



**ÓBUDAI EGYETEM
ÓBUDA UNIVERSITY**

**RULES OF OPERATION OF THE DOCTORAL SCHOOL ON
SAFETY AND SECURITY SCIENCES**

BUDAPEST, 2024.

(in force from 1 September 2024)

The name of the doctoral school:

Doctoral School on Safety and Security Sciences

Headquarters:

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I. General provisions

The Rules of Operation of the Doctoral School on Safety and Security Sciences have been drafted to supplement the Doctoral and Habilitation Regulations of Óbuda University (hereinafter referred to as EDHSZ), to regulate the issues and procedures falling within the remit of doctoral schools, taking into account the specific situation and specialisation of the engineering sciences.

Subject matter and powers of the Rules of Operation

1. §

- (1) The Doctoral School on Safety and Security Sciences shall operate under the direct supervision of the Rector, and its administrative tasks shall be performed by the Doctoral School (DI) and the Doctoral and Habilitation Office of Óbuda University.
- (2) In the work of the Doctoral School on Safety and Security Sciences (hereinafter referred to as DI), in addition to the core members, lecturers and staff of other Hungarian higher education institutions and research institutes shall also participate as lecturers and subject supervisors.
- (3) The organisation of the DI shall be governed by the University Doctoral and Habilitation Regulations (Article 8 of the EDHSZ).
- (4) The EDHSZ shall determine the tasks of the Doctoral School Council (hereinafter referred to as DIT) (Article 14 of the EDHSZ).
- (5) The curriculum of the Doctoral School shall determine the training program of the DI.

On doctoral training and obtaining PhD degree

2. §

- (1) The higher education system shall consist of successive cycles of undergraduate, master's and doctoral programmes, which provide a higher level of education.
- (2) Doctoral training is part of the training programme, which prepares students for the doctoral (PhD) degree in the post-master's programme. Doctoral training shall be a necessary but not a sufficient condition for the award of the doctoral degree. The procedure for obtaining the PhD degree includes doctoral training, a complex examination, the presentation of aptitude for independent research and new scientific results, proof of knowledge of the required foreign language, and the public presentation and defence of a thesis containing the solution of an independent scientific problem.

(3) The Doctoral School (DI) is the organisational framework for doctoral training, which is approved by the Hungarian Accreditation Committee (MAB).

II. Structure of the Doctoral School

3. §

- (1) The operation of the doctoral school shall be directed by the head of the DI.
- (2) The body assisting the head of the Doctoral School is the Doctoral School Council (DIT), which is elected by the members of the Doctoral School, and its members are appointed and dismissed by the University Doctoral and Habilitation Council (EDHT). The core members of the Doctoral School may elect additional members with academic degrees to the Council. The President of the DIT is the head of the Doctoral School. The number of members of the Council shall be at least 7, of whom at least 2 shall be persons not employed by the University. One doctoral student shall also participate in the work of the DIT as a member with consultative rights.
- (3) The lecturers of the doctoral school shall be those lecturers and researchers with academic degrees who - upon the recommendation of the head of the Doctoral School - are deemed suitable by the EDHT to perform the teaching tasks within the framework of the doctoral school.

Head of the Doctoral School

4. §

- (1) The head of the Doctoral School shall be appointed by the Rector, taking into account the opinion of the MAB. The work of the DI head is assisted by the DI deputy head, secretary and the DI administrator responsible for academic affairs.
- (2) Upon the proposal of the majority of the DI Council, the EDHT may elect a DI deputy head from among the core members of the DI.
- (3) The head of the Doctoral School:
 - a) is responsible for the academic excellence and teaching of the DI,
 - b) carry out the tasks assigned to him/her in the EDHSZ, the Curriculum of the Doctoral School and the Rules of Operation of the Doctoral School,
 - c) perform the duties of the president of the DIT, including:
 - c1) makes a proposal to the DIT on the use of the personal and financial resources made available to the Doctoral School,

- c2) makes proposals for the subjects of the complex examination and the composition of the committee,
- c3) proposes the composition of the official judges and the judging committee,
- c4) is responsible for the management of DI.
- d) propose to the DIT the use of the human and financial resources made available to the Doctoral School,
- e) propose the subjects of the complex examination and the composition of the committee,
- f) propose the composition of the official judges and the jury,
- g) be responsible for the management of the DI.

The Doctoral School Council

5. §

- (1) The Doctoral School Council (DIT) is a body assisting the head of the Doctoral School.
- (2) The composition of the DIT shall ensure adequate professional coverage of the field of activity.
- (3) General tasks of the DIT:
 - a) maintain the Rules of Operation of the doctoral school;
 - b) approves the persons of the doctoral topic authors, supervisors and the lecturers of the doctoral school (Article 10 (2) a) of Act No. 387/2012 Coll.), as well as the subjects to be taught (title, lecturer, topic, literature and number of credits);
 - c) make proposals for the doctoral topics proposed for publication (Article 10 (2) (b) of Decree 387/2012 Coll.);
 - d) approves the announcement of the doctoral topic by the author of the topic (Article 10 (2) (c) of Regulation (EU) No 387/2012);
 - e) approve the doctoral student's doctoral topic (Article 10 (2) (d) of Regulation No 387/2012 Coll.), or its change if necessary;
 - f) recommends to the president of EDHT the admission to doctoral studies;
 - g) carry out the performance evaluation during the training (Article 10 (2) (e) of Decree 387/2012 Coll.);

h) periodically evaluate the implementation of the School's programme, the quality of training and the work of the teachers, supervisors) and doctoral students participating in the programme. It shall report to the EDHT, including an action plan;

