

OBUDA UNIVERSITY DOCTORAL AND HABILITATION REGULATIONS

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PREAMBULUM

The Senate of Obuda University (hereinafter referred to as the "University") has determined the University's Doctoral and Habilitation Regulations (hereinafter referred to as the "EDHSZ") on the basis of the following laws and regulations:

- Act CCIV of 2011 on National Higher Education (hereinafter: Nftv.)
- Act C of 2001 on the naturalization of foreign diplomas (hereinafter: Recognition Act);
- CL Act of 2016 on the General Administrative Procedure;
- Act LIX of 2022 amending certain acts related to higher education, vocational education and training and adult education
- Government Decree No. 387/2012 (XII. 19.) on doctoral schools, doctoral procedures and habilitation (hereinafter referred to as the Government Decree on Doctoral Studies);
- a 37/2008 (V. 16.) of the Government Decree on the state-recognised language examination certifying foreign language proficiency and on the naturalization of language examination certificates in Hungary issued abroad certifying foreign language proficiency;
- Government Decree 87/2015 (IV. 9.) on the implementation of certain provisions of the Nftv. (hereinafter: Vhr.);

The Senate of the University, taking into account the above laws and governmental decrees, as well as the position of the Hungarian Higher Education Accreditation Committee (hereinafter referred to as MAB) on the establishment and operation of doctoral schools, shall determine the detailed rules of doctoral training and degree acquisition, as well as the habilitation procedure, with special regard to the ESG Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG 2015), as follows.

List of abbreviations:

DI	Doctoral School
DIT	Council of the Doctoral School
DLA	Doctor of Liberal Arts
EDHI	University Doctoral and Habilitation Office
EDHT	University Doctoral and Habilitation Council
EDHSZ	University Doctoral and Habilitation Regulations
DÖK	Doctoral student self-government
HVB	Habitats Committee
MAB	Hungarian Higher Education Accreditation Commission
MMA	Hungarian Academy of Arts

MTA	Hungarian Academy of Sciences
MTTDHT	Doctoral and Habilitation Council for Engineering and Natural Sciences
MTMT	Catalogue of Hungarian Scientific Works
ODT	National Doctoral Council
PhD	Doctor of Philosophy
TDHT	Disciplinary Doctoral and Habilitation Council
TVSZ	Study and examination regulations
SZBB	Technical Review Panel

I. GENERAL PROVISIONS

Scope of the Code

1. §

(1) The scope of the regulations extends to students (hereinafter referred to as doctoral candidates), instructors and researchers participating in doctoral training, to those involved in the doctoral procedure, as well as participants in the habilitation procedure.

(2) The student allowances and reimbursements related to doctoral studies are provided for in Part 3, the Student Allowance and Reimbursement Policy (hereinafter: Allowance and Reimbursement Policy) of Volume III (The Student Requirements System of Obuda University) of the Organisational and Operational Regulations of Obuda University.

(3) The detailed rules related to doctoral education - not regulated in these regulations - are contained in Part 2 of Volume III of the Organisational and Operational Regulations of Obuda University (The Student Requirements System of Obuda University), the Study and Examination Regulations (hereinafter: Study and Examination Regulations), the Quality Assurance Regulations of the University, and the Quality Assurance Plan uniformly applicable to all doctoral schools.

(4) The fees related to doctoral and habilitation procedures are set out in Annex III, titled „The procedural fees for doctoral and habilitation processes”.

For the purposes of this Policy, the terms used in and in relation to:

2. §

The Doctoral and Habilitation Regulations of Obuda University use the following definitions of terms related to doctoral training and degree acquisition, as well as habilitation:

Database: the national scientific bibliographic database (MTMT) as defined in point o) of paragraph (1) of Article 3 of Act XL of 1994 on the Hungarian Academy of Sciences (<http://www.mtmt.hu/>).

doctoral studies: prepares students for doctoral studies following the award of a master's degree (or, in the case of exceptionally talented candidates, for doctoral studies in the last two years of a bachelor's degree and qualification or, in the case of an undivided master's degree, for doctoral studies in parallel with the master's degree)

doctoral student: a student in doctoral studies

doctoral thesis: a research area which is suitable for the doctoral student, under the guidance of the supervisor, to master the application of scientific methods, to obtain valuable scientific results to provide evidence of this in the form of scientific publications, scientific presentations and a doctoral thesis

doctoral thesis: a piece of writing by the doctoral student demonstrating his/her ability to independently solve a scientific problem commensurate with the requirements of the degree

habilitation: teaching and lecturing ability and academic performance university perception

habilitation theses: in order to be awarded the title of Dr. habil, the candidate must a compilation of the results of his work, in a point-by-point presentation

cooperative doctoral training: Doctoral training in which a doctoral student studying in the fields of mathematics, natural sciences, engineering, information technology, agricultural sciences, medicine and health sciences, management and organisation or arts works in parallel with his/her doctoral student status at an employer that is not a higher education institution or a budgetary body, or a health service provider, which provides the doctoral student with professional assistance for research and dissertation work, with the scientific and research results being put to practical use by the employer employing the doctoral student

General rules for doctoral training and degree acquisition

Nftv. § 16.

(1)-(4)

Nftv. § 17.

(1)

(4)

3. §

- (1) The doctoral programme lasts eight semesters. A minimum of 240 credits must be obtained.
- (2) At the end of the fourth semester of the doctoral programme, at the end of the training and research phase and as a prerequisite for the start of the research and dissertation phase, a complex examination is required to measure and evaluate the progress made in study, research and creative work.
- (3) In the degree procedure following the complex examination, the student completes the research and dissertation stage, with the aim of obtaining a doctoral degree.

Training can be organised as full-time, part-time and distance learning. The rules for full-time and part-time operation, as well as the details of the online complex examination, workshop and examination, are laid down in the DIs' Rules of Procedure.

The conditions and procedures for the establishment of a doctoral school, the registration of a new scientific discipline and the termination of a doctoral school

Government Decree on Doctoral Studies § 1

Government Decree on Doctoral Studies § 2

Government Decree on Doctoral Studies § 5

Government Decree on Doctoral Studies § 6

Government Decree on Doctoral Studies: § 6/A

Government Decree on Doctoral Studies § 7

Government Decree on Doctoral Studies § 8

Government Decree on Doctoral Studies § 26

4. §

- (1) The Doctoral School (hereinafter referred to as DI) is an organised framework for doctoral training, providing preparation for the award of a doctoral degree.

- (2) With the accreditation of the DI, the University acquires the right to award doctoral studies, PhD and DLA degrees in the given scientific and artistic discipline(s), as well as to conduct habilitation procedures and to award the title "Dr. habil." (doctoral)

degree obtained abroad, to naturalise the academic (doctoral) degree obtained abroad and to confer the title of Doctor Honoris Causa.

(3) The Senate shall decide on the establishment and termination of the doctoral school and the start of doctoral studies (Article 12 (3) hd) of the National Doctoral Training Act)

(4) The DIs established at the University are directly supervised by the Rector. The administrative tasks related to DI students are carried out jointly by the DI and the University Doctoral and Habilitation Office (hereinafter EDHI).

(5) The DI is led by a widely respected professor at the University. The Head of the DI is assisted by the DI Council (hereafter: DIT).

Provisions concerning the Core of Members of the Doctoral School, the Emeritus Member of the Doctoral School

Government Decree on Doctoral Studies § 2

Government Decree on Doctoral Studies § 3

5.§

- (1) The core members of the DI are approved by the EDHT on the proposal of the DIT and appointed by the Rector.
- (2) The Rector may, on the recommendation of the DIT, confer the title of emeritus member to a person who is a founding member of the DI, or who has been a member of the DI for at least 5 years and has a documented relationship with the University, but who no longer holds a chair.
- (3) The title of emeritus member does not carry any financial reward.
- (4) The title and details of the emeritus member must be published in the doctoral database. An emeritus member is not required to meet the MAB criterion of 5 new publications and to have his/her publication and citation data included in the Database.
- (5) The emeritus member is no longer involved in the MAB evaluation procedures of the doctoral schools and is therefore not included in the DI requirements for the 7 staff members, but his/her results are retained in the DI statistics.
- (6) The title of Emeritus Member shall be withdrawn by the donor if the Emeritus Member's employment with the University in connection therewith is terminated or if the Emeritus Member so requests. The Emeritus Member's data will no longer be visible in the public database after the title has been terminated, but will be retained unchanged and will be counted in the DI's performance.

(7) Additional criteria for core membership:

7.1 A core member shall carry out more than 70% of his/her doctoral training activities in the DI of which he/she is a member.

7.2 Age requirements for Core Members:

(a) The head of the FDI is under 65 years of age in the year of establishment of the FDI and under 70 years of age in the year of evaluation of the FDI in operation, even after a change of head;

(b) a university lecturer or researcher under 65 years of age in the year of establishment of the DI or under 70 years of age in the year of evaluation of the DI in operation.

7.3 Have 5 articles published in the ODT database in the last 5 years and 5 additional articles in the discipline, and update this list regularly each year.

Only printed and/or electronic publications (journal articles, university/college textbooks, , scientific monographs, book excerpts, translations from classical languages, etc.) which:

- a) the author presents the results of his/her own research (in the case of a book, he/she should also cite them in detail);
- b) include precise references to the literature,
- c) ISBN or ISSN number;
- d) proofread;
- e) referenced (found in a well-known database);
- f) impact factor depending on the discipline;
- g) has been published in a trade publication or as a publication, and this publication;
- h) by an internationally or at least nationally listed publisher;
- i) in a foreign language commonly used in professional circles;
- j) can be found and accessed in major public libraries,
- k) can be ordered or purchased.

The following may be taken into account as a publication: a technical or artistic work of art, an accepted domestic or foreign patent, and as a reference, a documented realisation of the patent, industrial series production.

The following cannot be taken into account:

- a) an article published in a daily newspaper or a non-professional weekly (even if the subject is of a professional nature),
- b) a self-published work (if it is neither linguistically nor professionally proofread),
- c) notes, handouts, handouts, example books, translations, editing, proofreading, etc,

- d) papers published in a conference publication (except: in the field of Cat;)
- e) (book) translation, except for the translation of classics by proofreading;
- f) a review (book review) or critique (except for a longer analysis of a work);
- g) a non-public research report prepared in response to a call for proposals or commissioned by the Commission;
- h) thesis, diploma thesis, dissertation (dr. univ., PhD, DLA, CSc, DSc, chair thesis);
- i) other manuscript-type treatises, papers; scientific papers,
- j) non-research interviews (neither as a reporter nor as an interviewee);
- k) a piece of writing that has not yet been published (planned or "in the process of being published", not yet accepted by the publisher).

7.4 You must have an active thesis or active doctoral studies.

7.5 Comply with the requirements for the publication record of core members as detailed in Annex "D5. Core Member Discipline Publication Requirements".

7.6 Compliance with the Code of Conduct is regularly audited by the EDHT on an annual basis.

II. THE ORGANISATIONAL FRAMEWORK OF DOCTORAL TRAINING AND DEGREE ACQUISITION

Nftv. § 16.

Government Decree on Doctoral Studies § 9

University Doctoral and Habilitation Council

6. §

- (1) The EDHT is an independent body in matters of academic activity, which develops and supervises the system of doctoral training and degree acquisition at the University, as well as the habilitation procedure, decides on the awarding of doctoral degrees and habilitated doctorates, and takes a position on questions of principle related to the doctoral and habilitation procedure.
- (2) The establishment of the EDHT is decided by the Senate.
- (3) The minimum membership of the EDHT consists of the Heads of the DIs, at least one person per discipline represented by the DI (who may also be the Head of the DI), a representative of the Doctoral Students' Union, the President of the EDHT, the President of the Professorial Council (as a member with consultative rights or as an elected member) and the Rector (as a member with consultative rights or as an elected member). At least half of the members of the EDHT shall be university

professors, research professors or lecturers or researchers holding the title of Doctor of Sciences of the Hungarian Academy of Sciences (hereinafter referred to as "HAS"). One member of the EDHT is delegated by the Doctoral Students' Self-Government. All other members of the EDHT shall be elected by the Senate on the recommendation of the Rector for a maximum term of five years. The composition of the EDHT shall ensure that all disciplines and disciplines of the sciences and arts and the DIs which have been awarded the right to habilitate are equally represented. Any member of the EDHT who is related to the candidate or who cannot be expected to give an objective assessment of the case for any other reason shall not participate in the EDHT during the procedure concerned.

- (4) When selecting the members of the EDHT, it must be ensured that the members
 - a) have a habilitated doctorate from among the full-time, salaried professors or researchers employed by the University;
 - b) at least two thirds of them must be university teachers;
 - c) one third of the members, but at least two members shall be academics not employed the University.
- (5) The President of the Professorial Council is an ex-officio member of the EDHT with the right of deliberation if he/she is not an elected member. The Rector of the University shall be a permanent guest of the EDHT.
- (6) The President of the EDHT shall be a professor of the University of outstanding academic merit, elected by the Senate on the recommendation of the Rector and appointed by the Rector for a term of five years.

