

ORGANIZATIONAL AND OPERATIONAL RULES

OF

SEMMELWEIS UNIVERSITY

CHAPTER III

**Educational Requirements for PhD Students**

**Chapter III**

**DOCTORAL REGULATION**

**Part III. 3.**

**Rules of procedure**

**of PhD studies and degree acquisition**

 ***BUDAPEST***

***2020***

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**PREAMBLE**

The present valid *Rules of procedure of PhD studies and degree acquisition* (hereinafter *Doctoral Regulation*) will have an effect on the PhD training procedure, the students enrolled in PhD training on the PhD acquisition procedure, the tutors, researchers and other relevant personnel involved in them, furthermore, it will affect the awarding procedure of honourable doctors at the university, the naturalisation of PhD degrees obtained abroad and the inauguration of PhD degrees of honour.

The Semmelweis University (hereinafter: University) conducts organised PhD training within the disciplines of science approved – that is, health sciences (medicine), social sciences and natural sciences - by the Hungarian Accreditation Committee (henceforth MAB ) Semmelweis and within this framework or as a result of individual preparation without organised PhD training it awards PhD degrees as the highest obtainable university qualification. The University certifies that the person granted with a PhD degree is qualified for conducting research independently within a certain discipline/branch of science/research field in order to enrich these scientific domains with his/her high expertise and novel research result.

It is a required to audit the University Doctoral Council (EDT) or its president before making decisions relating to PhD training and degree acquisition or in matters significantly influencing them.

### **PHD TRAINING**

##### 1. § PhD Training

The purpose of PhD training is to train exceptionally competent specialists of international scientific standards who would acquire knowledge and scientific experience essential for accomplishing first class scientific performance that would be testified by their PhD thesis and its public defence.

2. § Forms of PhD Training

(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.

(2) 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 complex 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.

##### § Admission to PhD Training

(1) 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).

(2) 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.

(3) The University Doctoral Council (EDT) decides on the possibilities, conditions, methods and procedural fees of the entrance procedure of PhD training (*Appendix* III. 3-5.*.*). The amount of the procedural fee per application must not exceed the limit defined by law.

(4) 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.

(5) Applications can be made in the Doctoral Office with the required documents and the application form uploaded into the official form repository. Information and forms for application may be obtained from the Doctoral Office or downloaded from the internet. The Doctoral Office 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.

(6) 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 of the enrolled PhD student for the first semester. In the second semester, the enrolled PhD student’s supervisor and research topic can be registered only after the approval of the Departmental Doctoral School (DI) Council.

(7) 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, including notification of applicants. The interview panels must consist of a minimum of three individuals. Minutes of the entrance exam are taken. 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 and the minutes of the entrance exam is sent to the President of the University D octoral Council (EDT) at the Doctoral Office 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).

(8) 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.

(9) 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.

(10) 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 entrance 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 Part III. 7. of the Organisational and Operational Regulations of the University.

(11) 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).

(12) The University can accept self-financing PhD students evaluated under the same criteria and conditions as the governmental scholarship recipients.

(13)The results of the doctoral admissions procedure must be communicated in writing to the student.

(14) 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 are organised twice a year.

(15) The opportunity for a midterm enrolment must be announced by the Departmental Doctoral School (DI) both at the Doctoral Office and the Website by December 15. 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.

(16) 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), complying with the identical admission conditions stated by the official information bulletin. 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.

(17) 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.

(18) 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.

(19) 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 should fill 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.

(20) 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).

(21) 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 PhD places because of students giving up their PhD training.

(22) 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.

4. § Structure of PhD Training

(1) The PhD training comprises of study and research, and research and dissertation periods. The training period - unless regulated otherwise by the National Higher Education Act - is 8 semesters. This period is reserved for fulfilling study requirements and accomplishing research work assigned within these two plus two year-long periods, and for the disbursement of doctoral scholarship.

(2) 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 complex exam must be taken. There is a possibility of taking the complex exam at the end of the third semester with the consent of the University Doctoral Council (EDT) provided the doctoral student has been able to acquire the necessary amount of credit points and has already completed the publication requirements of the PhD award procedure.

(3) During the PhD training, following the complex exam, the PhD student participates in the degree acquisition process by completing the research and dissertation period.

(4)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 during 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 Regulation.

(5) 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 credit points.

(6) Following the complex exam, the PhD student must submit a PhD thesis at the time and in the manner determined by this Regulation.

5. § Complex Exam

(1) 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”). The aim of the complex exam is to evaluate the PhD student’s knowledge of the material and the scientific literature (“theory part”) and the assessment of his/her scientific performance (“dissertation part”). The PhD student is examined within two areas of subject/topics as part of the theoretical exam part. The PhD student must prove his/her in-depth knowledge in both his/her main subject (i.e. discipline of science) and by-subject (i.e. specific, more restricted research area within his/her discipline of science). The complex exam may have a written form, as well. In the second part of the complex exam the PhD student must give a lecture presenting his/her knowledge of pertaining scientific professional literature. The candidate gives an account of his/her research results, puts forward his/her research plan for the second phase of PhD training along with timing of completion of the thesis and the publication of research results. The members of the exam panel must be assured that the PhD student is in the possession of the methods and statistical skills necessary for evaluating his/her own research results.

(2)Every Departmental Doctoral School (DI) will define the main and by-subjects electable by each PhD student enrolled into PhD training after 1 September 2020, as well as the course material within the syllabus of the doctoral school, exam questions, the recommended scientific literature for the complex exam and the courses recommended for the completion of educational requirements within the training period. The main and by-subjects are jointly declared by both the PhD student and his/her supervisor when the PhD student enters into training. This also applies to PhD students preparing individually for the PhD acquisition at their formal registration. In the case of PhD students enrolled before 1 September 2020, the theoretical main and by subjects of the complex examination besides the pool of exam questions registered within the official form repository are defined individually by the head of the Quality Assurance Board by taking into consideration the preliminary recommendations of the student’s supervisor/consultant=research advisor, the head of the PhD programme and the head of the Departmental Doctoral School.

(3) The complex examis the prerequisite for closing the study and research phase and for starting the research and dissertation phase for self-subsidising PhD students and the ones subsidised by state grant. For students preparing individually, the complex exam is the prerequisite for participating in the degree acquisition process.

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(4) The completion of the complex exam is possible within the exam periods determined by the University Doctoral Council (EDT). PhD students must apply for it separately. Applications must be submitted to the Doctoral Office in a defined form which can be found in the form repository (Appendix) already approved by the Departmental Doctoral School (DI) Council.

(5) Registration for the complex exam is permitted for PhD students who gained at least 120 credit points within 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 complex exam and the acceptance thereof).

(6) Applicants for the complex exam must declare in writing the fulfilment of the following conditions (*on a specific form found in the form repository/appendix.*):

1. He/She does not have any other PhD acquisition procedure in process in the same branch of science,
2. His/Her application for a complex exam has not been rejected or he/she has not failed to accomplish the requirements of a public defence within the last two years to daTE,
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.

(7)The complex 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 at least three members, and at least one third of the members is not employed by the University. The head of the exam panel is a university professor of one of the Departmental Doctoral School (DI) of the University or professor emeritus/emerita or habilitated university associate professor or habilitated college teacher research professor employed by Semmelweis University. 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 must evaluate in writing his/her PhD student’s performance exhibited before the complex exam and may be present at the exam.