(i) give an opinion to the EDHT on the naturalisation of a foreign academic degree;

j) give an opinion on other matters concerning the DI at the request of the head of the DI;

k) make a proposal on the composition of the complex examination committee to the EDHT and the competent Doctoral and Habilitation Council;

l) examine applications for deferral of semesters or years of study by participants in organised training, and applications for transfer from other doctoral schools, and inform the president of the EDHT thereof;

m) decides on the crediting of the activity carried out in the framework of the part-time training abroad;

n) authorise participation in parallel training in a field of study relevant to the doctoral programme;

o) decide on questions relating to the transfer, in particular the conditions imposed by the (external) host institution;

p) decide on the successful or unsuccessful completion of the training.

q) makes a proposal to the EDHT for the award of the doctoral degree;

(r) decides on the allocation and use of central and revenue support for the DI.

(4) The DIT shall meet as necessary, but at least once every six months, and decide on matters within its competence.

(5) The president and the members of the DIT shall be entitled to vote, with the exception of the election of the members of the DIT, where only the DI's core members shall be entitled to vote.

(6) The DIT shall be quorate if at least half of its voting members participate in the vote.

(7) Decisions of the DIT shall normally be taken by a simple majority of votes cast by open ballot. In the event of a tie, the president of DIT shall have a casting vote. In justified cases, any member may request a secret ballot, or the president may initiate a secret ballot.

(8) The DIT shall take its decisions on personnel matters by secret ballot. The name of each candidate shall be indicated on the ballot paper; voters shall indicate all candidates acceptable to them. The candidate or candidates receiving the highest number of votes shall be proposed for the ballot. In the case of more than one candidate receiving equal votes, the president shall decide. In the case of a proposal to award a degree, the DIT uses a yes-no vote.

(9) In the case of personal matters, no person who is the person concerned may take part in the decision:

- a) have a direct work relationship (same institute/institution, manager-employee relationship), or
 - b) is in a close family relationship, or
 - c) has been a scientific co-author for the last five years; or
 - d) who cannot be expected to give an objective ruling on the case for any other reason.
- (10) On the proposal of the DIT's president, in justified cases, the DIT may also take a decision by electronic voting (e-mail).
- (11) The materials required for items on the agenda of a DIT meeting requiring a decision shall be made available to members at least three working days before the meeting. The publication may be made electronically. The dates of the meetings, including the agenda, shall be communicated to the members at least 5 working days before the meeting.
- (12) Minutes of the meetings of the DIT shall be made available to the faculty and students of the Doctoral School within ten working days after the meeting and shall be deposited in the archives of the Doctoral School.
- (13) The administrative functions of the DIT are carried out by the Secretariat.

Lecturers and supervisors at the doctoral school

6. §

- (1) The lecturers of the Doctoral School are those lecturers and researchers with academic degrees who, upon the recommendation of the Head of the Doctoral School, are deemed by the DIT to be suitable for teaching, research and supervision tasks within the framework of the Doctoral School. The core members and lecturers of the Doctoral School may also undertake teaching assignments at other doctoral schools.
- (2) The advertiser of the doctoral topic is the lecturer or researcher with an academic degree whose topic announcement has been approved by DIT.
- (3) The advertiser of the doctoral topic is a lecturer or researcher with an academic degree and active research activity, whose topic announcement has been approved by the DIT and who, on this basis, responsibly guides and supports the studies, research work and preparation for the academic degree of the doctoral student working on the topic. A supervisor may not have more than six doctoral students without absolutorium at any one time.
- (4) A doctoral student may have up to two supervisors, documented in the student's registry, who are responsible for guiding and supporting the studies and research work of the doctoral student working on the topic and for preparing the doctoral candidate for the degree. The name of the supervisor(s) shall be clearly indicated on the title page of the doctoral thesis. In addition to an external supervisor, the DIT shall appoint an internal supervisor who shall

assist the supervisor on behalf of the Doctoral School and monitor the student's professional progress. In the case of two supervisors, the DIT will appoint a responsible supervisor.

(4) The supervisor's tasks are:

- a) Formulation of the research problem, topic description.
- b) Participation in the development of the final research plan, the signing of which constitutes his/her approval.
- c) Communication and enforcement of the standards and scientific requirements of the DI.
- d) Management and monitoring of the research work. In case of inadequate performance, the supervisor must inform the head of the DI.
- e) Reporting to the doctoral student every semester, monitoring the fulfillment of the commitments set out in the research plan (the condition for signing the written semi-annual report is the fulfillment of the committed indicators and targets).
- f) Makes a proposal for the composition of the complex examination committee, the workplace and public debate review committee.
- g) Full compliance with the formal requirements when compiling the doctoral dissertation.
- h) By signing a statement acknowledging the doctoral student's performance, the supervisor certifies that the thesis also meets the content requirements set out by the DI.
- i) Preparing the student for workplace and public debate.

Communication of the doctoral school

7. §

(1) The Doctoral School (DI) shall provide, through its website, continuous and regularly updated information on the functioning of the school on the following topics:

- the discipline of the school, the name of the doctoral degree that can be obtained,
- the identity and curricula vitae of the core members, lecturers,
- national and international scientific contacts, cooperation agreements,
- Rules of Operation of the DI,
- Curriculum of the DI,
- Quality assurance plan of the DI.

(2) The DI shall provide continuous and regularly updated information on doctoral training program through its website:

- the DIT-approved doctoral topics and their supervisors,
- about the admission process and requirements,
- about the requirements of the complex exam
- the requirements for the award of a doctorate,
- about the subjects taught.