The EDHT may, on a proposal from the President, elect Vice-Presidents from among its members, who shall be entitled to replace the President in the exercise of the powers laid down by the President.

- (7) The President and members of the EDHT may be re-elected several times in successive terms.
- (8) The mandate of a member of the EDHT is terminated:
 - a) at the end of the mandate;
 - b) by resigning;
 - c) with recall;
 - d) the death of the member;
 - e) in the case of a lecturer, researcher or teacher who has an employment relationship with the University, upon termination of the employment relationship with the University.
- (9) In the cases specified in points b) to d) of paragraph (8), the Senate shall elect a new member within 30 days, or, if it has not held a meeting by then, at its next meeting following the expiry of the deadline, on the proposal of the Rector.
- (10) The Rector shall submit his proposal for the new members of the EDHT at the latest at the last Senate meeting before the end of the EDHT's term of office.
- (11) The recall of a member of the EDHT may be initiated by the President of the EDHT or the Rector to the Senate in the following cases:

- a) in the event of permanent incapacity of the member;
 - b) if the member is regularly absent from EDHT meetings and has not been able to provide adequate justification for his/her absence;
 - c) if the member has been convicted of a criminal offence and has been the subject of a final conviction or disciplinary decision;
 - d) if the member becomes unworthy of membership.
- (12) The University is a member of the National Doctoral Council (hereinafter: ODT). The University is represented in the ODT by the President of the EDHT. The President of the EDHT is responsible for checking that the University's data required for the accreditation of doctoral schools are published in the database www.doktori.hu. The DIs shall ensure that the ODT data are regularly updated.
- (13) The EDHT
- a) appoints and dismisses the members of the Council of the Doctoral School (hereinafter referred to as the DI);
 - b) decides on the removal from the list of students, delegating its powers to the Council of the Doctoral School;
 - c) decides on applications for transfer from other doctoral schools or between doctoral schools within the University
 - d) carries out habilitation procedures as laid down in the regulations, delegating its powers to the Doctoral Council
 - e) appoints the official referees and the habilitation evaluation committee, which delegates its powers to the Doctoral Council;
 - f) assesses the report of the evaluation committee;
 - g) decides whether to award the title of habilitated doctor;
 - h) prepares the Senate's decisions on habilitation;
 - i) decides on appeals against decisions of the SCC on grounds of infringement of the law or of the rules and regulations.
- (14) The President of the EDHT is responsible for convening the meetings of the Council, setting the agenda, appointing the rapporteurs, inviting ad hoc committees and chairing the deliberations. The meetings of the EDHT are not open to the public, but the decisions of the EDHT and the reasons for them are public.
- (15) The EDHT meets as necessary, but at least once every six months. The President is obliged to convene a meeting of the EDHT if at least 1/3 of its members, or the Senate or the Rector of the University, so requests in writing.
- (16) The EDHT is quorate when more than half of its members with voting rights are present and the EDHT President or Vice President is present. Decisions of the EDHT shall be taken by a simple majority of its members present (in open or secret ballot for personal matters), except for secret ballots as specified in these rules, where a yes or no vote shall be allowed. In the case of an open vote, the President shall have a casting vote in the event of a tie. A secret ballot shall be ordered by the President in the case of a personal matter or if it is proposed by a member of the EDHT and supported by more than half of the members of the EDHT present. In case of a tie, the secret ballot shall be repeated once. In the event of a tie, the discussion of the proposal put to the vote shall be adjourned.

- (17) The EDHT may also take decisions by electronic vote in duly justified cases, on the initiative of the President.
- (18) The EDHT President will ensure the electronic voting with the involvement of EDHI.
- (19) In the case of electronic voting, EDHT members can cast their votes from their university e-mail address, which is their exclusive access address, and in the case of external members, from their official e-mail address, which is certified by their signature and indicated on the form submitted to the EDHT President.
- (20) In the case of electronic voting, the proposal for a decision and the electronic ballot paper shall be sent to the members of the EDHT at least three working days before the voting day, with a deadline, and at least one working day shall be allowed for voting.
- (21) The electronic ballot paper includes:
 - a) the decision proposal;
 - b) the yes or no option;
 - c) the period from t to t for casting a vote.
- (22) A decision adopted by electronic vote shall be recorded in the minutes of the next meeting of the Board, stating that the decision on the matter was adopted by electronic vote.
- (23) The date of the adoption of the decision taken on the basis of electronic voting, the deadline for electronic voting, the provisions of paragraph 19 shall apply mutatis mutandis to the adoption of the decision.
- (24) The decisions of the EDHT must be in writing and sent to the parties concerned. Decisions shall be published on the University's website, with the exception of decisions concerning the award or withdrawal of a degree.
- (25) The minutes of the EDHT meetings must be drawn up, including the decisions taken and the most important points made. The minutes shall be certified by the President.
- (26) In the case of personal matters, a person who, for whatever reason, cannot be expected to give an objective assessment of the matter, in particular a person who has a conflict of interest, may not take part in the decision-making.
- (27) Appeals against decisions of the EDHT may only be brought in the event of a breach of these rules and/or of the law. Appeals must be submitted to the Rector within 15 days of the date of the alleged violation of the law or regulation. The Rector shall decide on the appeal within 30 days.
- (28) The EDHT is assisted in administrative matters by the EDHT Secretary. The EDHT Secretary is proposed by the EDHT President and voted on by the EDHT.

Doctoral and Habilitation Councils

7. §

- (1) The Senate of the University, on the basis of the opinion of the President of the EDHT and the doctoral schools concerned, shall establish a Doctoral and Habilitation Council for Science and Natural Sciences (hereinafter referred to as MTTDHT) for doctoral schools representing the disciplines of Materials Sciences and Technologies, Mathematics and Computer Sciences, Architecture, Computer Sciences and Military Engineering, and, for doctoral schools in the disciplines of management and organisation sciences and civil engineering, a Doctoral and Habilitation Council for Social and Art Sciences (TÁMDHT).
- (2) The President and members of the MTTDHT and TÁMDHT are elected by the Senate. In the composition of the MTTDHT and the TÁMDHT, a proportional representation of the disciplinary competent doctoral schools shall be sought. The composition and the mandate of the MTTDHT and TÁMDHT shall be governed by the provisions of the Government Decree on Doctoral Studies, § 9 (1). One member of the MTTDHT and the TÁMDHT with consultative rights shall be delegated by the Doctoral Council.
- (3) The MTTDHT and the TÁMDHT have the powers specified in Section 9 (2) e-h) of the Doctoral Government Decree, as delegated by the EDHT.
- (4) Appeals against the decisions of the MTTDHT and the TÁMDHT may be lodged with the EDHT within 15 days in case of violation of the law or the university regulations. The EDHT will decide on the appeal within 30 days.

Council of the Doctoral School

Government Decree on Doctoral Studies § 10

8. §

- (1) A Doctoral School Council (DIT) may be established to assist the Head of the Doctoral School, elected by the regular members of the Doctoral School and appointed and dismissed by the University Doctoral and Habilitation Council. The DIT is chaired by the Head of the DI.
- (2) The President of the DIT is assisted by a Secretary. The DIT may elect a Vice-Chair from among its members, on the proposal of the Chairperson, who shall be empowered to deputise for the Chairperson in the exercise of the powers laid down by the Chairperson.
- (3) Each doctoral school of the University has a doctoral school council, which
 - a) maintain the DI's rules of procedure;

- b) approves the names of the doctoral thesis writers, thesis supervisors and the teachers of the doctoral school, as well as the subjects to be taught (title, lecturer, topic, bibliography and number of credits);
- c) proposes the proposed doctoral topics for publication;
- d) approves the publication of the topic by the author of the doctoral thesis;
- e) approve the doctoral student's doctoral topic or, on the basis of a duly justified reason, change it;
- f) recommends to the EDHT President the admission to the doctoral programme;
- g) carry out in-training performance assessment;
- h) evaluate annually the implementation of the school's programme, the quality of training and the work of the teachers, subject leaders and doctoral students involved in the programme, and report to the EDHT, including an action plan;
- i) give an opinion to the EDHT on the naturalisation of a foreign academic degree;
- j) at the request of the head of the FDI, give an opinion on other matters concerning the FDI;
- k) recommends the composition of the complex examination committee to the EDHT and to the competent doctoral and habilitation councils;
- l) assesses applications for deferment of semesters or years from participants in organised training and informs the EDHT President thereof; and assesses applications for transfer from other doctoral schools, on which the EDHT decides.
- m) decides whether to give credit for the activity carried out in the framework of the period of study abroad;
- n) authorises parallel training a field relevant to the doctoral programme;
- o) decides on questions relating to the transfer, in particular the conditions imposed by the (external) host institution;
- p) decides whether or not the course has been successfully completed (diploma);
- q) Propose the composition of the public defence committee to the relevant disciplinary doctoral and habilitation council

Head, Deputy Head, Programme Leader of the Doctoral School

Government Decree on Doctoral Studies 4

9. §

- (1) The doctoral school is run by the head of the DI, who is responsible for the academic and artistic quality of the school and its teaching.
- (2) The head of the doctoral school is elected by the EDHT from among the members of the teaching staff of the doctoral school, on the recommendation of a majority of the members, and appointed by the Rector for a maximum term of five years.
- (3) The DIT may elect a DI Deputy Director from among the DI core members. The functions and powers of the DI Deputy Head are set out in the DI's rules of procedure.

(4) The professional head of the doctoral programmes of the School is the programme leader, who is responsible for the scientific and artistic quality of the programme and its teaching. He/she shall perform his/her duties in collaboration with and under the direction of the Head of the Doctoral School. The programme leader shall be proposed by the DIT from among the discipline core members of the doctoral school and elected by the EDHT. Further detailed rules concerning the programme leaders are laid down in the Operational Rules of the DIs.

Teachers, topic writers and supervisors of the doctoral school

Government Decree on Doctoral Studies 4

Government Decree on Doctoral Studies 13

10. §

(1) Doctoral school teachers are those teachers and researchers with academic degrees, on the recommendation of the head of the doctoral school, are considered by the EDHT to be suitable for teaching, research and topic leadership tasks within the framework of the doctoral school. The criteria for assessing suitability are as follows:

To be a doctoral supervisor, you must

- a) have an academic degree;
- b) has 5 articles published in the ODT database in the last 5 years and 5 articles in the discipline and updates this list regularly each year.

Only printed and/or electronic publications (journal articles, university/college textbooks, textbooks, scientific monographs, book excerpts, translations from classical languages, etc.) which:

- a) the author presents the results of his/her own research (in the case of a book, he/she also refers to them in detail);
- b) include precise references to the literature,
- c) ISBN or ISSN number;
- d) proofread;
- e) referenced (found in a well-known database);
- f) impact factor depending on the discipline;
- (g) it has been published in a trade publication or as a publication, and that publication is;
- h) by an internationally or at least nationally listed publisher;
- i) in a foreign language commonly used in professional circles;
- j) can be found and accessed in major public libraries,
- k) can be ordered or purchased.

The following may be taken into account as a publication: a technical or artistic work of art, an accepted domestic or foreign patent, and as a reference, a documented realisation of the patent, industrial series production.

The following cannot be taken into account:

- a) an article published in a daily newspaper or a non-professional weekly (even if the subject is of a professional nature),

- b) a self-published work (if it is neither linguistically nor technically proofread),
- c) university or college notes, reference material, handout, example book, translation, editing, proofreading, etc,
- d) papers published in a conference publication (except: in the field of military engineering, no more than two of the 5+5 publications from international conferences designated by the Military Science Committee of the Hungarian Academy of Sciences);
- e) (Book) translation, except for the translation of classics with proofreading;
- f) a review (book review) or critique (except for a longer analysis of the work);
- (g) a non-public research report prepared in the context of a call for proposals or on commission;
- h) thesis, diploma thesis, dissertation (dr. univ., PhD, DLA, CSc, DSc, chair thesis);
- i) other manuscript-type treatises, papers; scientific papers,
- (j) interviews not for research purposes and needs (neither as a reporter nor as an interviewee);
- k) writing not yet published (planned or "in the process of publication", not yet accepted by the publisher);

The conditions in paragraph 1(b) and (c) shall be subject to annual verification by the DI and the EDHT.

Members and lecturers of the DI may also take up teaching posts in other doctoral schools

(2) A supervisor may not have more than six doctoral students at any one time who have not obtained more than six doctoral degrees, which includes doctoral students in any doctoral school. In the case of a thesis supervisor, a student shall be counted with a multiplier of 0.5.

(3) A doctoral student may have two supervisors at the same time, subject to the approval of the DIT. In addition to the external supervisor, the DIT will appoint an internal supervisor, who will assist the external supervisor on behalf of the University and monitor the student's professional progress. In the case of two supervisors, the DIT will appoint a responsible supervisor.

(4) In justified cases, the DIT may change the doctoral topic or the person of the supervisor upon request, at the request of the doctoral candidate concerned, or at its own discretion, with the involvement and information of the parties concerned, and with justification.

III. QUALITY ASSURANCE

11. §

(1) The University operates a self-assessment based quality assurance system in accordance with the European Higher Education Area Quality Assurance Standards and Guidelines (ESG 2015¹). The quality assurance of EDHT covers two main areas. On the one hand, it continuously monitors the adequacy of the conditions for the operation of the doctoral school and, on the other hand, it monitors the fulfilment of quality assurance requirements related to the doctoral degree awarding process. In developing the quality assurance system for doctoral training, the EDHT expects doctoral schools to comply with the following principles, taking into account the recommendations of the National Doctoral Council:

- a) the principle of professional control;
- b) principle of publicity;
- c) feedback principle;
- d) the principle of individual responsibility;
- e) the principle of documentation;
- f) efficiency principle;
- g) the principle of practical applicability.

(2) The quality assurance system covers the entire doctoral training cycle, from the design of the training structure, through the advertising of the training and the admission procedure, to the organisation and delivery of the training, and post-degree career tracking. This is set out in the institutional Quality Policy.

(3) At the first meeting of each academic year, EDHT sets overall quality objectives and indicators for doctoral education as a whole, taking into account the institutional quality objectives and indicators, and at the last meeting of each calendar year, it evaluates the effectiveness of their achievement, taking into account the results of the doctoral schools, and the report is presented by the Head of EDHT at the last Senate meeting of the academic year.

(4) The quality objectives and indicators set by EDHT are sent to the doctoral schools. The Board of the doctoral school will take these into account when setting the quality objectives and indicators for the school. In addition to those defined by the EDHT, doctoral schools are required to formulate additional objectives and indicators, taking into account the institutional quality objectives and ESG criteria. These documents will be submitted to EDHT for approval and, once approved, will be made public on the doctoral school's website.

(5) The doctoral schools shall carry out their activities in the light of the Quality Assurance Plan, which shall be regularly reviewed in the framework of the annual self-evaluation and shall be in line with the University's Quality Policy and the University's Quality Assurance Regulations.

¹ Standards and Guidelines for Quality Assurance in the European Higher Education Area - ESG 2015

- (6) The Head of the DI reports annually to the EDHT on the results of the operation of the doctoral school, the functioning of its quality assurance system, the implementation of the Quality Policy and the quality objectives, and the results achieved in the course of the development.
- (7) The general quality assurance tasks related to doctoral education and its personnel and organisational aspects are defined in the University Quality Assurance Regulations, while the specific quality assurance activities and processes at the operational level are defined in the Quality Assurance Plan for Doctoral Education, which is uniformly applicable to all doctoral schools of the institution.
- (8) The inclusion of the doctoral schools in the institutional quality assurance system is ensured by the EDHT President, who is a voting member of the University Quality Management Committee.

IV. THE RULES OF DOCTORAL TRAINING AND DEGREE ACQUISITION

The doctoral training process and procedures

General rules for doctoral training

Nftv. § 40.

(6)

(6.b)

Nftv. § 49.

(8)

Nftv. 53. §

12.§

- (1) Doctoral studies at the University can take the following forms:
- a) organised, full-time, full-time training with a public scholarship;
 - b) self-financed, full-time, full-time organised training;
 - c) self-financed, part-time, part-time, part-time organised training;
 - d) "Co-operative Doctoral Training" supported by the state with an additional scholarship (see Annex D4/B for specific rules),
 - e) individual preparation.
- (2) A student pursuing a Master's degree can only participate in the Nftv. 53.§ (3a), if he/she has achieved a grade point average of at least 4.5 in the previous academic year and has been awarded one of the first-III places in the OTDK. Further

conditions are laid down in the regulations of the doctoral schools. The University does not provide direct entry from undergraduate to doctoral studies.

- (3) The provisions of Section 49 (8) of the Nftv. shall also apply to foreign language requirements. In the case of deaf persons, this may also be done by providing proof of knowledge of a non-Hungarian sign language.

The organised training

13. §

(1) The language of doctoral studies is Hungarian. At the University, doctoral programs can also be announced and conducted in English.

(2) The duration of doctoral studies is 48 months, divided into eight semesters of training. The doctoral student enrolls at the beginning of the first semester, at which time he or she receives an electronic transcript and a student card. After that, the doctoral student must indicate to his/her doctoral school whether he/she wishes to activate the semester or request a passive semester.

(3) Doctoral training at the University is based on a credit system, the detailed rules of which are laid down in the regulations and training plans of the doctoral schools, taking into account Annex D2) of these Regulations. Doctoral studies shall require a minimum of 240 credits.

(4) Doctoral schools announce the courses they will admit at the beginning of each semester. This includes the title, the lecturer, the topic, the bibliography, the method of calculation and the number of credits.

(5) A doctoral student who has completed 240 credits and fulfilled all his/her reporting obligations, including the complex examination, will receive a final certificate (diploma).

An absolute diploma is a prerequisite for applying for a doctoral degree, but does not certify either a qualification or a doctoral degree.

(6) The doctoral student shall report on the progress of his/her training and research as set out in his/her training and research plan in the manner and at the intervals prescribed by the DI.

Student status and student employment rules

Nftv. § 39

(6)

(7)

Nftv. § 44.

(5)

14. §

- (1) A person admitted to an organised doctoral programme (hereinafter referred to as a doctoral student) shall have student status for the duration of the programme. The duration of the student status shall be 48 months, either continuously or intermittently.

In doctoral studies, the academic semester of the autumn academic year runs from 1 September to 31 January, and the spring semester from 1 February to 31 August.

- (2) The doctoral student will participate in academic training at the University and carry out individual research. Research activities (termly reports, publication and project activities) must result in a minimum of 135 credits according to the DI rules.

- (3) Further detailed rules on student status are set out in Annex D4).

- (4) Credit may be awarded for the teaching activity carried out by the doctoral student. A maximum of 60 credits of the credits required to complete the training may be obtained from this activity. The doctoral student shall be awarded a maximum of 5 teaching credits per semester during the first four semesters of the course and a maximum of 10 credits per semester during the fifth to eighth semesters of the course

- (5) The doctoral student may be required to work within the framework of his/her study obligations for a period equivalent to twenty percent of the full weekly working time in the teaching and scientific activities of the institution.

- (6) The time worked by the doctoral student, including the time spent on work under point (3), shall not exceed fifty per cent of the total weekly working time on average over a semester.

- (7) The doctoral student may participate in part-time training outside the University (in a research institution, company or abroad) related to his/her doctoral topic. This may be done on the basis of a work programme approved by the supervisor, which ensures the validity of the period of study in the University's doctoral training programme. The DIT has the right to decide on the acceptance of the work programme for part-time studies outside the institution.

Rules on termination of student status

Nftv. 59. §

- (1)

- (3)

Admission to doctoral studies

Nftv. 40.

- (6)

(6a)

(6.b)

15. §

(1) The calls for applications for doctoral training and the precise conditions for applications are made available to all on the doctoral schools' websites. The detailed rules concerning admission requirements, applications and the admission procedure shall be laid down in the doctoral school's own rules. Admission to an organised doctoral programme is subject to a successful application procedure.

(2) Applications for doctoral studies must be submitted to the Head of the Doctoral School (Annex D6). General conditions for admission to a doctoral programme at the University:

- a) a Master's degree (MA/MSc) with at least a good mark, or an equivalent university degree in the previous system (the qualification of the degree after two years from graduation is not a reason for exclusion), and applicants with exceptional talent who have a bachelor's degree and professional qualifications may apply for a doctoral programme in parallel with the Master's programme;
- b) knowledge of foreign languages;
- c) initial academic or artistic achievements (e.g. TDK thesis, conference presentation, publication, etc.);
- d) adequate professional preparation, research ideas, plan;

(3) Applications for doctoral studies must include the following documents:

- a) a completed application form (Annex D6);
- b) proof of payment of the admission fee;
- c) a copy of your MSc/MA/university degree (along with the original);
- d) copies of documents proving your language skills (together with the original);
- e) professional curriculum vitae
- f) publication list;
- f) a letter of acceptance from your chosen institute or research centre and your supervisor;
- g) a preliminary research plan (1-2 pages) signed by the prospective supervisor(s),
- h) in the case of individual applicants, the publication list of the applicant according to the Database (Hungarian Database of Scientific Works of Technology = MTMT);
- i) a statement of support from the workplace in the case of candidates applying for a doctoral course or individual preparation while working;
- j) other documents (e.g. recommendations);

-
- k) a declaration of whether you wish to be admitted if you do not receive a scholarship.

(4) In the case of students applying for a Master's degree before the final examination, the deadline for the presentation of the diploma qualification is set by the doctoral school in its own regulations, until then, students can only be admitted conditionally.

(5) Foreign qualifications must be recognised (and, if requested, naturalised) in accordance with the relevant legislation before applying.

(6) Applicants will be interviewed by an admissions committee (chair, members) appointed by the DIT, either in person or online. On the basis of the documents submitted and the interview, the selection board will assess the performance of the candidates on a 100-point scale according to the following criteria:

- a) your previous academic record (MSc/MBA degree qualification) - maximum 30 points (distinction 30, good 20, medium 10);
- b) English language skills - maximum 15 points (15 points at upper level, 11 points at intermediate level, 7 points at primary level if you have a complex exam, 50% points if you have a non-complex exam, 50% points if you have only a written or oral exam; 0-7 points if you have no exam, 0-7 points if you have an on-site oral assessment);
- c) achievements in previous research, creative and/or professional work (TDK/MDK thesis, conference presentation, student prizes, scientific publications, patents, documented developments) - maximum 30 points;
- d) ideas for the doctoral thesis, feasibility of the research programme - maximum 25 points.

Further details on the scoring are set out in the regulations of the doctoral schools.

(7) The scores are used by the selection board to rank the applicants. For admission to doctoral studies, a minimum of 60 points is required and a minimum of 5-5 points must be obtained in each of the criteria of previous academic record (a), English language proficiency (b) and vision for doctoral work (d), except for individual candidates. The 60 points are only a necessary condition for admission, not a guarantee of admission, nor a guarantee of any scholarship. In the case of individual candidates, admission is conditional until the complex test is passed and becomes definitive upon successful completion of the complex test. The 120 credits set as a condition for passing the complex examination will be recognised on the basis of evidence of prior performance, which includes the requirement to have at least one publication published or accepted for publication out of the minimum of 5 publications expected as an output publication requirement at the time of application for admission.

(8) Based on the evaluation and report of the selection committee, the DIT will make a recommendation to the EDHT President, taking into account additional criteria (priority of the research topic, the professional potential of the topic leader, the number of grants received from the EDHT, and other faculty opportunities).

(9) The EDHT President makes the decision on the admission and issues a decision.

- (10) In accordance with § 12(1), the admission decision may be:
- a. admission to a full-time, full-time, organised training course with a public scholarship;
 - b. admission to a full-time, full-time, self-financed, structured training course;
 - c. admission to a part-time, part-time, part-time, part-time course;
 - d. Recruitment for individual preparation
 - e. rejection of the application.
- (11) Admission is for DI, doctoral studies. The admission decision also names the subject supervisor(s) of the doctoral student.
- (12) Applicants will be notified of the decision by the EDHT President. In the case of admission, the notification must also specify the type of training, the detailed conditions of participation, the rights and obligations associated with the type of training and the student status, as well as the rules on data management.
- (13) In case of refusal, reasons must be given for the decision. An appeal against a decision to refuse admission may be lodged with the Rector of the University within 15 days of receipt of the decision to refuse admission, if it violates the law or institutional regulations. The Rector, after hearing the head of the doctoral school concerned, shall decide on the appeal within 30 days.
- (14) An agreement may be concluded between the University, the doctoral student and the supervisor.
- (15) Doctoral training starts with enrolment at the doctoral school.
- (16) The detailed rules for the admission of correspondence students and students on Stipendium Hungaricum scholarships are laid down in the DIs' Rules of Procedure.

Individual preparation for a doctorate

Doctoral Government Decree: § 12

16. §

- (1) For individual coaches:
- a) Student status is established upon successful completion of the complex examination.
 - b) By passing the complex examination, the University accepts the completion of 120 credits of the training and research phase, further details are laid down in the DIs' operational regulations.
- (2) Individual candidates choose a thesis supervisor for their thesis, who is appointed by the doctoral school's advisory board, before they are admitted.

- (3) Individual candidates must submit their doctoral thesis for public examination within three years of passing the complex examination. This deadline may be extended by up to one year in cases of special merit.
- (4) A participant in an individual training scheme is required to earn additional credits to the credits previously earned, up to a total of 240 credits. These may be met by credits from publications (including at least 1 published or accepted for publication credit required for admission), active participation in research projects, reporting activities and teaching, subject to the credit rules in Annex D2). Upon request, additional credits may be awarded on the basis of previously acquired knowledge and competences.

Process and procedure for obtaining a doctorate

17. §

- (1) The doctoral degree may be awarded in accordance with the procedure laid down in Article 3(1) to (4) and Article 16(1) to (3) of these Regulations.
- (2) For those recruited after 1 September 2016, the complex test is a prerequisite for participation in the procedure.
- (3) The procedure can be conducted in Hungarian or English.
- (4) Within three years of the complex examination, the doctoral student must submit a doctoral thesis as defined in Article 20 of the regulations. This deadline is particularly reasonable, in accordance with the Nftv. In the cases provided for in Article 53(4) of the Doctoral Degree Regulations, this period may be extended by up to one year.
- (5) The application for the authorisation of the award of a degree shall be submitted to the head of the doctoral school together with the annexes listed in points b), d), e) and f) of paragraph (1) of Article 18, and a summary of the proposed thesis of no more than 2 pages. The head of the DI shall submit the application to the MTTDHT on the basis of a proposal from the DIT, including the DIT thesis committee, in the case of courses in the fields of engineering and natural sciences, and to the TÁMDHT in the case of courses in the social sciences and arts.

Requirements for the acquisition of a doctorate

Nftv. 53.§

(5)

18. §

- (1) The conditions for obtaining a doctoral degree are the following:

- a) the decision of the MTTDHT on the acceptance of the application for a degree in the field of engineering and natural sciences, and the decision of the TÁMDHT on the acceptance of the application for a degree in the field of arts and social sciences;
- b) in the case of participants in organised doctoral training, the diploma awarded on completion of the training, issued by the head of the DI on the basis of a decision by the DIT. The form required for issuing the doctoral diploma is given in Annex D8). The Head of the DIT shall at the same time notify the University Doctoral and Postdoctoral Office, which shall keep the academic records, of the issue of the diploma;
- c) doctoral thesis (dissertation);
- d) a thesis booklet in Hungarian or English describing the independent scientific or technical work achieved and the research results;
- e) proof of intermediate level (B2) of English.
- f) at least 5 publications, of which at least two, with the exception of paragraph 2, must be published or accepted for publication in an internationally recognised peer-reviewed journal in a foreign language. Of the two peer-reviewed journal articles in foreign languages, at least one must be published in a journal listed in the Web of Science, Scopus, IEEE Xplore or Thomson Reuters databases.

For students of the Doctoral School of Security Sciences and the Doctoral School of Innovation Management, publications in the journals listed in the journal list of the Department of Economics and Law of the Academy of Sciences IX are also acceptable. For students of the Doctoral School of Architecture, Design and Technology, publications in journals listed in the journals of the Division I, II, IV, VI, IX and X of the Academy of Sciences of the Hungarian Academy of Sciences are also accepted.

- g) any additional requirements imposed by the competent DI, taking into account the specificities of the field, which are laid down in the DI's rules;
- h) presentation and defence of the doctoral thesis in public debate.

If the thesis contains information that requires confidentiality, the procedure to be followed is determined by the provisions of Article 53/A (3) of the Nftv.53.

(2) The one foreign-language peer-reviewed journal article indicated in point (f) of paragraph (1) of Section 23 may be replaced by a patent application in English submitted by the doctoral student, provided that the following conditions are met

- a) the Novelty Search Report of the National Intellectual Property Office, supplemented by a written opinion, is attached;
- b) the inventor rate for doctoral students is 100%, which may be the sum of several applications
- c) The Innovation Committee of the University has previously examined the report of the novelty research with a written opinion and decided on its admissibility for the award of the doctoral degree by means of a reasoned decision.

The complex exam

Government Decree on Doctoral Studies § 12/A

19. §

- (1) Completion of the complex examination is a prerequisite for the start of the research and dissertation phase, and is a summarising, reviewing form of assessment of the knowledge acquired by the person participating in the doctoral procedure.
- (2) To be admitted to the complex examination, the candidate must have completed at least 90 credits in the training and research phase of the doctoral programme (first four semesters), including all the "training credits" provided for in the DI curriculum (except for individual doctoral candidates, whose student status is established by applying for the complex examination and passing it, and who are awarded 120 credits).
- (3) On the recommendation of the Council of the Doctoral School, the MTTDHT approves and appoints the committee for the complex examination in the field of engineering and natural sciences, and the TÁMDHT in the field of arts and social sciences.
- (4) In the theoretical part of the complex examination, candidates will be tested in at least two, but no more than three subjects/topics, the list of which is set out in the doctoral school's training plan. With the permission of the Council of the Doctoral School, a complex examination may also be taken in subjects not included in the list. In the second part of the complex examination, in the form of a dissertation, the candidate shall present his/her knowledge of the literature, his/her research and creative achievements, his/her research plan for the second phase of doctoral training, and the timetable for the preparation of the dissertation and the publication of the results. The supervisor should have the opportunity to assess the candidate in advance in writing and/or at the examination.
- (5) The board will mark the theoretical and dissertation parts of the exam separately. A record of the complex examination is drawn up in accordance with Annex D7). The performance of the candidate will be assessed by the members of the committee by secret ballot of 0 to 1 mark (no-or-yes) per subject, in the light of the opinion and recommendation of the examiner of the subject/subject.

The dissertation part is evaluated by the members of the committee by secret ballot with a score of 0-1 (no-or-yes). The theoretical part of the complex examination is successful if the candidate has obtained at least 2/3 of the marks available per subject/topic.

The dissertation part of the complex examination is successful if the candidate has received more than 50% of the "yes" votes. The complex examination is successful if the candidate has passed both parts.

The doctoral thesis and the thesis booklet

Nftv. 53A. §

- (1)
- (2)
- (3)

Government Decree on Doctoral Studies § 14.

20. §

- a) The doctoral thesis is a piece of writing that describes in detail the applicant's independent scientific activity, its aims and background, the research methods used, the new results obtained, and then presents these in concise thesis points.
- b) The length of the main chapters of the doctoral thesis must not exceed 100 pages.

This does not include the table of contents, glossary, acknowledgements, preface, bibliography and appendix. The maximum length of the full text of the thesis is 140 pages, A4 size, printed one page per page, 12-point font, single-spaced, Times New Roman or Arial Narrow. The requirements for the title page are set out in Annex D10. The specific relevant requirements applicable to the SEDCDI are set out in the SEDCDI Rules of Procedure.

- c) The candidate must produce 3 bound copies of the doctoral thesis.
- d) Doctoral theses cannot be written in co-authorship.

Initiating the doctoral degree procedure, the workplace dispute

Government Decree on Doctoral Studies § 14.

- (2)
- (3)

21. §

- (1) The doctoral student or doctoral candidate requests in writing to the head of the DI to initiate the degree procedure. The application shall be accompanied by the annexes provided for in Article 18(1).
- (2) The draft of the thesis must be submitted for discussion at the workplace, organised by the relevant institute or research centre. In the case of individual candidates, the DI designates the place for the workplace discussion. For the debate, two written pre-opponent's opinions on the draft thesis shall be prepared - with the support of the DIT and at the request of the Head of the Doctoral School - taking into account

the evaluation criteria listed in § 22 (5) and Annex D15/A). The author will consider the comments made in these and in the workplace discussion at his/her discretion. Minutes and a record of attendance shall be taken of the workplace debate, together with the pre-opponent's comments and the candidate's written response to them.

(3) The following documents must then be sent to the head of the DI:

- a) 3 printed, bound copies of the final doctoral thesis;
- b) included:
 - ba) a cover page prepared in accordance with Annex D10);
 - bb) a list of scientific publications related to the thesis points presenting the independent results, according to the requirements set by the DIT;
 - bc) a statement that the thesis is the author's own work and that the passages quoted or taken from other works are quoted appropriately (Annex D12);
 - bd) 1-1 electronic copy of the doctoral thesis and the thesis booklet (pdf file);
- c) 10 copies of the doctoral thesis in English or in Hungarian and English, according to the language of the thesis, in accordance with Annex D9);
- d) your own scientific publications related to your thesis points in electronic format;
- e) co-authors' waivers (Annex D11);
- f) a statement indicating whether the candidate requests a postponement of publication of the thesis and the thesis summary on the website (Annex D13);
- g) 1 copy of the minutes of the workplace dispute;
- h) a declaration that the applicant has not been awarded a doctoral degree in the same discipline or has not had an unsuccessful doctoral defence within two years
- i) a document certifying the required language proficiency/intermediate level (B2) of English;

(4) The unaccepted thesis will be sealed by the University (no longer public) and a copy will be kept by the DI for five years.

Procedure for the evaluation of the doctoral thesis

Government Decree on Doctoral Studies § 15.

(1)

(2)

Government Decree on Doctoral Studies § 16.

(1)

(2)

Government Decree on Doctoral Studies § 17.

22. §

(1) For the evaluation of doctoral theses in field of engineering and natural sciences, the MTTDHT, and in the field of arts and social sciences, the TÁMDHT, on the recommendation of the council of the relevant doctoral school, will appoint two official examiners and an evaluation committee. One of the examiners shall not be employed by the University. Only one person may be the same as the referee for the workplace debate and the public defence.

(2) The organisation and administration of the doctoral degree (launch, examination and defence) is handled by the DI. The DI carries out a plagiarism check on the thesis before the examination procedure is launched and sends the results to the examiners together with the invitation to the examination.

(3) Within two months of the submission of the thesis, the two official examiners will prepare a written evaluation of the thesis, within the period of the doctoral studies as defined in the doctoral regulations of the higher education institution, and will state whether they recommend that it be submitted for public examination. If one of the referees does not recommend the thesis, the MTTDHT shall invite a third referee for technical and natural sciences and the TÁMDHT shall invite a third referee for the arts and social sciences, after having obtained the opinion of the competent DIT.

(4) If the third review is also negative, the thesis cannot be submitted for public discussion, and the procedure is closed by the MTTDHT or TÁMDHT on the recommendation of the competent DIT.

(5) The evaluation should detail the strengths and shortcomings of the thesis in terms of content and form, with particular reference to

- a) whether the thesis meets the minimum requirements for the award of a degree as laid down in the EHEA and the DI regulations;
- b) whether the new scientific/artistic achievements of the candidate, as described in the thesis, are acceptable.

The referees must state whether they recommend the acceptance of the thesis and, if successful, the award of the PhD/DLA degree to the candidate. The referee may ask the candidate questions. 3 signed copies of the evaluation must be sent to the Head of the DI. Detailed criteria for the evaluation of doctoral theses are set out in Annex D15/A).

(6) The applicant shall submit his/her response to the critiques in writing to the Head and Secretary of the DI at least 15 days before the public debate.

The DI will ensure that the thesis, reviews and answers are available for the members of the evaluation committee to consult before the defence.

(7) The doctoral thesis, its theses and the scheduling of the public debate must be published in the ODT database (www.doktori.hu) at least two weeks before the debate, which the DI will arrange. At the same time, the DI will inform the University Doctoral and Habilitation Office of the date of the public debate

Public discussion of the doctoral thesis (defence)

Government Decree on Doctoral Studies § 16.

(1)

(3)

(4)

(5)

(6)

(7)

23. §

(1) The public debate of the doctoral thesis shall be conducted in person, and in particularly justified cases, the Doctoral Council may, upon request, authorise an online defence. The MTTDHT shall set up an evaluation committee for the public debate of the doctoral thesis, for the decision on the acceptance of the thesis and for the evaluation of the public defence in the field engineering and natural sciences, and the TÁMDHT in the field of arts and social sciences. The task of the evaluation committee is to determine whether the doctoral candidate's work and the independent scientific achievements in his/her thesis reach the level required for the award of the degree.

(2) The jury will consist of a minimum of 5 and a maximum of 7 members, consisting of a chairperson, two official jury members, a secretary and 1-3 additional members. The Committee shall be chaired by a Professor or Professor Emeritus of the University. When appointing the jury, 3 alternates must be nominated, including possible replacements for the chairperson and secretary, and at least one possible alternate.

(3) The members and alternate members of the committee must have an academic degree. One of the two official referees and at least one of the other members of the evaluation committee must not be employed by the University. No more than one of the official referees may be the same as the person who is the first referee for the workplace dispute. The official external referee must be a foreign national for students admitted after 1 January 2024.

- (4) The public debate will be chaired by the chair of the committee according to the scenario in Annex D15).
- (5) At the beginning of the public debate, the President will establish the quorum, which requires the presence of at least 5 members of the jury, including at least two external experts. If there has been no negative evaluation, the debate may be continued if at least one of the evaluators is present and the other evaluator has given a written declaration of acceptance of the thesis proposer's answer. If there has been a negative review, at least two reviewers must be present at the debate, including the one who wrote the negative opinion.
- (6) During the public debate, the author of the doctoral thesis presents the thesis in a free presentation within a maximum time limit of 20-25 minutes set by the chairperson, and after the critiques have been heard, answers the comments and questions of the critics, the committee members and the audience.
- (7) At the end of the public debate, the members of the refereeing committee (including the official referees present) decide on the acceptance of the thesis by secret ballot with a score of 1-2-3-4-5. The committee proposes the award of a doctorate if the total number of points obtained in the secret ballot is at least 2/3 of the maximum number of points available.
- (8) In the case of an unsuccessful defence, the EDHT cannot overrule the decision of the evaluation committee, and is obliged to close the procedure.

Award and classification of doctorates

24. §

- (1) The EDPS decides on the awarding of the doctorate by secret ballot (yes - no). The vote will be based on the scores given by the evaluation committee and the minutes of the examination. The awarding of the doctorate shall be by simple majority. In the event of a refusal, the EDHT must give detailed reasons for its decision in writing.
- (2) The classification of the doctoral degree be determined by the EDHT on the basis of the average of the points of the examination as stated in paragraph (7) of Article 23. Classification of the degree:
 - a) "summa cum laude" (excellent) if the average grade point average is at least 4.51;
 - b) "cum laude" (commendable) if the average is at least 4.00 but less than 4.51;
 - c) "rite" if the average is less than 4.00.

The Doctoral Diploma and the Doctoral Graduation

Nftv. 53. §

(6)

(7)

25. §

- (1) The University shall a degree certificate in Hungarian and English for the doctoral degree awarded by the EDHT on the basis of the information sheet in Annex D16). The diploma is a public document bearing the coat of arms of Hungary. The Diploma form is a printed A3 format document issued by the Education Office on a secure paper basis with a unique form number. In addition to the official diploma, the University also issues an honorary diploma in accordance with Annex D17/A in Hungarian and English.
- (2) The diploma contains the name of Obuda University, the institutional identification number, the serial number of the diploma; the name, name at birth, place and date of birth of the holder of the diploma; the name of the awarded PhD (Doctor of Philosophy) or DLA (Doctor of Liberal Arts) degree, the qualification of the degree, the discipline, the classification of the degree according to the Hungarian Qualifications Framework, the European Qualifications Framework, the place, year, month and date of the award; the number of the degree according to the Obuda University register, the original signature of the Rector and the President of the EDHT, and the stamp of Obuda University. A sample of the doctoral degree, with the English and Hungarian texts, is given in Annex D17).
- (3) The University shall, after consultation with the printer who produced the certificate, treat the certificate in accordance with the rules applicable to documents subject to strict accountability from the time of receipt until the final termination of the issue.
- (4) The University also records the details of the degrees awarded in its doctoral register. The University Doctoral and Habilitation Office is responsible for the management of the register, the diplomas and the diploma forms.
- (5) Doctoral degree holders are awarded their doctorate at a formal public Senate meeting of the University. At the doctoral ceremony, the candidates take and sign the oath as described in Annex D19). After the conferral of the doctorate, doctorate holders may add the letters "PhD", "DLA" or "Dr." or "D.L.D.".
- (6) A copy of a lost, stolen or destroyed diploma may be issued on request of the holder, with an indication of the loss, theft or destruction in Hungarian and English:
"This diploma is issued as a duplicate of the diploma issued under serial number and form number ... on the basis of the certificate number ...". Dated, stamped, signed" or
"This certificate is issued on the basis of registry document number ... as a duplicate document of the certificate number ... and form number Date, stamp, signature".
- (7) The procedure for registering the duplicate is the same as for registering the diploma. The issuing of a second duplicate of the same diploma shall be carried out in the same way as the first duplicate.
- (8) In the case of an incorrectly issued diploma, the University will withdraw and destroy it, either ex officio or on request, will mark the correction of the error on the master record and will re-issue the diploma on the basis of the corrected master record.

The diploma shall contain the correction clause and the certification in Hungarian and English: 'This diploma is issued on the basis of the master certificate No ..., with the simultaneous withdrawal of the diploma issued on the ... diploma number and form number on the ... day of ... of the year Dated, stamped, signed" or "This certificate is issued on the basis of registry document number ..., certificate number...(serial number of certificate) dated (.day. month.... year) and form number ... and coincides with the withdrawal of that certificate. Date, stamp, signature".

Completion of the doctoral process

Government Decree on Doctoral Studies § 16.

(8)

26. §

- (1) The EDHI President will keep a record of both successful and unsuccessful examinations after the procedure has been completed. Successful examinations are notified to the Director-General of Education, who notifies the Education Office within 10 days. The cumulative list of successfully defended theses and dissertations is available to the public via the database www.doktori.hu. The detailed rules on the publication of doctoral theses are laid down in the Nftv. 53/A.§ (1-3).

Withdrawal of the doctorate

Government Decree on Doctoral Studies § 16.

(10)

27. §

(1) A doctoral degree shall be revoked by majority decision of the EDPS if it is established by documented evidence that the conditions for the award of the doctoral degree have not been fulfilled (see also Annex D3).

Naturalisation of a foreign academic degree

Recognition Act § 4.

(3)

Recognition Act § 14.A

(4)

a)

b)

c)

Recognition Act § 15

(1)

a)

(b)

(1a)

(2)

(2a)

(3)

28. §

- (1) The University may naturalise an academic degree certified by a foreign document in the field of science or discipline in which it is entitled to award doctoral studies and doctoral degrees.
- (2) The University will recognise a obtained abroad as a doctoral degree (PhD or DLA) if.
 - a) it is issued by a foreign educational institution that is entitled to award a degree under the law of the foreign country, and
 - b) the requirements for the award of the academic degree meet, or can be made equivalent to the requirements for the award of the doctoral degree (PhD or DLA) by imposing additional conditions, as laid down in the legislation in force and in these Regulations.
- (3) The application for naturalisation must be submitted to the head of the competent doctoral school in accordance with Annex D14). The application must include the following:
 - a) the completed and signed application;
 - b) a copy of the original document on which the naturalisation is based, and, if necessary, its authentication or translation;
 - c) the thesis in electronic format or a link to the website where it is available;
 - d) the applicant's curriculum vitae and list of publications, or a link to a publicly accessible database containing bibliographic details of publications;
 - e) a statement that the degree has not been naturalised by another Hungarian higher education institution, or that the applicant has not submitted the degree for naturalisation to another Hungarian higher education institution;
 - f) proof of payment of the procedural fee.
- (4) When assessing the naturalisation, the EDHT examines whether the applicant's professional work meets the requirements for the award of the PhD/DLA degree in the given field at the University, based on the opinion of the competent doctoral school.
- (5) The EDHT may impose additional conditions for the naturalisation of a foreign academic degree in justified cases (e.g. the involvement of an expert, requesting additional data from the institution that awarded the doctoral degree), if they are necessary for the content to be equivalent.
- (6) The EDHT will reject an application for naturalisation if the difference in content between the scientific degree to be naturalised and the domestic scientific degree is so significant that it cannot be eliminated by meeting the additional conditions, and also if the applicant does not agree to meet the additional conditions.
- (7) On the basis of the acceptance of the application for naturalisation by the EDHT, the University shall authorise the applicant to use the doctoral (PhD/DLA) degree in

Hungary by a decision on the naturalisation of the degree. The decision is signed by the Rector and the President of the EDHT. A model of the decision, with the Hungarian and English texts, is given in Annex D18).

(8) Exceptionally, in the interest of the university, the rector may request the approval of the naturalisation of foreign professors international reputation and outstanding professional achievements directly from the EDHT, with the necessary documents certified by the rector.

V. RULES ON THE HABILITATION PROCEDURE

General rules for habilitation

Government Decree on Doctoral Studies § 21

(1)

(2)

(3)

(4)

29. §

(1) An application for a habilitated doctorate may be submitted by a person whose activities fit into one of the doctoral schools of the University and who meets the teaching and scientific requirements of the University (H2

Annex).

(2) The doctoral schools of Obuda University are listed in Annex D1.

(3) The habilitation procedure can be conducted in Hungarian or, in case of a separate request, in English with the consent of the peer review committee (hereinafter: SZBB).

(4) The title of habilitated doctor is awarded by the EDHT.

Initiating the habilitation procedure

30. §

(1) The initiation of the habilitation procedure may be initiated by submitting an application to the MTTDHT in the of technical and natural science courses, and to the TÁMDHT and the head of the competent doctoral school in the case of arts and social sciences courses, by

- a) you have no criminal record and are fit to stand trial;
- b) meets the conditions laid down in Article 29(1) of these Rules.

- (2) The application can be submitted in any of the languages of instruction of the University.
- (3) University degrees and doctorates obtained abroad must be naturalised in accordance with the relevant legislation before the habilitation procedure can be started.
- (4) The application to initiate the habilitation procedure must include the following paper documents:
 - a) completed application form (Annex H1);
 - b) a copy of your university (MSc/ MA) degree (along with the original),
 - c) a copy of your doctoral (PhD/DLA) degree (together with the original);
 - d) copies of documents certifying your language skills (together with the originals);
 - e) an official certificate of good character (foreign applicants may submit an official certificate to prove their criminal record); if you are employed by the University, you do not need to submit an official certificate of good character;
 - f) a detailed scientific or artistic curriculum vitae and a list of publications as set out in Annex H2;
 - g) additional documents proving the applicant's professional or scientific activity and literature;
 - h) a summary of the results of the scientific or creative work in the form of a thesis and a separate abstract of the 10 publications which the applicant considers to be the most important in support of the thesis;
 - i) documents demonstrating the applicant's ability to shape the curriculum;
 - j) a request for a foreign language procedure in case of a request for such a procedure;
 - k) three proposals for the topic of a classroom lecture to be given in the public phase of the habilitation procedure in the discipline indicated in the application;
 - l) a declaration that the applicant has no pending habilitation procedure and that his/her application for habilitation in the same discipline has not been rejected within two years;
 - m) the topic of the habilitation lecture (scientific colloquium), the thesis summary (Annex H3) in 10 printed copies and electronically.
 - n) proof of payment of the procedural fee;
- (5) The MTTDHT will reject applications that are not in conformity with the form or are incomplete in the case technical and natural sciences, and the TÁMDHT will reject applications in the case of arts and social sciences. The applicant may resubmit the application, after making the necessary additions or revisions, up to once within 3 months of the date of rejection.

- (6) The thesis statement to be submitted to document the applicant's scientific activities and to assess his/her scientific or artistic credentials will be based on a selection of the applicant's publications (up to a maximum of 10). The results of the selected papers should be presented in a coherent and self-explanatory scheme. The new findings should be recorded in a systematic manner, in a form typical of scientific theses, with the selected publications being assigned to the thesis points. In the case of a proposal with a technical or artistic creation, the thesis should be based on a selection (up to 5) of the applicant's publications and a selection (up to 10) of the applicant's technical or artistic creation.
- (7) Evidence of curricular ability may be provided by a textbook, note, teaching aid or textbook written by the applicant. In the absence of these, a detailed elaboration of the programme, syllabus and a chapter of the notes of a subject to be announced at a later date is required.
- (8) A list of the applicant's literature and independent references to his/her works should be made available and presented in the Database.
- (9) The detailed scientific CV and the documents referred to in paragraphs 7 to 8 must also be submitted in electronic format.

The stages of the habilitation process

31. §

The habilitation procedure consists of the following parts:

- a) habit examination, which examines the fulfilment of the conditions set out in Article 30 (1);
- b) the evaluation of habilitation theses;
- c) scientific presentation, public debate and evaluation;
- d) habilitation lecture and evaluation in Hungarian and foreign languages in the classroom.

Preparing the habilitation procedure

32. §

On the basis of the title of Doctor of Sciences or Doctor of Science in the discipline of habilitation, the University considers the scientific requirements for habilitation to be

fulfilled and exempts the candidate from submitting the habilitation thesis and giving the scientific lecture.

- (1) In the case of technical and natural sciences the MTTDHT, and in the case of arts and social sciences, the TÁMDHT, after examining the application for the regularity of the application and the University's eligibility for habilitation, will decide within 30 working days of its submission during the academic term whether the procedure is open.
- (2) The MTTDHT rejects the application in the case of technical and natural sciences training, and the TÁMDHT rejects the application in the case of arts and social sciences training if:
 - a) the University does not have habilitation rights in the discipline indicated in the application;
 - b) the applicant's scientific work is not in line with the designated discipline;
 - c) you have not completed the required 5-year period after obtaining the degree;
 - d) the applicant has not fully complied with the minimum requirements (Annex H2).
- (3) A negative decision must be communicated in writing. The decision may be appealed to the EDHT.
- (4) Before the decision referred to in paragraph 1 is taken, the applicant may withdraw application to initiate the habilitation procedure.

In this case, the University will refund 50% of the fee paid. In this case, you may submit a new habilitation application at the earliest 2 years after the withdrawal.

- (5) If the MTTDHT authorises the initiation of the habilitation procedure in the field of engineering and natural sciences and the TÁMDHT authorises the initiation of the habilitation procedure in the field of arts and social sciences, the Board will request a Habilitation Examination Committee (hereinafter referred to as "the HVB") consisting of three members (chair and two members), on the basis of a proposal from the DIT competent in the discipline.
- (6) The members of the IAB who are employed by the University shall be university teachers only. The IAB shall have at least one external member who is either a university professor, a doctoral candidate or a member of the HAS. The Chairperson of the IAB shall be a Professor or Professor Emeritus of the University.
- (7) The IDA may initiate a personal interview with the applicant.
- (8) Within 45 days, two members of the IDB shall prepare a written opposition opinion stating whether or not the applicant should be invited to make a public presentation. If the two opinions contradict each other, the chairman of the ERC shall return them to the head of the MTTDHT for technical and scientific fields and to the head of the TÁMDHT for the arts and social sciences field. In this case, the MTTDHT decides on the appointment of a third assessor for technical and scientific fields and the TÁMDHT for the arts and social sciences. In the event of two negative opinions, the

procedure will not be continued. If the opponents recommend the initiation of the procedure, the peer review committee (hereinafter referred to as the "PSC"), which is appointed at the same time as the IDB members are appointed, and the competent DI jointly set the date for the habilitation procedure and the procedure is carried out.

- (9) For the professional evaluation of the application and the public phase of the habilitation procedure, the MTTDHT shall set up a 6-member SCC for the technical and natural sciences and the TÁMDHT for the arts and social sciences, with the invitation of well-known scientists in the field of the applicant's chosen discipline, and shall appoint its chairperson and secretary. The members of the SCC shall include the chairman and members of the previously appointed IGC. Only habilitated lecturers or researchers employed by the University may be members of the SCBB. At least two thirds of the members of the SCE shall be university professors. At least one third (minimum two members) of the members of the SCBB must be external, who are either university professors, doctoral candidates or members of the HAS. Only a professor or Professor Emeritus of the university may be the President of the SCE.
- (10) Minutes are taken of the meetings of the panels involved in the habilitation procedure and of the public presentations, including the reasons for their proposals, positions and decisions.

The habilitation presentations, the public debate and their evaluation

33. §

- (1) During the habilitation procedure, the applicant will give one academic and one classroom lecture, in that order. The classroom lecture must be in English for at least 15 minutes in the case of a Hungarian language procedure (non-Hungarian candidates must give their lecture in English only).
- (2) The applicant shall present his/her broad and up-to-date knowledge of the chosen scientific or artistic field and his/her main achievements in a public scientific lecture (colloquium) and debate, which shall be attended by at least 5 members of the SCE in the following composition: chairperson, secretary and at least two external members. All participants are entitled to ask questions or make comments during the debate. The meeting shall be chaired by the President of the SCE. The place and date of the scientific colloquium shall be fixed by the MTTDHT for the technical and natural sciences training area and by the TÁMDHT for the arts and social sciences training area and shall be published on the ODT and DI websites via the relevant DI secretariat at least two weeks before the date of the colloquium.
- (3) All members of the EDHT and MTTDHT and TÁMDHT, professors and habilitated associate professors of the University should be invited to the scientific colloquium. The habilitated doctors, MTA doctors and university professors present at the scientific colloquium shall vote in secret in the same way as the members of the

SCC. The average of their votes, rounded up to the nearest whole number, shall be counted as one vote for the purpose of aggregation.

(4) After the scientific colloquium, the SCC evaluates the candidate in a closed session by secret ballot (1, 2, 3, 4, 5 points) and gives a summary opinion on the candidate's scientific competence, which is presented to the participants. The scientific (professional) competence of the candidate can be considered as adequate if the sum of the votes reaches two thirds of the maximum number of points.

(5) If the SZBB assesses the applicant's readiness as adequate, the procedure may be continued with a classroom presentation. Otherwise, the applicant shall be given the opportunity to make a second attempt to demonstrate his/her scientific knowledge after 1 year, but within 2 years. If the second attempt is unsuccessful, the SCC shall recommend to the EDHT to reject the application and close the procedure. If the candidate does not make use of the possibility to repeat the application within 2 years, the EDHT will close the procedure due to lapse of time.

(6) The classroom habilitation lecture is a part of a one-hour course of a subject previously announced by the applicant or planned to be announced in the future, selected by the SZBB from 3 proposed topics provided by the applicant. The applicant will be notified at least 2 weeks before the planned lecture.

(7) The classroom habilitation lecture is open to the public and University faculty and students must be invited.

(8) The place and time of the lecture must be announced to the professional community at least 2 weeks in advance. The DI responsible for the discipline will ensure that the applicant's curriculum vitae and list of publications, as well as a thesis booklet detailing his/her achievements, are available on the DI website for public consultation for at least 2 weeks prior to the public presentation.

(9) After the presentation, anyone can ask the speaker questions related to the topic of the presentation.

(10) The classroom habilitation lecture must be attended by at least 5 members of the SCC, consisting of the chair, secretary and at least two external members.

(11) After the presentation, the members of the SCE evaluate it in a closed session by secret ballot (1, 2, 3, 4 or 5 points).

(12) Students attending a classroom lecture can vote in the same way as members of the SZBB. The average of their votes, rounded up to the nearest whole number, will be counted as one vote for the purposes of aggregation.

(13) The public part of the procedure is considered successful if the applicant obtains at least 2/3 of the maximum number of points in both the academic colloquium and the classroom presentation.

(14) The scenario for the public part of the habilitation procedure is set out in Annex H4.

The Awarding of the Habilitated Doctoral Title

34. §

- (1) In the case of the scientific and classroom lectures, the SCC takes a decision on the award of the title "habilitated" by secret ballot (1-2-3-4-5) after the second lecture and sends its reasoned proposal to the EDHT within 8 days. A seconded proposal requires 2/3 of the maximum available points. Together with the proposal, the complete procedural file is sent to the EDHT.
- (2) The proposal of the SCC should evaluate the candidate's scientific, professional and artistic activities, as well as his/her teaching and creative work after the doctoral degree, with particular reference to:
 - a) the comprehensive nature of your scientific knowledge;
 - b) the effectiveness of their independent scientific, professional and artistic activities;
 - c) literary and curriculum design skills;
 - d) teaching and lecturing in Hungarian and foreign languages;
 - e) participation in national and international scientific and artistic life.
- (3) On the basis of the proposal and the subsequent discussion, the EDPS decides on the granting of the habilitation by secret ballot, which may be voted for or against.

A decision is positive if a majority of those present support it. A negative decision must be explained in detail in writing. After a negative decision, a new habilitation procedure in the same discipline may be initiated after 2 years.

- (4) A record of the habilitation procedure shall drawn up by the Secretary of the SCCS in accordance with Annex H5.
- (5) The applicant may appeal against the decision of the EDHT only on the grounds of non-compliance with the law and with these Rules within 30 days of receipt of the decision. The appeal shall be considered by the Rector of the University.
- (6) The habilitation procedure must be scheduled so that the entire procedure can be completed with a decision within 1 year of the date of the application. This period shall not include any time lost as a result of repeating parts of the procedure.
- (7) Upon successful completion of the habilitation procedure, the University will issue a habilitation diploma (*decretum habilitationis*). This includes the name and seal of the University, the name, date and place of birth of the holder of the diploma, the discipline in which the habilitated doctorate was awarded, the place, year, month and date of issue. The Hungarian and English versions of the degree are signed by the Rector and the President of the EDHT (Annexes H6 and H7).
- (8) The habilitated doctorate is awarded by the Rector at a ceremony. The ceremony of the conferral of the degree includes the habilitation vows (Annex H8).

- (9) The registration of the diplomas is to be done in the University's doctoral register, which is managed by the University Doctoral and Habilitation Office under the supervision of the President of the EDHT.
- (10) Within 15 days of the end of the procedure, the University sends a report to the National Doctoral Registry.
- (11) Next to the name of the habilitated person, the words "habilitated doctor" or "Dr. habil." You may use the title "habilitated".
- (12) The habilitate holder may exercise the right to deliver an independent academic lecture (*venia legendi*) in the discipline in which the title was awarded.
- (13) A member of academic staff who has been awarded a habilitated doctorate must:
 - a) continuously improve its curriculum;
 - b) participate in examination or final examination committees, doctoral and habilitation procedures, if invited to do so;
 - c) comply with the University's rules and ethical standards.
- (14) The title of habilitated doctor may be withdrawn by decision of the EDHT if it is established that the conditions for the award of the title are not met.

VI. TRANSITIONAL, ENTRY INTO FORCE AND FINAL PROVISIONS

35.§

A doctoral student who established their student status before the 2016/2017 academic year may obtain a doctoral degree in accordance with the provisions of the Higher Education Act (Nftv.), the Government Decree on Doctoral Education, and the Doctoral and Habilitation Regulations of Obuda University as in force on August 31, 2021. Alternatively, they are entitled, under Section 12(c) of the Government Decree on Doctoral Education, to request admission with recognition of their previous doctoral studies, provided that they do not exceed the eight-semester period of state-funded support as defined in Section 47(2) of the Nftv., taking into account the periods of support already used during their doctoral training.

36.§

Doctoral students admitted before 1 January 2023 may choose to complete the language requirements according to the regulations in force at the time of their admission or according to these regulations at the time of starting their degree programme, and must declare this in writing at the time of starting their degree programme.

37.§

These Regulations shall enter into force on 29 April 2025, following their adoption by the Senate.

38.§

Upon the entry into force of these regulations, the Doctoral and Habilitation Regulations of Obuda University, version 11, as amended, shall be repealed.

Clause

The Doctoral and Habilitation Regulations of Obuda University were adopted by the Senate at its meeting held on April 28, 2025, by Resolution No. SZ-2024/2025. (IV.28.) 126. The regulations enter into force on April 29, 2025.

This regulation is available in both Hungarian and English. In the event of any discrepancies between the two versions, the Hungarian version shall prevail.

Budapest, April 28, 2025.

Prof. Dr. Levente Kovács
Rector

ANNEXES

I. ANNEXES TO THE DOCTORAL TRAINING AND DEGREE

D1) Doctoral and habilitation councils and doctoral schools of Obuda University

Doctoral and Postdoctoral Council for Science and Technology (MTTDHT)

Doctoral School of Applied Informatics and Applied Mathematics

Field of science: engineering sciences, natural sciences

Discipline: computer sciences, mathematics and computing

Doctoral of Materials Science and Technology

Field of science: engineering

Field of science: materials sciences and technologies

Doctoral of Security Sciences

Field of science: engineering

Discipline: military engineering

Social Sciences and Arts Doctoral and Habilitation Council (TÁMDHT)

Innovation Management Doctoral School

Field of science: social sciences

Discipline: management and organisation sciences

Doctoral School of Architecture, Design and Technology

Field of science: engineering, arts

Field of study: architecture (PhD), architecture (DLA)

On this basis, the University's right to award doctoral degrees covers the following fields and disciplines:

Engineering sciences: computer sciences, materials sciences and technologies, military engineering, architecture

Natural sciences: mathematics and computing *Social sciences:* management and organisation

Arts: architecture

D2) Doctoral credit regulations

I. Forms and measures of student performance at university

Full-time training shall consist of at least forty hours of study per semester in the case of doctoral training or the equivalent in closed electronic distance learning (§ 17 (1) Nftv.). The duration of part-time training may be at least thirty, but not more than fifty percent of the hours of full-time training (§ 17 (3) Nftv.).

(1) In doctoral (PhD) studies, all study requirements are expressed in credits (study points). The detailed rules for the credits to be acquired in doctoral studies are set out in the DI curriculum, subject to the following framework conditions.

(2) The doctoral programme consists of 8 semesters. Credits can be obtained for the following activities:

Studies, i.e. completion of courses (subjects);

Reporting activity;

Research (publications, participation in projects); Education.

In order to obtain the diploma, students must complete 240 credits over the 8 semesters, as follows:

Studies: at least 32 credits.

Biannual research report (written and oral):

Semesters 1-4: 8-8 credits,

Semesters 5-8: 15-15 credits (total: 92 credits).

Publications on the basis of the research activity: at least 75 credits.

Active participation in a research project: 6-10 credits/project.

Course participation: maximum 60 credits, 1 contact hour per week = 2 credits.

According to the present credit regulations, the student must take at least four (4) courses and pass them with a passing grade.

(3) The number of credits that can be obtained or are to be obtained through the completion of courses, research and teaching activities shall be determined by the doctoral student's study plan and the DI regulations, taking into account the following:

The 2-hour per week (one full semester) theoretical course can be completed for 5-8 credits. In case of a different total number of hours (e.g. intensive course with an external lecturer), the credit is determined in proportion to the total number of hours.

During the four semesters of training and research, you must complete at least 4 theoretical courses (2 hours per week).

A maximum of 10 theoretical courses (2 hours per week) can be counted towards the diploma. In terms of credits, a minimum of 20 credits of theoretical courses must be completed and a maximum of 60 credits may be counted towards the baccalaureate.

At least 75 credits must be achieved through publications related **to the research topic**. Only the data published in the Hungarian Archives of Scientific Works (MTMT) can be taken into account for the assessment of publication activity, as follows:

Scientific article (the score is divided by the number of non-leading authors, except if the doctoral candidate is the first or last author, in which case no division is necessary);

In the School of Materials Science and Technology, co-authors without a PhD will share the points according to their declared participation rate):

Edited journal article:

IF-ral 36 credits

Without IF, published abroad 24 credits, without IF, published at home 18 credits

Proofread conference article (min 4 pages) in a publication with ISBN number, in print or electronic format

In foreign languages 24 credits

In Hungarian 6 credits

Scientific book or part of a book (the score is divided by the number of authors who are not the lead authors, except if the candidate is the first or last author, in which case no division is required):

Non-conference publication published abroad, in a foreign language, at least 10 pages
24 credits

Published in Hungary, 20 full pages per

Foreign language 3,6 credits

In Hungarian 1,8 credits

Doctoral schools may deviate from the values given here by up to 10% in their own rules of operation. Active participation in research projects is recognised at a rate of 6-10 credits per project.

If the DI requires the doctoral student to report on his/her research work, the value of one report credit may be 6-15. One report (written and oral) per semester is recommended for the whole training period.

In the case of **teaching activities**, 1 hour per week of practical training or seminar (over one semester) is worth 2 credits. The number of credits to be acquired through teaching activities cannot exceed 60 credits. A doctoral student may receive a maximum of 5 teaching credits per semester for teaching activities in the first four semesters of the training, and a maximum of 10 credits per semester in the fifth to eighth semesters of the training. The teaching activity shall be certified by the Associate Dean for Education of the relevant Faculty or a competent official in an equivalent position (e.g. in the case of teaching abroad).

Overview table of available credits:

Doctoral student activities	credit value of one unit	provided minimum		creditable maximum		End of 8 semesters
Theoretical subjects studied (with exam)	5 - 8	20		60		
For the half-yearly report Semester 1-4	8	32	135	32	92	92
For the half-yearly report Semester 5-8	15	60		60		
For participation in a research project	6 - 10			40		
For publication	1,8 - 36	75		116		
Compulsory activities						
For educational activity/contact hours	2	-		60		
Credits recognised from Master's degree		-		30		
Any external credit (over 8 semesters)		-		30		
For prior activity (before 8 semesters)		-		30		
Other		-		30		
Total		240				240

- (4) For the second and subsequent semesters of organised studies, only students who have accumulated a total of at least 20, 45, 75, 90, 110, 150, 180 credits in the previous semesters are eligible to enrol.
- (5) The DIT may waive the above requirement if the student is taking part in a part-time course outside the institution. The credit value of the courses thus completed is determined by the DIT.
- (6) The DI sets out in its rules the content and format of the research report.
- (7) Taking into account the specificity of the genre of art and technology, the awarding of credits at the Doctoral School of Architecture, Design and Technology is governed by the DI's own regulations.

II. for activities carried out in another doctoral school or institution

(credit transfer, partial training, transfer, teaching, research)

- (8) The doctoral student's studies outside his/her DI shall be treated as part-time studies, see § 14 (3) and § 18(7).
- (9) 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.
- (10) The two subjects are considered equivalent if there is at least 75% agreement between them. The degree of correspondence is assessed by the DIT, which decides on equivalence.
- (11) The maximum percentage of study (training) credits that a doctoral student may accumulate by transferring credits is specified in the DI regulations.

- (12) During the part-time training, the doctoral student can also earn study (training), research and teaching credits.
- (13) If possible, the doctoral student's grades from the courses taken abroad should also be requested in the form of ECTS grades. These are converted into Hungarian grades in the usual way (A=5, B=4, C=3, D=2.5, E=2, F=1).

III. Credit for prior learning

- (14) Participation in training, research and teaching outside the framework of doctoral (PhD/DLA) training, but within the framework of the doctoral programme, is considered as prior performance.
- (15) The DIT may give credit for these achievements, as demonstrated during the professional career.
- (16) The rules on the creditability of prior learning and the number of training, research and teaching credits that can be obtained with credit are set out in the DI regulations.

D3) Rules on plagiarism

I. General rules

- (1) The higher education institution shall revoke the diploma issued by it or its predecessor within five years of the date of issue of the diploma if the diploma was obtained unlawfully. In other respects, the provisions of the Act on the General Administrative Procedure shall apply mutatis mutandis to the revocation (Nftv. § 52/A (1)).**
- (2) By way of derogation from the provision of paragraph (1), if the award of the diploma was influenced by a criminal offence and the commission of the offence has been established by a final decision of the court or the prosecution has terminated the criminal proceedings because the period of conditional suspension of the prosecution has been successfully completed, the institution shall annul the diploma without time limitation if it does not concern a right acquired and exercised in good faith. In other respects, the provisions of the Act on the General Administrative Procedure shall apply mutatis mutandis to the annulment (Nftv. § 52/A (2)).**
- (3) The withdrawn or destroyed diploma is withdrawn by the higher education institution. The name of the higher education institution that issued the withdrawn or cancelled diploma and, if necessary, its legal successor, the serial number of the diploma, the date and reason for the cancellation must be published on the website of the education office (Nftv. § 52/A (3)).**
- (4) There is a right of appeal against a decision under paragraphs (1) and (2) (Nftv. § 52/A (4)).**
- (5) If the higher education institution issuing the degree has ceased to exist without legal succession, the education office shall act in the procedure pursuant to paragraphs (1) and (2) (Nftv. § 52/A (5)).**
- (6) The court or prosecutor's office issuing a final decision pursuant to paragraph (2), or a decision that cannot be appealed against further, shall immediately notify the issuer of the diploma and the education authority of the decision (Nftv. § 52/A (6)).**
- (7) The provisions of paragraphs (1) to (6) shall also apply mutatis mutandis to the diploma supplement (Nftv. § 52/A (7) para.)**

II. Scientific rules

- (1) The University accepts and applies the principles and recommendations of the Code of Academic Ethics of the Hungarian Academy of Sciences and the resolutions of the Academic Committee in the doctoral and habilitated doctoral procedures.**
(https://mta.hu/data/dokumentumok/hatteranyagok/tudomanyetikai_bizottsag/science_ethics_code_kgy_20100504.pdf).
- (2) A doctorate may be withdrawn if the holder has obtained it by presenting all or part of another person's intellectual work as his or her own, or by using false or falsified data in his or her thesis, thereby deceiving or misleading the body or person responsible for the doctoral examination. Proceedings for the withdrawal of a doctorate may be instituted if the holder of the title is still alive when the proceedings are initiated.**
- (3) The offences referred to in paragraph 2 shall not be time-barred, and liability shall be limited to the holder of the title.**
- (4) Any person may initiate the procedure for the withdrawal of a doctorate to the President of the EDHT if he/she proves or establishes the facts referred to in paragraph 2.**

- (5) The EDHT decides on the withdrawal of the doctorate. In the case of the revocation of the degree, the proposer is the President of the EDHT, who is obliged to request the decision of the competent MTTDHT or TÁMDHT in the field of the discipline of the doctoral degree as to whether the provisions of paragraph (2) can be effectively established with regard to the holder of the degree. In the procedure for the withdrawal of a doctorate, expert(s) may be appointed and the person concerned shall be heard. If the person concerned fails to appear despite being duly notified or requests not to be heard, the EDPS shall be entitled to take a decision on the merits even without a hearing. If the infringement of copyright has already been established by a final court judgment before the initiation of the proceedings, the EDHT does not have to investigate the matter, the final judgment being sufficient for the withdrawal of the degree.
- (6) A doctoral degree withdrawn by the EDHT cannot be re-awarded in a new procedure.
- (7) The University shall make public the final decision to withdraw the application.

D4) Records of student status and performance

- (1) The Study and Examination Regulations of Obuda University shall apply to the study and examination matters of doctoral students, except in cases provided for by law or by these Regulations.
- (2) The University Doctoral and Habilitation Office is responsible for the registration of doctoral students' academic affairs.
- (3) a) the University has introduced the electronic transcript of records (e-index) from the first semester of the academic year 2014/2015, printed from the NEPTUN system, certified according to the order defined in the Study and Examination Regulations of Obuda University and produced as an inseparable document;
 - b) when using an electronic course book, the print image and format approved by the Education Office must be used. A printed transcript in a validated format must be created upon the student's permanent departure from the University or upon termination of the student's enrolment;
 - c) the numbered pages of the form must be tied together with a national-coloured string and the end of the numbered pages, sealed with a circle label, must be stamped and authenticated and inseparable by the signature of the head of the doctoral school or a person authorised by him/her.
- (4)
 - a) Except in the case of preliminary examinations and authorised cases (fairness), examinations may only be taken during the examination period;
 - b) failed examinations may be repeated in the same examination period on the basis of Rector's Instruction No. 2/2023 (I.25.) on the procedural fees for doctoral and habilitation courses.
- (5) In addition to the data required by law, the student record contains the following data for the semester:
 - a) the subjects studied and the results of the examinations and the credits awarded;
 - b) the number of credits received for education;
 - c) credits for the report;
 - d) credits for participation in a research project;
 - e) credits for scientific publications;
 - f) total credits for the semester;
 - g) total credits completed by the end of the semester.
- (6) For the items on the register, only the deliverables and certificates submitted by the last day of the examination period will be taken into account. Exceptions are made for students who have received prior approval for deferment from the Doctoral School Board.
- (7) The head of the DI must send the results of the examinations to the University Doctoral and Habilitation Office no later than 5 days after the end of the examination period. The remaining credits must be sent to the University Doctoral and Postdoctoral Office after the first DIT meeting following the examination period. The DIT may vote electronically on the award of credits.

D4/A) Termination of student status

- (1) The student's legal status is terminated:
 - a. if the doctoral student fails to complete the complex examination, on the day of the failure or failure of the obligation (Nftv. § 59 (1) (j));
 - b. at the end of the eighth semester of the doctoral programme for which the student is registered (Nftv. § 59 (1) (l))
 - c. if the doctoral student has been accepted by another higher education institution, on the date of acceptance
 - d. if the doctoral student announces the termination of his/her student status, on the date of the announcement;
 - e. if the doctoral student cannot continue his or her studies in a publicly funded programme and does not wish to continue them in a fee-based programme;
 - f. if the doctoral student does not enrol and does not apply for passive status;
 - g. if the student's status as a doctoral student is terminated by the rector due to payment arrears, the
 - h. the date on which the decision on termination becomes final,
 - i. the date on which the disciplinary decision of exclusion becomes final.
 - j. on the last day of the semester in which the diploma is obtained.
 - k. Student status shall be terminated if the student has not acquired the minimum number of credits required by Section (4) of the Doctoral Credit Regulations (Nftv. § 59 (3) a)).
- (2) The higher education institution may also terminate the student status of a student who
 - a. fails to fulfil the obligations concerning progress in studies laid down in the study and examination regulations and the curriculum,
 - b. fails to enrol for the third consecutive semester,
 - c. does not start his or her studies after the suspension of the student status, provided that the student has been reminded in writing in advance to fulfil his or her obligation within the given deadline and has been informed of the legal consequences of the failure (Nftv. § 59 (3)).
- (3) Expulsion from the institution may be imposed as a disciplinary sanction as laid down in the Disciplinary Code.
- (4) Students whose student status has been terminated must be removed from the student register by a competent DIT decision.

D4/B) Special rules for cooperative doctoral training

- (1) Change of supervisor: for PhD and DLA students supported by a "Cooperative Doctoral Training" grant, the DI will, with the approval of the DIT, propose a change of supervisor. The approval of the change of supervisor is taken out of the decision-making competence of the current doctoral school and is transferred to the Cooperative Doctoral College supervising the KDP training, according to the rules described in the respective call for proposals.
- (2) To be admitted to the "Cooperative Doctoral Training" programme, it is possible to participate in the open call for applications for the "Cooperative Doctoral Programme Doctoral Student Scholarship", announced by the National Research, Development and Innovation Office. The scheme provides support for those who, in addition to their doctoral student status, are also working in a research environment outside higher education institutions, which will help to put their scientific results into practice. To be eligible, applicants must already be PhD or DLA students at the relevant doctoral school (and thus have already passed the general admission procedure), or they may be "new entrants" who expect to start their research immediately after formal admission to doctoral studies, on the basis of this eligibility.
- (3) The KDP aims to further expand the pool of R&D and innovation workers are committed to enriching their professional skills with the latest scientific research and to the social and economic exploitation of their knowledge.
- (4) The support may be provided in the form of a scholarship, which is paid into the bank account specified in the doctoral student's application by the University as the host institution.
- (5) The academic subject leader of a PhD or DLA student who intends to apply for a specific KDP proposal must notify the head of the DI concerned of his/her intention to apply, after the call for proposals has been published, and outline the main points of the proposal in writing, so that the DI board can decide whether to support the proposal in a valid decision before the deadline. The DIT will forward its opinion to the Rector of the University, who will consider it and decide to sign the document "KDP202XJelsooktatasiIntezmeny_szandeknyersterklärungata_minta.docx", thus deciding whether to accept the application.
- (6) Successful KDP doctoral students must undertake the following:
 - a) are pursuing studies or research within the framework of doctoral training and meet the other requirements of the doctoral school;
 - b) in a continuous employment/other employment relationship with the Employer, working on the practical applicability of their scientific research;
 - c) submit a report twice each year (by 15 February and 15 July) in accordance with point 22.3 of the Call for Proposals (or the point in the current Call for Proposals specifying the content requirements for the report to be submitted and detailing the documents to be submitted with the report);
 - d) submit their doctoral thesis or equivalent work requested by the doctoral school within 1 year of the last day of the KDP fellowship.
- (7) Specifications concerning the doctoral supervisor and the co-supervisor and/or company expert, the definition of the proposal's managing body and the Managing Body, the period of the KDP grant, the method of financing and the use of the KDP grant, the documents required to prove the conditions of the KDP grant, the details of the contract, the rules governing the method of payment of the grant and the institutional support, the rules governing the cancellation or suspension of the grant, the rules governing the termination of the KDP grant, the rules governing publicity (the way in which the grant is indicated in publications), the rules governing the accounting of the grant, the detailed rules governing the submission of the half-yearly reports and the final report are set out in the relevant call for proposals.