(8) The exam panel shall evaluate the theory part and the dissertation part of the complex exam separately. The theory part of the complex exam is evaluated with a grade on a scale of five, the dissertation part is evaluated as pass/fail. 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.

(9) In the case of an unsuccessful exam, the student may resit the exam within the same exam period on one more occasion. The repeated exam shall be conducted before a new exam panel.

6. § Credit Point Acquisition Within PhD Training

(1)  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.

(2) 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.

(3) 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.

(4) 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.

(5) 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.

7. § Educational Credit

(1) 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.

(2) 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.

(3) 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.

(4) 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.

(5) 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.

(6) 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).

(7) 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). The application must be submitted electronically to the Doctoral Office. 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).

(8) The Educational and Credit Committee (OKB) approves the courses and credit points that can be obtained on the basis of a DI council recommendation. PhD students must be informed of the adopted credits by the Doctoral Office. 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.

(9) 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.

(10) 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).

(11)  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 person 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.

(12) 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 if the student has fulfilled the exam requirements of the PhD course and has submitted a verification thereof issued by the course leader.

(13) 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.

(14) 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. The head of the Departmental Doctoral School (DI) can also determine what kinds of courses (and number credit points) are compulsory for the PhD student in a particular semester.

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

(16) 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).

(17) 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.

8. § Research Credit

(1)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.

(2) 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.

9. § Teaching Credit

(1) 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).

(2) 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.

(3) 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.

10. § Closing the Semester, Deferment of Studies

(1) 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 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.

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

(3) The certificate of completion (absolutorium) can be gained by fulfilling the requirements of PhD training which is certified by the President of the University Doctoral Council (EDT) for each PhD student.

(4) 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 the research requirements, which means the obtaining of the research credits in the credit system and the acknowledgement of the semester by the supervisor.

(5) In a Departmental Doctoral School (DI) where research is organised in collaboration with professionals of other institutes as well, 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 Office through the provision of an invoice to the institution where the student performs his/her work.

11. § Student Allowances, Self-Financing, Tuition Fees and Charges

(1) 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.

(2) The amount of self-subsidy that self-financing students pay is determined by EDT in agreement with the PhD Student Union (DÖK).

(3) 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.

(4) 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 paragraph number (3) may be signed with the individually preparing students to support self-financing.

(5) 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.

(6)  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.

(7) Tuition fees and charges are to be paid each semester as one payment and as a condition of enrolment or registration.

(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 an application along with the suitable verified documents and hands in the applicable form (see the form repository in the appendix) based on the recommendation of the University Doctoral Council (EDT) DI formed on the opinion of the Departmental Doctoral School (DI).

(9) If students participating in PhD training do not pay the self-contribution, tuition fee or charges and have not been granted a grace period or payment in instalments cannot enrol or register for the semester.

(10) The allocation of funds originating from the revenues of the PhD training tuition fees and other incoming fees are decided by the University Doctoral Council (EDT). The PhD training, PhD award procedural fees and honoraria are included in Appendix III.3-5. of the current Regulations.

(11) 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 by handing in their applications in a form designed for it within the form repository.

(12) Applications for travelling expenses are judged by an ad hoc committee consisting of the members of the University Doctoral Council (EDT) The scientific value of the meeting must be taken into consideration during the decision process in the light of the student’s training plan.

12. § Establishment, termination and suspension of student status

(1) 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 requirements of the complex exam. For those who commence their PhD training after 1 September 2016, PhD candidate status is not established.

(2) Students enrolled in the formal training shall be issued a student ID card, while PhD students enrolled before 1 September 2020 will be provided with a course record book (index). In the first semester PhD students must enrol at the Doctoral Office, 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 (index). In case of late payment, a procedural surcharge is payable *(Appendix III.3-5.)*. 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).

(3) Student status is not created without enrolment, and student status is suspended without registration, and students grant cannot by paid.

(4) The PhD training corresponds to 36 hours a week. Students are entitled to 25 days leave in each academic year.

(5) 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.

(6) 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 complex 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.

(7) 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 paragraph number (9). During the period of deferral/suspension, governmental scholarships or other supports will not be continued and payment of tuition fees, self-subsidy, charges are suspended.

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

(9)Suspension may be permitted longer than 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 (format is provided within the form repository or other documents) must be submitted to the Doctoral Office 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).

(10) 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 will be deleted afterwards and the rules of suspense of the legal relationship between the student and the university come into effect.

13. § Cooperation with Other Universities and Scientific Research Institutes

(1) The University may organize joint PhD training in cooperation with another higher education institute or academic or other state accredited research institute. It is based on a cooperation agreement. With the consent of the University Doctoral Council (EDT) The University may enter into an agreement with other institutions/business organization excelling in the field of innovation or scientific research and development to participate in the PhD training assured by the University. Agreements can be created in harmony with this current section of the Doctoral Regulation.

Full-time researchers in domestic research institutes have the rights and responsibilities as the university teachers in general 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.

(2) 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.**

(3) 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 lasting longer than one year 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). In the case of joint PhD training with a higher education institute abroad, there is a possibility for a PhD student to have two supervisors. The detailed conditions pertinent to dual supervisors and training are outlined within the “co-tutelle” agreement that regulates the joint PhD training and the conditions of PhD award procedure.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.

14. § PhD Training in Foreign Languages

(1) Foreign citizens may participate in the PhD training. The University may announce and conduct PhD courses in foreign languages. The University may provide its international students an opportunity to join the program of “MD/PhD excellence”. Students may join this program and become individually preparing PhD students after they have acquired their university degree and have completed the requirements of the complex exam.

(2) 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 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.

(3) The sum of the tuition fee must be stated in Euros.

(4) 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.

(5)  Currently PhD training can be undertaken in English at the University.

(6)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.

15. § Semmelweis Doctoral Scholarship

(1) Forms of Semmelweis Doctoral Scholarship: PhD student or pre-doctoral (PhD candidate) scholarships.

(2) 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.

(3) 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.

(4) 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.

(5) 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).*

(6) 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.

(7) The application should be submitted to the Doctoral Office. 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.

(8) 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.

(9) 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.

(10) 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.

(11) 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.

(12) 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.

(13) 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).

(14) 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.

(15) 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.

(16) 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.

(17) 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 Office 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.

16. § PhD Students’ Further Duties and Opportunities

(1) 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.

(2) 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.

(3) 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.

(4) 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.

17. § Registry in the PhD training

(1) 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.

(2) The Doctoral Office shall provide the management of the educational registry system in cooperation with the administration of specialised Departmental Doctoral Schools (DI).

(3) 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 complex exam and the absolutorium (certificate of completion),

f) data of PhD degree acquisition processes,

f) suspension of student legal status.

(4) On enrolment, the specialisation – i.e. discipline and branch of science - in which the student commences his/her PhD training must be recorded in the education registry system in all cases. When applying for the complex exam, the discipline/branch of science can be modified for the joint request of the PhD student and supervisor with the consent of the University Doctoral Council (EDT)

1. **PHD DEGREE ACQUISITION**

18. § The PhD Award Procedure

(1)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 complex exam. The degree acquisition process cannot be initiated during the study and research phase. Doctoral (PhD) degree may be acquired by participating in the PhD training organized at Semmelweis University, or exclusively by participating in the research and dissertation phase (students preparing individually).

