b) a work published at the author's own expense (if it has not been edited for either language or content),
 - c) university or college lecture notes, supplementary materials, handouts, example collections, compilations, editing, text revision, etc.
 - d) short (one-page) articles in conference proceedings or on posters,
 - e) (book) translation,
 - f) a review (book review) or critique (excluding longer work analyses),
 - g) research report prepared as part of a grant application 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) "Foreign-language publications" refers to publications published in English as the working language or in another world language approved by the DIT.

- (4) The minimum requirements and the scoring of publications provide a benchmark for candidates to evaluate their publication activity and determine 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 taking 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, a letter of acceptance, or 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 publications, the thesis cannot be admitted for defense.

Minimum publication requirements for initiating the degree conferral process:

- The number of published and deemed-published publications must be at least 5, of which
- at least 3 must be in a foreign language,

- at least 2 publications must be in journals with an impact factor (IF) listed in the Web of Science, Scopus, IEEE Xplore, or Thomson Reuters databases,
 - at least 1 publication must be in Hungarian (for Hungarian citizens).
- The minimum total score required is 75.

Scoring of publications in accordance with Annex D2 of the EDHSZ]

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

in Hungarian: 6

Scientific book or book chapter: 20 per full page

in a foreign language 3.6

in Hungarian 1.8

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 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% of the work, 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, Scopus, IEEE Xplore, or Thomson Reuters. One of the journal articles with an impact factor may, with the permission of the Doctoral Council, be replaced by a Hungarian or foreign patent accepted during the period of doctoral studies that is relevant to the doctoral research topic.

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

Appendix 6: Co-authorship Statement

We, the undersigned, hereby declare that

.....

prepared by the authors

.....

as domestic co-authors without doctoral degrees, 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: