Chapter XI/A[[1]](#footnote-1)

**Rules of the procedure of PhD studies and degree acquisition initiated after 1 September, 2016.**

***DOCTORAL REGULATION***

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UNIVERSITY SCHOOL OF PhD STUDIES

**DReg. 1.** This Regulation is effective for PhD training started after 1 September 2016, for students, teachers, researchers and other contributors participating in PhD training started after 1 September 2016, for the awarding of the title of honorary doctor (doctor honoris causa), for the naturalization of scientific degrees acquired abroad, for the awarding of PhD degrees with distinction.

**Reg. 2.** The Name of the University Doctoral School (EDI) is

in English: School of PhD Studies

in German: Forschungsstudiengang mit Ph.D. Abschluß

in French: École de Doctorat

in Latin: Scola Doctoralis

**DReg. 3.** The Semmelweis University (henceforth University) runs organised PhD training in the sciences accepted by the Hungarian Accreditation Committee (henceforth MAB) - medical sciences, social sciences and natural sciences - and awards a doctoral title as the highest academic university degree within its framework or from individual preparation. Thereby the University acknowledges and certifies that the person awarded the doctoral degree is capable of independent research, and of working to a high standard providing new achievements in the particular science/field of research.

**Reg. 4.** The specialised Departmental Doctoral School (DI)s (henceforth DIs or TDIs) are made up of PhD programs. The entirety of DI’s comprises the University School of Ph.D. Studies (henceforth EDI) consists of the Departmental Doctoral School (DI)s (DIs) and is directed by its managing board, the University Doctoral Council (henceforth EDT).

**DReg. 5.** Studies is comprised of the Departmental Doctoral School (DI)s (DIs) registered by the Educational Authority. Studies (EDI) is directed by the University Doctoral Council (EDT). The Doctoral Regulation and the operational regulations of the University School of PhD Studies determine the operation of EDT.

**Reg. 6.** Prior to all decisions taken by the University, affecting the whole University School of PhD Studies (EDI) or influencing it considerably, there must be consultation with the University Doctoral Council (EDT) or its president.

**The University Doctoral Council - EDT**

**DReg. 7.** The University School of PhD Studies is directed by the Semmelweis University Doctoral Council (EDT). The founding composition, tasks and purview of the University Doctoral Council (EDT) are formulated and controlled by the present Regulations.

**DReg. 8.** The University Doctoral Council (EDT) is a joint self-governing body comprised of doctoral supervisors, students participating in the organised PhD training programs and PhD candidates. Members of EDT may only be professionals holding a scientific degree, with the exception of the student representatives. With the exception of student representation, members of EDT satisfying senior membership requirements shall be entitled to vote.

**Reg. 9.** The University Doctoral Council (EDT) members are:

1. the president of the University Doctoral Council (EDT),
2. the vice president of the University Doctoral Council (EDT),
3. the Head of the Departmental Doctoral School (DI)
4. one representative delegated by the Council of Faculty from each of those faculties which participate in the work of one of the Departmental Doctoral Schools (DIs),
5. A former President of the University Doctoral Council remains a University Doctoral Council (EDT) member for one further term (3 years);
6. one representative delegated by the PhD Student Union (henceforth DÖK) who possesses a scientific degree (PhD),
7. the chairman of the University Scientific Council,
8. at least two people who are not employees of the University,
9. the chairmen of the permanent committees of the University Doctoral Council (EDT) (i.e. Education and Credit Committee, Quality Assurance Committee, International Committee, Disciplinary Committee) are elected by the University Doctoral Council with reference to the nomination of the President of the University Doctoral Council (EDT) from among the University Doctoral Council (EDT) or non- University Doctoral Council (EDT) members listed in points of c-f above
10. the chairman of the PhD Student Union (DÖK) or a representative delegated by the PhD Student Union (DÖK) who is entitled to vote only on matters not concerning scientific issues and the PhD acquisition procedure.

**Reg. 10.** Members of EDT are recommended by the president of EDT, the president of EDT is recommended by EDT to the Senate, and following the approval of the Senate, the members are assigned by the rector. The period of office of the University Doctoral Council (EDT) members lasts for 3 years which can be extended several times while the period of office of the President of the University Doctoral Council can be extended only once. The period of office of the head of Departmental Doctoral Schools (DIs) in the University Doctoral Council (EDT) lasts until the expiry of their managing position. If a President of the University Doctoral Council or another member is recalled before the expiry of his/her mandate, the Senate elects a new member within 60 days according to the nominating procedure described above.

**DReg. 11.** Participants who work with the University Doctoral Council (EDT) and have the power to consult and propose are:

1. delegates of external institutions participating in PhD training,
2. permanently invited members are the representatives of faculties which do not delegate to the University Doctoral Council (EDT) members with full rights,
3. other permanent or ad hoc representatives that is endorsed by the University Doctoral Council (EDT).

**DReg. 12.** The University Doctoral Council (EDT) meets as necessity dictates or at least four times a year. Meetings of the EDT are called by the president, quorum requires half of the members entitled to vote + 1 member to be present. Its operation is regulated by the rules of procedure. Decisions appear as recorded resolutions and minutes are taken at every meeting. The University Doctoral Council (EDT) resolutions are published by the Doctoral Secretariat in printed form (Semmelweis University magazine), in electronic form (on the University PhD School homepage) and are made available on the PhD school notice board. All resolutions and minutes must be forwarded to all University Doctoral Council (EDT) members (i.e. both members with consulting and full voting rights) by the Doctoral Secretariat within 3 working days following the meeting. Resolutions are made accessible for all the members of the university at the Doctoral Secretariat and on the homepage.

**DReg. 13.** The convening of an extraordinary meeting of the University Doctoral Council (EDT) may be initiated, and agenda proposed, by the following groups: the Senate of the university, the rector, one third of the University Doctoral Council (EDT) members, the PhD Student Union, PhD lecturers and all students participating in the training programs (with a minimum of 50 registered supporters) by providing an explanation for the extraordinary convention. The President of the University Doctoral Council convenes the extraordinary meeting as soon as possible by taking into consideration the content of the initiative.

**DReg. 14.** The University Doctoral Council (EDT) uses a secret ballot in matters concerning human resources issues; otherwise decisions are undertaken using an open voting system and by simple majority. At a session with an open vote, in the event of a tied vote, the vote of the chairman shall be decisive. In votes pertaining to any matter, a secret ballot shall be initiated upon the application of minimum 20% of University Doctoral Council (EDT) members with voting rights.

**DReg. 15.** A University Doctoral Council (EDT) member may be recalled which can be initiated either by the University Doctoral Council (EDT) or by the body who delegated him/her:

1. if the member is often impeded from participating,
2. if the member is regularly absent from the meetings,
3. if the member becomes unworthy for his/her membership for any reason.

The University Senate decides upon recalling University Doctoral Council (EDT) members based on the proposals of the University Doctoral Council (EDT).

**DReg. 16.** Tasks of the University Doctoral Council (EDT)

1. determines the agenda of its meetings;
2. to give an opinion upon the proposal of creating a departmental doctoral   
   school;
3. In justified cases, to initiate the abolishment of a Departmental Doctoral School (DI);
4. regularly assesses PhD training and PhD acquisition at the University for the Senate;
5. to create (if necessary) the council of a Departmental Doctoral School (DI);
6. decides on the conditions of PhD training, presents to the Senate the planned PhD training as part of the training program;
7. elects the leaders of DI’s and makes recommendations to the Senate, assigns and relieves members of the Doctoral Council;
8. manages and supervises the work of specialised/departmental doctoral schools, approves operational regulations of DI’s;
9. based on the recommendations of the Doctoral Councils, approves the regulations relating to PhD programs and the teachers/researchers participating therein;
10. initiates the termination of programs not achieving its aims at the Senate, taking into consideration the opinion of the Doctoral Council;
11. publishes training launched at the School of PhD Studies and the conditions thereof;
12. decides on initiating PhD acquisition procedures on the recommendation of the DI council;
13. decides on the acceptance of applications for the theoretical exam,
14. decides on awarding, naturalizing and revoking PhD Degrees on the recommendation of schools of PhD studies;
15. on the recommendation of the DI’s, it appoints members of the doctoral admission board, members of the defence committee, official opponents, and also the chairman and members of the examination board of the theoretical exam, and may transfer its authority regarding the above to the competent DI Council, with the restriction that the recommendations of the DI Council shall be considered by the Quality Assurance Committee and approved by the president of EDT;
16. decides on credit acknowledgements based on the recommendation of DI’s and considering the prior opinion of OKB;
17. approves supervisors and DI professors;
18. determines the list of foreign languages acceptable as a first foreign language (first language certificate) within the foreign language requirements of PhD acquisition on the recommendation of DI Councils;
19. decides on applications of PhD students for closed defending on the recommendation of DI Council and the referees’ committee;
20. decides on applications related to training, exam and social issues, with the exception of those determined in these Regulations; decides on applications of students, PhD students with special needs for assistance, exceptions and benefits after requesting the opinion of OKB and the university coordinator of special needs issues;
21. according to Senate decree 50/2013. (IV. 25.) makes recommendations to the president of EDT on suspicion of ethical misdemeanour subject to the Code for Science Ethics of the Hungarian Academy of Sciences to request the opinion of the ethical committee in justified cases from the Regional, Institutional Scientific and Research Ethics Committee of the University (hereinafter: TUKEB);
22. on request of the affected party, makes a recommendation to award a PhD degree with distinction;
23. assesses the proposals of the rector to the Senate for the awarding of the title of Honorary Doctor and professor, and the recommendation to terminate the school of PhD studies;
24. decides on:

xa) the allocation of Hungarian state scholarship places and operating costs among specialized/departmental doctoral schools;

xb) financial support of courses;

xc) the allocation of the normative financing budget of the state for PhD training;

1. organizes joint courses for every doctoral school;
2. decides on PhD training organized jointly with other universities or scientific institutions;
3. determines the conditions for the participation of foreign students to participate in PhD training;
4. prepares the Doctoral Regulations of the University and its amendments if necessary;
5. makes recommendations to the Senate for the amount of tuition fee and own share, and makes recommendations to the Rector on benefits, instalment payments in connection with the payment of tuition fees and own share;
6. within the existing limitations, calls for applications for the utilization of pre-PhD and post-PhD scholarships and awards them;
7. organizes the administration and representative and professional appearance of PhD training (conferences, almanac, website etc.);
8. contributes to establishing the financial background of the University School of PhD Studies;
9. in economic, budgetary and development-related issues affecting the University Doctoral Council and the University School of PhD Studies, it is entitled to the rights and bears the obligations determined in Doctoral Regulations;
10. creates permanent and ad-hoc committees for the performance of assessment, proposal making, decision preparatory and control tasks.

**Reg. 17.** The following committees assist the University Doctoral Council (EDT) in the fulfilment of its duties based on the tasks and duties outlined in the current Regulations:

1. the Educational and Credit Committee (henceforth OKB)
2. the Quality Assurance Committee (henceforth VMB)
3. the International Committee (henceforth NB)
4. the Disciplinary Committee (henceforth: FEB)

**DReg. 18.**

18.1. The members of the committees listed in the points a)-c) DReg. 17. are delegated by the Departmental Doctoral Schools (DIs) and the PhD Student Union (DÖK) in the following manner:

1. Educational and Credit Committee (OKB): 1 person per Departmental Doctoral School (DI) as a school (DI) delegate, 1 person delegated by the PhD Student Union (DÖK)
2. Quality Assurance Committee (VMB): 1 person per Departmental Doctoral School (DI) as a school (DI) delegate, 1 person delegated by the PhD Student Union (DÖK)
3. International Committee (NB): 1 person per Departmental Doctoral School (DI) as a school (DI) delegate, 1 person delegated by the PhD Student Union (DÖK)

The period of office of the Departmental School (DI) delegates lasts for 3 years, while the PhD Student Union (DÖK) delegates serve for 1 year.

18.2. The committee’s

1. chairman is elected by the University Doctoral Council (EDT) for a period of 3 years;
2. its operation rules are approved by EDT;
3. meetings are convened by the chairman of each committee;
4. quorum is achieved if 50%+1 member is present.

**Reg. 19.**At the committee meetings minutes are taken and forwarded electronically within 3 days after the committee meeting by the chairman of the committee to the President of the University Doctoral Council (EDT) and to all committee members. Decisions are made using a simple open majority vote, except in votes pertaining to personal issues when a secret ballot shall be initiated. The Committees adopt their decisions with simple majority. At a session with an open vote, in the event of a tied vote, the vote of the chairman shall be decisive. A secret ballot shall be used if 20% of the University Doctoral Council (EDT) members apply for it in an open voting session.

**Reg. 20.** For the membership and operations of FEB, the regulations for discipline and compensation must be applied (henceforth Regulations of Discipline and Recompense) which are included in the 5th chapter – Requirements for Students – of the University Organisational and Operating Regulations III. FEB conducts occasional meetings on the written request of the president of EDT. On request, the subject of disciplinary procedure must be provided. After that the Disciplinary Committee (FB) is entitled to the audition of any person concerned with the disciplinal matter in question. The President of the University Doctoral Council (EDT) must be informed in writing about the outcome of the disciplinal procedure.

**DReg. 21.** The duties of the Educational and Credit Committee (OKB) are to:

1. Co-ordinate organised PhD training and perform quality control;
2. Provide recommendations to problems and questions pertaining to organised PhD training and prepares recommendations for both the University Doctoral Council (EDT) and the President of the University Doctoral Council (EDT);
3. Organise the compulsory courses that must be undertaken by all PhD students;
4. Co-ordinate courses of the Departmental Doctoral Schools (DIs) and organise publicity for these courses;
5. Define and assign educational credit points for courses;
6. Prepare recommendations to the President of the University Doctoral Council (EDT) about the financial support and fiscal requirements of courses based on the subsidising application of each course.
7. Approve applications for recognising training time requested either by residents in the health specialised training system of higher education or by applicants in the central resident internship and the postgraduate training system aiming at assuring the supply of teachers in higher education. In the latter case, the time period spent in residency (i.e. in training and professional practice) is submitted for recognition. If the applicant’s PhD research area is closely connected to a central resident internship the committee can propose to the University Doctoral Council the recognition of two semesters which is equivalent to sixty credits.

**DReg. 22.** The duties of the Quality Assurance Committee (VMB) are to:

1. provide opinions on grouping students and supervisors into academic (sub)disciplines, based on the recommendations of the Departmental Doctoral Schools (DIs);
2. evaluate the academic performance of a PhD candidate during the PhD acquisition period;
3. propose and appoint the academic assessors of the theoretical examination and thesis defence panels (based on submitted recommendations);
4. maintain quality control of all activities of the University Doctoral Council (EDI);
5. provide an opinion prior to decisions concerning applications for the naturalisation of PhD diplomas acquired abroad;
6. provide recommendations on the new PhD program proposals of the Departmental Doctoral Schools (Dis);
7. provide an official statement confirming that the theme of the submitted PhD thesis corresponds to the accreditation field of the particular Departmental Doctoral School (DI)/PhD program.

**DReg. 23.** The duties of the International Committee are to:

1. prepare the agreements with universities abroad concerning the joint PhD training;
2. provide recommendations about issuing PhD diplomas resulting from multi-institutional or part time PhD training;
3. maintain permanent contact with the universities, both those with whom the university has valid cooperation agreements and those with whom it does not, but with whom we desire to have one.

**DReg. 24.** The Disciplinary Committee is concerned with issues of discipline and compensation within the University School of PhD Studies. Its procedural rules are outlined in the current Regulations and in the ‘Regulations of Discipline and Recompense’. If the EDT or the committees facilitating the work of the EDT evaluate an application which concerns the student’s education, exam or a social matter, they apply the rules specified in section II of the Requirements for Students in matters not regulated by the current Regulations.

**The President of the University Doctoral Council (EDT)**

**DReg. 25.** The University Doctoral Council (EDT) is headed by a president, appointed by the University Rector following nomination by the University Doctoral Council (EDT) and based on the decision of the University Senate. The President of the University Doctoral Council (EDT) possesses the title Doctor of the Hungarian Academy of Sciences. The president has a term of three years and may be re-elected only once for a further 3 years.

**Election procedure of the president of the EDT**

**Reg.25a.** The rector shall call for applications to fill the position of the president of EDT and senior members of the university DI possessing an MTA doctoral degree can apply. Following the termination of the application deadline, the rector shall set up a committee comprising a chairman and four members, who may not be appointed or delegated officials.

**Reg.25b.** In a council meeting, EDT shall hear the introductions and application programs of the EDT presidential candidates, and shall express its opinion with secret ballot. A quorum is obtained in EDT if 50% plus one person entitled to vote is present. Absolute majority, i.e. the supporting vote of more than half of the presented is necessary for the support of one application. In case of more applicants, EDT shall rank applicants according to the proportion of supporting votes. In case of equal number of votes, the applications shall be ranked equally.

**Reg.25c.** The Senate shall decide on the ranking of the applications for the position of EDT president on its first session following the first session of EDT, considering the opinion of EDT. Absolute majority, i.e. the supporting vote of more than half of the presented is necessary for the support of one application. In case of more applicants, the Senate shall rank applicants according to the proportion of supporting votes. In case of an equal number of votes, the applications shall be ranked equally.

**Reg.25d.** The rector shall decide on appointing the EDT president, after consideration of the opinion of EDT and the Senate, within 30 days of the session of the Senate. The rector shall notify MAB and the National Doctoral Council on the appointment of the EDT president.

**Reg.25e.** EDT may initiate the withdrawal of the EDT president with the supporting vote of two thirds of all its members.

**Reg. 26.** The President of the University Doctoral Council (EDT)

1. represents the University School of PhD Studies (EDI);
2. is a delegate member of the University Senate; has the power of proposing agenda items in writing for the meetings of the Senate;
3. prepares and chairs meetings of the University Doctoral Council (EDT);
4. can initiate the plenary sessions of the PhD Student Union;
5. makes proposals on issues concerning the University School of PhD Studies belonging to the jurisdiction of other superior bodies operating either within or external to the university;
6. directs and supervises the work of the Doctoral Secretariat;
7. has the right to issue official documents and pay remittances in line with other regulations.
8. fosters and develops the international relations of the University School of PhD Studies;
9. fosters and maintains relations with professional and representative bodies of the university;
10. destroys measures taken by the specialised/departmental doctoral school councils that fail to comply with law or university regulations;
11. on suspicion of an ethical misdemeanour subject to the Code for Science Ethics of the Hungarian Academy of Science, on the recommendation of EDT in justified cases requests an ethical committee assessment from TUKEB and at the same time informs the DI head;
12. organizes, manages and controls the training, educational scientific and economic work of the University Doctoral Council and Doctoral School;
13. invites official referees to prepare their opponent’s opinion;
14. prepares at least once a year a summary on his/her work activities for the EDT and University Senate;

**Reg. 27.** The president’s work is assisted by a deputy president appointed for 3 years by the University Rector following the decision of the Senate which is based on the recommendation of the President of the University Doctoral Council. The deputy president, who has the title of Doctor of the Hungarian Academy of Sciences, sits for a period of three years and his period of office can be renewed more than once and on each occasion for a period of three years. The rules of electing the EDT president shall be applied to the appointment of the deputy president with consideration.

Specialised/DEPARTMENTAL doctoral schools

**Reg. 28.** The legal conditions for the establishment of specialised Departmental Doctoral Schools (henceforth DIs) are outlined by the Statutory Order nr 387/2012 (XII. 19.) (henceforth Statutory Order) and by the resolutions of the Hungarian Accreditation Committee (MAB). The application for the foundation of a new specialised Departmental Doctoral School (DI) is supported by at least seven senior members of the future Departmental Doctoral School (DI). The application is evaluated by the University Doctoral Council (EDT), and then is submitted to the Educational Authority by the University Rector following the consent of the University Senate.

**DReg. 29.** The Departmental Doctoral School (DI) is directed by the head who has been recommended by the University Doctoral Council (EDT) and has been voted for by the University Senate. He/she is appointed by the University Rector and is assisted by the Departmental Doctoral School (DI) Council.

**DReg. 30.** Each Departmental Doctoral School (DI) is composed of one or more accredited PhD training programs (henceforth: program) and research topics. The programs are approved and wound up by the University Senate on the recommendations of the University Doctoral Council (EDT). Requirements for submission of new programs are laid out in the current Regulations. Research themes, if needed, may be grouped into sub-programs; however, the sub-program and its supervisor do not possess independent jurisdiction within the organisation of the doctoral school.

**DReg. 31.** The head of the Departmental Doctoral School (DI) creates the operational regulations of the Departmental Doctoral School (DI), and provides an annual account to the University Doctoral Council (EDT) of Departmental Doctoral School (DI) activities.

**DReg. 32.** In order to ensure uniform operation, the procedural rules concerning the doctoral schools are laid out in the current Regulations, which are approved by both the University Doctoral Council (EDT) and the University Senate.

**Senior Members**

**DReg. 33.** Senior members must fulfil all of the following requirements:

1. He/she must possess an academic degree,
2. His/her scientific activity is at a high level within the discipline and the research field of the Departmental Doctoral School (DI) and this scientific activity can be monitored by the Hungarian National Scientific Bibliography (MTMT),
3. as of 30 September 2016, in the case of already functioning DI and registered members, he/she has proven his/her competence to lead PhD candidates if one of his/her PhD candidates has been awarded PhD degree,
4. He/she can be a university teacher or scientific researcher with a full-time work contract or a full-time employee or a civil servant of the university who fulfils the requirements of Section 26 (3) of Act CCIV of 2011 on National Higher Education (henceforth Nftv) and indicated the University as a recipient of governmental subsidies.

**DReg. 34.** A senior member is an individual who fulfils both the requirements described in the subheadings a)-c) of point number 33 of the Regulations and those by the Hungarian Accreditation Committee (MAB) that is

1. a professor emeritus/emerita acquiring this position at the university with the endorsement of the EDT who actively conducts research, furthermore
2. a scientific advisor or research professor with the title of scientific doctor of the Hungarian Academy of Sciences who is a full-time employee or civil servant at a research institute in possession of a signed cooperation agreement with the University.

**Reg. 35.** The conditions for becoming a senior member is that the tutor, teacher or researcher must not be on a sabbatical longer than one year nor on a long period of non-paid leave at the moment of the foundation of a Departmental Doctoral School (DI) and/or at the beginning of his Departmental Doctoral School (DI) membership or at the time of his election. Senior members participate in education both as supervisors and instructors. A senior member must fulfil all the requirements outlined in the points DReg.33-34. at least for one PhD training period and for the following PhD acquisition period.

**DReg. 36.** A senior member can be a person of foreign nationality if he/she fulfils all the requirements outlined both in the current Regulations and the legislation pertaining to it.

**DReg. 37.** One person can become a senior member of only one Departmental Doctoral School (DI). It must be the case that university professors are continuously in majority among the senior members of doctoral schools. A Doctoral School operating within one branch of science has at least 7 senior members and most of them are university professors. In multidisciplinary doctoral schools, (i.e. schools operating in three branches of science) there must be at least three senior members for each branch of science the majority of whom are university professors researching within the branch of science they are representing. In the interdisciplinary doctoral schools (i.e. schools operating in two branches of science) there must be at least eleven senior members, four for each branch of science, a majority of which are university professors researching within the branch of science they are representing. When a new DI is founded - except for branches of science where a DI was already in operation - at least five out of the seven senior members, in the case of interdisciplinary Doctoral Schools at least eight senior members, must have had doctoral student candidates who have already acquired a PhD degree. The senior members of a newly founded Departmental Doctoral School (DI) must fulfil all the requirements outlined in DReg. 33. by the end of the 6th year counting from the foundation year of the Departmental Doctoral School (DI).

**DReg. 38.**All other teachers of the Departmental Doctoral School (DI) are considered invited members, and they can accept this role in several doctoral schools. (The senior members of a doctoral school are allowed to accept invited membership in other doctoral schools as well.) The age constraint is not applied to the invited members.

**DReg. 39.**When the conditions for a senior membership cease to exist the council of the Departmental Doctoral School (DI) may donate a title of senior member emeritus. The title of senior member emeritus may be requested by the senior member himself/herself or is initiated and granted by the DI for a limited or unlimited period of time, and the head of the DI will publish a notice in the doctoral database which will be altered accordingly. A title of senior member emeritus can be acquired by an individual who is a founding member of that particular Departmental Doctoral School (DI) or he/she has been a senior member at least for 5 years and who has a documented relationship with that particular institution. The role of the senior member emeritus is relieved from the responsibilities of a supervisor, and is not affected by the evaluation process conducted by the Hungarian Accreditation Committee (MAB), therefore he/she is not effected by the requirements pertaining to Departmental Doctoral Schools (Dis). The Departmental Doctoral School (DI) is entitled to withdraw the title of senior member emeritus unilaterally for instance if the connection with him/her is terminated or the withdrawal of the title can be requested by the senior member emeritus as well. Former senior members may be replaced with new senior members who comply with the requirements determined in the Regulations and the applicable legislation.

**The Departmental Doctoral School (DI) Council**

**DReg. 40.** The Departmental Doctoral School (DI) Council provides assistance to the school head. It holds regular meetings which performs the duties delegated to it by the University Doctoral Council (EDT).

**DReg. 41.** Duties of the Departmental Doctoral School (DI) Council are to:

1. Delegate a representative to the University Doctoral Council (EDT) council, taking into consideration the current Regulations;
2. Prepare proposals for the University Doctoral Council (EDT) on appropriate doctoral student supervisors and research topics which he/she can publicise on the website of the University School of PhD Studies;
3. Appoint and submit for endorsement to the University Doctoral Council (EDT) the members of the committee concerned with PhD student admissions applied to a particular DI;
4. Appoint Departmental Doctoral School (DI) courses for each semester;
5. Prepare proposals for the University Doctoral Council (EDT) outlining the list of PhD theoretical exam subjects for a Departmental Doctoral School (DI);
6. Select PhD theoretical exam subjects for a PhD candidate on the basis of the program director’s recommendations;
7. Recommend research advisors for untaught PhD candidates (with individual preparation);
8. Appoint the members of the PhD entrance exam, the chairman and members of the PhD theoretical exam and defence committees (including opponents) on the authority of the University Doctoral Council (EDT), based on proposals of the program director. The Quality Assurance Committee (VMB) gives a report on these proposals and they are finally endorsed by the University Doctoral Council (EDT);
9. Endorse the PhD students’ research topic;
10. conducts in-training performance assessment,
11. makes recommendations to EDT on the awarding of PhD degrees;
12. makes recommendations on launching and discontinuing programs;
13. in certain cases, permits the student’s tasks to be performed outside the university;
14. makes recommendations to EDT on the list of journals (domestic and foreign) suitable for the publication requirements.

**Reg. 42.** The Departmental Doctoral School (DI) Council meets when necessary but a minimum of 4 times each year. It comprises a minimum of 7 council members who are senior members of the school. The members are appointed and recalled by the University Doctoral Council (EDT). The chairman of the PhD Student Union (DÖK) or a representative delegated by the PhD Student Union (DÖK) participates in the work of the council of the Departmental Doctoral School (DI) and is entitled to vote only on matters not concerning scientific issues and that of the PhD acquisition procedure. A valid majority is obtained if more than 50% of the members with voting rights make the final decision. Minutes must be taken at each meeting which are forwarded electronically within 3 days of the meeting to the President of the University Doctoral Council and to the members of the Departmental Doctoral School (DI) Council. It reaches decisions by way of secret ballot in case of personnel matters, and open voting with simple majority in all other cases. At a session with an open vote, in the event of a tied vote, the vote of the chairman shall be decisive. In votes pertaining to any issue, a secret ballot shall be initiated upon the application of a minimum 20% of DI members.

**DReg. 43.** Changes in the composition of the Departmental Doctoral School (DI) Council, senior members and program directors as well as in the Departmental Doctoral School (DI) structure must be reported to the President of the University Doctoral Council (EDT) for approval and further administration.

**DReg. 44.** At all times the Departmental Doctoral School (DI) must have a designated and approved contact person (secretary, training coordinator) available for consultation with people interested in the activities of the Departmental Doctoral School (DI). The name and availability of the contact person should be published on the homepage of the Departmental Doctoral School (DI).

**The Head of the Departmental Doctoral School (DI)**

**DReg. 45.** The head of the Departmental Doctoral School (DI) is a university professor, senior member, a normal member or correspondent member, doctor or academic doctor of the Hungarian Academy of Sciences (MTA). He/she is responsible for the academic and educational/training standards of the university.

**DReg. 46.** The duties of the head of the Departmental Doctoral School (DI) are to:

1. notify applicants of admission interviews, organizes and conducts admission interviews;
2. Submit a list of applicants and a list of proposed candidates for acceptance (for both government scholarships/grants and fee-paying schemes);
3. Be responsible in the first semester for supervising students accepted into the  
   PhD training in the Departmental Doctoral School (DI) who have not yet indicated a supervisor/tutor;
4. Acknowledge the completion of each semester in the students' index;
5. determines the field based on which the conditions of degree acquisition can be determined;
6. Propose members for the PhD theoretical examination and thesis defence  
    panels to the Quality Assurance Committee (VMB);
7. Request formally the appointed members to fulfil their roles in the examination board, and organises the PhD theoretical exam, finally informs the Doctoral Secretariat and the university public of all arrangements;
8. Forward the PhD thesis for a provisional review with the minutes of the pre  
   defence discussion to Quality Assurance Committee (VMB);
9. Organise the thesis defence; defers publicity – based on a University Doctoral Council (EDT) resolution – in the event of non-public parts of the defence
10. forward the degree acquisition minutes to the president of the University Doctoral Council;
11. Propose to the University Doctoral Council (EDT) deferrals, applications for PhD student travel, study abroad and pre-doctoral support/subsidy;
12. Perform regular checks over the student database;
13. Decide in matters relating to the utilisation of the administrative budget which is provided to the Departmental Doctoral School (DI) by the Doctoral Secretariat. The appendix of the Regulations entitled Financing the Departmental Doctoral Schools (DIs) outline all the rules and obligations concerning the utilisation of the administrative budget.

**The Election of the Departmental Doctoral School (DI) Head and Senior Members**

**DReg. 47.** The election of the head of the Departmental Doctoral School (DI) and senior members should be organised according to the protocol outlined below. The period of office for both the head of the Departmental Doctoral School (DI) and a senior member – except in the case of emeritus/emerita members – expires in the year when he/she becomes 70 years old. The procedural rules are the same if the head managing position or the senior membership ceases to exist for any reason.

**DReg. 48.** The retirement for reason of age of both the head and senior member is effected by 30 June. The new manager is appointed on 1 July. The procedure is identical with the one applied in case of the appointment of a new head of the department.

**Reg. 49.**

49.1. The Departmental Doctoral School (DI) Council proposes a new Departmental Doctoral School (DI) senior member. S/he is recommended by the University Doctoral Council (EDT) and is subject to the University Senate’s approval.

49.2. On the recommendation of the majority of senior members, the University Doctoral Council (EDT) elects the new head of the Departmental Doctoral School (DI) from among the university professorial senior members. The University Senate endorses the choice and the University Rector appoints the new head of the Departmental Doctoral School (DI) for a maximum period of five years which may be extended several times. The rector notifies the Hungarian Accreditation Committee (MAB) about the new appointed head.

**DReg. 50.** The Departmental Doctoral School (DI) Council proposes a new senior member in a meeting. Before the meeting, the chairman creates a nominating committee of three people which will draw up a list of candidates.

**DReg. 51.**The president of the election meeting is appointed by the residing chairman from among the members of the Departmental Doctoral School (DI) Council who are not present in the nominees list. The Departmental Doctoral School (DI) Council elects the person to be recommended to the University Doctoral Council (EDT) from the nominees’ list by secret ballot. The council members may ask questions from the nominees. A quorum is obtained if 50% plus one councillor with voting rights is present. All the Departmental Doctoral School (DI) Council members who are present at the meeting have the right to vote. The nominee who gains 2/3 of the votes of the present council members can be elected to the position. In the case of multiple nominations, a second round must be organised if neither of them gain 2/3 of the votes. Only the first two nominees with the most votes participate in it. A simple majority of the votes are sufficient in the second round.

**DReg. 52.**  The proposal referring to the elected person by the Departmental Doctoral School (DI) Council must be submitted to the President of the University Doctoral Council (EDT) by 31 March. The proposal is considered by the University Doctoral Council (EDT) in April and is submitted to the University Rector by 1 May. The steps of the election protocol should be taken as soon as possible if the new head of the Departmental Doctoral School (DI) or senior member is elected not for other reasons than the age limit. The president of the University Doctoral Council (EDT) appoints one of the Departmental Doctoral School (DI) Council members to manage the process of nomination and election, if the resigning head is unable to perform his/her duties related to election outlined above.

**DReg. 53.** During the election of a new head of a Departmental Doctoral School (DI) the rules outlined in the Dreg. 50.-52. must be applied on the basis that the members of the Departmental Doctoral School (DI) Council are identical to the total number of senior members of a particular Departmental Doctoral School (DI). The President of the University Doctoral Council (EDT) must be invited to the council meeting charged with the election of the head of the Departmental Doctoral School (DI).

**The Launch or Termination of a Departmental Doctoral School (DI)**

**DReg. 54.**The University Doctoral Council (EDT) initiates the launch of a new Departmental Doctoral School (DI), and following the positive decision of the Senate the rector submits it for registration to the Educational Authority. The Senate determines the start of the new PhD training scheme. Each academic year the website of Departmental Doctoral School (DI) provides regular and public information about PhD training. It publishes on its website the requirements of the PhD entrance exam, updates its data continuously so the information reflects the up-to-date condition of the Departmental Doctoral School (DI).

**DReg. 55.**The University Doctoral Council (EDT) or the rector initiates the winding up of an operating DI, if both the material conditions and the human work force have deteriorated to such a degree that it affects the standards of education. The Senate makes the final decision in the matter. If the winding up of a Departmental Doctoral School (DI) is initiated by the rector – the Senate acquires the opinion of the University Doctoral Council (EDT) before making the decision. The decision has to be reported to the Educational Authority.

**The PhD Training Program of a Departmental Doctoral School (DI)**

**DReg. 56.** The scientific training program of a Departmental Doctoral School (DI) (henceforth Program) is organised within the branch of science/scientific research field of the Departmental Doctoral School (DI) which is suitable for the preparation of PhD students to acquire a Ph.D. degree (through also attending courses of the University School of Ph.D. Studies (EDI) and those organised by other Departmental Doctoral Schools (DI) and PhD programs).

**DReg. 57.** Launching a new program or the cancellation of an existing program within a Departmental Doctoral School (DI) is only possible following the approval of the University Doctoral Council (EDT). The plan for a scientific training program is endorsed by the Senate.

**DReg. 58.** A new program is required to appoint a minimum of 6 supervisors and to include at least 6 academic research subjects to train doctoral students in a minimum of one course about the specialist knowledge of its discipline being taught.

**DReg. 59.** The Senate makes the decision to terminate a scientific training program initiated by the Departmental Doctoral School (DI) Council and University Doctoral Council (EDT), considering the opinion of the Quality Assurance Committee (VMB). The Departmental Doctoral School (DI) Council initiates the termination of a scientific training program if:

* 1. the supervisors of the program do not perform adequate scientific activities, or
  2. it has not admitted a PhD student for three years, or
  3. it has not organised a successful study course within three years, or
  4. it has not had a student who received a scientific degree for three years. In the instance of a new PhD program the latter criterion is to be met after 9 years.

**PhD Training Program Head**

**DReg. 60.** The head of the program has either the title of doctor of science or that of Hungarian Academy of Sciences (MTA) doctor or an equivalent scientific qualification and experience. Duties of the Training Program Head:

1. to take responsibility for the professional standards of the program, maintains professional liaisons within the research themes and their tutors and the programs within the school;
2. to make proposals to the Departmental Doctoral School (DI) regarding the organisation of courses and the participation of the program in other courses;
3. to prepare proposals for the University Doctoral Council (EDT) outlining the list of PhD theoretical exam subjects;
4. to make proposals to the Departmental Doctoral School (DI) Council on the members of the PhD theoretical exam panel and on the members of the panel opposing the thesis;
5. to make recommendations for theoretical exam subjects of individual students, in agreement with the supervisor;
6. to initiate pre-defence discussion of the PhD candidate's thesis.

**Founding a New PhD Program**

**Reg. 61.[[2]](#footnote-2)**Request to launch a new scientific training programme (hereinafter: programme) *(Appendix* *17*.) with the approval of the DI Council, the head of DI may put forward to the president of EDT, who will request VMB to form an opinion or chooses experts from among the members of EDT. The Senate decides on launching the program based on the recommendation of EDT.

**DReg. 62.** The launch of a new program can be initiated by the head and council of the Departmental Doctoral School (DI). The head of the Departmental Doctoral School (DI) is obliged to fit a new program proposed by someone else into the PhD training by rationalising the entire training structure as well. Reconciliation with the relevant head of the Departmental Doctoral School (DI) and the President of the University Doctoral Council (EDT) is obligatory before the preparation of a proposal for a new PhD program or alteration of a running program proposed by someone else. A brief plan must be drafted about the foundation of the new program.

**DReg. 63.** A letter of acceptance issued by the head of the Departmental Doctoral School (DI) is an essential condition for launching a new program. If the head of the Departmental Doctoral School (DI) and council proposes the foundation of a new program to the University Doctoral Council (EDT), then they must put it in writing that during the development of the new program state subsidised places will be regularly allocated to it from the state grant PhD positions of the Departmental Doctoral School (DI) which are dependent on the number of applicants in the new program.

**DReg. 64.**The documentation for launching a new PhD program must contain the name of the accepting Departmental Doctoral School (DI), its letter of acceptance, the name of the planned program, the outline of the professional PhD training (1-2 pages), the planned course(s), the name of the doctoral supervisors in the program, the list of proposed research topics and their description. The supervisors who have not been accredited by the university must submit their filled in registration forms for accreditation, their CV and publication list. Besides the admission of the new program, the individual topics can only be officially registered after they have been through the standard accreditation process defined in these Regulations.

**DReg. 65.** The number of PhD programs within a Departmental Doctoral School (DI) is determined by the number of students and the needs of the PhD training scheme. Each academic field does not need to have an independent PhD program. The names of the PhD programs should be brief and informative.

**DReg. 66.** It is advisable to launch a new program if a large number of students in the existing programs become unmanageable without major organisational changes and without appointing a new head of a program. The new program must be created by combining the already existing and new research themes in order to fulfil significant scientific training needs.

**DReg. 67.** A program comprises 6 to 20 active supervisors and their research topics. When organising a new program, similar research themes in another program must be cancelled in order to prevent duplication and parallel responsibilities. The head and supervisors of the new program cannot participate in the work of other programs; they are allowed to take new responsibilities only by reorganising the existing ones.

**DReg. 68.**If supervisors of more than one Departmental Doctoral School (DI) are involved in the reorganisation or foundation of a new program, the supervisors moved to another DI may finish their tutoring work in the original Departmental Doctoral School (DI) but can only take new students in the new one within its framework of allocated PhD student number limits. A different agreement may be made with the consent of the relevant head of the Departmental Doctoral School (DI) and the President of the University Doctoral Council (EDT) but carefully maintaining the balance of the PhD students’ admission quota for each Departmental Doctoral School (DI).

**Reg. 69.** The re-launching of an earlier terminated program involves a new accreditation procedure.

**Doctoral Supervisor**

**DReg. 70.** The supervisor of a PhD topic has a scientific degree, is a teacher and active researcher and his PhD research topic announcement has been endorsed by the University Doctoral Council (EDT). Supervisors are accredited by the University Doctoral Council (EDT) for a period of six years, on the recommendation of the Departmental Doctoral School (DI) Council and the formal opinion of the Quality Assurance (VMB). The supervisor is accredited by evaluating his/her submitted professional documentation, that is, his/her professional curriculum vitae, research plan, publication list and the well certified research grant(s). The accreditation must be renewed after the end of the 6-year-long cycle.

**DReg. 71.** The supervisor’s fundamental responsibility is to direct the activities of a PhD student in his/her PhD training and in the acquisition of the PhD degree. PhD students shall report to their supervisor in writing on the work performed and results achieved every six months but at least once a year. The report, especially the work and achievements, shall be assessed by the supervisor. The reports shall be kept with the personnel files of the student.

**Reg. 72.1.** The supervisor

a) must have publications verifying the performance of active scientific work (publication activity meeting the minimum degree acquisition requirements in the average of the previous 6 years in his/her field, for each student supervised by him/her);

b) must provide the conditions necessary for scientific work, must have the research tools and the material means supporting the research. The lack of research funding under his/her name can be substituted by a note issued by the head of the educational unit or by notes of owners of other support/subsidy, which contain a provision to provide the supervisor and his/her students the funds necessary for the research.

**Reg.72.2[[3]](#footnote-3)** The supervisor of an individual PhD candidate must also meet the same requirements as the PhD supervisor. Following the entrance exam of individual PhD candidates, the Doctoral School makes a recommendation to EDT on whether the individual PhD candidate can participate in the degree acquisition process with supervision or with a consultant, on which EDT shall decide.

**Reg. 73.** A PhD student or PhD candidate may officially have two supervisors concurrently if that is endorsed by the University Doctoral Council (EDT), on the recommendation of the Departmental Doctoral School (DI) Council. Both supervisors’ name must be clearly stated on the cover page of the PhD thesis.

**DReg. 74.** A supervisor may be responsible for a maximum of six PhD students concurrently, comprised of a maximum of three government scholarship recipients.

**DReg. 75.** The cooperation of the supervisor and the PhD student is defined in a written agreement and student work schedule which is approved by the head of the Departmental Doctoral School (DI) and the supervisor’s employer. The agreement is a condition for the PhD student’s first registration.

**DReg. 76.** The PhD student’s professional advancement can be continuously aided by (an) other professional(s) in addition to his/her supervisor. The research advisor is the professional - in addition to the supervisor - who facilitates the PhD student’s studies in a ratio of 2/3 during the entire training period. Therefore, the name of the consultant/research advisor must be clearly stated in the PhD thesis and the documentation of the PhD defence.

**DReg. 77.** The author of the PhD topics is a university teacher/researcher with a scientific degree whose topic(s) has already been endorsed by the university council of PhD studies.

**DReg. 78.** The University Doctoral Council (EDT) determines the introduction or abolition of research topics and about the alterations in research topics, having regard to the opinion of the Departmental Doctoral School (DI) Council and the opinion of the Quality Assurance Committee (VMB). The research topics are endorsed by the University Doctoral Council (EDT) for a period of 6 years. The accreditation must be renewed after the end of the 6-year-long cycle.

**DReg. 79.** In the accreditation process (before the launch of a new program) it is necessary to examine whether the candidate already has accredited research topics either in other programs or Departmental Doctoral Schools (DIs). If this is the case, the candidate must decide in which program (Departmental Doctoral School (DI) he/she wishes to continue his/her scientific supervisory work.

**DReg. 80.**  In the case of already accredited supervisors who are active in more than one program or Departmental Doctoral School (DI), endeavours must be continuously made in order to centralise the scientific supervisory work into one program (Departmental Doctoral School, DI). During the announcement of research topics prior to the PhD entrance exam, one supervisor may not present his research topics in more than one program. In exceptional cases, i.e. when actual and significant differences in the branch of science are identified, one supervisor is allowed to participate in more than one program.

**DReg. 81.** Rights and Responsibilities of a Supervisor:

1. to announce a scientific research topic/sub-area and to undertake the responsibility for the professional guidance of the PhD student;
2. to accept the training and scientific work schedule of the PhD student, and oversee its fulfilment;
3. to prepare the PhD student for scientific communication and for publication of his/her scientific achievements through presentations and written contributions;
4. to determine in agreement with the PhD student the money allocated for their research which is transferred to the research place by the Doctoral Secretariat. The rules and restrictions for utilising this research fund thereon are outlined in the appendix of the current Regulations entitled “Financing Departmental Doctoral Schools (DIs)”;
5. to select compulsory courses for the PhD student to a value of 5 credit points from a list which may be determined by the Departmental Doctoral School (DI);
6. to evaluate periodically the PhD student’s scientific report and professional progress, and to certify the completion of the research assignments and work in the student’s course record book (index).
7. to credit the research credits once a semester;
8. to suggest domestic and foreign part-time/partial training for the PhD student;
9. consultation with the PhD student in the degree acquisition period;
10. assisting the PhD student in the degree acquisition period in editing the thesis, and the preparation for the defence;
11. countersigning the ready thesis, certifying that the thesis is ready for submission;
12. when using the joint scientific work of more PhD students, certifying the proportion of contribution of PhD students;
13. certifying that the scientific results contained in the thesis and the dissertation are the own work of the candidate.

REGISTRY IN PHD TRAINING

Reg. **82.** The data of PhD training – according to the registry of graduate training – must be maintained in the electronic education registry system operated by the University.

**Reg. 83.** The Doctoral Office shall provide the management of the educational registry system with the cooperation of the administration of specialised/departmental doctoral schools.

**Reg. 84.** In the education registry system, it is obligatory to register the data defined in Appendix 3 sub-section I/B of Nftv (Act on National Higher Education), and Govt. Decree 87/2015 (IV.9) on the execution of certain clauses of the Act CCIV of 2011 On National Higher Education, especially

a) data of students participating in PhD training,

b) published courses and the relevant credit points thereof,

c) data referring to the performance of educational requirements and research work,

d) data referring to the completion of the PhD theoretical exam and the final certificate,

f) data of degree acquisition processes,

f) suspension of student legal status.

**Reg. 85.** On enrolment, the specialisation/branch of science in which the student commences his/her PhD training must be recorded in the education registry system.

PhD TRAINING

**Admission to PhD Training**

**DReg. 86.** The University Doctoral Council (EDT) annually announces the conditions for admission to organised PhD training in an official information bulletin provided by the Educational Authority; the announcement is published on the homepage of the University School of Ph.D. Studies (EDI).

**DReg. 87.** Applications for PhD training can be submitted by those having a University diploma (in a bicyclical higher education Master - MSc degree), and by students who have enrolled in the final year of a Masters degree at medical, dental, pharmaceutical or other faculties expecting to acquire a MSc diploma no more than six month later, which is predicted on the basis of the pace of their educational advancement. In the event of a successful PhD entrance exam, their registration to the School of PhD Studies is only possible after the acquisition of the diploma which entitles them for PhD training.

**Reg.88**.**[[4]](#footnote-4)** The University Doctoral Council (EDT) decides on the possibilities, conditions, methods and procedural fees of the entrance procedure of PhD training (*Appendix* *20.*). The amount of the procedural fee per application must not exceed the limit defined by law. The President of the University Doctoral Council (EDT) announces the possibility of application for PhD training (Application Announcement/The Guideline for Application, homepage and press). The Doctoral Secretariat, the head of each Departmental Doctoral School (DI) and contact persons are available for consultation regarding the entrance exam and procedure (See their contact information on the Homepage).

**DReg. 89.** The Departmental Doctoral School (DI) Council must send the President of the University Doctoral Council (EDT) an up-to-date list of PhD research topics and supervisors which can be announced for the forthcoming year, prior to the first Friday in April.

**Reg. 90.[[5]](#footnote-5)** Applications can be made in the Doctoral Office with the application form and the required documents *(Appendix 2)*. Information and forms for application may be obtained from the Doctoral Secretariat or downloaded from the internet. The Doctoral Secretariat sends the list of applicants to the head of the Departmental Doctoral School (DI) by the end of the 5th working day following the application deadline.

**DReg. 91.** The required certified knowledge of foreign languages, necessary for the PhD training and its expected completion within the PhD award procedure must be registered either during the entrance procedure or during the formal enrolment at the latest. The operational regulations of the DI contain the requirements for foreign languages, the list of languages acceptable for fulfilling the requirement and the methods of certifying their possession. The first foreign language certificate can only be of one of the languages defined by the University Doctoral Council (EDT). In order to prove the knowledge of a foreign language, it is necessary to have at least a complex (i.e. oral and written) B2 level state accredited exam or a certificate equivalent to it.

**DReg. 92.** A prospective student may apply to only one Departmental Doctoral School (DI), specifying a supervisor and research topic. If a successful applicant wishes to delay the choice of supervisor and research topic, the head of the Departmental Doctoral School (DI) will be an acting-supervisor for the first semester of enrolled PhD studies. In the second semester of enrolled PhD studies, a supervisor and research topic can be registered only after the approval of the Departmental Doctoral School (DI) Council.

**DReg. 93.** The head of the Departmental Doctoral School (DI), in conjunction with the program directors and the members of the Departmental Doctoral School (DI) Council are responsible for the organisation of entrance interviews. Each program must be represented in all of the interview panels which must consist of a minimum of three individuals. On conclusion of the interviews, the panel ranks applicants and assigns them an order for admission. The name of the *ranked applicants* (including those applicants rejected) together with the *scores gained* at the interview is sent to the President of the University Doctoral Council (EDT) at the Doctoral Secretariat by the head of the Departmental Doctoral School (DI) within 3 days following the entrance exam. For the proposed PhD students, the ranked name list indicates the suggested position for financial state subsidy in their PhD training. The minutes must be signed by all the members of the interview panel(s).

**DReg. 94.** The entrance panel evaluates a candidate in the entrance interview based on the candidate’s a) previously gained professional achievements, and b) knowledge and aptitude exhibited during the interview. The advantageous factors are: experience gained in previous scientific activity, lectures attended, published articles, a good plan of research work, high level knowledge of a foreign language necessary for professional work and outstanding study achievements.

**Reg. 95.[[6]](#footnote-6)** In the two evaluations, the applicant may gain a total of 60 points *(Appendix 25)*.

1. The evaluation of the previously gained professional achievements consists of 3 parts. Its elements are: (A1) the average result of the university studies, (A2) the evaluation of the previous professional achievements, and (A3) other achievements (language certificates, study trips abroad, outstanding professional performance). The performance in each of these categories is evaluated by 8-12-8 points respectively, a maximum of 28 points in total.
2. The knowledge and aptitude exhibited during the interview must be evaluated on the one hand by assessing the general level of professional knowledge (up to 16 points), and that of special, research topic oriented knowledge and aptitude (up to 16 points) on the other. (The maximum 32 points is calculated by dividing the sum of total points provided by individual assessors by the number of assessors in the entrance panel.)

**DReg. 96.** The minimum criteria of acceptance are:

a) at least one state-accredited type C intermediate - intermediate (B2 level) general, complex - language certificate or equivalent certificate. Applicants for foreign language training must have sufficient language competence necessary to successfully complete the training and research. Therefore, the applicant’s English language competence is assessed and the appropriate level of his/her knowledge for conducting research and training is formally stated by the committee of the PhD entrance exam.

b) payment of application fee.

**Reg. 97.** The University Doctoral Council (EDT) decides upon the award of PhD training places to individual applicants by taking into consideration both the proposals (rank order of candidates) submitted by the entrance panel(s) of each DI and the following factors: the total number of students that may be enrolled, the maximum number of students determined in the specialised fields of PhD studies; furthermore by the number of potential Hungarian state scholarships at the disposal and the minimum points defined by the Act on Higher Education (Nftv.). The University Doctoral Council (EDT) must justify any deviation from the rank order submitted by the entrance panel of each DI. Occasional extra interviews may be organised. The decision of the University Doctoral Council (EDT) can be contested by submitting an appeal to the University Committee of Appeals according to the remedial regulatory procedure outlined in Chapter VI of Part III of the Organisational and Operational Regulations of the University.

**DReg. 98.** The distribution of scholarship places amongst Departmental Doctoral Schools (DIs) and the acceptance of self-financing/fee-paying students are decided by the University Doctoral Council (EDT) based on the previous scientific training performance of the Departmental Doctoral Schools (DIs).

**DReg. 99.** The University can accept self-financing PhD students evaluated under the same criteria and conditions as the governmental scholarship recipients.

**DReg. 100.** The results of the doctoral admissions procedure must be communicated in writing to the student.

**DReg. 101.** Applicants for PhD training can be accepted exclusively by a successful participation in the entrance exam announced by the University Doctoral Council (EDT). Entrance exams for governmental scholarships are organised once a year (in the spring).

**DReg. 102.** Applications for self-financing PhD training can be submitted once more (midterm of an academic year) on the proposal of the Departmental Doctoral School (DI) and with the endorsement of the University Doctoral Council (EDT). The opportunity for a midterm enrolment must be announced by the Departmental Doctoral School (DI) both at the Doctoral Secretariat and the Website by December 15. Applications must be submitted to the Doctoral Secretariat by 10 January. Students register the first time and start their studies in the second semester of that particular academic year after an entrance interview and an acceptance decision. The process applied at the general admission procedure is valid here as well.

**DReg. 103.** The applications for PhD training in a foreign language are continuous and are not attached to an entrance examination announced by the headquarters of the School of PhD Studies. Exceptions to the entrance procedure described above (the timing of the entrance exam, the evaluation process in the exam etc.) are possible with the approval of the President of the University Doctoral Council (EDT).

**DReg. 104.** An extra entrance interview may be organised by the Departmental Doctoral School (DI) for the applicants who could not participate at the officially announced entrance exam due to justified reasons (e.g. illness or being abroad). The result of this may only be accepted and the applicant may only be considered for the places financed by grants of the Hungarian state if the supplementary entrance exam takes place before the meeting of the University Doctoral Council called to discuss the allocation of entrance places, and the admission score limits are available for EDT during the Council meeting.

**Reg. 105.** Within three years, candidates may apply for a PhD student status with their results gained at an entrance interview without participating in the latest entrance procedure. In this case the candidate must be ranked according to the earlier obtained points within the hierarchy of the current academic year.

**DReg. 106.** If the PhD student is admitted to a place with a state scholarship but changes his/her mind and does not take up his/her place, it has to be offered to the next candidate in the admission hierarchy of the Departmental Doctoral School (DI) who acquired the minimum amount of required points.

**DReg. 107.** In case of cancellation of places with Hungarian state scholarship during mid-term or during the training, i.e. the termination of student status, the Doctoral School primarily fills up freed places with its self-financing students. In exceptional cases, applicants with a successful entrance exam but rejected due to a lack of places may be selected, with regard to entrance exam hierarchy and the points gained. A person may not participate in training financed by Hungarian state scholarship if he/she did not participate in the entrance exam announced for the scholarship students, or did not achieve the minimum number of points determined for that year.

**Reg. 108.** The Departmental Doctoral School (DI) can fill the vacant PhD student place with an applicant financed by a state grant within two months following the vacancy by considering the conditions described above. If it fails to propose a suitable candidate within this time frame, the right to fill the vacant position will revert to the President of the University Doctoral Council (EDT) who makes a decision considering the claims of other Departmental Doctoral Schools (DIs).

**DReg. 109.** When the PhD places with a Hungarian state scholarship are distributed for the entire year, the places made vacant during the academic year and redistributed during the academic year cannot be taken into consideration or the inequalities resulting from this procedure. In other words, in the following years the Departmental Doctoral Schools (DIs) cannot demand compensatory places because of students giving up their PhD training.

**DReg. 110.** Following acceptance of a PhD student and before the first semester's enrolment, a written agreement is reached between the PhD student, the supervisor and the University for the entire period of the PhD training. The agreement stipulates that the PhD student completes his/her tasks necessary for the completion of the research plan, and the supervisor agrees to supervise the work of the PhD student.

**Structure of PhD Training**

**DReg. 111.** The PhD training comprises study and research, and research and dissertation periods. The training period - unless regulated otherwise by the National Higher Education Act - is 8 semesters.

**Reg. 112.** PhD students undertaking organised training through the University School of Ph.D. Studies (EDI) have a maximum of three years (48 months), a period for disbursement of doctoral scholarships and for fulfilling study requirements and accomplishing research work. The training and research phase cannot be shorter than 24 months.

**DReg. 113.** During the PhD training, at the end of the fourth semester, as a closure of the study and research period of the training and as a prerequisite to start the research and dissertation period, a theoretical exam must be taken. The theoretical exam may not be taken in an earlier semester.

**Reg. 114.** During the PhD training, following the theoretical exam, the PhD student participates in the degree acquisition process by completing the research and dissertation period.

**Reg. 115.** At least 240 credit points must be gained during the PhD training. The PhD student who has fulfilled his/her educational requirements and has gained the required credit points in his/her PhD training, receives a certificate of completion (absolutorium). All PhD students (with Hungarian governmental or privately funded scholarships, or with self-subsidy/fee-payment statuses) participating in organised training must meet identical requirements during the study and research, research and dissertation phases (course and research work) in order to be awarded an absolutorium (certificate of completion). These criteria are outlined in the current Regulations.

**DReg. 116.** Organised training is primarily achieved through lecture based courses (and if necessary practical sessions). Courses must be announced publicly on the Homepage so they become accessible for all PhD students of the University School of Ph.D. Studies (EDI). The amount of work performed in the course is measured in credits.

**DReg. 117.** Following the theoretical exam, the PhD student must submit a PhD thesis at the time and in the manner determined by this Regulation.

**Forms of PhD Training**

**Reg. 118.1.** The student in training (PhD student) may be

a) supported by Hungarian state scholarship (full-time student),

b) self-financing (full-time or correspondence course), or

c) supported by other scholarships, and obligated to pay self-subsidy.

**Reg. 118.2.[[7]](#footnote-7)** The PhD training can be joined by those who prepare for the PhD award process individually. If somebody prepares for the degree acquisition individually, he/she does not participate in the study and research phase and joins the PhD training by completing the theoretical exam, but shall be obligated to fulfil the admission requirements and the requirements of the PhD training. Individually preparing students are obligated to pay self-subsidy for the participation in the degree acquisition process, the amount of which is equal to the self-financing paid by students participating in self-financing training.

**Student Allowances, Self-financing, Tuition Fees and Charges**

**DReg. 119.** PhD students can be granted governmental scholarships for a maximum of 48 months. The amount of the scholarship is different in the study and research and the research and dissertation phases, the actual amount determined by the applicable Higher Education Act.

**Reg. 120.** The amount of self-subsidy that self-financing students pay is determined by EDT in agreement with DÖK.

**Reg.121.** The student, his/her supervisor and their employer may enter into an agreement regarding the support of the self-subsidy payment of the students participating in self-financing training. As per the agreement, the student agrees to fulfil his/her educational and exam requirements, completes his/her tasks, and the supervisor agrees to supervise the work of the student, and provides the amount of the self-subsidy for the actual semester determined in the agreement in the form of the material and research conditions necessary for the training. If the student fails to fulfil his/her training obligations, he/she shall be obligated to refund the amount of the subsidy.

**DReg. 122.** Individually preparing students are obligated to pay self-subsidy for the participation in the training, the amount of which is equal to the self-financing paid by students participating in self-financing training. The agreement determined in Reg.120. may be signed with the individually preparing students to support self-financing.

**Reg. 123.** The President of the University Doctoral Council (EDT) may announce a competition for the PhD students admitted in the fee-paying PhD training. As a result of it fee-paying PhD students may acquire subsidies to assist in paying for their tuition fees.

**DReg. 124.**  Fee-paying PhD students are not required to pay tuition fees or charges if an exemption is allowed by governmental statute or an international agreement. Tuition fees payable by foreign students are determined by University Doctoral Council (EDT), on the recommendation of the Departmental Doctoral School (DI) Council.

**DReg. 125.** Tuition fees and charges are to be paid each semester as one payment and as a condition of enrolment or registration.

**Reg. 126.[[8]](#footnote-8)** With respect to the social situation of the student, a grace period or payment in instalments regarding the tuition fee of the particular semester may be permitted by the rector if the student files a petition along with the suitable verifications *(Appendix 4)* and based on the recommendation of EDT formed on the opinion of DI.

**DReg. 127.** If students participating in PhD training do not pay the self-contribution, tuition fee or charges and have not been granted an extension or an agreement to pay by instalments cannot enrol or register for the semester.

**Reg. 128.[[9]](#footnote-9)** The revenues of the PhD training from tuition fees and other incoming fees must be used for the purposes of EDI, and EDT decides on the allocation of funds. The PhD award procedural fees and honoraria are included in Appendix 19-20 of the current Regulations.

**Reg. 129.[[10]](#footnote-10)** PhD students may use the textbook and notes purchase allowance provided via the Doctoral Office for the purchase of course books and textbooks. Furthermore, several times in an academic year, PhD students may apply for subsidies in order to participate in scientific conferences *(Appendix 27.)* Applications for travelling expenses are judged by an ad hoc committee consisting of the members of the University Doctoral Council (EDT) and the lecturers/supervisors of the University School of Ph.D. Studies (EDI). Decisions are made by taking into consideration the applicant’s scientific results. The scientific value of the meeting must be taken into consideration during the decision process in the light of the student’s training plan.

**Establishment, termination and suspension of student status**

**Reg. 130.[[11]](#footnote-11)**  Students enrolled in the formal training acquire a student status at Semmelweis University, and the university regulations shall be applied to them. The PhD student’s work is supervised by a supervisor appointed by a DI council. If the student prepared for the degree acquisition individually, his/her student status is established by successfully completing the theoretical exam. For those who commence their PhD training after 1 September 2016, PhD candidate status is not established.

**Reg. 131.[[12]](#footnote-12)** Students enrolled in the formal training shall be issued a course record book and a student ID. In the first semester PhD students must enrol at the Doctoral Secretariat, while in subsequent semesters they must register in the framework of a defined registration period when students without state scholarship (students without a state subsidy) must also present certification of the payment of relevant tuition fees and charges. To complete the enrolment, students must fill in the registration form and register in the electronic student registration system, while in order to register, they need to register in the electronic student registration system. If under the provisions of separate legal requirements the PhD student is obliged to pay tuition fee or other charges then fulfilling this requirement is a condition for his/her enrolment or registration. Enrolment/registration is verified by the Doctoral Office in the course record book. In case of late payment, a procedural surcharge is payable *(Appendix 20.)*. By enrolling the student proves that he/she is aware of and agrees to the regulations of the University and of the University School of Ph.D. Studies (EDI).

**DReg. 132.** Student status is not created without enrolment, and student status is suspended without registration, and students grant cannot by paid.

**Reg. 133.** PhD student recipients of state scholarships are not permitted to be employed full-time or undertake employment of more than 4 hours a day. The PhD training corresponds to 36 hours a week. Students are entitled to 25 days leave in each academic year.

**Reg. 134.1.** If the doctoral student announces that he/she does not wish to fulfil the educational requirements in the next semester, or the student does not register for the next training period, his/her PhD student legal relationship is suspended.

**Reg.** 134.2 Student status terminates in case of the general termination causes determined in the Higher Education Act (notification by student, transfer to a PhD school of another higher education institute, disciplinary action etc.).

a) if the PhD student does not complete the theoretical exam, on the day of failing to perform his/her obligation, or the day when he/she failed,

b) by achieving the certificate of completion (absolutorium),

c) at the end of the eighth semester of the PhD course to which he/she registered.

**Reg. 134.3.**A PhD student may defer PhD training a maximum of two times and for a maximum of two years, on each occasion two semesters at most. The shortest possible deferral time is one study semester. After two deferred semesters, he/she must register to the following semester of the training, or else the student status is terminated. There is an opportunity for deferring the first semester but only with the restrictions described in in the point 134.5. During the period of deferral/suspension, governmental scholarships or other supports will not be continued and tuition fees, self-subsidy, charges are suspended.

**DReg. 134.4.** Student status in the degree acquisition process (research and dissertation phase) may only be maximum two semesters.

**Reg. 134.5.[[13]](#footnote-13)** Suspension may be permitted for the period of two uninterrupted semesters on request, and before the completion of the first semester, as well, provided that the student cannot fulfil the student status requirements due to childbirth, accident, illness or other unexpected reasons, out of no fault of his/her own. In this case a completed and signed application for deferment/suspension of studies *(Appendix5)* must be submitted to the Doctoral Secretariat with the proving documents attached to it as well. The University Doctoral Council (EDT) makes the decision, considering the opinion of the Departmental Doctoral School (DI).

**DReg. 134.6.** During the calculation of the subsidised period the unfinished semester does not count if the student was unable to finish it due to illness, child birth or other reason outside his/her control. The semester can be pronounced as unfinished based on the student’s application and on the documents certifying illness, child birth or other reasons outside his/her control. The acquired results of a started semester which is pronounced unfinished and the rules of suspense of the legal relationship between the student and the university come into effect.

**Cooperation with Other Universities and Scientific Research Institutes**

**DReg. 135.** The University may organize joint PhD training in cooperation with another higher education institute or academic or other research institute. It is based on a cooperation agreement. Full-time researchers in domestic institutes generally have the rights and responsibilities as the university teachers which are outlined in their contract concerning their participation in PhD training. Students trained both in research institutes and at the University possess the same rights and responsibilities. The PhD diploma is issued by the University in all cases.

DReg. 136. Joint PhD diplomas can be issued if the PhD School of the University runs joint PhD training and PhD award procedures with another domestic or foreign institution of higher education, in the possession of a cooperation agreement specified in a contract prescribed by the Act on National Higher Education (Nftv.). **The condition for a joint PhD diploma, apart from the legal requirements defined by Act on National Higher Education (Nftv.), is that the scientific work and publication performance of the PhD student/candidate must comply with the standards of both institutions. The PhD thesis and defence must meet the requirements of the institution in which the public defence takes place. The outline booklet (this is a term introduced for denoting a very short summary of the thesis) must be submitted both in Hungarian and English even if the thesis is defended abroad.**

**DReg. 137.** Partial PhD training abroad is regarded as usual PhD training and does not result in the suspension of legal relations with the University. However, the part time training abroad cannot exceed 50% of the total training period. Exception to this rule is allowed only in exceptional cases with the condition that the PhD student acquires at least one third of the compulsory credits at the University. State scholarship can only be disbursed during a partial PhD training abroad if the student does not receive any personal allowance or scholarship from the hosting institution while studying aboard. During partial training abroad, shorter than 6 months, the student is entitled to receive his/her state scholarship. In the case of a 6-12 month-long partial training period abroad the scholarship may be disbursed on the recommendation of the head of the Departmental Doctoral School (DI). The parent institution cannot subsidise a PhD partial training abroad for longer than one year. **In the case of joint PhD training with a higher education institute abroad, the cooperation agreement regulates both the proportion of training time at home and abroad and the financing of the training.** In this case the length of the partial PhD training abroad may be any proportion of the length of the PhD training, provided that the student acquires at least one third of the compulsory credits at the University.

**PhD Training in Foreign Languages**

**DReg. 138.** Foreign citizens may participate in the PhD training. The University may announce and conduct PhD courses in foreign languages.

**Reg. 139.** The application procedure and the rules for the entrance exam for the PhD training in a foreign language are identical to the ones applying to the Hungarian training with the following exceptions. The application and registration can be organised separately for each applicant irrespective of the Hungarian semesters. The head of the Departmental Doctoral School (DI) and the supervisor-to-be are responsible for judging the applicant’s research aptitudes, language abilities, and expected preparedness.

**DReg. 140.** The sum of the tuition fee must be stated in Euros.

**DReg. 141.** The Departmental Doctoral School (DI) which runs the PhD training in a foreign language is responsible for the organisation of courses in a foreign language up to the standard and with the sufficient amount of credit points. This responsibility lies on the President of the University Doctoral Council (EDT) as well, including the organisation and announcement of compulsory courses in a foreign language, providing information to the students in foreign languages, implementation of the procedures in foreign languages and the preparation of the necessary forms.

**DReg. 142.** Currently PhD training can be undertaken in English at the University.

**DReg. 143.** The PhD courses announced with an English title must be given in English if there are students with non-Hungarian mother tongue among the attendants. However, if the attendants’ mother tongue is Hungarian the course can be held in Hungarian.

**Semmelweis Doctoral Scholarship**

**DReg. 144.** Forms of Semmelweis Doctoral Scholarship: PhD student or candidate scholarships

**DReg. 145.** The University Doctoral Council (EDT) can award scholarships to those PhD students or candidates who:

1. successfully participate or have participated in the PhD training of the University,
2. have achieved outstanding results during their PhD training,
3. are able to exhibit promising research results,
4. do not receive state or other scholarships and do not have a full-time job.

**DReg. 146.** The competition for scholarships founded by the University is announced by the President of the University Doctoral Council (EDT). The submitted competition material is evaluated by the committee appointed by the president. The University Doctoral Council (EDT) awards the scholarships by ranking the applicants. The University Doctoral Council is authorised to follow the efficiency of the applicant’s PhD training and/or that of his/her scientific research work through the evaluating committee and make the disbursement of the scholarship dependent on its report.

**DReg. 147.** The Doctoral Council determines the amount of the monthly student grant in the announcement, the uninterrupted supported period may be up to 12 months at one time, but the announcer of the scholarship may determine a shorter period. An application for the scholarship can be submitted again and may be awarded repeatedly to the same person.

**DReg. 148.** The financial background of the scholarships awardable during the PhD training or the PhD award procedure is guaranteed from the university budget (i.e. sources allocated to the University School of PhD Studies) and from the home revenue of the University School of PhD Studies *(internal scholarship).*

**Reg. 149.** Any organisational unit of the University may use its domestic or foreign scientific allowance, its budget or other revenue to pay PhD scholarships if allowed by law, university regulations or the conditions of the allowance do not exclude it. The University School of PhD Studies may make agreements with any of the organisational units of the University participating in PhD training or with any legal person outside the University (i.e. business entity, foundation, professional chamber – *external scholarship).* The supporting body assumes the responsibility of covering the financial sources of the scholarship, taking into consideration the conditions outlined in the current Regulations.

**DReg. 150.** The application should be submitted to the Doctoral Secretariat. The University School of PhD Studies undertakes responsibility for checking the educational, research and other conditions, assesses competition material, controls the continuous fulfilment of these conditions, disburses the scholarship to the PhD student (candidate) and regularly reports the scholarships to the National Insurance Authority. Based on the cooperation agreement, the organisational unit of the university or the legal person (grant payer) transfers to the account of the Doctoral Secretariat the external scholarship’s financial cover increased with the amounts payable to the university.

**DReg. 151.** A scholarship based legal relationship with the university may be initiated only if the finances covering it for at least a year or for the period indicated in the specific competition has already arrived in the account of the University.

**DReg. 152.**  The President of the University Doctoral Council (EDT) may exclude those PhD students (candidates) from future competitions for scholarships who have not fulfilled the requirements of the scholarship or they acquired the scholarship unjustifiably (i.e. that they would not have been entitled to it). The President of the University Doctoral Council (EDT) will compel the PhD students (candidates) who benefitted from unjustified scholarship to repay the sum. If the PhD student (candidate) does not fulfil the other requirements of the scholarship the President of the University Doctoral Council (EDT) will compel him/her to repay the scholarship after considering the specific circumstances, especially if the behaviour and the gravity of his/her misconduct justifies it.

**DReg. 153.** A disciplinary procedure may be initiated against the PhD student or candidate who acquired the scholarship by falsely stating his/her income and/or failed to provide essential information.

**DReg. 154.** The PhD research student (pre-doctoral) scholarship is intended to subsidise those researchers who have acquired the certificate of completion (absolutorium) as a PhD student with a scholarship by 31 August of the previous academic year, but is still working on writing his/her PhD thesis and has been able to exhibit significant research results to date. The scholarship lasts 12 months from the date it was granted.

**Reg. 155.** The pre-doctoral scholarship can be applied for by formal PhD students of the University School of PhD Studies who fulfil all of the following requirements:

1. they did not finish writing their PhD thesis by the end of their 48 month-long PhD training period
2. do not work in a full-time job,
3. they achieved outstanding results during their PhD training,
4. they undertake to finalise their PhD thesis within 12 months.

**DReg. 156.** The School of PhD Studies can divide the one-year-long PhD candidate scholarship into two parts and may award or withdraw the second part of the scholarship after a report or another application. The PhD candidate is obliged to provide a report on the results gained in the first part which must be endorsed by the head of the Departmental Doctoral School (DI).

**DReg. 157.** The doctorandus (PhD student) scholarship is to subsidise those talented PhD students who do not have an income and are unable to undertake the payment of the fees for their PhD training. The disbursement of the scholarship starts from the beginning of a particular semester and lasts for 12 months or for 48 month the most.

DReg. 158. Applicants for a doctorandus (PhD student) scholarship:

a) have been successful in the PhD entrance exam and the place of research assures the financial background of their scholarship (scientific theme allowance, foundation),

b) have been successful in the PhD entrance exam but due to the shortages of state scholarship they have been recommended to study in a scheme with tuition fees.

**Reg. 159.** In the student competition those students have priority who:

1. are already able to present significant research results,
2. are able to indicate the expected deadline by which they will have finished their PhD thesis, and
3. their supervisor has endorsed their research topic.

**DReg. 160.** The documents which must be submitted for the evaluation in applying for a Semmelweis PhD Scholarship are:

1. completed application form and scholarship agreement (available in the Doctoral Office),
2. a statement that the applicant does not have employment lasting more than 20 hours a week and in the case of obtaining any he/she will report it to the Doctoral Secretariat without delay,
3. a work plan for the period of the scholarship,
4. the recommendation from the departmental doctoral school head and program director - based on the opinion of the supervisor,
5. the supervisor’s statement guaranteeing the conditions for the research and affirming the feasibility of the submission of the PhD thesis within 12 months,
6. the list of lectures and published or accepted publications,
7. if the application is aiming at the continuation of an already running allowance, a report about the results achieved in the first period of the scholarship.

**PhD Students’ Further Duties and Opportunities**

**DReg. 161.** PhD students participating in organised training are entitled to residential accommodation for 12 months of the year subject to conditions identical to those pertaining to undergraduate students.

**Reg. 162.** PhD students participating in organised PhD training may teach or instruct within the University and receive remuneration for this activity. Their fees must be calculated proportionally by taking into consideration the number of hours and the current minimal wage. A doctorandus contract must be drawn up concerning the teaching performed by the PhD student. The total teaching or instruction time of students may not exceed 6 hours per week. The director of the institute of the subject being taught should acknowledge the successful completion of the contractual teaching duties of the PhD student.

**DReg. 163.** If the PhD student is engaged in research unrelated to his/her own training a doctorandus contract must be drawn up. This work must be paid for at the same rates and under conditions as those that apply to the university teaching staff. PhD students teaching in foreign languages must be offered the same level of remuneration as to the university staff teaching in foreign languages.

**DReg. 164.** In exceptional cases, the council of the Departmental Doctoral School (DI) may give permission to the PhD student to fulfil his/her obligations outside the University.

**Credit Point Acquisition within PhD Training**

**DReg. 165.**  The work and progress of PhD students in order to acquire the degree shall be measured in credit points (study units). In PhD training credit points can be gained by learning the course material, fulfilling the requirements of each subject, doing research work or teaching.

**DReg. 166.** As per the Higher Education Act, 240 credits must be gained in the doctoral training, i.e. 30 credit points per each semester, the composition of which is determined by EDT.

**Reg. 167.** The 240 credit points can be gained in 8 semesters. If law permits, an exemption can be made by EDT on individual request; in such cases the 240 credit points may be gained in fewer semesters, too.

**Reg. 168.** The 240 credit points are a condition for obtaining an absolutorium (certificate of completion). During the PhD training period educational, research and teaching credit points can be attained.

**DReg. 169.** Official acknowledgment of the acquired educational, research and teaching credit points may take place only once, at the closure of each semester. Acknowledgment of 30 credit points is a requirement for the official recognition of a semester.

*Educational Credit*

DReg. 170. The measurement of the educational requirements is the study unit (educational credit point). One study unit - which in case of PhD courses is already indicated - is equivalent to 14 hours of lecture or practical class performance tested and evaluated. Courses can be organised in blocks, within one semester or by exceeding the semester boundaries.One credit can be recognised by performing a two times 7 hours’ course as well. The credit points must be acknowledged (accredited) in the semester in which the student’s performance was tested and evaluated.

**DReg. 171.** Within the PhD training, educational credits can be acquired by completing successfully the previously registered subjects as a course. Evaluation is carried out using a three-step scale. The satisfactory (adequate) or any better exam result is the condition for official acknowledgment of credit points. The total number of acquirable credit points must indicated in the initial course announcement and before registration for the course. The obtained result at the exam (or in any other evaluation process) does not influence the number of credit points if the mark is satisfactory (adequate) or better.

DReg. 172. The intention of running a course must be announced - for the first semester until 30 April and until 30 November in the second – on a specific form downloadable from the homepage. The Departmental Doctoral School (DI) Council submits to the Educational and Credit Committee (OKB) the list of all the courses (i.e. their title, syllabus, grading and assessment and the acquirable credit points) for the forthcoming semester.

DReg. 173. If the number of students registered does not reach the minimum number of participants required at registration, the course leader may cancel the course. The students must be informed about the cancellation of a course on the website of the University School of Ph.D. The students shall be informed if the course is cancelled.

DReg. 174. The Departmental Doctoral Schools must provide a training plan (of courses) for a 2 year - period, which must be updated each year for the following academic year. Students starting their PhD training must have the opportunity to plan their education for two years in advance.

DReg. 175. Compulsory courses for the following semester can be announced only until *30 April* or *30 November*.

DReg. 176. Students must record the courses indicated at their preliminary registration during the enrolment/registration for a semester. A course registered in the index (student record book) can be only deleted by paying the referred examination fee if the course has already started. If a student has four or more courses registered in his/her index (student record book) without a result (an unsuccessful exam) he/she must acquire 18 credit points for the absolutorium (certificate of completion).

**DReg. 177.** Specific studies for which the student would wish to acquire credit points must be announced (e.g. domestic and foreign courses, lecture series, participation in PhD courses provided by other universities etc). In these cases, the PhD student must provide the supporting letter of the head of the Departmental Doctoral School (DI) and all the documents confirming educational performance, participation, assessment and the result(s).

**DReg. 178.** The Educational and Credit Committee (OKB) approves the courses and credit points that can be obtained on the basis of a DI council recommendation. Irrespective of the duration of a course, a maximum of four credit points may be awarded for the successful completion of a course. A course or other study organised externally of the University may be assigned a maximum of two credit points. Language courses (including the profession specific language courses) are not eligible for acquiring credit points.

DReg. 179. During the training the student must accomplish at least 16 credit points (study units). 5 study units out of these must be gained in obligatory subjects of choice. The Departmental Doctoral School (DI) Council may specify the completion of a maximum of a further 8 study units. The remaining study units may be obtained from courses or other undertakings (e.g. lecture series) of the students’ choice, approved by the University Doctoral Council (EDT). Half of the total credit points must be obtained by participating in the courses announced by the University.

DReg. 180. The performance of a student in a course or practical class should be evaluated in the manner - written, oral, practical exam – as indicated in the initial course announcement. The course leader shall record the evaluation along with the credit points gained in the course record book, and also in the electronic student registration system (Neptun).

**DReg. 181. Lectures and/or workshop assignments may be evaluated with credit points if they are registered in the curriculum of the University or in that of another university, if it is to be carried out by instruction of the course leader, and if the responsible of the subject verifies attendance at the event and the fact that an exam could not be organized. The student can acquire 1 credit at the most for every 30 hours of training session without an exam. The total number of credit points attainable for such courses during the entire training period is 2.**

**DReg. 182.** If a graduate and a PhD course are announced with identical syllabi, the course leader must unequivocally define the difference between the course and exam requirements for the completion of the graduate and the PhD course in the PhD course data sheet. In this case, credit points may only be awarded for the courses completed before the start of the doctoral training as per section 188 if the student has fulfilled the exam requirements of the PhD course and has submitted a verification thereof issued by the course leader.

**Reg. 183.** Within one semester, 1 credit point can be acquired by attending one lesson per week and completing the course with a successful exam. At the same time, two credit points may be obtained with courses requiring at least 45 working hours and a great deal of individual preparation.

**DReg. 184.** The 16 credit points must be gained in semesters 1-4, one course must be taken up per semester. This obligation does not refer to students who gain the 16 credit points in a shorter time period. He/She can also determine what kinds of courses (and number credit points) are compulsory for the PhD student in a particular semester.

**DReg. 185.** Those courses which the student enrolled in but were finished unsuccessfully (i.e. did not acquire any credit points) **are not recognised.**

**DReg. 186.** The PhD student is allowed to attain 25% (4 credit points) of the educational credit points at another university (visiting studentship). The University Doctoral Council (EDT) is responsible for acknowledging the credit points acquired by this means by taking into consideration the opinion of the Educational and Credit Committee (OKB). It is advised that before the commencement of the semester the visiting studentship should be formally applied as a course at another university can be credited only if its syllabus is accepted by the Departmental Doctoral School (DI) Council (i.e. it recognises that the course material essential for the student’s professional training does not show more than 25% identical elements with the one of the courses already completed and credited). If at least 75% of the course material is identical then it can free the student from attending the compulsory course prescribed by the Departmental Doctoral School (DI).

**DReg. 187.** In exceptional cases, prior achievement relevant to the doctoral programme but not included in the doctoral training (courses successfully completed prior to the start of the training, courses successfully completed during resident training, participation in conferences included in the training and recognized by an exam etc.) may be awarded credit points, as well. The amount of such credit points and credit points gained at other courses may exceed 38% (6 credit points) altogether. Within common PhD training based on a cooperation contract between universities, usually up to 50% of the educational credit points can be acquired by courses attended abroad. Diversion from this rule is allowed only in exceptional cases with the permission of the President of the University Doctoral Council (EDT). If the student’s level of preparation makes it necessary - on the recommendation of the supervisor, endorsed by the program director and the head of the Departmental Doctoral School (DI) - a compulsory 4 credit worth number of hours catch-up/foundation courses will be made compulsory during the first three semesters of the student’s PhD training. The credit points gained by the catch-up courses must not be counted into the compulsory 16 educational credit points.

*Research credits*

**DReg. 188.** Research credits may be gained by the student as a researcher, with supervised research activity. The fulfilment of duties for credit points are evaluated on a three or five scale system and certified in the student record book (index) by the supervisor, in the light of the student’s research plan. In an actual semester, the (possible) number of research credits must be calculated by taking into consideration the number of the other two kinds of credits already acquired (i.e. by rounding them up to 30). Consequently, the calculation of the prescribed amount of research credit points is dependent on the two-year-long training and the other two types of credit points.

**DReg. 189.** The supervisor may prohibit the completion of 30 educational and research credits in a semester if he/she had sent a report in writing about the shortcomings of student’s research work to the PhD student, the program director and the head of the Departmental Doctoral School (DI) 60 days after the beginning of the semester but the PhD student did not fulfil the research requirements. The decision is made by the head of Departmental Doctoral School (DI). The supervisor either rounds up the acquired educational and teaching credit points to 30 or (s)he does not award any research credit points at all. The rule of “everything or nothing” is applied to that particular semester, thus it is impossible to obtain only a fraction of research credit points.

*Teaching Credits*

**DReg. 190.** PhD students can acquire teaching credits by teaching activities. A moderate amount of teaching (independent or jointly conducted practical class, seminar) is useful in a PhD student’s professional development. The number of classes given by the PhD student cannot exceed 6 hours a week in average. Two teaching credits can be obtained by one class/week; namely, each semester a maximum of 6 credit points can be acquired by the highest teaching performance. The number of teaching credit points cannot be more than 45 in total obtained during the entire training period. The teaching credit points must be recorded in the student record book (index). The fulfilment of the teaching duties is certified by the head of the department (program director or head of the Departmental Doctoral School (DI).

**DReg. 191.** A doctorandus contract must be issued for the PhD student teaching activity at the beginning of each semester. The teaching hours certified by the head of the department concerned cannot exceed 33 per cent of the total working hours per week throughout an average semester. Tuition fees based on the contract must be paid. Its monthly sum in cases of employment equalling 33 per cent of full-time employment, cannot be less than 33 per cent of the minimum wage or its time proportion amount if the period of the employment is less.

**DReg. 192.** The awarding of teaching credit points cannot substitute the compulsory payment of tuition fees prescribed by law. The PhD student’s work schedule must be determined by allowing enough time for preparing and sitting his/her exams.

**Closing the Semester, Deferment of Studies**

**DReg. 193.** Examiners and course leaders confirm successful course completion at the end of each semester while research supervisors confirm the successful completion of research work by making a signed entry in the course record book (index). The result of courses completed will be recorded by course leaders in the Neptun system. Without fulfilment of research tasks each semester, the semester is not considered successfully completed. It is in the jurisdiction of the Board of Appeals to judge the merits of decisions made by the PhD student and the professionals in charge of the PhD training. Semesters are to be closed by the head of the Doctoral Secretariat and the head of the Departmental Doctoral School (DI). The former acknowledges the payment of actual charges the latter the fulfilment of the requirements of the professional program. A completed semester is a precondition of the following semesters' registration and the continuation of the scholarship for the forthcoming semester.

**DReg. 194.** At the end of the first and second academic year (prior to the 30th June) PhD students prepare a scientific account about the state of their research work and a report stating the tasks for the next period. Thereafter it must be evaluated by the supervisor and forwarded to the program director and/or the head of the Departmental Doctoral School (DI) for approval. A copy of the report is sent by the Departmental Doctoral School (DI) head to the Doctoral Secretariat where it is attached to the personal file of the student. The preparation of the scientific report is compulsory for the PhD student.

**DReg. 195.** The certificate of completion (absolutorium) can be acquired only at the end of an active semester.

**DReg. 196.** The requirements of the doctoral training (a total of 240 credit points including the 16 study credit points, and maximum 5 years of verified research work) must be fulfilled in order to receive a certificate of completion (absolutorium) which the president of the University Doctoral Council (EDT) certifies with his/her signature.

**Reg. 197.** A commenced semester can be considered closed if there has been a continuous legal relationship between the student and the University School of PhD Studies between the periods of September 1 and February 28 and/or between March 1 and August 31 and the student fulfils and research requirements, which means the obtaining of the research credits in the credit system and the acknowledgement of the semester by the supervisor. Acknowledgement the research credits and semester itself takes place at the completion of each semester (28 February and 31 August).

**Reg. 198.[[14]](#footnote-14)** In the DI organized by other institutes, the student shall complete his/her research assignments in the organizational unit of the supervisor’s institute, subject to its labour and other regulations. In this case the governmental training support is transferred by the Doctoral Secretariat through the provision of an invoice to the institution where the student performs his/her work *(refer to Appendix 3a-3b).*

**Theoretical exam**

**Reg.199.** The theoretical exam must be completed at the end of the fourth semester of the PhD course. It is the prerequisite for closing the study and research phase and for starting the research and dissertation phase, and it is an assessment to measure the study and research progress. For students preparing individually, the theoretical exam is the prerequisite for participating in the degree acquisition process. The theoretical exam is organized on two occasions each year during the exam periods determined by the University Doctoral Council (from mid-January till mid-February, and from mid-August till mid-September).

**Reg.200.** The theoretical exam may be taken by those students who gained at least 120 credit points in the study and research phase of the PhD training, including the 16 credit points required by the syllabus of the doctoral school (with the exception of students who prepare for the PhD degree acquisition individually, whose student status is established with their application for the theoretical exam and the acceptance thereof). When applying for the exam, the candidate must certify knowledge of one foreign language by at least a C type B2 level state (or state recognised) exam or by a language certificate equivalent to it in content and level.

**Reg.201**.**[[15]](#footnote-15)** Application for the theoretical exam must be made separately. Such applications *(see Appendix 7-8)* must be submitted in the Doctoral Office with the endorsement of the Doctoral Council. Applications are accepted by the Doctoral Council (EDT) if the applicant has fulfilled the requirements of the PhD training and makes a statement on the provisions of Reg.204.

Reg.202.**[[16]](#footnote-16)** Applicants for the theoretical exam must declare in writing the fulfilment of the following conditions (*Appendices* *7.-8.*):

1. He/She does not have any other PhD acquisition procedure in process in the same branch of science,
2. His/Her PhD award procedure/exam application was not rejected within two years and did not have an unsuccessful PhD defence within two years,
3. He/She is not under a PhD degree withdrawal process and no previously granted PhD degree was non-appealably revoked from him/her with in the preceding 5 years.

**Reg.203.** The theoretical exam is a public exam and must be taken in front of a panel. On request of the student, a closed exam must be held. The exam panel consists of three members, and at least one third of the members is in the employment of the University. The head of the exam panel is a university professor or professor emeritus/emerita or a lecturer/researcher with the title Doctor of MTA. Each member if the exam panel holds a scientific degree. The course supervisor of the PhD student taking the exam cannot be a member of the exam panel, but he/she may be present at the theoretical exam and may submit his/her opinion in writing.

**Reg.204.** The theoretical exam consists of two parts: in the first part measures the theoretical knowledge of the student (“theory part”), in the second part the student gives an account of his/her scientific progress (“dissertation part”).

**Reg.205.** In the theory part of the theoretical exam the student takes an exam in at least two subjects/topics, the list of subjects/topics is included in the syllabus of the doctoral school. The theory part may include a written section, too. In the second part of the theoretical exam the student gives a presentation of his/her knowledge of professional literature, gives an account of his/her research results, puts forward his/her research plan for the second phase of the PhD training, along with the timing of the completion of the thesis and the publication of results.

**Reg.206.** The course supervisor shall be allowed to previously evaluate the examinee in writing and/or at an exam. The exam panel shall evaluate the theory part and the dissertation part of the exam separately.

**Reg.207.** The theory part of the theoretical exam is evaluated with a grade on a scale of five, the dissertation part is evaluated as pass/fail.

**Reg.208.** Records shall be made of the theoretical exam, including a written evaluation. The result of the exam must be announced on the day of the oral exam.

**Reg.209.[[17]](#footnote-17)** The theoretical exam is successful if the majority of the exam panel evaluates both parts of the exam as successful. In case of an unsuccessful exam, the student may resit the exam in the same exam period on one more occasion. The repeated exam shall be conducted before a new exam panel.

PHD DEGREE ACQUISITION

**DReg. 210.** The second part of the PhD degree acquisition is the so-called research and dissertation phase the prerequisite of which is the successful completion of the theoretical exam. The degree acquisition process cannot be initiated during the study and research phase. Doctoral (PhD) degree may be acquired by participating in the training organized at Semmelweis University, or exclusively by participating in the research and dissertation phase (students preparing individually).

**Reg.211.** The degree acquisition process is the second phase of the doctoral training and commences by registering in the semester following the theoretical exam. The student shall pay a degree acquisition administrative fee for the degree acquisition process, the amount of which is determined by the Doctoral Council (EDT). The degree acquisition administrative fee shall be paid at the end of the degree acquisition process after the absolutorium (certificate of completion) has been received, in the thesis evaluation phase. If the doctoral thesis of a state scholarship student is submitted while his/her student status is active, he/she shall be exempt from the degree acquisition administrative fee.

**Reg. 212.1.[[18]](#footnote-18)** Individually preparing students join the PhD training after the successful completion of the theoretical exam. Acceptance of applications by the Doctoral Council (EDT) for the theoretical exam is subject to the successful completion of the entrance exam.

**Reg. 212.2.[[19]](#footnote-19)** After the individually preparing applicant successfully completed the entrance exam, EDT accepts his/her application for the theoretical exam. By successfully completing the theoretical exam, the individually preparing candidate is granted student status in the self-financing training.

**DReg. 212.3.** The individually preparing candidate is exempt from the study requirements of the first four semesters. By accepting the application for the theoretical exam, the Doctoral Council (EDT) acknowledges the fulfilment of study credit points and other credit points required by the syllabus.

**Reg. 213.**The length of the research and dissertation phase is 4 semesters. The PhD student must submit a PhD thesis within three years of successfully completing the theoretical exam. The PhD Thesis may be submitted with the approval of the Doctoral Council (EDT) prior to the eighth semester if the study requirements have been fulfilled.

**Reg. 214.** The deadline determined in Reg.214. may be prolonged by maximum one year in cases to be handled with exceptional regard. Cases to be handled with exceptional regard are occasions when the student cannot fulfil his/her requirements resulting from student status because of childbirth, accident, illness or other unexpected causes through no fault of his/her own. If requested by the student, the Doctoral Council (EDT) shall decide on prolonging the deadline.

**Publication Requirements for Acquiring a PhD**

**Reg. 215.[[20]](#footnote-20)**A The scientific and publication work of the PhD candidate and the degree award requirements *(Appendices 22-24*) shall be examined and determined based on the method of preparation and the academic (sub)discipline of the topic. On the academic publications of PhD students participating in organised training the research institution must be indicated (i.e. the name of the university institution/clinic where the research work has been conducted within the training premises of the university. The name of the University School of Ph.D.

**DReg. 216.** The council of the Departmental Doctoral School (DI) must determine the pertinent academic (sub)discipline and the PhD student’s agreed research topic, land i has to be sent to the president of the Quality Assurance Committee (VMB) for an official opinion who forwards the classification proposal on the academic research field to the President of the University Doctoral Council (EDT). The research topic (academic research field) and its classification in terms of its academic (sub)discipline are validated by the President of the University Doctoral Council (EDT) entering and signing them into the course record book (index). In exceptional cases, the University Doctoral Council (EDT) can permit changes in the academic (sub)discipline when the candidate applies for the PhD award procedure. However, during the PhD award procedure itself the classification of the academic (sub)discipline cannot be altered.

**Reg.217.**The *minimally* required scientific publication requirement has been determined for each academic (sub)discipline and is subject to participation in the training. **The publication requirements must be completed with scientific articles published in the topic of the PhD thesis, and this must be authenticated by a library datasheet.** Fulfilment of these conditions, however, does not ensure the degree acquisition, as the decision of the defence committee and that of the University Doctoral Council (EDT) on degree acquisition is formed by the facts revealed by the opponents of the PhD thesis.

**DReg. 218.** The general publication requirements of degree acquisition in the fields of medical sciences and natural sciences for students completing the training with certificate of completion (absolutorium) are as follows:

* + 1. A minimum of two publications in journals possessing impact factors (IF), within their respective fields of research:

1. one of first authorship; and
2. a further, not necessarily first-authorship original publication or a review in which the authors publish original results.
   * 1. The publication IF requirement may be fulfilled with one original publication, if:

d) the candidate is the sole first author of the publication,

e) the IF of the publication exceeds 150% of the minimum aggregated IF determined in point 3) (in case of PhD candidate not participating in the training in reg.217), and the journal is listed among the top 10% in the list of journals ranked by the Thomson Reuters Web of Knowledge IF per subject category, or

f) the candidate has at least another publication published in a peer-reviewed scientific journal.

* + 1. [[21]](#footnote-21) The IF total of the publications determined in point 1) shall be at least:

the sum IF specified for the academic (sub)discipline *(refer to Appendix 22)* from which at least 50% should be fulfilled by the first author publication(s) and this cannot be reduced with the types of publications defined under the sections 4 and 5. In case of a shared first authorship the first authorship IF requirement necessary for the degree acquisition must be fulfilled with the ratio of the IF of the publication divided by the number of the first authors. If a shared first authorship publication is intended to be used in more PhD degree acquisition processes as a first authorship publication, a permission of the Quality Assurance Committee (VMB) must be applied for while at the same time submitting a declaration of proprietary results listed in the publication used for the thesis *(Appendix 30)*.

* + 1. [[22]](#footnote-22) A maximum 10% of the sum of IF indicated in the table can be exchanged with:

1. 2 first authorship scientific publications in Hungarian, related to the research subject, which were published in acknowledged Hungarian scientific journals, or
2. 2 articles related to the research subject published in peer reviewed, reputable journals with no IF. The Appendix nr 24 contains the list of acceptable journals by each Departmental Doctoral School (DI). In exceptional cases, book chapters published in significant scientific work may be acceptable (in order to accept a book or chapter the preliminary recommendation of the Quality Assurance Committee (VMB) and the decision of the University Doctoral Council (EDT) is necessary.
   * 1. [[23]](#footnote-23)The item (4) above is modified for the Pharmaceutical Doctoral School as follows:
3. a maximum 10% of the sum of IF indicated in the table can be exchanged with 2 first-authored scientific articles in Hungarian, published in reputable Hungarian scientific journals, and

A further 15% of summary IF indicated in the table may be exchanged for two articles with no impact factor published in high standard, peer reviewed international scientific journals *(See Appendix 24)* or for a chapter published in a significant scientific book (in order to accept a book or chapter the preliminary recommendation of the Quality Assurance Committee (VMB) and the decision of the University Doctoral Council (EDT) is necessary).

Reg. 219.**[[24]](#footnote-24)** In the case of a degree acquisition for a PhD candidate with the certificate of completion (absolutorium) within the field of social sciences and in specified research topics (concerning with issues of social sciences) of sport and health sciences instead of the impact factors evaluation must be undertaken on the basis of applied skills and experience gained in the delivery of scientific knowledge. This includes the delivery of scientific lectures and the other items in the practice of education. Moreover all 5 of the following conditions must be met:

a) at least 12 publication points *(Appendix 23)*;

b) a minimum of 4 publications;

c) out of which at least 2 were published in international journals or in a Hungarian journal qualified by the Science Citation Index Expanded (SCIE) or Social Science Citation Index;

d) first authorship in at least 1 Hungarian publication;

e) at least one first-author publication which was published in journals qualified by Science Citation Index Expanded (SCIE) or Social Science Citation Index, or Arts and Humanities Citation Index or European Reference Index for the Humanities (ERIH PLUS), or a journal competent in the field *(Appendix 23, equivalence list).*

The requirements described in a) to e) must be fulfilled with the articles published in the topic of the PhD thesis.

**Reg. 220.** The general publication requirements of degree acquisition in the fields of medical sciences and natural sciences for degree aspirants who did not participate in the training are as follows:

**Reg. 221.[[25]](#footnote-25)** The minimum required IF sum necessary for the academic (sub)discipline of the thesis is 150% of the amounts determined in *Appendix* --- , out of which

1. 2/3 (100%) is constituted by the requirements inReg.214;
2. the remaining 1/3 is to prove scientific skills obtained through self-education. No requirements exist for these publications as to their scientific topic or to the order of authorship. 10% of the complementary summed IF may be filled with first author Hungarian publications or articles published in international periodicals with no impact factor *(Appendix 22 and 24).*

Reg. 222.**[[26]](#footnote-26)**  In the case of a degree acquisition of a *PhD candidate not participating in the training*, instead of the Impact Factor of publications in the fields of social sciences and in the social sciences topics of the health sciences programmes of the Pathological Sciences Doctoral School, evaluation must be undertaken on the basis of applied skills and experience gained in the delivery of scientific knowledge, scientific lectures and education. Moreover all 5 of the following conditions must be met:

a) at least 18 publication points *(Appendix 22)*;

b) a minimum of 6 publications;

c) out of which at least 2 were published in international journals or in a Hungarian journal qualified by the Science Citation Index Expanded (SCIE) or Social Science Citation Index;

d) first authorship in at least 1 Hungarian publication;

e) at least one first-author publication which was published in journals qualified by Science Citation Index Expanded (SCIE) or Social Science Citation Index (SSCI), or Arts and Humanities Citation Index or European Reference Index for the Humanities (ERIH PLUS), or a journal competent in the field *(Appendix 23-24, equivalence list).*

The requirements described in a) to e) must be fulfilled with the articles published in the topic of the PhD thesis.

**Reg. 223.** The head of the Departmental Doctoral School (DI) can give permission for the evaluation of the scientific performance with the standards of social sciences which is based on the knowledge of that particular research topic and on its specification within the branches of science. This may take place within one year of the commencement of studies or in the case of PhD candidates without formal training, during the application for the PhD award procedure. Even with this concession, the PhD candidate can choose the impact factor based evaluation. In this case the points related to impact factors are to be applied with regard to the fact that for PhD students the minimum impact factor value is 1; for PhD candidates without formal training: 1.5.

**DReg. 224.** In scientometric evaluation (IF or publication point) the following types of articles are not considered scientific achievements: a conference abstract (even if it was published in a journal with impact factor), articles published in the daily press or similar publications and popularising articles printed in non-professional magazines. The rules set by the Hungarian National Scientific Bibliography (MTMT) must be applied at the classification of publications edited in a special edition (supplementum) which are the following:

* 1. If the article is published in a regular edition of a journal then it must be classified as a short publication, specialised article or scientific review whether it was also presented at a conference or not.
  2. If the articles and/or abstracts presented in a conference are published in the special edition of a journal then these publications must be considered as conference-publications or abstracts.
  3. If the special edition (supplementum) is thematic, i.e. comprises of articles on the same topic and it is not related to a conference, its articles must be classified as specialised articles.

**Reg. 225.[[27]](#footnote-27)** The Doctoral Schools may make recommendations for the list of journals and periodicals satisfactory for the requirements (Hungarian and foreign). The list of approved journals is found in the Appendix 24 which is endorsed or changed by the University Doctoral Council (EDT). The head of the Departmental Doctoral School (DI) can propose the alteration of this list.

**DReg. 226.** This list of periodicals are published by the University Doctoral Council (EDT) once, at the beginning of each academic year. The new list must be considered the standard for PhD candidates who hand in their thesis in the year of its publication. 10 % of the required impact factors can be exchanged for (at least two) articles of first authorship published in the journals in the list, while one article of first authorship can substitute the qualified publication of social sciences.

**DReg. 227.** In the case of PhD candidates without formal training (with research publication) the academic field must be registered in the application form of the PhD award procedure. The President of the University Doctoral Council (EDT) makes a decision about the academic (sub)discipline when in possession of the Quality Assurance Committee (VMB) proposal.

**The PhD Thesis**

**DReg. 228.** The PhD thesis is a summary work displaying the candidate’s knowledge of professional literature, aims, methods and new scientific results. The scientific publications of the author related to the thesis form an integral part of the thesis. In exceptional cases, the University Doctoral Council (EDT) can give permission to present a PhD candidate’s' scientific achievements in the form of a scientific book or other scientific product.

**DReg. 229.** The fulfilment of degree acquisition requirements (publications, language certificates), the endorsement of the research supervisor and the Doctoral School Council, and the agreement of VMB are the prerequisites of forwarding the PhD thesis to the official opponents.

**Reg. 230.[[28]](#footnote-28)** The publication requirements for the recognition of independent scientific work and degree award are contained in *appendices 23 and 24.* The University Doctoral Council (EDT) may make individual exemptions to these regulations following the recommendation submitted by the DI. DReg.

**Reg. 231.[[29]](#footnote-29)** When submitting the PhD thesis, by filling out the form in *appendix 30,* the candidate must declare which are results in the publications used for the thesis in which he/she played the most significant role from among the co-authors, i.e. which figures, tables or data conveyed in any other manner constitute his/her own work. One data, figure, table may only be used in one PhD thesis as new scientific result. The declaration must be countersigned by the supervisor, the first and last authors of the publication in question. VMB has discretion to decide in case of disputes, considering the opinion of the last author of the publication.

**Reg. 232.[[30]](#footnote-30)** To submit a PhD thesis (to acquire a PhD degree), the knowledge of two foreign languages are necessary at a level adequate for academic work in the discipline. The knowledge of the first foreign language must be certified by at least a C type B2 level state (or state recognised) exam or by a language certificate equivalent to it. The University Doctoral Council (EDT) endorses the list of the number one, recognisable foreign languages. The knowledge of the second foreign language can be certified by an B1 level complex state recognised language exam or a certificate equivalent to it. *The basic level language exam can be substituted by a final language exam or state language exam acquired at a university.* One of the foreign languages must be English; diversion from this is only possible with the permission of the University Doctoral Council (EDT) with reference to the proposal of the Departmental Doctoral School (DI). Without the candidate having certification of knowledge of a foreign language the thesis may not be sent for review.

**Reg. 233.[[31]](#footnote-31)** Workplace discussion must be organized on the thesis. Workshop debate is organized and facilitated by the programme leader. At least five members of the workshop debate must be researchers with scientific degrees. Minutes must be made of the workshop debate and it must be submitted along with the submission of the thesis *(Appendix 9.).* In justifiable cases, on the recommendation of the head of the Doctoral School and with the permission of the University Doctoral Council (EDT), the workshop debate may be omitted.

**Reg. 234.[[32]](#footnote-32)** The thesis and copies of the proprietary scientific publications used in it must be forwarded to VMB for preliminary evaluation in 1-1 copy, attaching the recommendation of the head of the DI, and the proof of completion of the publication requirements and language certificates, and the records of the workplace discussion. The thesis abstracts (maximum 20 pages) must be enclosed in Hungarian and in English, or in another language in exceptional cases, along with a summary of maximum 1 page containing data on the 6 most important publications used in the PhD thesis in the languages of the thesis. An electronic copy identical to the printed version of the PhD thesis, summary and the outline booklet of the thesis must be submitted in Word or Pdf format. Formal requirements of the thesis are summarized in *Appendix 11.*

**DReg. 235.** An electronic copy of the thesis, the summaries and the outline booklet of the thesis should be submitted as well. The Quality Assurance Committee (VMB) controls the correspondence between the printed and electronic versions; it can also demand the alteration of the file formats. When preparing the electronic version, the specific features of the discipline and legal regulations concerning publication and usage of published data should be duly taken into consideration. The PhD candidate is responsible for obtaining the necessary legal permissions - especially the ones relating to copyright - for his/her thesis. The submission of the electronic copy is part of the degree acquisition process; therefore, in the event that a PhD candidate fails to submit the electronic version the thesis cannot be sent to the official reviewers. There is one month at the disposal of the Quality Assurance Committee (VMB) to prepare the preliminary critique of the thesis. The Quality Assurance Committee (VMB) can oblige the DI to organise a workplace discussion of the thesis. The University Doctoral Council (EDT) settles the arising disputes between the Quality Assurance Committee (VMB) and Departmental Doctoral School (DI) (or the PhD candidate).

**DReg. 236.[[33]](#footnote-33)** With the agreement of VMB or having considered the recommendations thereof, the thesis must be submitted to the Doctoral Office with the appendices determined in *sections 231-235*, in 1 case bound copy and 2 plastic bound copies. Following a successful defence, the thesis will become a numbered volume of the “PhD Theses of Semmelweis University School of PhD Studies” (Semmelweis PhD Theses) series and one bound copy is sent to the University Library, one plastic bound copy is returned to the candidate (the third copy is a reserve copy). The president of the University Doctoral Council (EDT) is responsible for forwarding the theses to the defence committee.

**Reg. 237.** The PhD Thesis and its thesis abstracts are to be made publicly available in an electronic format in the Hungarian National Scientific Bibliography marked with an identifier that is generally accepted in international practice (DOI). The system of the DOI identification is maintained and facilitated by the Doctoral Secretariat hand in hand with the University Central Library.

**DReg. 238.** On the PhD candidate’s application, with the support of the evaluation committee and with the approval of the University Doctoral Council (EDT), the PhD thesis affected by a patent, protection procedure, the publicity of the PhD thesis and the outline booklet can be withheld. However, this period of detention can be delayed only up to the date of registration of the patent. If the PhD thesis and the outline booklet of the thesis contain data related to national security then they will be made public after the expiry of the data detention period.

**DReg. 239.** If no objection is made against the thesis, only the required number of copies or the missing instrument (special print, abstract in Hungarian or in English etc.) need to be attached and the PhD student has two weeks for the repeat submission of the thesis following the preliminary critique. If the workplace discussion reveals the need of more serious corrections to its form, language or style this deadline can be extended to 2 months. In exceptional cases (e.g. if there is a shortage in the publication requirements but there is hope or opportunity to achieve it), it is possible to extend the waiting time up to 6 months.

**DReg. 240.** The degree acquisition process is terminated if the deadlines above are not met. However, the candidate does not have to suffer the grave legal consequences of the unsuccessful process since (s)he is able to initiate a new PhD award procedure as a PhD candidate without formal PhD training. Naturally, in this case higher demands must be fulfilled (i.e. 6 years after obtaining the university diploma, higher publication requirements) and the fees of the new procedure must be paid. In exceptional cases, the result of the PhD theoretical exam obtained within 5 years in the previous process can be accepted.

**DReg. 241.** The official opponents of the thesis are appointed by either by the University Doctoral Council (EDT) or in the case of transferred authority by a particular Departmental Doctoral School (DI) (following the recommendation of the Quality Assurance Committee (VMB) and the endorsement of the President of the University Doctoral Council (EDT). In both cases the President of the University Doctoral Council (EDT) sends the thesis to the opponents for a review by designating the deadline. It is against the Regulations; therefore, it can cause the cancellation of the PhD award procedure if the candidate or his/her supervisor sends the thesis to the opponents. Similarly, the process can only be continued if the opponent sends a signed copy of the critique by post to the President of the University Doctoral Council (EDT) directly.

**DReg. 242.** At the request of the President of the University Doctoral Council (EDT), two opponents prepare a written critique of the thesis within two months and declares whether he/she recommends the thesis for a public defence or not. If one opponent rejects the thesis, the President of the University Doctoral Council (EDT) – with reference to the opinion of the University Doctoral Council (EDT) or in the case of transferred authority that of the Departmental Doctoral School (DI) Council – nominates a third opponent. The thesis can be submitted for open discussion only if there are two supporting critiques. In the case of two rejecting opinions, a new PhD thesis can be submitted after two years, only once for the same topic. After the receipt of two supporting opinions, the head of the Departmental Doctoral School (DI) organises a defence. The thesis should be admitted for defence within two months after the supporting opinions have arrived.

DReg. 243. The thesis defence panel consists of a president, at least 2 members (one or two reserve members) and two official opponents. The president of the defence panel must be a specialised member of one of the Departmental Doctoral Schools (Dis) of EDI, that is, one of its university professors, professor emeritus/emerita or a habilitated university associate professor or habilitated college lecturer who is a civil servant or employee of Semmelweis University. Members of the thesis defence panel and opponents must have a scientific qualification.

**DReg. 244.** In the defence panel, the ratio of internal and external members (who are not public employees legally employed by the University) must be at least 1/3-1/3. At least 1/3 of the panel members (but not all of them), and one of the opponents should be a specialist who must not be involved in the work of that particular Departmental Doctoral School (DI) but who is employed outside of the University (external member). In this respect, a professor emeritus/emerita of the University is considered an employee of the University. If the members of the defence panel are fewer than five, only one member is not an employee of the University. It is desirable to appoint the members of the defence panel in such a manner that two specialists are appointed in each group. The PhD candidate's supervisor may participate in a consulting role in the work of the thesis panel if so invited. One of the opponents must not be an employee of the University, while the other opponent must be a teacher both at the University and the University School of Ph.D. Studies (EDI).

**DReg. 245.** The defence panel members and opponents must not be relatives of the PhD candidate or somebody from whom an objective evaluation of the matter cannot be expected, such as supervisors or lecturers of the PhD candidate's program, the PhD candidate’s or supervisor’s workplace director, fellow worker or author. Similarly, any specialists involved in other parts of the PhD award procedure (i.e. writer of a preliminary critique, PhD theoretical examiner, opponent or president of the workplace discussion) are excluded from participating in the evaluating work of the thesis defence panel. In case of incompatibility, the candidate can request the President of the University Doctoral Council– or in the case of transferred authority – the Departmental Doctoral School (DI) Council to change the composition of the defence panel.

**Reg. 246.[[34]](#footnote-34)** The chair and the members of the defence panel are appointed by EDT, or in case of transferred authority, by the DI Council. The chairman of the Departmental Doctoral School (DI) Council sends the nomination to the Quality Assurance Committee (VMB) *(Refer to Appendix 10)*. If the Quality Assurance Committee (VMB) agrees with the composition of the defence panel it then sends the proposal to the head of the Departmental Doctoral School (DI) and the Doctoral Secretariat for registration purposes. The PhD candidate is informed in writing about the panel composition by the head of the Departmental Doctoral School (DI).

DReg. 247.**[[35]](#footnote-35)** The venue and time of the thesis defence is decided by the head of Departmental Doctoral School (DI) following agreement with the defence panel and the candidate. **The venue of the public debate (thesis defence) may be a lecture hall or seminar room of the Clinics or Institutions of the University. With the prior approval of the University Doctoral Council (EDT) the public debate (thesis defence) may be a training or research facility outside Semmelweis University where the adequate technical conditions for the defence are available, and the defence will incur no costs.** The Doctoral Office must be immediately informed of the venue and time of the thesis defence. The members of the defence committee are invited to the defence and requested to participate by the President of the University Doctoral Council (EDT).

**DReg. 248.** A precondition of a successful thesis defence is the minimum presence of the panel president, two members and – in cases of a unanimous evaluating critique – at least one opponent should be present. During the defence, the defence panel and the public must be acquainted with the critique of the opponent who cannot be present. The presence and active participation of the opponent who rejects the thesis is also a precondition for organising the defence. Exemption from this rule can only be achieved with the agreement of the President of the University Doctoral Council (EDT).

**Reg. 249.** The venue and time of the thesis defence should be announced at least 21 days (3 weeks) prior to the event. The Doctoral Office shall make arrangements for the announcement (website, notice board) and the head of the Doctoral School (DI) shall arrange for the invitations to defence and the thesis abstracts to be distributed. Invitations and the outline booklet should be sent to the leading officials of the University, members of the University Doctoral Council (EDT), heads of Departmental Doctoral Schools (DIs) and presidents of PhD schools within the medical faculties of the related universities and to renowned representatives of that particular academic (sub)discipline. Prior to and during the defence there should not be any catering for the defence panel or the public.

**Reg. 250.[[36]](#footnote-36)** Opponents’ evaluations (including rejections) are forwarded to the head of the DI and the candidate and he/she shall respond in writing which is delivered to the opponents prior the defence. See Appendix 14 about the protocol of the PhD thesis defence.

**DReg. 251.** The defence is an open discussion where the PhD candidate gives a lecture reporting on the primary achievements of the thesis. The PhD candidate then responds to any question of the opponents (previously submitted in written form). Following this the PhD candidate addresses any further questions which have arisen during the defence. The chairman and each member of the panel shall address the candidate with at least one substantive question.

**Reg. 252.[[37]](#footnote-37)** Having concluded the debate, the panel shall decide in a closed session, by way of secret ballot, awarding scores 1-5 on whether to accept the thesis, for which at least two thirds of the attainable points is necessary. A secret ballot of all members of the thesis panel (including the official opponents) is taken. The president of the defence panel announces the result in public provides background for the decision and prepares the record of the PhD defence according the format of the Appendix 15. Minutes are compiled and forwarded to the President of the University Doctoral Council (EDT) by the Departmental Doctoral School (DI).

**DReg. 253.** On the PhD candidate’s request, with the agreement of the defence panel and endorsed by the President of the University Doctoral Council (EDT), a closed thesis defence can be held if the thesis is under a patent, protection procedure or contains data considered as relevant in national security.

**DReg. 254.** The PhD candidate must submit an application for withholding publicity addressed to the President of the University Doctoral Council (EDT). The application file must contain the reasons for withholding publicity, the period of detention and the supporting declaration of the supervisor and the head of the Departmental Doctoral School (DI).

**DReg. 255.** The application for withholding publicity should be submitted with the thesis at the latest. The decision is made by the President of the University Doctoral Council following the approving recommendation of the evaluating-defence panel. An endorsed application does not mean exemption from any of the obligations a PhD candidate must fulfil, and the documents must be produced in the required number of copies. In addition, the Quality Assurance Committee (VMB) is obliged to conduct the normal process of the preliminary critique of the thesis.

**DReg. 256.** If the application for withholding publicity is endorsed, only the defence panel members, the opponents and the PhD candidate can be present. The President of the University Doctoral Council (EDT) delegates a member of the University Doctoral Council (EDT) with voting rights to the PhD defence. His duty is to countersign the record of the PhD defence and to provide a brief report about the course of the defence to the President of the University Doctoral Council (EDT) The observing delegate neither participates in the work of the defence panel nor in the decision process. However, (s)he is obliged to facilitate the degree awarding decision of the University Doctoral Council (EDT).

**DReg. 257.** When the PhD defence is organised with the exclusion of the public, the thesis does not have to be sent to the University Central Library, the outline booklet and the invitations are sent only to the professionals of the defence panel. However, the fact of the defence, the title of the thesis and the members of the defence panel must be published on the website of the University School of Ph.D. Studies (EDI). After the period of deferment had expired all the delayed elements of the process must be completed (i.e. sending out the outline booklet of the thesis, publishing the PhD thesis on the Homepage, etc.). Both the PhD candidate and the Doctoral Secretariat are responsible for this.

**DReg. 258.** The PhD degree acquisition must be reported to the Educational Authority. The head of the Doctoral Secretariat is responsible for the completion of this requirement.

**DReg. 259.** On the basis of minutes taken during the PhD degree acquisition, the classification of the doctoral qualification is determined by the President of the University Doctoral Council (EDT)and confirmed by his/her signature. On request of the PhD candidate, the Doctoral Secretariat issues a certificate about the result of the thesis defence. This certificate is not equivalent to the award of the PhD degree.

**Reg. 260.** In the event of two rejecting critiques or an unsuccessful thesis defence, a PhD candidate may initiate once more a new PhD award procedure in the same program only after two years with the same PhD topic.

**PhD Degree**

**DReg. 261.** On the basis of PhD theoretical exam and thesis defence panels reports (i.e. minutes) and on the recommendation of the Departmental Doctoral School (DI) Council the University Doctoral Council (EDT) decides on the award of a PhD degree. The resolution of the PhD matriculation is recorded by the Doctoral Secretariat, and at the request of the PhD recipient it may issue an official certificate about this decision.

**DReg. 262.** The classification of the awarded PhD degree is established as a simple mathematical average of marks given at the PhD theoretical exam and defence. (Both are scored out of 5.) The degree classifications are as follows:

"rite" (2,51-3,50)

"cum laude" (3,51-4,50)

"summa cum laude" (4,51- ).

**DReg. 263.** The doctoral diploma is issued in Hungarian and English languages.

**DReg. 264.** A joint PhD diploma issued with another Hungarian or foreign university is only possible if the chairmen of both in institutions agreed about the joint PhD training and its conditions. In the case of a valid cooperation agreement concerning the joint PhD training and its conditions no authorisation for operation in Hungary shall be necessary for the foreign higher education institution.

**DReg. 265.** The PhD Diploma is an official document with the coat of arms of the Republic of Hungary which contains the Semmelweis University name, the ID number of the institution, the registration number of the PhD diploma, the name of the recipient of the diploma, the place and time of birth of the recipient, the name of the awarded doctoral degree, its discipline of science and/or branch of science, the place of issue (inauguration) year, month and day, the rank of the PhD degree. Furthermore, it contains the original signature of the Rector and University Doctoral Council (EDT) chairman of the Semmelweis University, and the seal of the University.

**DReg. 266.** The inauguration of the PhD recipient takes place at a ceremonial open session of the Senate on the annual University Academic Day (Dies Academicus) according to the traditions of the University.

**DReg. 267.** The University shall – pursuant to the consent of the President of the Republic – award doctoral titles with a distinction of Promotio sub auspiciis praesidentis Rei Publicae to individuals whose performance was exceptionally outstanding during secondary school, higher education, PhD training and during the course of obtaining the PhD degree in line with the standards set by the Government Decree.

**DReg. 268.** The inauguration with decoration may be initiated by the PhD candidate with a written submission to the University Doctoral Council (EDT). The award of a PhD degree permits the use of the Doctoral title or Doctoral initials (Dr) in the recipient’s name and the use of “Doctor of Philosophy" or "Ph.D.”

**Reg. 269.[[38]](#footnote-38)** EDT – on the recommendation of VMB – may naturalize the foreign academic degree as a PhD degree if the requirements of its attainment fulfil or, fulfil with supplementary conditions, the requirements of the PhD award procedure determined in this Regulation.

* 1. applicant must submit the naturalization request and the documents to be attached *(Appendix 26.)* to the Doctoral Office
  2. the task of the Doctoral Office it to verify the entirety and validity of the documents. The Doctoral Office requests the assistance of the Hungarian Equivalence and Information Centre of the Education Authority if it cannot be concluded with absolute certainty from the original document or the attested translation thereof that it certifies the award of a PhD degree to the applicant, or if it cannot be concluded that the issuing institute is entitled to award such degrees.
  3. Based on the application and the attached documents the Quality Assurance Committee (VMB) delivers an opinion whether the scientific achievements of the thesis of the candidate fulfil the requirements necessary for the award of the PhD degree in the appropriate academic (sub)discipline of Semmelweis University. The Quality Assurance Committee (VMB) make a recommendation for supplementary conditions to be met if they are compatible with the requirements necessary for the award of the PhD degree in the appropriate academic (sub)discipline.
  4. The chairman of the Quality Assurance Committee (VMB) puts forward the opinion of VMB regarding the naturalization of the PhD degree to the Doctoral Council (EDT). The Doctoral Council (EDT) shall decide on the naturalization request with a simple majority vote and records the decision in a resolution. If the request is denied, the Doctoral Council (EDT) provides reasons for its decision. The Doctoral Council (EDT) must deny the naturalization request if the scientific results of the PhD thesis of the requester differ from the conditions necessary for the award of the PhD degree in the appropriate academic (sub)discipline at Semmelweis University to such great extent that the requirements cannot be fulfilled even with supplementary requirements.
  5. The president of EDT shall inform requester of the decision of EDT.
  6. The University shall issue a diploma of the naturalized PhD degree and records it in the register.

**Reg. 270.[[39]](#footnote-39)** The official document issued of the naturalized degree does not contain a qualification. All expenditure relating to naturalisation is decided by the University Doctoral Council (EDT). Administrative responsibilities of the naturalising procedure lie with the Doctoral Office *(refer to Appendix 26.)*.

**Revocation of a PhD Degree**

**DReg. 271.** The PhD degree may be revoked if it can be conclusively proved that the person who acquired the PhD degree did not fulfil some of the compulsory requirements of the PhD acquisition procedure out of his own effort. Thus, in particular if he/she presented entirely or partially someone else’s intellectual product as of his/her own or used entirely or partly fake or forged data in his/her PhD thesis and thus he/she misled (and failed to disclose such facts to) the people and the entire committee concerned with his/her PhD acquisition process. The procedure aiming at a PhD degree withdrawal can be initiated in the lifetime of the person concerned.

**Reg.272.** The procedure aiming at the withdrawal of a PhD degree may be initiated at the President of the University Doctoral Council by the person who is able to prove, or renders probable, the content of the point 277/A.1. However, a procedure aiming at the withdrawal of a PhD degree can be initiated by a person who is in possession of a PhD or a scientific qualification equivalent to it in the discipline of science attached to the disputed PhD thesis when the reference point of the petition is that the author of the PhD thesis in question presented entirely or partially someone else’s intellectual product as of his/her own or used entirely or partly fake or forged data in his/her PhD thesis and thus he/she misled (and failed to disclose such facts to) the people and the entire committee concerned with his/her PhD acquisition process.

**Reg.273.** The University Doctoral Council (EDT) decides on the withdrawal of a PhD degree. The University Doctoral Council (EDT) requests the opinion of the specialised Departmental Doctoral School (DI) Council and in justifiable cases it may apply for the opinion of the Regional, Institutional and Scientific Ethics Committee of the University (TUKEB). In the process aiming at the withdrawal of a PhD degree the University Doctoral Council (EDT) may commission specialists for this task. A hearing for the person affected by the procedure is compulsory. If the affected person remains absent from the hearing in spite of repeated formal notices or requests for attendance, the University Doctoral Council (EDT) is entitled to make a decision without his/her hearing. If a final judgement of the court has been pronounced on the cause of the PhD degree revoking procedure the University Doctoral Council (EDT) does not have to carry out a separate investigation. If there is a court case in process concerning the cause of the withdrawal procedure the University Doctoral Council (EDT) suspends its investigation until the final judgement of the court.

**Reg.274.** The Senate judges the affected person’s legal response filed against the decision of revoking the PhD degree, by taking into consideration the recommendation of the ad hoc committee convened by the University Doctoral Council (EDT). The ad hoc committee consists of senior members of doctoral school; however, half of them must not be legally employed by the University. The Senate is obliged to apply the provisions included in the sections 57-58. of the Act on National Higher Education (Nftv.).

**Reg.275.** The final judgement of the withdrawal is made public by the University.

**Reg.276.** If the PhD degree has been legally withdrawn the affected person cannot apply for a new PhD award procedure once it has entered into force for 5 years.

***DISCIPLINARY PROCESS***

**DReg. 277.** The President of the University Doctoral Council (EDT)is entitled in the first instance to initiate a disciplinary process concerning the issues of the individuals who participate in PhD training (i.e. PhD students, PhD candidates, supervisors/lecturers). The chairman of the Disciplinary Committee (FB) is obliged to inform in writing the person concerned about the initiation of the process.

**DReg. 278.** The Disciplinary Committee (FB) is entitled to proceed and investigate, – at the request of the President of the University Doctoral Council (EDT) – in any case related to PhD students, PhD candidates or supervisors. The Disciplinary Committee (FB) may organise a hearing for all the people concerned in the matter. The outcome of the investigation cannot constitute the grounds for a disciplinary decision if the request was not directed for the initiation of a disciplinary process.

**DReg. 279.** It is not possible to initiate a disciplinary process if the disciplinary case was acknowledged one month before, and five months have passed since the disciplinary offence was committed. When applying these disciplinary regulations, acknowledgement means that the person entitled to the initiation of the disciplinary process obtained knowledge of the offence.

***HONORARY DOCTOR (DOCTOR HONORIS CAUSA)***

**DReg. 280.** Hungarian and foreign citizens may be awarded a Doctoral Honours Award by the University if so worthy. This honorary title can be awarded on the basis of internationally renowned scientific activity and activity for the benefit of the University in the branch of science in which the University is entitled to issue PhD degrees.

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**Reg. 281.** Further conditions of the award of the honorary title are:

* 1. the candidate has liaised with the University for a substantial period of time,
  2. the relationship was fruitful and substantial and has promoted achievements of international renown; and
  3. the award of the honorary title serves the good reputation and honour of the University.

**DReg. 282.** Proposals for the award of honorary titles can be made by: the Rector of the University or the deans of the faculties to the Rector, the University Doctoral Council (EDT), the University Scientific Committee, the directors of clinics and institutes and the heads of departments.

**DReg. 283.** The judgement of the proposal is undertaken by a panel consisting of three members and assembled by the University Rector from among the list above. This panel makes a proposal based on the career, scholarly activities and contact established with the University and expresses the particular reasons for the award. The University Rector forwards the proposal to the competent Council of Faculty and to the University Doctoral Council.

**DReg. 284.** Both the Council of the Faculty and the University Doctoral Council (EDT) form an opinion on the proposal. The opinions are sent to the University Rector – in the case of the Council of Faculty by the dean, and in the name of the University Doctoral Council (EDT) by its president. The University Rector submits the proposal to the Senate. The Senate decides on the award of the honours title with a secret ballot with a simple majority being sufficient.

**DReg. 285.** The inauguration of the doctoral honours recipient and the presentation of the honours diploma take place at a ceremonial open session of the University Senate.

**Reg. 286.** It can be considered undeserving the possession of the title of “honorary doctor” for individuals who have committed a criminal offence and a final judgment of the court has been made on it based on the Universal Declaration of Human Rights and on the Convention for the Protection of Human Rights and Fundamental Freedoms; or the title is withdrawn if the person has become unworthy of possessing it for any other reason. Based on the above, the honorary title may be withdrawn from a person who has become unworthy of it.

**DReg. 287.** The University Rector, the deans of the faculties and the University Doctoral Council (EDT) are entitled to submit a proposal about withdrawing the title of “honorary doctor” („doctor honoris causa”) with a detailed justification. The proposal for a title to be withdrawal can be submitted to the Senate of the Semmelweis University by those who are entitled to make a proposal.

**DReg. 288.** The Senate of Semmelweis University decides about the proposal for withdrawing a title of “honorary doctor” (“doctor honoris causa”). Consequent to its decision the chairman of the Senate sends the proposal for withdrawing the title to the possessor of the title, so he/she can reply. The affected person may reply in person, in writing or through his/her representative. The deadline for this is one month counted from the delivery of the proposal.

**DReg. 289.** The Senate of Semmelweis University decides with reference to the opinion of the University Doctoral Council (EDT) about the withdrawal of the “honorary doctor” (“doctor honoris causa”) title subsequent to the arrival of the affected person’s reply or after one month in the absence of it.

***PHD STUDENT UNION***

**DReg. 290.** The PhD Student Union (henceforth DÖK) of Semmelweis University is a body representing all PhD students irrespective of their educational and financial type and providing them representation in legal relations with the University. The PhD Student Union (DÖK) elects a union chairman and student representative council through a democratic electoral process to achieve its objectives.

**DReg. 291.** The rector of the university has legal supervision over the PhD Student Union (DÖK). The PhD Student Union (DÖK) carries out its tasks in collaboration with other organizational units of the university.

**Reg. 292.** The PhD Student Union (DÖK) operates under conditions of internal autonomy. The organisational structure, responsibilities and objectives are found in the bylaws of the student union which specifies the rules of operation. The by-laws shall be adopted by the student union within its operational framework based on the present Regulations and other relevant governances in power. The by-laws of the PhD Student Union must be presented to the University Doctoral Council (EDT) and becomes valid after its endorsement of the University Senate.

**DReg. 293.** The University Doctoral Council (EDT) or the University can raise objections to the items or rules of the bylaw of the PhD Student Union conflicting with a government statue or University rule.

**DReg. 294.** The financial provisions and resources necessary for the operation of PhD Student Union and fulfilment of objectives are provided by the Doctoral Secretariat. The President of the University Doctoral Council (EDT) controls the correct use of funds and resources.

**DReg. 295.** PhD students are represented at a national level by the National PhD Student Union (DOSZ).

**DOCTORAL SECRETARIATE**

**Reg. 296.** The activities of the University Doctoral Council (EDT) and that of the University School of Ph.D. Studies (EDI) are assisted by the Doctoral Secretariat.

**DReg. 297.** The legal status and functions of the Doctoral Secretariat are set out below:

1. The fundamental duty of the Doctoral Secretariat is to assure the conditions for, and to facilitate PhD training.
2. The following points outline the regular duties of the Secretariat; further tasks are set with full instructing rights by the Rector of the university and the President of the (EDT).
3. The Doctoral Secretariat is led by its head. A professional with a university degree and practice in higher education is appointed to this position by the rector. Employer authority over the head of the Doctoral Secretariat is exercised by the rector, and the agreement of the chancellor is necessary to determine the remuneration.

**DReg. 298.** Tasks of the Doctoral Secretariat:

1. Process and handle all written documents according to regulations relating to official documents, prepare them for decisions, store and archive them;
2. Process, handle and record all applications and other documents that are sent to the University Doctoral Council (EDT), and ensure all responses and decisions are taken prior to appropriate deadlines;
3. Register files (doctorandus files of the university, matriculations files and university doctoral register) and issues certificates;
4. Prepare the meetings of the University Doctoral Council (EDT) and participate in decision preparation and undertaking procedures;
5. Maintain contacts with co-regulatory authorities, higher offices, authorities and the PhD Student Union;
6. Oversee the publication of University Doctoral Council (EDT) resolutions;
7. Oversee the binding of PhD theses;
8. Report to the organisation designated in the Governmental Statute on the award of PhD degrees;
9. Manage the finances of the Departmental Doctoral Schools (DIs) and that of the University School of Ph.D. Studies (EDI);
10. Maintain responsibility for the information and the databases publicizing PhD theses on the Homepage of the University School of Ph.D. Studies.

**Reg. 299.** The head of the Doctoral Secretariat is responsible for the creation of the organizational procedures of the Doctoral Secretariat. The organizational procedures of the Doctoral Secretariat is accepted by the rector.

***OTHER REGULATORY PROVISIONS***

**DReg. 300.** Concept definitions, interpretations based on the statutes in power.

**PhD thesis**: It is a piece of written work, composition or paper whereby the PhD candidate demonstrates – during the PhD award procedure – that he/she is capable to perform an independent research assignment appropriate to the requirements of the PhD degree.

**Doctoral School**: The organisational framework of PhD training which assures the preparation for the acquisition of academic degrees. The Departmental Doctoral School (DI) organises its internal operational system – endorsed by the University Doctoral Council (EDT) - in such a manner that it is able to assure high standards for PhD training and degree acquisition and makes sure that all its PhD students get access to the resources and to the entire intellectual potential concentrated in the school. The Hungarian Accreditation Committee meticulously monitors the educational conditions assured for PhD students.

**The head of the Departmental Doctoral School (DI)**: A senior member university professor, a member or a correspondent member of the Hungarian Academy of Sciences or is a doctor of science (academic doctor) – with an age under 65 at the time of launching a new doctoral school and under 70 during the management of it – is responsible for the scientific standards and teaching performance of the school. The Hungarian Accreditation Committee examines the level of competence of a school head at the founding of a doctoral school and monitors it in the event of any change.

**Lecturer (in PhD training)** is a university teacher and researcher with an academic degree who − on the recommendation of the head of the Departmental Doctoral School (DI) − is considered competent by the doctoral school (council) to perform teaching tasks within the framework of the doctoral school. The senior members and teachers of a doctoral school are permitted to undertake teaching tasks in other doctoral schools.

**Doctoral Council** (institutional): it is a body created by the senate of an institution for higher education to organise PhD training and award PhD degrees which possesses the rights to decide in matters concerning PhD matters especially in respects of endorsing the educational program of PhD training, PhD student acceptances and PhD awards. The doctoral council is an independent body concerning scientific issues; therefore, if any legal passages do not allow an exception - appeals against its decisions can be filed only in the case of breach of legal duty (i.e. any statutory law, University regulations, especially the Regulations Governing PhD Training) or in the case of a procedural error. In the subject of legal remedies for decisions, proceedings or omissions performed in student matters – if the present Regulations do not allow an exception - are made by the Board of Appeals by following the order of operation outlined in the third part of the Chapter VI. of the University Organisational and Operational Regulations. In the case of appeals of any other nature the University Rector decides. The University Doctoral Council (EDT) may set up councils attached to each branch of science or discipline of science as well.

**Departmental Doctoral School (DI) Council**: it is a body assisting the head of the Doctoral School in his/her work, which has regular meetings. Its members are appointed and dismissed according to the rules outlined in the Regulations Governing PhD Training.

**Phasing-in system** means a training organisation principle on the basis of which compliance with the new and amended academic and examination regulations can be demanded from students who started their studies after the introduction of these regulations or from students who started their studies before their introduction but chose to work for their degree in accordance with the new and amended academic and examination regulations.

**Publishing on the Website**: Information is published in the public space of the Website so everybody has access to it.

**Branch of study** means the programmes in a certain field of study whose contents are identical in the initial phase of studies.

**Training period** is the time defined by law for acquiring the prescribed credits for a level of education, vocational or academic qualification.

**Term of study** is the training period divided into term-times (semesters) and the pertaining examination periods.

**Training program** is the complex education document of the institution which incorporates the plan of the PhD studies together with detailed rules of studies, especially the curriculum, the program of studies for each subject and course-unit, and the evaluation and assessment methods together with the pertaining procedures and rules.

**Consultation** is an opportunity for a personal discussion provided to the student by a lecturer of higher education for discussing the issues concerning the student’s education.

**Credit** is the unit of measurement for the student’s work in education which represents in relation to the course-unit or curricular unit the estimated time necessary for the acquisition of a specific body of knowledge and the fulfilment of requirements. One credit means thirty study hours on average; the value of a credit – if the student’s performance has been accepted – does not depend on the evaluation (mark) given to the student’s acquired level of knowledge.

**Research field** is a term identifying the main area of activity of a doctoral school and its programs within a branch of science or affecting several branches of science.

**National Doctoral Council** is a body consisting of the doctoral council chairmen of institutions of higher education.

**Training program/student financed by the Hungarian state** means a training program financed by a Hungarian state grant or by a Hungarian state scholarship. These rules apply to those students and programs that were previously governed by Act CXXXIX of 2005 on National Higher Education.

**Study in another higher education institution** means the period when a student acquires credit points in another institution of higher education while enjoying a visiting student status.

**Own revenues** mean financial resources not provided by the state budget (Own revenues include both the subsidies of the European Union to the institution of higher education, which are not receive through the Hungarian state budget and system and also the revenue acquired as the fees from vocational training) and the revenue from the Research and Technology Innovation Fund.

**Program** means studies towards a professional qualification, which comprises the pertaining content requirements (knowledge, proficiency, skills) in a uniform system.

**Sub-specialisation** means studies aimed at the acquisition of specialised knowledge within an academic specialisation.

**Qualification** means evidence of specialised knowledge awarded with a Bachelor or Master degree such knowledge being determined by the content of the program and the sub-specialisation or specialisation preparing the student for access to the profession and certified in the diploma.

**Study unit** is an educational activity undertaken with the personal involvement of a teacher for fulfilling the educational requirements defined in the curriculum by means of (lecture, seminar, practice, consultation) which lasts between forty-five minutes to sixty minutes. Times spent in research prescribed by a PhD research plan are qualified as teaching units.

**Department**: an organisational unit in charge of education which performs all the duties attached to teaching in at least one subject (i.e. training, scientific research and educational coordination).

**Groups of research, research topics, PhD program** or other organisational and operational forms are defined in every doctoral school by the University within its framework of autonomy.

**Supervisor**: has a scientific degree, is a lecturer and active researcher and his PhD research topic has been endorsed by the University Doctoral Council (EDT) and – based on that – he/she is responsible for directing and facilitating the PhD students’ education and research and assisting PhD candidates in their preparation for PhD acquisition.

**Criteria for senior membership**: these are professional and employment law criteria outlined in the Governmental Statute and in the current Regulations.

**Disciplines of science** – According to clause 108. Section 46. of the Act on National Higher Education the disciplines of science are “humanities, theology, agricultural sciences, engineering and technology, medicine, social sciences, natural sciences and arts which are broken down into *branches of science*.”

In higher education, they are listed together with the training branches of study in the appendix nr. 5 of the Hungarian Accreditation Committee (MAB) decree number a 2008/8/II/2.

**Certificate of Completion (Absolutorium)** certifies – with the exception of the language exam and the preparation of a dissertation (diploma work) - the successful completion of the exams prescribed in the curriculum and the fulfilment of other educational requirements such as the acquisition of credit points defined in the training and output requirements, except the credit points attached to the dissertation (diploma work). The absolutorium (certificate of completion) certifies without a mark and evaluation that the student has completed all the educational requirements and exams prescribed in the curriculum.

**Examination** means a form of assessment to verify and evaluate the acquisition of knowledge, skills and abilities.

**Reg. 301.[[40]](#footnote-40)** The fiscal rules of EDI, and the fiscal activities policy between the Doctoral Office and the DI is contained in *appendix* *28.* The financial guide defines the order of utilisation of its own revenue received from tuition fees, from the educational, scientific and research normative fund and the PhD award procedure fee. Furthermore, it outlines the use of the fee of the PhD award procedure. It regulates the order of utilisation and the conditions for reimbursement and counting in of different fees and repayments.

1. Established by §19 of the Appendix to Senate decree (VI.29.) of 91/2016 Effective from: 30 June, 2016. [↑](#footnote-ref-1)
2. Modified by Senate decree (IX.29.) of 110/2016 § 6 section (2) point a). Effective as of: 30 September 2016 [↑](#footnote-ref-2)
3. Modified by § 2 of Senate decree no. 6/2017 (I. 26.). Effective from: 31 January 2017 [↑](#footnote-ref-3)
4. Modified by § 6 section (2) point b) of Senate decree (IX.29.) of 110/2016. Effective as of: 30 September 2016 [↑](#footnote-ref-4)
5. Modified by § 6 section (2) point c) of Senate decree (IX.29.) of 110/2016. Effective as of: 30 September 2016 [↑](#footnote-ref-5)
6. Modified by § 6 section (2) point d) of Senate decree (IX.29.) of 110/2016. Effective as of: 30 September 2016 [↑](#footnote-ref-6)
7. Modified by § 3 of Senate decree no. 6/2017 (I.26.) Effective from: 31 January 2017 [↑](#footnote-ref-7)
8. Modified by § 6 section (2) point e) of Senate decree (IX.29.) of 110/2016. Effective as of: 30 September 2016 [↑](#footnote-ref-8)
9. Modified by § 6 section (2) point f) of Senate decree (IX.29.) of 110/2016. Effective as of: 30 September 2016 [↑](#footnote-ref-9)
10. Modified by § 6 section (2) point g) of Senate decree (IX.29.) of 110/2016. Effective as of: 30 September 2016 [↑](#footnote-ref-10)
11. Modified by § 4 of Senate decree no. 6/2017 (I.26.) Effective from: 31 January 2017 [↑](#footnote-ref-11)
12. Modified by § 6 section (2) point h) of Senate decree (IX.29.) of 110/2016. Effective as of: 30 September 2016 [↑](#footnote-ref-12)
13. Modified by § 6 section (2) point i) of Senate decree (IX.29.) of 110/2016. Effective as of: 30 September 2016 [↑](#footnote-ref-13)
14. Modified by § 6 section (2) point j) of Senate decree (IX.29.) of 110/2016. Effective as of: 30 September 2016 [↑](#footnote-ref-14)
15. Modified by § 6 section (2) point k) of Senate decree (IX.29.) of 110/2016. Effective as of: 30 September 2016 [↑](#footnote-ref-15)
16. Modified by § 6 section (2) point l) of Senate decree (IX.29.) of 110/2016. Effective as of: 30 September 2016 [↑](#footnote-ref-16)
17. Modified by § 2 of Senate decree (IX.29.) of 110/2016. Effective as of: 30 September 2016 [↑](#footnote-ref-17)
18. Modified by § 5 of Senate decree no. 6/2017 (I.26.) Effective from: 31 January 2017 [↑](#footnote-ref-18)
19. Modified by § 6 of Senate decree no. 6/2017 (I.26.) Effective from: 31 January 2017 [↑](#footnote-ref-19)
20. Modified by § 2 section (2) point m) of Senate decree (IX.29.) of 110/2016. Effective as of: 30 September 2016 [↑](#footnote-ref-20)
21. Modified by § 2 section (2) point o) of Senate decree (IX.29.) of 110/2016. Effective as of: 30 September 2016 [↑](#footnote-ref-21)
22. Modified by § 6 section (2) point p) of Senate decree (IX.29.) of 110/2016. Effective as of: 30 September 2016 [↑](#footnote-ref-22)
23. Modified by § 6 section (2) point q) of Senate decree (IX.29.) of 110/2016. Effective as of: 30 September 2016 [↑](#footnote-ref-23)
24. Modified by § 6 section (2) point r)-s) of Senate decree (IX.29.) of 110/2016. Effective as of: 30 September 2016 [↑](#footnote-ref-24)
25. Modified by § 6 section (2) point t) of Senate decree (IX.29.) of 110/2016. Effective as of: 30 September 2016 [↑](#footnote-ref-25)
26. Modified by § 6 section (2) point u) of Senate decree (IX.29.) of 110/2016. Effective as of: 30 September 2016 [↑](#footnote-ref-26)
27. Modified by § 6 section (2) point v) of Senate decree (IX.29.) of 110/2016. Effective as of: 30 September 2016 [↑](#footnote-ref-27)
28. Modified by § 6 section (2) point w) of Senate decree (IX.29.) of 110/2016. Effective as of: 30 September 2016 [↑](#footnote-ref-28)
29. Modified by § 6 section (2) point x) of Senate decree (IX.29.) of 110/2016. Effective as of: 30 September 2016 [↑](#footnote-ref-29)
30. Modified by § 3 of Senate decree (IX.29.) of 110/2016. Effective as of: 30 September 2016 [↑](#footnote-ref-30)
31. Modified by § 6 section (2) point y) of Senate decree (IX.29.) of 110/2016. Effective as of: 30 September 2016 [↑](#footnote-ref-31)
32. Modified by § 6 section (2) point z) of Senate decree (IX.29.) of 110/2016. Effective as of: 30 September 2016 [↑](#footnote-ref-32)
33. Modified by § 7 of Senate decree no. 6/2017 (I.26.) Effective from: 31 January 2017 [↑](#footnote-ref-33)
34. Modified by § 6 section (2) point aa) of Senate decree (IX.29.) of 110/2016. Effective as of: 30 September 2016 [↑](#footnote-ref-34)
35. Modified by § 4 of Senate decree (IX.29.) of 110/2016. Effective as of: 30 September 2016 [↑](#footnote-ref-35)
36. Modified by § 6 section (2) point bb) of Senate decree (IX.29.) of 110/2016. Effective as of: 30 September 2016 [↑](#footnote-ref-36)
37. Modified by § 6 section (2) point cc) of Senate decree (IX.29.) of 110/2016. Effective as of: 30 September 2016 [↑](#footnote-ref-37)
38. Modified by § 6 section (2) point dd-ee) of Senate decree (IX.29.) of 110/2016. Effective as of: 30 September 2016 [↑](#footnote-ref-38)
39. Modified by § 6 section (2) point ff) of Senate decree (IX.29.) of 110/2016. Effective as of: 30 September 2016 [↑](#footnote-ref-39)
40. Modified by § 6 section (2) point gg) of Senate decree (IX.29.) of 110/2016. Effective as of: 30 September 2016 [↑](#footnote-ref-40)