(2) The degree acquisition process is the second phase of the doctoral training and commences by registering in the semester following the complex 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.

(3) Individually preparing students join the PhD training after the successful completion of the complex exam. Acceptance of applications by the Doctoral Council (EDT) for the complex exam is subject to the successful completion of the entrance exam.

(4) 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.

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

(6) 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 complex 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.

(7) The deadline may be prolonged by maximum of one year in the 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.

19. § Publication Requirements for Acquiring a PhD

(1) A The scientific and publication work of the PhD candidate and the degree award requirements *(Appendix III.3.-7-9.*) 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 should be indicated if the research work was performed outside the premises of the University.

(2) The council of the Departmental Doctoral School (DI) must determine the pertinent academic (sub)discipline and the PhD student’s agreed research topic that has to be sent to the president of the Quality Assurance Committee (VMB) for an official opinion. The latter 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) by 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.

(3)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.** The sole 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.

(4) 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:

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

1. one original publication of first authorship; and

ab) a further, not necessarily first-authorship original publication or a review in which the authors publish original results.

b) The publication IF requirement may be fulfilled with one original publication, if:

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

bb) the IF of the publication exceeds one and a half times the aggregated IF determined in sub-paragraph c) (while in the case of PhD candidate not participating in the training in paragraph nr 3), and the journal is listed in the Hungarian National Scientific Bibliography (MTMT) among the top 10% (D1) in the list of journals ranked by the Thomson Reuters Web of Knowledge IF per subject category, and

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

c) The total IF of the publications determined in point 1) shall be at least:

the sum IF specified for the academic (sub)discipline *(refer to Appendix III.6.-7.)* 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 d) or e). 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 *(see the applicable form within the form repository)*.

d) Up to fifty per cent of the total number of Impact Factors indicated within the table listing the prescribed Impact factors for each academic (sub)discipline can be replaced by a reported patent on the name of the PhD candidate if it contains an original, scientific discovery or product of innovation. Its novelty element is dispensable if a patent has been acquired and accepted. In this case the publication requirements of the PhD award procedure can be fulfilled both by a publication written within the topic of the dissertation and one published in a peer-reviewed scientific journal. The PhD candidate must hand in his/her description of the novelty element of the patent when applying for the reduction of IF requirements. Both need to be submitted to the Quality Assurance Committee (VMB). The application is considered by the Quality Assurance Committee (VMB) with involving specialists into the procedure, and initiating a personal meeting with the PhD candidate and his/her supervisor if necessary before making a decision.

e) A maximum 10% of the sum of IF indicated in the table can be exchanged with:

ea) 2 first authorship scientific publications in Hungarian, related to the research subject, which were published in acknowledged Hungarian scientific journals, or

eb) 2 articles related to the research subject published in peer reviewed, reputable journals with no IF. The Appendix number III.3-9. 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.

f) The item d) is modified for the Pharmaceutical Doctoral School as follows:

fa) 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

fb) 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 number III.3-9.*)* 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).

(5) 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 the Departmental Doctoral School of Pathology 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 III.3-8.)*;

b) a minimum of 4 publications;

c) out of which at least 2 articles 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 and indexed by Science Citation Index Expanded (SCIE) or Social Science Citation Index (SSCI), or Arts and Humanities Citation Index, Medline, Scopus, European Reference Index for the Humanities (ERIH PLUS), or was publishes in a journal indexed by the Journal Citation Reports with Impact Factor in the year of that particular publication. In the case of other type of international publication the approval of the University Doctoral Council (EDT) is necessary.

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

(6) 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:

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 in18 paragraph number 7);
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 III.3. 7-9.).*

(7) 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 III.3-7.)*;

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 *(AppendixIII.3.-8-9.), “equivalence list”).*

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

(8) 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.

(9) 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.

(10) 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 III.3-9. 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.

(11) This list of periodicals is 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.

(12) In the case of PhD candidates without formal training (with research publication) the academic (sub)discipline/research 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.

20. § The PhD Thesis

(1) 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.

(3) The publication requirements for the recognition of independent scientific work and degree award are contained in *appendices III.3. -7 and 8.* The University Doctoral Council (EDT) may make decisions about the alterations of the publication requirements outlined it by following the pertinent recommendation submitted by the DI.

(4) When submitting the PhD thesis, by filling out the form in (to be found in the form repository in the *appendix)* 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.

(5) 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 scientific discipline. One of the foreign languages must be English that must be certified either by at least an intermediate complex exam certificate or by a certifying document proving the at least intermediate level of English knowledge issued by the Division of Foreign Languages and Communication at Semmelweis University. The second foreign language exam can be substituted by either a final foreign language exam performed successfully at a university or a statement provided by the doctoral supervisor assuring the existence of the PhD candidate’s required foreign language abilities.

(6) 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 in a form indicted within the form repository of the appendix and it must be submitted along with the submission of the thesis. 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.

(7) 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 concerning the members of the PhD defence committee and the proof of completion of the publication requirements and language certificates, and the records of the workplace discussion. The thesis abstracts (maximum 8-16 pages, A5 format) must be enclosed in Hungarian or in English. The thesis abstract (outline booklet) must be written in English if the language of the PhD defence is going to be English or in Hungarian if the language of the PhD defence will be Hungarian. 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 to the Quality Assurance Committee (VMB). Formal requirements of the thesis are summarized in *Appendix III.3.-1.*

(8) 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 scientific 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 are 3 weeks at most 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 research place 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).

(9)  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 *the pertinent sections of the appendix*, 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.

(10) 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 (with a registered DOI identification number). The system of the DOI identification is maintained and facilitated by the Doctoral Office in cooperation with the University Central Library.

(11) 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.

(12) 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 then 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.

(13) 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 immediately (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, such as, higher publication requirements and the payment of the fees of a 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.

(14) The official opponents of the thesis are appointed by either by the University Doctoral Council (EDT) or in the case of transferred authority, official opponents appointed 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). However, 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 official opponents. Similarly, the process can only be continued if the opponents’ signed critique has already arrived either electronically or by post at the President of the University Doctoral Council’s office (EDT) directly.

(15) The text of the thesis critique must contain a brief evaluation of the format and a detailed evaluation of the content of the PhD thesis, and the critical opinion of the opponent(s) outlined in clearly in a list of points. The task of the opponent is to provide an independent professional evaluation of the PhD thesis. Therefore, he/she may express a different opinion as opposed to the one(s) previously provided by other scientific bodies in relation to the PhD candidate’s scientific results (such as, the peer review of his/her publication(s), the critique made for the workplace discussion). If significant shortcoming(s) of the format or the content of the thesis are detected by the opponent than he/she is entitled to demand their corrections before allowing the PhD thesis to be defended in public. In this case, the corrected version of the PhD thesis must be submitted to the Doctoral Office which will forward it to the defence committee before the official announcement of the public defence. It is recommended that the opponents should pose their critical and orienting questions aiming at the PhD thesis not in their written critique but in front of the public during the public defence, by considering the expected level of professional expertise of the PhD candidate. If one of the opponents is impeded in participating at the public defence (open discussion) of the PhD thesis then his/her critique and questions related to it must be sent to the Doctoral Office.