(3) Provide continuous and regularly updated information on the effectiveness of the DI through its website, making it available:

- PhD theses and dissertations in electronic format,
- the list of graduates¹,
- the list of those who have obtained an absolutorium¹,
- the decisions and resolutions of the Doctoral School Council.

(4) The DI will update its website regularly and ensures that the pages of the www.doktori.hu database are constantly updated with up-to-date information about the DI. It ensures that the supervisors update the www.doktori.hu database continuously, at least annually. The Deputy Head of the DI is responsible for updating the website.

III. DOCTORAL TRAINING

Application, admission procedure

8. §

(1) The general conditions for application are set out in the EDHSZ.

Doctoral studies can take the following forms:

- (a) full-time organised training with a public scholarship,
- (b) full-time, self-financed organised training,

¹ regularly updated at www.doktori.hu

- (c) part-time, self-financed organised training,
 - d) "Co-operative Doctoral Training" supported by the state and scholarships.
 - e) individual preparation
- (2) Applications for doctoral studies must include the following documents:
- a) a completed application form (see Annex 1);
 - b) proof of payment of the admission fee;
 - c) a copy of your MSc/university degree (along with the original) ;
 - d) copies of documents certifying your language skills (together with the originals);
 - e) an academic and professional curriculum vitae with a list of publications (according to MTMT database);
 - f) a letter of acceptance from your chosen institute or research centre and supervisor (in the case of applications for a scholarship);
 - g) a preliminary research plan (1-2 pages) with the name of the prospective supervisor(s), in the case of individual candidates, a list of publications from the Database (Hungarian Science Bibliography);
 - h) for individual candidates, a declaration of support from the workplace;
 - i) other documents (e.g. recommendations);
 - j) a declaration of whether you wish to be admitted if you do not receive a scholarship;
 - k) a certificate of good conduct not older than 3 months, certifying a clean criminal record.
- (3) The qualification for admission to the Doctoral School is the Master's degree or equivalent obtained by the candidate. A qualification of at least good standing is considered a prerequisite for two years after the award of the degree. However, the qualification will still count towards the admission score.
- (4) Candidates will be assessed partly on the basis of the application form submitted under the EDHSZ and partly on the basis of an interview. During the interview, a committee of at least 3 people, appointed by the DIT will assess the candidate's professional preparation, research ideas and language skills.
- (5) The interviews will take place at a time and place determined by DIT. DIT will inform applicants in writing of the date and time of the interview.
- (6) Admission is ranked on the basis of 4 criteria:
- a) diploma qualification (max. 30 points);
 - b) language skills (max. 15 points);
 - c) initial scientific activity (max. 30 points);
 - d) research plan, communication skills/habitus (max. 25 points);
- The detailed rules for evaluation are set out in Annex 6.
- (7) The admission committee shall evaluate candidates up to 100 points, with candidates scoring at least 60 points being ranked. The DIT shall establish the ranking of the admission, taking into account the opinion of the admission committee, and on this basis shall make a recommendation to the president of the EDHT for the admission decision.
- (8) The admission decision may be:
- a) admission to a full-time, organised training course with a public scholarship,
 - b) admission to a full-time, self-financed, organised training course,
 - c) admission to a part-time, self-financed organised training,
 - d) admission to individual training scheme
 - e) rejection of the application.

- (9) The decision on admission shall include the designation of the training form and the score achieved during the admission procedure. In case of successful admission, the notification shall state the date of enrolment, the documents required for enrolment, and the start of the academic year. Reference shall be made to the costs related to the training and their bearing. In all cases where the costs of training or research are covered by the doctoral student, his/her workplace or other party, the detailed conditions thereof shall be set out in a separate contract. The admitted student must sign a declaration upon enrollment stating that he/she has studied the DI regulations and DI requirements and has become familiar with his/her rights and obligations based on them. In the event of rejection, the decision must be justified.
- (10) It is possible to transfer between the different forms of training on the basis of an application to the DIT.

Curriculum, work plan

9. §

- (1) The training of the Doctoral School shall be based on the Curriculum of the DI which is approved by the EDHT based on the proposal of the DIT.
- (2) The Curriculum of the DI shall include:
- a) the purpose of the training,
 - b) the credits that can be earned and their distribution,
 - c) a list of subjects and research topics,
 - d) the list of lecturers;
 - e) the study conditions.
- (3) The DIT decides on the acceptance of subjects into the training and the renewal of the topics. The DIT reviews the topics at least every three years, taking into account the comments and feedback of students and other interested parties (instructors, external contributors, guest lecturers, labor market participants). Before the start of each academic year, the DIT reviews the list of subjects and their instructors proposed in the doctoral training and decides on their acceptance or rejection. The DI announces the accepted subjects in the NEPTUN system and publishes them on the DI website.
- (4) Attendance and attendance of classes - in full-time education - is compulsory. If the teacher is unavailable, he/she is obliged to consult the head of the DI on the idea of substituting or replacing him/her. For each subject, students must be informed of the subject matter and the requirements, including the required and recommended reading and course material.
- (5) For each subject, a compulsory subject theme and a set of requirements must be drawn up, which the DIT must give its prior opinion on and decide on the basis of the opinions. The DIT decides on the form and content of the subject syllabus and publishes it on the DI website.

- (6) Within the framework of the Doctoral School's Curriculum, the doctoral student's work plan defines the tasks to be carried out by the doctoral student during his/her studies. The student's work plan must be drawn up in the first semester of the structured training with the help of the supervisor. The work plan of the doctoral student shall be approved by the DIT on the proposal of the supervisor. The work plan can only be approved if it is in accordance with the Doctoral School's Curriculum and the Doctoral Credit Regulations (Annex 3).
- (7) The work plan shall include the subjects the student wishes to study in order to fulfil his/her academic obligations. Any subject announced by the DI or, with the support of the supervisor, a subject taught in a doctoral programme at another doctoral school in a technical or related field may be taken. Subject to the approval of the DIT, the work plan may also include subjects taught in foreign doctoral programmes.
- (8) The work plan shall include by subject:
- a) the name (title), code and credit value of the subject,
 - b) the lecturer (the person in charge of the subject, the lecturer who announced the course)
 - c) the place of announcement (institution, doctoral school)
 - d) the timing, i.e. in which semester the subject can be taken up.

The tasks of participants in organised training

10. §

- (1) Based on the assessment and report of the admissions committee, the DIT makes an admissions proposal to the president of the EDHT, taking into account additional criteria. The decision on admission is taken by the president of the EDHT and a decision is issued.
- (2) The doctoral student participates in academic training at the Doctoral School and conducts individual research. The doctoral student may also undertake teaching duties, which are not part of the study obligations and are optional.
- (3) Doctoral students enrolled in an organised course must register before the start of the semester, as announced. Documents required for enrolment:
- diploma,
 - language certificate,
 - 1 photo,
 - a document proving your identity,
 - tax card,
 - Social security card,

- bank account number,
- notification of the admittance,
- a completed enrollment form.

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

After the registration/enrolment deadline, an extra procedural fee must be paid.

- (4) The unit of study requirements is the academic (credit) point. The credit is the unit of measure of the academic, teaching and research work undertaken by a doctoral student to fulfil his/her obligations in doctoral studies. Doctoral students are required to complete a total of 240 credits over the entire training cycle, in accordance with the EDHSZ and the Curriculum of the DI. If a doctoral student, *through his/her own fault*, fails to complete the minimum number of credits in a given semester, the DIT may decide to suspend the award of the doctoral fellowship. If the doctoral student fails to make up the shortfall within one year, the DIT may decide to terminate the student's status as a student. (The detailed credit regulations are set out in Annex 3.)
- (5) Study (learning) credits may be obtained by studying and passing an examination. The **minimum** number of study (learning) credits to be completed during the **8 semesters of** doctoral studies is **48**. The completion of the credits is certified by the signature of the lecturer of the subject, *based on the examination, essay, report, etc., required for the subject taken*. Credit may be awarded only for a subject graded on a five-grade scale with a grade. No credits may be obtained in doctoral studies through the study of languages.
- (6) Credit may be awarded for the optional teaching activity carried out by the doctoral student. For teaching activities, 1 hour per week (1x45 minutes per semester) is worth 2 credits. A **maximum of 60 credits** may be earned from this activity.
- (7) Credit may be awarded for publication and other academic activities carried out by the doctoral student. Annex 2 of the Rules of Operation of the DI contains the publication credit table. The credit table shall be reviewed by the DIT at least once every three years.
- (8) Every semester, the doctoral student shall prepare a credit report (report on the completion of credits), and at the end of the academic year a summary report, in which the supervisor shall also evaluate the student's academic and research activities. In the last semester, before the end of the doctoral studies, the doctoral student prepares a summary report on the fulfilment of his/her study and research obligations. The summary of studies shall include a list of the assignments/subjects and examinations completed and the credits awarded. The completion of **240 credits** is verified by the DI's administrative officer and approved by the DIT. The absolutorium is awarded by the president of the DIT in case of a positive opinion of the DIT.
- (9) The DIT evaluates the research activities of doctoral students every six months, for which it asks for the opinion of the supervisor. The semester research and study report of the students in the organised training shall consist of a written and an oral part. The written and oral parts cannot be waived. The report must be discussed with the supervisor.
- (10) The award of the absolutorium is a prerequisite for the award of the doctoral (PhD) degree.

- (11) Students must submit their doctoral thesis within three years of the public complex examination, in case of all forms of training. This deadline may be extended by a maximum of one year in cases deserving special consideration.
- (12) Students may only be suspended for a full semester. The duration of a continuous interruption of student status may not exceed two semesters. No state scholarships may be paid during the suspension.
- (10) The doctoral student may participate in part-time studies abroad. The doctoral student may participate in the part-time study on the basis of a work programme approved by the supervisor, which ensures the validity of the period of study in the doctoral training programme of the university. The duration of the part-time training abroad counts towards the duration of the doctoral programme, the student's status as a student is not interrupted during this period, and the state scholarship is paid.

The tasks of participants in the individual training scheme

11. §

- (1) The aim of the individual training scheme is to enable professionals with significant professional experience and documented academic achievements (university doctoral degree (dr. univ.), sufficient number and quality of publications) to obtain a doctoral degree without having to fulfil study obligations, provided that ***they have fulfilled the admission requirements and passed the complex examination.***
- (2) The main organisational framework for individual preparation is consultation. In addition to the individual preparator, the DIT will appoint a supervisor from the doctoral school to assist and monitor the candidate's preparation.
- (3) The doctoral thesis may be submitted ***within a maximum of 3 years*** from the date of the authorisation of the individual preparation (i.e. the date of the complex examination). This period may be extended by up to one year in cases of special merit.

Change of supervisor

12. §

- (1) In justified cases, the EDHT may change the doctoral topic or the (co-)supervisor(s) upon request of the doctoral student concerned or at its own discretion. The EDHT shall seek the opinion of the supervisor(s) before taking a decision.
- (2) A change of subject or supervisor may not extend the duration of the period of study.

IV. OBTAINING A DOCTORAL DEGREE

13. §

(1) The general conditions and detailed regulations for the process of obtaining a doctoral degree shall be laid down in the EDHSZ.

The doctoral thesis

14. §

(1) The general rules for doctoral theses shall be laid down in the EDHSZ.

(2) The name of the author and the supervisor(s), the name of the doctoral school and the name of the head of the doctoral school, the place and date of writing. The thesis shall be accompanied by an English or Hungarian and English-language thesis leaflet (Thesis booklet), according to the language of the thesis. The thesis may be accompanied by an appendix (e.g. a collection of photographs, documents, etc.). The thesis must comply with the requirements of the EDHSZ in terms of content and format.

The workshop debate

15. §

(1) Before submission, the thesis shall be submitted for a workshop debate (discussion) in the competent educational unit or department. The aim of the workshop is to enable those present who are professionally competent in the subject of the thesis to identify any shortcomings in the thesis and to make suggestions for the final thesis to be of a higher quality.

(2) The head of the doctoral school shall request two persons with academic degrees and expertise in the subject area of the thesis to make the written preliminary peer review of the draft thesis and to prepare a preliminary summary statement (opinion).

(3) The workshop debate is organised by the candidate's supervisor in consultation with the president of the DIT.

(4) An electronic and a paper copy of the thesis to be submitted for the workshop debate - *at least three weeks before the date of the debate* - must be submitted to the secretariat of the Doctoral School. The date of the workshop and the electronic version of the draft thesis shall also be published on the Doctoral School's website.

(5) The following persons must be invited to the workshop debate:

- a) all teachers, researchers and doctoral students of the institute where the candidate carried out his/her research,
- b) members of the DIT,
- c) external experts with expertise on the subject.

(6) Invitations to the workshop shall be sent out by the candidate's supervisor at least two weeks in advance.

(7) A workshop debate may be held if at least one of the reviewers is present in person, the other has sent his/her written review within the time limit, and at least 8 of the invited persons have an academic degree.

(8) In the workshop debate, you must ensure that whether the draft thesis:

- is topical in terms of its subject.
- presents the chosen topic using modern research methods and in full detail.
- meets the formal and content requirements.
- contains new scientific results and they are considered to be the candidate's achievements.

(9) For the workshop debate, two written peer reviews are prepared. Any comments will be considered at the discretion of the author. In the case of two negative summary statements (opinions), the workshop discussion shall be repeated.

(10) The workshop debate may result in one of the following summarised resolutions:

- a) the draft thesis is suitable for further processing without revision (or with minor revisions that do not affect the substance of the thesis) without the need for a new workshop,
- b) the draft thesis is suitable for further processing, without the need for a further workshop, with revisions affecting the substance of the draft,
- c) the draft thesis is only suitable for further processing after a complete revision and a new workshop discussion.

(11) The same referees shall be invited to a repeated workshop. The repeat procedure shall be conducted in accordance with the time limits for the award of the degree.

(12) Minutes shall be kept of the prefacing opinions, the questions asked and the author's answers to them, and the author's statement (opinion). In the case of procedures in a foreign language, the minutes of the workshop shall also be drawn up in the foreign language used during the procedure. The minutes shall be accompanied by an attendance sheet, which shall include the names, academic degrees, workplace, contact details and signatures of the participants.

Public debate

16. §

- (1) The general rules on public debate are laid down in the EDHSZ. The script for the public debate shall be drawn up in accordance with the Annex to the EDHSZ.
- (2) The public debate shall be organised by the Secretariat of the Doctoral School.
- (3) Invitations to the public debate shall be sent out by the Secretariat at least two weeks before the debate.
- (4) The invitation to the public debate shall also be published on the website of the Doctoral School. The invitation shall indicate where the thesis can be viewed.
- (5) The public debate must be invited:
 - a. members of the DIT
 - b. all members of the candidate's institute having PhD degree
 - c. the professionally competent departments of the co-faculties
 - d. the supervisor(s)
- (6) If the thesis is related to national security or involves delayed disclosure (protection of intellectual property, patenting, etc.), it is necessary to ensure appropriate confidentiality throughout the public debate, both for the parties involved and for all participants in the procedure. This should be documented by appropriate declarations.

Language requirements

17. §

- (1) The requirement for obtaining a doctoral degree is to provide documentary proof of intermediate (B2 level) English language proficiency.

V. Other provisions

Quality assurance

18. §

- (1) The detailed quality assurance activities of the DI are set out in the Quality Assurance Plan, which is PDCA-based and follows ESG standards, in line with the institutional Quality Assurance Policy.
- (2) The head of the DI is responsible for the quality assurance activities of the DI.
- (3) The quality assurance activities of the DI are closely integrated with the institutional quality assurance activities.
- (4) The head of the DI reports annually to the DIT and the EDHT on the effectiveness of the DI's quality assurance activities.
- (5) The DI evaluates student feedback on teaching and subject leadership on an annual basis. The aim of the student evaluation of teaching is to contribute to the improvement of the quality of teaching in the DI, to increase the efficiency of teaching, to provide an opportunity for the DI management and teachers to assess the quality of their work and to help to eliminate any errors or shortcomings identified. The aim of student feedback on the work of subject leaders is to contribute to raising the quality of subject leadership in the DI by providing students with their views, to increase the efficiency of research work, to provide an opportunity for the DI management and their subject leaders to assess the work of their subject leaders and to help eliminate any errors or shortcomings that are identified. The rules for the conduct of student reviews of the work of lecturers and subject leaders are set out in the Quality Assurance Plan.
- (6) An annual survey is also carried out to assess the satisfaction and opinions of doctoral students on the functioning of the DI. The corresponding questionnaire and the rules for measurement are available in the Quality Assurance Plan. (7) The head of the DI is responsible for the quality assurance activities of the DI.
- (7) The DI annually evaluates the opinions of collaborating partners and research participants on the role of the DI in science in order to improve its operations. The evaluation is based on a synthesis of partner opinions related to public defenses, complex examinations and semester student reports.
- (8) The DI is developing an ALUMNI system to track the careers of its doctoral students and maintain contact. This also provides an opportunity for feedback from previously graduated doctoral students to be an integral part of quality assurance, and we also inform supervisors and lecturers about this.
- (9) The registration and contact with graduate students is handled by the DI Secretary.
- (10) Complaints arising from doctoral students are handled at the DI level according to the institutional procedure. (Based on the provisions of Section 12 of the Study and Examination Regulations of Óbuda University.)

Financial management of the Doctoral School

19. §

- (1) The head of the Doctoral School (DI) shall be responsible for the financial management of the Doctoral School, which shall be *governed by the university's financial regulations*, and shall be responsible for authorising payments.
- (2) The financial framework of the Doctoral School shall consist of the state stipend paid to the scholarship holders, the fees paid by the doctoral students, procedural fees and other income of the DI, based on the budget approved by the EDHT.
- (3) The head of the DI shall be financially and disciplinarily responsible for the implementation of the budget of the DI.

VI. Annexes

Annex 1

D6) Application form for doctoral (PhD/DLA) training

University of Óbuda

1034 Budapest, Bécsi út 96/B.

Institutional identification number: FI 12904

APPLICATION FORM FOR DOCTORAL (PhD) TRAINING

Name: Birth Name:.....

Place of birth: Date of birth:.....

Mother's birth name: Nationality:

Permanent address:

Residence/notification address:

Phone number:E-mail address:Website address:

Workplace name:

Work address:

Work telephone number:

Occupation/Position:

Which university did you study at (university/city/country)?
.....

University/MSc degree number:Date of degree:

Qualification of the diploma :.....Page (s):

Language skills:

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

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

Name of the chosen doctoral school (research area):

What type of training are you applying for?

organised training with scholarship/organised fee-paying training/individual preparation*

Name of the doctoral programme (announced topic) within the doctoral school (research area):.....

The topic of your choice is:

Name and academic degree of the supervisor:

Workplace of the supervisor:

Name and academic degree of the supervisor:

Workplace of the supervisor:

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

Name of another institution: Doctoral school:
.....

Doctoral programme:

Will you keep your application if you are accepted for another form of training?:
.....

I declare that the above information is true and I acknowledge that I will be held liable for any disadvantages resulting from the disclosure of untrue information.

Budapest, 20.....

.....

signature of the applicant

The application form must be completed in block letters. It must be accompanied by the documents listed in paragraph 19(3).

**The relevant text should be underlined.*

Annex 2: Evaluation of scientific publication activity

1. Publication means a printed and/or electronic communication (journal article, scientific monograph, book chapter, etc.) which [according to Annex 2 of MAB 2008/8/II.2]:

- a) presents the author's own research results,
- b) includes precise references to the literature,
- c) has ISBN or ISSN,
- (d) published in a professional publication or as a professional publication.

2. Not considered as publication:

- a) an article published in a daily newspaper or a non-professional weekly (even if the subject is of a professional nature),
- b) self-published work (if it is neither linguistically nor professionally proofread)
- c. notes, handouts, problem books, compilations, editing, proofreading, etc.
- d. a short (one-page) paper in a conference publication or a poster,
- e. (book) translation,
- f. a review (book review) or critique (except for a longer analysis of a work),
- g. a research report prepared in the context of a call for proposals or on commission,
- h. thesis, diploma thesis,
- i. other manuscript-type treatises, papers,
- j. science writing,
- k. non-research and non-demand interview (neither as a reporter nor as an interview)

3. The minimum requirements and the scoring of publications provide a benchmark for candidates to assess their publication activity and when to initiate a doctoral procedure. However, it should be noted that the quality of publications is as important as the quantity of publications in the decision to award a degree. Compliance with the minimum requirements will be checked by the proposer (and, on the basis of the proposal, by the DIT) on the basis of the list of publications submitted. If the minimum requirements are not met, the application will be rejected by the DIT.

Minimum publication requirements for the start of the degree procedure:

- The number of publications published or in the process of publication, as evidenced by an editorial or publisher's statement, is at least 5, of which
- at least 1 journal article (paper) in a foreign language journal indexed in Web of Science (WoS) or Scopus,
- at least 2 journal articles in a foreign language with at least 50% of the candidate's average authorship
- at least 1 publication in Hungarian (for Hungarian citizens only)
- at least 3 peer-reviewed publications.
- The minimum number of credits needed: **75 credits**.

	Abroad, in a foreign language	in Hungary, in a foreign language	in Hungarian
Book	100	80	40
Book chapter	24 (min. 10 pages)	3.6 (per 20 pages)	1.8 (per 20 pages)
Journal article with impact factor (IF)	24-40	24-40	-
Peer-reviewed journal article	24	18	12
Journal article (without peer-review)	18	12	6
Editing a special issue of a peer-reviewed journal	18	12	6
Editing a special issue of a unreviewed journal	9	6	3
Peer-reviewed conference article (min. 4 pages, with ISBN)	24	18	6
Unreviewed conference article (min. 4 pages, with ISBN)	8	8	2
Patent	20	12	12

Table of publication credits (*The number of credits must be divided by the number of non-supervisor authors. The impact factors of journals must be determined based on the Journal Citation Reports of Clarivate Analytics. $IF < 0.1$ (Q4 journal): 24 credits; $0.1 \leq IF < 2$ (Q3 journal): 29 credits; $2 \leq IF < 4$ (Q2 journal): 33 credits; $4 \leq IF$ (Q1 journal): 36 credits) A D1 journal article is worth 40 credits.*)

When summing the points, the point value of the publication is divided by the number of authors. In this calculation, the doctoral student's supervisor(s) is/are automatically excluded from the list of co-authors.

Full marks are awarded for unpublished papers that are accepted for publication, and half marks for papers that are accepted conditionally, i.e. requiring minor revision.

PhD minimum requirements for thesis submission:

For each thesis point in the dissertation, the candidate must indicate where the related results has been published. In the case of co-authored publications, co-authors (with the exception of the supervisor and the foreign co-author) must provide the "Co-author Acknowledgement and Disclaimer" as per Annex D11 of the EDHSZ. At least one of the scientific publications associated with the thesis points must have been published in a journal indexed in Web of Science (WoS) or Scopus. At least half of the thesis points must be accompanied by an article published in a journal or conference proceedings.

Annex 3: Doctoral Credit Regulations

(1) All study requirements in doctoral (PhD) studies shall be defined in credits (study points). The general regulations on the credits to be obtained in doctoral studies are contained in the Doctoral Credit Regulations of Óbuda University.

(2) During the eight semesters of doctoral studies, a total of 240 credits must be accumulated in order to obtain absolutorium (final certificate). Credits may be obtained in the following activities:

- learning activities (studies), i.e. the completion of courses;
- research activities;
- teaching (educational) activities
- contribution to a research project
- completion of semester research and study reports.

The number of credits and the minimum required number of credits are as follows:

- In order to obtain absolutorium in organised studies, a minimum of 240 credits must be acquired by the end of the 8th semester, as follows:

		Number of credits	Minimum required	Maximum
Learning activity		6 credits/subject	48	60
Research activity	Semester research and study report	Semester 1-4: 8 credits/semester Semester 5-8: 15 credits/semester	92	92
	Project contribution	6-10 credits/project	-	40

	Publication activity	see Table of publication credits	75; min. 5 publications, min. 2 peer-reviewed journal papers in a foreign language (at least one in journal indexed in WoS or Scopus, min. 3 peer-reviewed publications, min. 2 journal papers in a foreign language*, min. 1 publication in Hungarian**)	116
Teaching activity		45 minute class/week = 2 credits	-	60 (max. 5 credits/semester in semester 1-4, max. 10 credits/semester in semester 5-8)
TOTAL			240	

* with minimum author contribution of 50% (in average)

** for Hungarian citizens only

● **Minimum requested credits at the end of the semester:**

- 1st semester: 20 credits;
- 2nd semester: 45 credits;
- 3rd semester: 75 credits;
- 4th semester: 90 credits;
- 5th semester: 110 credits;
- 6th semester: 150 credits;
- 7th semester: 180 credits.

- These requirements are the same for full-time and part-time students.

(3) 6 credits per subject may be awarded for the completion of courses.

(4) 2 credits can be earned for 1 contact hour per week (per semester) for teaching activities.

(5) There are four ways to earn credit for research activity:

a) For publication activities.

b) **8-8** credits are awarded for the semester research and study report in semesters 1-4 and **15-15** credits in semesters 5-8 (92 credits in total).

c) Active participation in a research project, 6-10 points per project.

(6) The number of credits that can be obtained or shall be obtained by completing the courses, research and teaching activities shall be determined by the doctoral student's study plan.

(7) The Doctoral School Council may grant a waiver from the fulfilment of the training requirement if the student is participating in part-time studies outside the institution. The doctoral student may participate in part-time training outside the institution (research institute, company or abroad) in connection with his/her doctoral topic. He/she may do so on the basis of a work programme approved by the supervisor which ensures the validity of the period of study in the doctoral training programme of the University. The Doctoral School Council is authorised to decide on the approval of the work programme for part-time studies outside the institution. The credit value of the courses thus completed shall be determined by the Doctoral School Council.

Credit transfer

(8) Credits obtained at other higher education institutions in Hungary or abroad, or outside the doctoral student's own doctoral school, may be recognised on the basis of an inter-institutional credit equivalence agreement, an individual study agreement with the student or the provisions of the legislation providing for credit transfer.

(9) The two subjects shall be considered equivalent if the correspondence between the two subjects is at least 75%. The degree of correspondence shall be assessed by the Doctoral School Council on the basis of a proposal by the subject supervisor, and a decision on equivalence shall be taken on this basis.

(10) The decision may be appealed to the Rector.

(11) The Doctoral School Council shall decide on the maximum percentage of study (training) credits that a doctoral student may accumulate by transferring credits on the basis of individual applications.

Credit for activities carried out in another doctoral school or institution (part-time training, study elsewhere)

(12) The doctoral student's studies outside his/her own doctoral school shall be treated as part-time studies.

(13) In the course of the part-time training, the doctoral student may also acquire study (learning), research and teaching credits.

(13) If possible, the doctoral student's grades in the courses taken abroad shall also be requested in the form of ECTS grades. These shall be converted into Hungarian grades in the usual way (A=5, B=4, C=3, D=2, F=1).

Credit for prior learning

(14) Participation in training, research and teaching outside the framework of doctoral (PhD) training, but corresponding to the doctoral programme, shall be considered as prior performance.

(15) The Doctoral School Council may give credit for these achievements, which have been demonstrated during the professional career.

Annex 4: Structure of the Research plan

**OBUDA UNIVERSITY
DOCTORAL SCHOOL ON SAFETY AND SECURITY SCIENCES**

Approved by the

Doctoral School Council

Date:

.....
Head of the Doctoral School

**4-year individual research and study programme
for full-time/postgraduate doctoral studies**

.....**NAME**.....

From 1st February/September 20.... to 31st January/August 20x.

.....
Doctoral Student

PERSONAL DATA	
Name:	
Mother's name:	
Citizenship:	
ID/Passport number:	
Address, phone number:	
Employed at:	
Position:	

UNIVERSITY DEGREE	
University:	
Faculty, Department:	
Number of Diploma/year:	

LANGUAGE KNOWLEDGE	
Language:	
Level of knowledge:	
Number of the certificate:	
Issuing institute:	

PhD STUDY	
Research topic:	
Supervisor (name, academic degree):	
Type of training:	Full-time / Part-time

LECTURES	
Courses	Lecturers

Research:

Title of the research topic:

Abstract of the research topic:

Aim of the research:

Research methods:

Expected results, utilisation of results:

Schedule of research:

1th of September, 20... – 31th of January, 20... (1st semester)

1th of February, 20... – 31th of August, 20... (2nd semester)

1th of September, 20... – 31th of January, 20... (3rd semester)

1th of February, 20... – 31th of August, 20... (4th semester)

1th of September, 20... – 31th of January, 20... (5th semester)

1th of February, 20... – 31th of August, 20... (6th semester)

1th of September, 20... – 31th of January, 20... (7th semester)

1th of February, 20... – 31th of August, 20... (8th semester)

Planned publications:

CURRICULUM FOR SEMESTERS 1-8 OF DOCTORAL STUDIES

Name:			
Name of supervisor:			
Research title:			
Semester	Course, code	Lecturer name	Number of publications (plan)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Date:

.....
Doctoral Student

Opinion and suggestion of the supervisor:

Date:

.....
Supervisor

The Doctoral School accepts only forms with **original signatures** of both the supervisor and the doctoral student!

Annex 5: Structure of the thesis booklet

The thesis booklet must be prepared in 10 copies in English or in Hungarian and English, according to the language of the thesis, and must contain:

- a) the name of the doctoral candidate and his/her supervisor(s);
- b) the title of the thesis;
- c) the formulation of the scientific problem;
- d) the research objectives and hypotheses;
- e) the research methods;
- (f) a concise description of the study carried out, chapter by chapter;
- g) the summarised conclusions;
- h) new scientific findings and recommendations;
- i) the practical applicability of the research results;
- j) a list of the doctoral candidate's publications on the topic (in Hungarian only);

The formal requirements for the thesis booklet are set out in Annex D9) of the EDHSZ.

Annex 6: Admission scoring

On the basis of the documents submitted and the interview, the admission committee will assess the candidates' performance on a 100-point scale according to the following criteria:

1. Diploma (MSc/MBA) qualification

The points awarded for a diploma are the same for all diplomas, regardless of the age of the diploma:

Maximum 30 points (30 points for an excellent diploma, 20 points for a good diploma, 10 points for a medium diploma)

2. Language skills

Maximum 15 points (15 points at upper level, 11 points at intermediate level, 7 points at primary level, 0-7 points for oral assessment on the spot)

To obtain language proficiency points, language certificates must be presented by the end of the admission period.

3. Initial scientific activity

Previous research, creative or professional achievements (student prizes, scientific publications, etc.) - **maximum 30 points**

The scoring is based on the publication point system also used for doctoral students [Annex 1].

Additional points may be awarded for Scientific Students' Associations (TDK) participation and placement:

TDK 1st place: 20 points

TDK 2nd place: 15 points

TDK 3rd place: 10 points

TDK participation: 5 points

To receive points for initial academic activity, the publications in question must be submitted by the end of the admission period.

Pro Scientia medal holders will receive maximum points for evaluation criteria 3 and 4.

4. Research plan, habitus:

The committee will assess the following three components, based on the research plan submitted by the candidate, the ideas for the doctoral thesis, the feasibility of the research programme and the interview:

- The candidate is able to formulate unresolved problems related to the research topic: 10 points
- The candidate is aware of what literature can be used to prepare for the research topic: 5 points
- The candidate can separate research and development tasks related to the topic: 10 points

Maximum score: 25

Annex 7: Members of the Doctoral School Council (DIT) and the Admission Committee

Internal members of DIT:

Prof. Dr. János Besenyő

Prof. Dr. Tibor János Goda DSc

Prof. Dr. Györök György

Prof. Dr. Pál Michelberger

Prof. Dr. Zoltán Rajnai

Prof. Dr. Róbert Szabolcsi

Dr. habil. Farkas Tibor

External members of DIT:

Prof. Dr. Berek Tamás

Dr. Beatrix Fregán

President of DIT:

Prof. Dr. Tibor János Goda DSc

Admission Committee:

President:

Prof. Dr. Tibor János Goda DSc

Members:

Prof. Dr. Zoltán Rajnai

Dr. Endre Szűcs

The Rules of Operation was approved by the Doctoral School Council.