(16) 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.

(17) The thesis defence panel/committee 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.

(18) In the defence panel/committee, 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).

(19) The defence panel/committee members and opponents must not be close 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 in a publication published within 5 the previous five years of the time of submission of the PhD thesis for public discussion/defence.. Similarly, any specialists involved in other parts of the PhD award procedure (i.e. writer of a preliminary critique, examiner in the committee of the complex exam, 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 is allowed to 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/committee.

(20) 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).

(21) 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).

(22) A precondition of a successful thesis defence is the minimum presence of the defence 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).

(23) 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 members of the University Doctoral Council (EDT). Prior to and during the defence there should not be any “catering” for the defence panel or the public.

(24) Opponents’ evaluations (including rejections) are forwarded to both the head of the DI and the candidate in writing who shall submit his/her reply in writing which is delivered to the opponents prior the public defence. See Appendix III.3.-2. about the protocol of the PhD thesis defence.

(25) 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 (submitted in a written form) Following this the PhD candidate addresses any further questions which have arisen during the open discussion of the public defence. The chairman and each member of the defence committee shall address the candidate with at least one substantive question.

(26) 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 designated for it within the form repository in the Appendix. Minutes are compiled and forwarded to the President of the University Doctoral Council (EDT) by the Departmental Doctoral School (DI).

(27) 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.

(28) 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).

(29) 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.

(30) 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).

(31) 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 Office are responsible for this.

(32) The PhD degree acquisition must be reported to the Educational Authority (FIR). The head of the Doctoral Office is responsible for the completion of this requirement.

(33) On the basis of minutes taken during the PhD degree acquisition period, 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 Office issues a certificate about the result of the thesis defence. This certificate is not equivalent to the award of the PhD degree.

(34) 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.

21. § The PhD Degree

(1) 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.

(2) 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- ).

(3) The doctoral diploma is issued in Hungarian and English languages.

(4) 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.

(5) 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.

(6) 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.

(7) 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 PhD degree acquisition procedure in line with the standards set by the Government Decree.

(8) The inauguration with decoration may be initiated by the PhD candidate with a written application submitted 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.”

(9) EDT – on the recommendation of the Quality Assurance Committee (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 *(defined in the designated form within the form repository in the Appendix)* 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.

(10) The official document issued of the naturalized degree does not contain a qualification. Administrative responsibilities of the naturalising procedure lie with the Doctoral Office.

22. § Revocation of a PhD Degree

(1) 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.

2) 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 number 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.

3) 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.

4) 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.).

5) The final judgement of the withdrawal is made public by the University. 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.

1. **ORGANIZATIONAL STRUCTURE OF PHD TRAINING**

23. § Organizational Structure of PhD Training]

(1) The specialised Departmental Doctoral Schools (DI)s (TDIs) registered by the Educational Authority) are made up of PhD programs. The managing body of PhD training within the Departmental Doctoral Schools (DIs) are directed by the University Doctoral Council (EDT). The Doctoral Regulation and the Operational Regulations of the University Doctoral Council (EDT) determine the operation of the EDT.

24. § The University Doctoral Council

(1) The PhD training and the PhD award procedure is directed by the University Doctoral Council. The founding composition, tasks and purview of the University Doctoral Council (EDT) are formulated and controlled by the present Regulations.

(2) 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.

(3) 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 is in possession of a scientific degree (PhD),
7. the scientific and innovation vice rector of the University
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 and Ethics Committee) who 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

(4) Members of EDT are recommended by the president of EDT to the Senate, and following the approval of the Senate, the mandate shall be given to the members by the Rector. The term of office of the University Doctoral Council (EDT) members is 5 years, which may be extended several times for up to an additional 5 years at each occasion. The EDT membership of DI leaders is valid until the end of this mandate for their leadership. If the term of office of an EDT member terminates before the expiration of his/her term, then the Senate shall rank the eligible candidates for EDT membership on the basis of the nomination procedure specified above, and finally the Rector shall decide on the appointment of a new EDT member.

(5) 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 and ad hoc representatives that are endorsed by the University Doctoral Council (EDT).

(6) 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 made public electronically within 10 days subsequent to the EDT meetings by the Doctoral Office. Resolutions are made accessible for all the members of the university by the Doctoral Office on the homepage of the University.

(7) 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 (DÖK), the teachers/students belonging to the PhD training programs (with a minimum of 50 registered supporters) by providing an explanation for the extraordinary convention. The President of the University Doctoral Council (EDT) convenes the extraordinary meeting as soon as possible by taking into consideration the content of the initiative.

(8) 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.

(9) 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 the University Doctoral Council (EDT) members.

(10) Tasks of the University Doctoral Council (EDT)

1. determines the agenda of its own 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 Departmental 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 Departmental Doctoral Schools and the conditions thereof;
12. decides on initiating PhD acquisition procedures on the recommendation of the DI councils;
13. decides on the acceptance of applications for the complex exam,
14. decides on awarding, naturalizing and revoking PhD Degrees on the recommendation of Departmental Doctoral Schools (DIs);
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 complex 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 defence of the PhD thesis on the recommendation of DI Council and the defence committee;
20. decides on applications related to training, exam and social issues submitted by PhD students with the exception of those determined in these Regulations; decides on applications of PhD students and PhD candidates with special needs who apply for assistance, it grants 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 of abolishing a Departmental Doctoral School (DI);
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 use 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 nationals in PhD training;
4. prepares the Doctoral Regulations of the University and its necessary amendments;
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, website etc.);
8. in the management, budget and development-related issues of PhD training and PhD award procedure the University Doctoral Council (EDT) it is entitled to the rights and obligations determined by the provisions outlined within the Doctoral Regulation;
9. creates permanent and ad-hoc committees for the performance of assessment, proposal making, decision preparatory and control tasks.

(11) 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)

(12) The members of the committees listed in the points a)-c) of paragraph 11) 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 5 years, while the PhD Student Union (DÖK) delegates serve for 1 year.

(13)The committee’s

1. chairman is elected by the University Doctoral Council (EDT) for a period of 5 years;
2. its rules of procedure are approved by EDT;
3. meetings are convened by the chairman of each committee;
4. quorum is achieved if 50%+1 member is present.

(14) 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.

(15) 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.

(16) 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 of choice that must be undertaken by all PhD students;
4. Co-ordinate courses of the Departmental Doctoral Schools (DIs) and organise publicity for these courses and assure that the latter is performed 2 weeks prior to the first day of the course registration period for PhD students
5. Define the value of 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 creditable within PhD training from the already completed training time of residency 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 (EDT) the recognition of two semesters at most which is equivalent to sixty credits.

(17) The duties of the Quality Assurance Committee (VMB) are to:

1. provide opinions on grouping students and supervisors into academic (sub)disciplines;
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, the complex exam and thesis defence panels/defence committees (based on submitted recommendations);
4. maintain quality control of all activities of the Departmental Doctoral Schools (DIs));
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.

(18) 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.
4. organise the international students’ process of involvement into the PhD training.

(19) The Disciplinary Committee is concerned with issues of ethics, discipline and compensation based on the procedural rules outlined in the current Regulation, The Code of Ethics, 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 Chapter II of the Requirements for Students in matters not regulated by the current Regulation.

25. § The President of the University Doctoral Council

(1) The University Doctoral Council (EDT) is headed by a president, appointed by the University Rector following the recommendation of the University Doctoral Council (EDT) and based on the ranked nomination of the University Senate. The President of the University Doctoral Council (EDT) must be a university professor with habilitation. The president has a term of five years and may be re-elected only once for a further 5 years.

(2) The rector shall call for applications to fill the position of the president of EDT. Following the termination of the application deadline, the rector shall set up a committee comprising a chairman and four members. The member of this committee must not be the official exercising the power of appointment and mandate.

(3) 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 the case of more applicants, EDT shall recommend a rank of applicants according to the proportion of supporting votes. In case of equal number of votes, the applications shall be ranked equally.

(4) 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 the case of an equal number of votes, the applications shall be ranked equally.

(5) The rector shall decide on appointing the EDT president within 30 days subsequent to the session of the Senate, after considering the opinions of the committee of appointment, that of the EDT and the Senate. The rector shall notify the Hungarian Accreditation Authority (MAB) and the National Doctoral Council on the appointment of the EDT president.

(6) EDT may initiate at the Rector’s Office the withdrawal of the EDT president with the supporting vote of two thirds of all its members.

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

1. represents the University Doctoral Council (EDT) in the National Doctoral Council;
2. is a member of the University Senate as a result of an election procedure; 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 PhD training and degree acquisition that fall within the competence of superior university bodies or other external bodies or authorities involving in it;
6. directs and supervises the work of the Doctoral Office;
7. has the right of publication and remittance (i.e. of issuing official documents and pay remittances) in line with other regulations.
8. fosters and develops the international relations of Departmental Doctoral Schools;
9. fosters, maintains and develops relations with professional and representative bodies of the university;
10. nullifies 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 (EDT)
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;

(8) The EDT president’s work is assisted by a deputy president appointed for 5 years by the University Rector by considering the recommendations provided both by the University Council and the Senate. The deputy president, who is a university teacher with habilitation, sits for a period of five years and his period of office can be renewed more than once and on each occasion for a period of five years. The rules of electing the EDT president shall be applied mutatis mutandis to the appointment of the deputy president.

**4. DEPARTMENTAL doctoral schools**

26. § Departmental Doctoral Schools

(1) The task of specialised Departmental Doctoral Schools (henceforth: DI) is to direct its students’ PhD training, including the organisation of entrance exams, the development of research plans, the definition of exam subjects for the complex exam and theoretical exam, the management of these exams, the close follow-up and professional evaluation of both the PhD students’ scientific advancement and their supervisors’ specialised support.

(2) 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.

(3) The Departmental Doctoral School (DI) is directed by the head who is appointed by the University Rector and is assisted by the Departmental Doctoral School (DI) Council.

(4) 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 that are run within PhD programs may be grouped into sub-programs, if needed; however, the sub-program and its supervisor do not possess independent jurisdiction within the organisation of the departmental doctoral school.

(5) On the request of the EDT President, 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.

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

27. § Senior Members

(1)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 2013, 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.

(2) A senior member is an individual who fulfils both the requirements described in the subheadings a)-c) of point number (1) above 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.

(3) 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 1) and 2) above at least for one PhD training period and for the following PhD acquisition period.

(4) 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.

(5) 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 departmental doctoral schools. A Departmental 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, there must be at least nine senior members, such as, three senior members for each branch of science the majority of whom are university professors researching within the branch of science they are representing.

(6) 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.

(7) 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.

(8) 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 the institution (i.e. University). 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 at its own discretion 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.

28. § The Departmental Doctoral School Council

(1) 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).

(2) 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, wider research areas and research topics to be made public;
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 and sends the list of running courses to its PhD students within the Neptun system ;
5. Prepare proposals for the University Doctoral Council (EDT) outlining the list of PhD complex exam subjects for a Departmental Doctoral School (DI);
6. Select the topics, exam questions, the courses necessary to register for exams, and the courses and exam material specified for exam preparation;
7. designate the subjects of the complex exam for each PhD student, based on the program director’s proposal;
8. Recommend research advisors for untaught PhD candidates (with individual preparation);
9. Appoint the members of the PhD entrance exam, the chairman and members of the PhD complex exam, theoretical exam and defence committees (including opponents) on the 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 President of the University Doctoral Council (EDT);
10. Endorse the PhD students’ research topic;
11. conducts in-training performance assessment,
12. makes recommendations to EDT on the awarding of PhD degrees;
13. makes recommendations on launching and discontinuing programs;
14. in certain cases, permits the PhD student’s tasks to be performed outside the university;
15. makes recommendations to EDT on the list of journals (domestic and foreign) suitable for the publication requirements.

(3) The Departmental Doctoral School (DI) Council meets when necessary but a minimum of 2 times each year. It comprises a minimum of 7 council members who are senior members of the school. Its eligible members can be the senior members, program directors and supervisors of a Departmental Doctoral School (DI). 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 of the agenda not concerning scientific issues and that of the PhD acquisition procedure. A quorum, that is, a valid majority is obtained if more than 50% of the members with voting rights are present. Minutes must be taken at each meeting which are forwarded electronically within 3 days subsequent to the meeting to the President of the University Doctoral Council (EDT) 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.

(4)  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).

(5) At all times the Departmental Doctoral School (DI) must have a designated and approved contact person(s) (secretary, training coordinator) available for consultation with people interested in the activities of the Departmental Doctoral School (DI). The name and availability of their contact person(s) must be published on the Homepage of the University.

29. § The Head of Departmental Doctoral School

(1) The head of the Departmental Doctoral School (DI) is a senior member university professor responsible for the academic and educational/training standards of the Departmental Doctoral School (DI).

(2) 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 ranked 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 (record book of performance evaluations);
5. determines the academic research field based on which the conditions of degree acquisition can be determined;
6. Propose members for the PhD complex exam, theoretical examination and thesis defence
 panels/committees to the Quality Assurance Committee (VMB);
7. Request formally the appointed members to fulfil their roles in the examination board, and organises the PhD complex exam, theoretical exam and public defence of the PhD thesis, and finally informs the Doctoral Office and the university public of all arrangements;
8. Forward the PhD thesis for a provisional review(preliminary critique with the minutes of the pre-defence/workplace discussion to Quality Assurance Committee (VMB);
9. Organise the thesis public defence; defers publicity – based on a University Doctoral Council (EDT) resolution – in the event of non-public parts of the defence and/or the PhD thesis.
10. forward the degree acquisition record (i.e. the minutes of the public defence) to the president of the University Doctoral Council (EDT);
11. Propose to the University Doctoral Council (EDT) deferrals, applications for PhD student travel, study abroad and pre-doctoral support and 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 Office. The appendix III.3-4. of the current Regulation outline all the rules and obligations concerning the utilisation of the administrative budget.

30. § The Election of the Departmental Doctoral School (DI) Head and Senior Members

(1) 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.

(2) 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 a university department.

(3) The Departmental Doctoral School (DI) Council proposes a new Departmental Doctoral School (DI) senior member. This proposal is approved by the University Doctoral Council (EDT).

(4) 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 professorial senior members of the DI. 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.

(5) The Departmental Doctoral School (DI) Council proposes a new senior member within the framework of a meeting. Before the meeting, the chairman creates a nominating committee of three people which will draw up a list of potential candidates.

(6) 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 council members may ask questions from the nominees. 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. 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.

(7)  The proposal referring to the elected person by the Departmental Doctoral School (DI) Council must be submitted for a formal opinion to the President of the University Doctoral Council (EDT) who formally submits the proposal to the University Rector. 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 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.

(8) During the election of a new head of a Departmental Doctoral School (DI) the rules outlined in the paragraphs (5)-(7) above 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).

31. § The Launch or Termination of a Departmental Doctoral School

(1) The University Doctoral Council (EDT) initiates the launch of a new Departmental Doctoral School (DI), and following the positive decision of the Senate the University 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).

(2) The University Doctoral Council (EDT) or the University 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 University 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.

32. § The PhD Training Program of a Departmental Doctoral School

(1) The scientific training program of a Departmental Doctoral School (DI) (henceforth Program) is an organisational entity 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 Doctoral Council (EDT) and those organised by other Departmental Doctoral Schools (DI) and PhD programs).

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

(3) A new program is required to appoint a minimum of 6 supervisors and to include at least 6 or more academic research subjects to train doctoral students in a minimum of one course about the specialist knowledge within the academic (sub)discipline being taught.

(4) 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 PhD program do not perform adequate scientific activities outlined within the requirements of supervisors, 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.

33. § Founding a New PhD Program

(1)  Request to launch a new scientific training program (hereinafter: PhD program) *(submitted in a form designed for it within the form repository of the Appendix*) 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.

(2) 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.

(3) 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 DI 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.

(4) 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 PhD program, the individual topics can only be officially registered after they have been through the standard accreditation process defined in these Regulations.

(5) 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.

(6) It is advisable to launch a new PhD 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 PhD program. The new PhD training program must be created by combining the already existing and new research themes in order to fulfil significant scientific training needs.

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

(8) If supervisors of more than one Departmental Doctoral School (DI) are involved in the reorganisation or foundation of a new PhD 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).

(9) The re-launching of an earlier terminated PhD program involves a new accreditation procedure.

34. § PhD Training Program Head

(1) The head of a PhD program can be one of the senior members of a Departmental Doctoral School (DI). Duties of the PhD 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 accreditation of new research themes, to continuously supervise the activities of supervisors, to follow the advancements of PhD students belonging to the PhD training program, and to initiate the abolishment of research themes if it is necessary;
3. to propose the DI the organisation of courses within the PhD program and the participation of the PhD program in other courses;
4. to propose the Departmental Doctoral School (DI) the subjects of the complex exam electable by PhD students belonging to the PhD program, by defining and outlining the exact syllabus and exam questions, the scientific literature recommended for preparation, and the recommended courses for supporting the accomplishment of those particular subjects;
5. to make proposals to the Departmental Doctoral School (DI) Council on the members of the complex exam and PhD theoretical exam panel and finally on the members of the defence committee of the PhD thesis;
6. to initiate pre-defence discussion (i.e. workplace discussion) of the PhD candidate's thesis.

35. § Doctoral Supervisor

(1) The supervisor of a PhD topic has a scientific degree, is an active researcher in a position of researcher or instructor who is commissioned to direct the PhD student’s scientific work and training. The supervisor is responsible for assuring for the professional scientific development of his/her PhD students.

(2) Rights and Responsibilities of a Supervisor:

1. to announce a scientific research topic/sub-area and to accept the training and scientific work schedule of the PhD student;
2. the professional guidance of the PhD student, the evaluation of the PhD student’s professional progress, the certification of the completed research work in the PhD student’s book of records (index)
3. to accept the PhD student’s training and research plan, to supervise and control the completion of the research assignments and work, to select the compulsory courses of choice to be completed up to 8 credits in total defined by the DI;
4. to prepare the PhD student for scientific communication and for publication of his/her scientific achievements through presentations and written contributions;
5. to determine in agreement with the PhD student the utilization of the research budget assigned after each PhD student which is transferred to the research place by the Doctoral Office. The obligations, commitments, rules and restrictions for utilising this research fund thereon are outlined in the appendix III. 3-4. of the current Regulation;
6. to suggest domestic and foreign part-time/partial training for the PhD student;
7. assisting the PhD student in the degree acquisition period in editing the thesis, and the preparation for the defence;
8. when using the joint scientific work of more PhD students, certifying the proportion of contribution of PhD students;
9. certifying that the scientific results contained in the thesis and the dissertation are based on the own work of the candidate.

(3) Supervisors are accredited by the University Doctoral Council (EDT), on the recommendation of the Departmental Doctoral School (DI) Council and the formal opinion of the Quality Assurance (VMB). The supervisor’s accreditation is based on the evaluation of his/her submitted professional documentation, that is, his/her professional curriculum vitae, research plan, publication list and the well certified research grant(s).

(4) The accreditation conditions of doctoral supervisors are:

a) the possession of a scientific degree

b) the possession of publications verifying the future supervisor’s performance of active scientific work, the minimum condition of which is 4 original publications published in the last 5 years (including at least 2 first or ‘corresponding’ authorship notified by him/her) with at least twofold aggregate impact factor (or denoted as *publication score* in the discipline of social sciences) required for obtaining a degree, at least half of which is comes from publications with a first authorship or “corresponding” authorship status. For applicants who have obtained their PhD within 2 years, the general condition for supporting accreditation is that the publication activity required to obtain the PhD degree and the number of publications, both exceeded the minimum requirements by 200% in terms of their impact factor (publication score in the case of the social sciences);

(c) the ability to provide the necessary conditions, research facilities and financial support to carry out scientific work. The absence of research support running in one's own name can be compensated by a statement issued by the head of the educational-research organizational unit or by a statement of another grant holder, which includes the clause that it provides the necessary funding for the research of the supervisor and his / her student.

(5) 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.

(6) 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.

(7) A supervisor may be responsible for a maximum of six PhD students concurrently, comprised of a maximum of three government scholarship recipients.

(8) 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.

(9) The PhD student’s professional advancement can be continuously aided by (an) other professional(s) in addition to his/her supervisor. The research advisor/consultant is the professional - in addition to the supervisor - who facilitates the PhD student’s studies for at least half of the time of the entire training period. The name of the research advisor/consultant must also be indicated in the official documents of the PhD defence and dissertation.

(10) The University Doctoral Council (EDT) determines the introduction or abolition of research topics and altering research topics with regard to the opinions released by both the Departmental Doctoral School (DI) Council and the Quality Assurance Committee (VMB).

(11) When launching a new PhD program, in the accreditation process of a future supervisor it is necessary to examine whether the candidate already has accredited research topics in the same discipline of science either in other PhD programs or Departmental Doctoral Schools (DIs). If this is the case, the candidate must decide in which PhD program (Departmental Doctoral School (DI) he/she wishes to continue his/her scientific supervisory work.

(12)  In the case of already accredited supervisors who are active in more than one PhD 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). One supervisor may not present his research topics in more than one PhD program. The participation of supervisors in several programs can be allowed only in exceptional cases, i.e. in case of actual and significant differences in the branch of science are identified.

**5. DISCIPLINARY PROCESS**

36. § Disciplinary Process

(1) 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.

(2) 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.

(3) 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.

**6. HONORARY DOCTOR (DOCTOR HONORIS CAUSA)**

37. § The Title of Honorary Doctor (Doctor Honoris Causa)

(1) 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.

(2) 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.

(3) 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.

(4) 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.

(5) 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.

(6) 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.

(7) 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.

(8) 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.

(9) 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 give a 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.

(10) 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.

**7. PHD STUDENT UNION**

38. § PhD Student Union

(1) 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) produces its DÖK bodies through a democratic electoral process.

(2) The University ensures the conditions for the operation of DÖK and the performance of its tasks. 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.

(3) The PhD Student Union (DÖK) operates under conditions of internal autonomy. The organisational structure, responsibilities and levels of performance of the objectives of the DÖK are contained in the by-laws 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 legislation 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. Approval of the DÖK by-laws may be refused only if it is in violation of the law or contrary to the organizational and operational regulations of the higher education institution. The DÖK by-law and its amendment shall be deemed to have been approved if the Senate has not made a statement within the specified time limit (first Senate meeting after the thirtieth day after the submission).

(4) The PhD Student Union (DÖK) pursuant to Section § 63 (1). of the National Law of Higher Education (Nftv.) exercises the right of consent.

(5) The financial provisions and material resources necessary for the operation of PhD Student Union and fulfilment of its objectives are ensured by the Doctoral Office. The President of the University Doctoral Council (EDT) controls the correct use of funds and resources.

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

**8. DOCTORAL OFFICE**

39. § Doctoral Office

(1)The activities of the University Doctoral Council (EDT are assisted by the Doctoral Office.

(2) The legal status and functions of the Doctoral Office are set out below:

1. The fundamental duty of the Doctoral Office is to assure the conditions for, and to facilitate PhD training.
2. The following points outline the regular duties of the Office; further tasks are set with full instructing rights by the Rector of the university and the President of the (EDT).
3. The Doctoral Office 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 Office is exercised by the rector, and the agreement of the chancellor is necessary to determine the remuneration.

(3). Tasks of the Doctoral Office:

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 (DÖK);
6. Oversee the publication of University Doctoral Council (EDT) resolutions;
7. Notifies the organization specified in the Government Decree on the awarding of the doctoral degree;
8. Manage the finances of the Departmental Doctoral Schools (DIs)
9. Maintain responsibility for the information on the PhD training website and for the databases published on the Homepage publicizing PhD theses.

(4) The head of the Doctoral Office is responsible for the creation of the organizational rules of procedures of the Doctoral Office. The organizational procedures of the Doctoral Office are accepted by the rector.

(5) The EDT financial rules of procedure and the order of the financial tasks between the Doctoral Office and the Departmental Doctoral Schools (DI) are set out in the document specified in the form repository. This includes the rules and procedures for the utilisation and reimbursement of various costs, such as, tuition fees, amounts received from the normative fund of university education, science and research, own revenue, fees of PhD award procedures, as well as the conditions and methods of reimbursement and offsetting (i.e. counting in) of various fees and repayments.

**9. Special provisions for students who started their PhD training**

**before 1 September 2016**

40. § PhD Training

 (1) In the case of students who started their PhD training before 1 September 2016, the provisions of Section 4. § of these Regulations shall be applied, taking into account the following:

a) The duration of doctoral training is 6 semesters (36 months).

b) At least 180 credits must be obtained in doctoral training.

##### 41. § The PhD Theoretical Exam

(1)In the case of students who started their PhD training before 1 September 2016, the rules specified in paragraphs (2) - (15) shall apply which divert from Section 5 § of these Regulations.

(2) The PhD theoretical exam is an open oral examination, which is on the one hand a summary, i.e. comprehensive, overall form of testing the PhD candidate’s knowledge of his/her academic (sub)disciplinal, broader research field (main subject) and on the other hand in the special academic research field closely related to his/her PhD thesis topic (subsidiary subject).

(3) The primary basis for preparation of the main subject is textbooks and manuals. The Departmental Doctoral School (DI) Council - following the recommendations of the PhD program - endorses the main subject and important resources of the PhD theoretical exam. In the event of a concurring opinion of the Quality Assurance Committee (VMB), these are sent to the Doctoral Office.

(4) Subsidiary subjects are related to the research subarea/topic; therefore, when preparing for the PhD theoretical exam, PhD candidates can obtain sources of preparation in this field from up-to-date summing reviews in domestic and international scientific journals and periodicals. Subsidiary subjects should therefore only be adoptd in relation to a particular PhD candidate, not generally. Exam questions in relation to the main and subsidiary subject may be published.

 (5) The PhD theoretical exam panel consists of at least 3 experts with a scientific degree. It must be chaired by a university professor, professor emeritus / emerita or habilitated associate professor, habilitated college professor who has a civil service or employment relationship with Semmelweis University. The proportion of external (non-civil servants of the University) and internal members of the exam committee should be at least 1 / 3-1 / 3. Where possible, the committee should be appointed with at least two members (including the chair and reserve members) in each group.

6) The composition of the PhD theoretical exam panel/committee is proposed by the Departmental Doctoral School (DI) Council to the University Doctoral Council (EDT). If the DI Council decides on the composition of the committee within the powers delegated to it by the EDT, its proposal shall be reviewed by the Quality Assurance Committee (VMB) and approved by the President of the EDT.

7) To avoid a conflict of interest, the chairman or member of the committee may not be a close relative, immediate supervisor/research advisor/consultant, co-worker, co-author of the PhD candidate or the employer of the supervisor or the PhD candidate (examinee), from whom an objective evaluation cannot be expected. It is desirable to avoid appointing one of the instructors/teachers of the candidate’s PhD program concerned.

8) In the case of PhD candidates who have completed the PhD training requirements with absolutorium (certificate of completion), the PhD theoretical exam must be taken no later than two years after applying for the PhD award procedure prior to the defence, while in the case of PhD candidates without formal training (PhD students with self-preparation) no later than the maximum allowable time for it is one year. In both cases the PhD theoretical exam shoud be accomplished before the public defence of the PhD thesis.

(9) Participants of the PhD theoretical exam, questions and results should be recorded in the minutes and forwarded to the President of the University Doctoral Council (EDT) by the head of the Departmental Doctoral School (DI).

(10) The subjects of the PhD theoretical exam must be announced to the PhD candidate when determining his/her academic (sub)discipline prior to his/her registration in the 4th semester the latest. The head of the Departmental Doctoral School (DI) with reference to the proposals of the supervisor/program director informs the PhD candidate in writing of the particulars of the PhD theoretical exam (i.e. main and subsidiary subjects, the details for the preparation) before the indicated deadlines and appointments.

(11) The head of the Departmental Doctoral School (DI) is responsible for the organisation and arrangement of the PhD theoretical exam. The venue and date must be communicated to the candidate and the Doctoral Office at least thirty days prior to the event. The Doctoral Office announces the date and venue of the PhD theoretical exam on the Homepage and notice board a minimum of one week prior to the event.

(12) The PhD theoretical exam is evaluated with marks 1 to 5. The exam is regarded successful if none of the members of the committee assigns an inadequate mark (1). The result of the exam should be announced immediately following it. The validity of the exam result expires after 5 years.

(13) In individual cases, the Departmental Doctoral School (DI) can give permission for holding the PhD theoretical exam and/or the thesis defence in a foreign language.

(14) An unsuccessful PhD theoretical exam can be repeated twice within 6 months. The composition of the exam committee at the PhD theoretical exam can be altered on the PhD candidate’s request. If a candidate is unsuccessful three times then the PhD award procedure ends. An unsuccessful exam does not influence the length of the PhD acquisition process.

42. § The PhD Award Procedure

(1) In the case of students who started their PhD training before 1 September 2016, the provisions of Chapter 2 of the present regulations “The PhD Award Procedure” shall be applied, by taking into account the rules specified in 42. § - 44. §.

(2) It is possible to obtain a PhD degree by participating in training organized at the University, by individual preparation, and without formal PhD training. Applications for the PhD Award Procedure are approved by the EDT. In this case, the PhD candidate enters into a legal relationship with the University, which is established by accepting the application for the PhD award procedure.

43. § Applying for the PhD Award Procedure

(1) Obtaining a PhD Degree is an action separate from PhD training. A special separate application is submitted for the PhD award procedure with the simultaneous payment of a procedural fee. PhD students with a governmental scholarship who fulfil the necessary requirements for this application within their PhD training period are exempt from paying this procedural fee. Students participating in organised PhD training receive the absolutorium (certificate of completion) after the fulfilment of organised training requirements (obtaining the educational credits, completing the scientific work and acquiring the requisite number of research credits) and can only then apply for the PhD award procedure.

(2) On the occasions both at applying for the PhD award procedure and at the submission of the PhD thesis the PhD candidate must declare in writing that he/she fulfils the following requirements on a document specified in the form repository):

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 was not rejected within two years and did not have an unsuccessful PhD defence within the last two years,
3. He/She is not under a procedure aiming at withdrawing a PhD degree and his/her PhD degree was not withdrawn within 5 years,
4. The PhD thesis is the independent work of the PhD candidate, the references to the scientific literature are clearly provided and complete.

(3) When applying for the PhD award procedure, the candidate must certify knowledge of one foreign language by at least a C type B2 level state (or state accredited) exam or by a language certificate equivalent to it in content and level.

(4) A condition for submitting the PhD thesis (for the acquisition of a PhD degree) is a certification of knowledge of two foreign languages necessary for the cultivation of 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, acceptable foreign languages. The knowledge of the second foreign language can be certified by an A2 level complex state recognised language exam or a certificate equivalent to it, or a statement made by the supervisor that the PhD candidate is in possession of the necessary language skills. *The basic level language exam can be substituted by a final 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). Without the candidate having certification of knowledge of a foreign language the thesis cannot be sent for review.

(5) The application for the commencement of the PhD award procedure must be submitted to the Doctoral Office in a written form (on the form specified in the form repository) together with the recommendation of the Departmental Doctoral School (DI) Council. The conditions for accepting the application for PhD degree acquisition are the possession of an absolutorium (certificate of completion) and the requisite language examination. The applicant becomes a *PhD candidate* after certifying the payment of the PhD acquisition procedural fee by the endorsement of his/her formal application.

(6) The application for the commencement of PhD degree acquisition (PhD award procedure) must be submitted within one year of the completion of PhD training (as taken from the award of absolutorium (certificate of completion). This cannot be postponed in any circumstances.

(7) PhD students with Hungarian State scholarship can be awarded in exceptional cases the status of PhD candidate within the PhD training period if they had completed both the training requirements and the University Doctoral Council (EDT) has endorsed their commencement of the PhD acquisition procedure. In this case (i.e. “double status”) they will be exempt from paying the degree acquisition process fee.

(8) Similar to undergraduate education, in PhD training the semester is considered the study unit within which the training requirements may be fulfilled (i.e. the acquisition of educational and research credits, signing the student record book-index etc.) Every academic year we acknowledge the fulfilment of educational and research requirements twice after the completion of each semester. That is, we do not evaluate student performances and we do not create any PhD candidate status during the semester. PhD students who want additionally to become PhD candidates in the following semester are obliged to hand in their application within the first two weeks of the enrolment (registration) period (i.e. up to 15 September or 15 February). A PhD candidate status can be created after the endorsement of the application for the PhD award procedure by the University Doctoral Council (EDT).

(9) During the ”double” legal status the PhD student does not have any educational obligations but at the same time enjoys all the benefits attached to a student status (scholarship, student card, accommodation in a student hostel, etc.). Registration is the condition for maintaining the PhD student legal status. This means that the scholarship is disbursed only to those PhD students who fulfil this administrative requirement as well.

(10) The exemption from the PhD acquisition procedural fee can be applied for and endorsed if the double legal status endures to the end of the 36-month-long scholarship period or at least for another semester following the start of the PhD award procedure. Since the training cycle is at least 24 month-long, this means that the double legal status acquired in the fourth semester must be maintained at least by the end of 30th month with scholarship (i.e. by the end of the 5th semester), while the double status created in the fifth semester must last until the end of the 36th month with a scholarship.

(11) A PhD candidate legal status is created by the formal acceptance of the application for the PhD award procedure. A former PhD student's thesis may be submitted simultaneously with the application to commence degree acquisition (PhD award procedure), but not later than two years following permission to start the process.

(12) The EDT may reject an application for a PhD award procedure and request the applicant to rectify/correct the deficiencies within a maximum period of 6 months. An application for certification may be submitted within 15 days against a negative decision taken due to the failure to meet the deadline for rectification/correction. The application cannot be rejected by the institution of higher education if the applicant successfully completed the PhD training in it.

(13) Within 15 days of submission of an application to commence the PhD award procedure, a candidate may initiate the cancellation of the process. Withdrawal will not result in any adverse consequences for the candidate and the entire processing fee will be refunded only if in the meantime the University Doctoral Council (EDT) has not made a decision concerning the application.

(14) Following an unsuccessful process of degree acquisition - two rejecting reviews or defence of the PhD thesis - a candidate may reapply only after two years with the same research topic. Only one repeated application is possible.

(15) The University Doctoral Council (EDT) evaluates, may accept and grant credits for exam results acquired within the framework of a specialised further training at a University, following recommendations of the Departmental Doctoral School (DI) and Educational and Credit Committee (OKB).

(16) The stages of the PhD award procedure must be documented with the forms published in the form repository.

(17) The maximum length of time of the PhD acquisition procedure (from the acceptance of the application for the PhD award procedure until the submission of the PhD thesis for evaluation) in the case of PhD candidates with absolutorium (certificate of completion) are 2 years.

(18) There is no opportunity for intermittence/suspension of the PhD candidate legal relationship with the University.

##### 45.§ PhD Thesis

(1) In the case of students who started their PhD training before 1 September 2016, contrary to 20.§ (2) of these Regulations, an additional condition for obtaining a degree is the successful completion of the PhD theoretical exam.