- (8) By signing the application form, applicants consent to the processing of their personal data.
- (9) KDP scholarship holders are required to submit a professional report on the fulfilment of the requirements of the doctoral training and the progress of the scientific results in terms of their practical applicability to the Cooperative Doctoral College via the Managing Authority every six months. Acceptance of the report, i.e. a rating of "excellent" or "satisfactory", is a condition for the continuation of the fellowship and the continuation of the KDP.
- (10) If the academic supervisor changes jobs after the award of the grant, and as a result terminates his/her contractual relationship with the University, he/she may continue to manage the KDP programme on the basis of a separate contract with the University, subject to the approval of the Cooperative Doctoral College.
- (11) The Parties concerned shall enter into a separate agreement with respect to the intellectual works created under the KDP, taking into account the applicable laws and the Intellectual Property Management Regulations of Obuda University.
- (12) PhD or DLA students in the Cooperative Doctoral Programme may submit any specific scientific or other communication to journals or conferences only with the written permission of the representative of the company of the "corporate expert" employer. The written consent of the university supervisor is also required for publication. If a PhD or DLA student breaches this requirement, he/she will be legally liable.
- (13) If the complex examination is timed during the period of the PhD or DLA student's KDP fellowship, the dissertation part of the examination will be extended with a secret report in which the student will report on his/her secret work in the KDP. The members of the committee hearing the report will sign a confidentiality agreement on the contents of the report. A further condition for the continuation of doctoral studies is the acceptance of this report, the result of which is notified by the DI to the Cooperative Doctoral College.
- (14) The KDP Scholar's employment shall be terminated upon the termination of the KDP Scholar's doctoral student status or other employment or employment relationship with the employer.
- (15) The KDP scholarship PhD students are required to give a written and oral public report every semester, which is supplemented by a non-public, confidential part, with the participation of the company expert and the PhD student's academic subject leader, as determined by the DI, who, together with all other members of the hearing committee, sign a confidentiality agreement regarding the information given. A separate record of the non-public part of the semester report is made and formally submitted by the DI to the Cooperative Doctoral College. The purpose of this confidential part is to assist the PhD student in preparing the report to be submitted to the Cooperative Doctoral College. The report will be the basis for a decision on the continuation or withdrawal of his/her fellowship. As a consequence, a decision may also be taken on the action to be taken by the University.
- (16) The KDP Scholar's employment shall be terminated upon termination of the KDP Scholar's status a doctoral student or other employment or employment relationship with the employer.

D5) Core Member's Field-Specific Publication Requirements

The disciplinary criteria should be applied as follows.

(1) *Engineering discipline (excluding architecture):*

You must be the author of at least two Q1 or Q2 articles in a foreign language in a relevant field, or at least one monograph published by a recognised international publisher. Q1/Q2 publications may be replaced by a monograph only in the discipline of military engineering. A Q1 article can be substituted by a domestic patent, a D1 article by an international patent, and a Q2 article by a trademark/design application. For publication activity, at least two-thirds of the linear parameters of the numerical discipline indicators used for the habit assessment of applications for the award of the doctorate must be fulfilled. For the military technical discipline, the criteria of the Military Sciences Committee of the Department of Economics and Law, Section IX of the MTA are relevant. For holders of the title of Doctor of Sciences, the criteria of outstanding scientific and research work are considered to be fulfilled.

(2) *Natural sciences discipline:*

Be the author of at least two Q1 or Q2 articles in a foreign language in a relevant field. These parameters must be met and assessed taking into account the MTMT database. In the case of publication activity, at least two thirds of the linear parameters of the numerical disciplinary indicators used in the habit assessment of applications for the award of the title of Doctor of the Academy of Sciences must be met. For holders of the title of Doctor of the Academy of Sciences, the criteria of outstanding scientific and research activity are considered to be met.

(3) *Social Sciences discipline, Business and Management Sciences discipline:*

- a. Internationally recognised, outstanding scientific achievement: at least two Q1 or Q2 articles in foreign languages (of which at least one Q1 article), one of which must be the sole or first author. Publications with more than three authors may be counted with a weighting of 50%. One of the two Q1/Q2 articles in the field may be replaced by a book or book chapter in a foreign language published by a prestigious international publisher. The following Scimago Subject area journal listings are automatically considered as specialised articles: Business, Management and Accounting, Decision Sciences, Economics, Econometrics and Finance, Social Sciences. A book is defined as a work of at least 112 pages of which the applicant is the sole author; the stand-alone book chapter must exceed 7 pages.
- b. The applicant must have a Hirsch index of at least 10 according to the MTMT database.
- c. The applicant should have at least 20 independent Scopus citations.

In the case of publication activity, at least two thirds of the linear parameters of the numerical disciplinary indicators used in the habit assessment of applications for the award of the doctorate of the Hungarian Academy of Sciences must be fulfilled. In the case of holders of the title of Doctor of the Academy of Sciences, the criteria of outstanding scientific and research activity are considered to be fulfilled.

(4) *Engineering discipline, Architectural discipline or Arts:*

You must be the author of at least two Q1 or Q2 articles in a foreign language in a relevant field, or at least one monograph published by a recognised publisher.

Q1/Q2 communications may be triggered by at least two internationally recognised works of art, with a professional portfolio demonstrating international recognition. In the case of MMA or MTA members, or holders of prestigious professional awards recognising their creative achievements (in particular the Miklós Ybl Prize, the Noémi Ferenczy Prize, the Pro Architectura Prize, the Gábor Dénes Prize), the criteria for outstanding scientific and research work are considered to be fulfilled.

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

**Obuda University 1034
Budapest, Bécsi street
96/B.**

Institutional identification number: FI 12904

APPLICATION FOR DOCTOR (PhD/DLA)

Name: Birth Name:.....

Place of birth: Date of birth:..... Mother's name
at birth: Nationality:

Permanent address:

Residence/notification address:

Phone number: E-mail address: Website address:

Work location:

Work address:

Workplace phone number:

Occupation/Position:

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

.....

.....

University/MSc/Ma degree number: Date of diploma:

Qualification of the diploma:

Subject(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 scholarships/organised training with reimbursement of costs/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 topic leader:

Workplace of the co-topic leader:

Name and academic degree of the co-topic leader:

.....

Workplace of the theme leader:

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

Name of another institution: Doctoral school:

Doctoral education programme:

Name of another institution: Doctoral school:

Doctoral education 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).

D7) Record of the complex examination

Obuda University
1034 Budapest, Bécsi street 96/B.
Institutional identification number:
FI 12904

NAME OF DOCTORAL SCHOOL REPORT OF THE COMPLEX EXAMINATION

Name of the doctoral student (worn): Name

Doctoral student's name at birth:

Name Place of birth, date of birth:

Doctoral thesis topic:

Name of the subject leader:

The field of the degree to be obtained:

The discipline of the degree to be obtained:

Date of the complex examination (year.month.day.hour:minute):

Location of the complex exam (address, room ID):

Keeper of the minutes:

Members of the complex examination board:

- | | | | |
|----|-----------|------------------|------------------|
| 1. | Name | position | Commission |
| | President | | |
| 2. | Name | position | Committee member |
| 3. | | committee member | |
| 4. | | committee member | |

Questioning teacher (if not a member of the committee):

- | | | |
|----|------|----------|
| 1. | Name | position |
| 2. | | |

The theoretical part of the complex exam

Subject of the complex examination I:

.....

Questions from Subject I:

.....

.....

.....

.....

.....

Answers to the questions from object I (comment):

.....

.....

.....

.....

.....

Total number of points in the secret ballot (Item I): points

Subject of the complex examination II:

.....

Questions from Subject II:

.....

...

.....

.....

.....

Answers to the questions from Subject II (note):

.....

.....

.....

.....

Total number of points in the secret ballot (subject II): points

Subject III of the complex examination:

.....

Questions from subject III:

.....
 ...

Answers to the questions from subject III (comment):

.....

Total number of points in the secret ballot (subject III): points

Total number of points for the complex exam: points

The result of the theoretical exam

MOVED / NOT MET***

Dissertation part of the complex exam

(knowledge of the literature; research results; research plan for the second stage of doctoral studies, presentation of the dissertation and the publication schedule)

Committee evaluation of the dissertation part:

.....

Result of the dissertation exam

MOVED / NOT MET***

The (aggregate) result of the complex exam

..... (name)

qualification of the complex examination of a doctoral student /individual preparator***
according to the Regulations for Doctoral and Habilitation Studies of Obuda University, § 19
(5)

MOVED / NOT MET***

*** underline as appropriate

Reason, suggestion, comment:

.....
.....
.....
.....
.....
.....
.....

Budapest, 20

.....
.... Chairman of the
Complex Examination
Committee

.....
member of the complex examination boardmember of the complex examinations
committee

.....
member of the complex examination boardmember of the board of complex
examinations

..... minute-
taker

D8) Data sheet for the issue of a doctoral absolutorium

Obuda University
1034 Budapest, Bécsi street 96/B.
Institutional identification
number: FI 12904

INFORMATION FORM FOR THE AWARDING OF A DOCTORAL ABSOLUTORIUM

1. Personal data:

Name:

Place and date of birth:

Mother's name:

Address:

Phone number:

E-mail address:

Doctoral
education
programme:

Thesis leader(s):

Research topic, title:

2. Completion of studies (as required by the DI):

Subject name	Name of rapporteur	Date of the exam	Credit value
Total study credits			

3. Educational activity (maximum 60 credits):

Subject taught	Duration	Credit value
Total education credits		

4. Research activities:
Half-yearly research reports:

Six months	Date of the report	Credit value
1.		
....		
8.		
Total participation in research projects		

Project name	Research task	Credit value
Total		

Conference presentations:

Presentation title	Presentation details (Conference title, location, time)	Credit value

Total		

Publication activity:

Title of publication, thesis	Data from	Credit value
Total:		
Total research credits:		

Total research activity credits:

5. Decision of the Council of the Doctoral School:

Decision number:

Budapest,

20.....

.....

DIT President

D9) Structure of the doctoral thesis booklet

The thesis of the doctoral dissertation summarises the results of the independent scientific and creative work. The results should be presented in a coherent, self-explanatory system, with new findings presented in a coherent manner, building on the applicant's professional publications.

Formal requirements for the thesis booklet: A5 format, normal margins, 12 pt font size, Times New Roman or Arial Narrow font, double-spacing. The structure of the thesis statement should be as follows:

I. Background to the research

A description of the research topic, a brief review of the literature, and a link to previous findings on the topic.

II. Objectives

Description of the research problem to be solved, its significance and relevance within the discipline.

III. Test methods

A description of the procedures, techniques and methods used.

IV. New scientific/artistic achievements

A description of the specific scientific results achieved by the doctoral candidate, in the form of a thesis statement. In each thesis point, reference should be made to the relevant publication(s). Where justified, a thesis point may be included without reference. If there is a reference to an external author, it should be cited by (name, year), while the own publication related to the thesis point should be cited by serial number.

V. Potential use of the results

Demonstrate the practical application of new scientific findings.

VI. List of literary references

Literature references used, published by foreign authors (name, year).

VII. Scientific publications related to the thesis points

Numbered list with authors, title and place of publication. The list may only include publications to which the candidate has referred in the thesis points. The co-authors' waiver according to § 28(2)(g) must be obtained for publications included in this list. The list may also include unpublished publications, but only those publications for which the candidate has submitted a certificate of acceptance should be taken into account in meeting the formal requirements.

VIII. Additional scientific publications (optional)

List of further own publications, numbered consecutively.

D10) Title page of doctoral thesis

The title page of the doctoral thesis should follow the following format:



ÓBUDAI EGYETEM
ÓBUDA UNIVERSITY

DOKTORI (PHD) ÉRTEKEZÉS

ÉRTEKEZÉS SZERZŐJE

Értekezés címe

Témavezetők:

**ALKALMAZOTT INFORMATIKAI ÉS
ALKALMAZOTT MATEMATIKAI
DOKTORI ISKOLA**

Budapest, 202... hónap nap

The internal title page of the thesis must indicate the full committee of the public defence and the date of the defence, with a post-print.

D11) Co-authors' acknowledgement and waiver declaration

CO-AUTHORS' ACKNOWLEDGEMENT AND WAIVER DECLARATION

I, the undersigned, as co-author, declare that

(name)

.....

(name of doctoral candidate)

.....

(dissertation title)

The statements made in the following thesis points of the PhD/DLA thesis, which are based on the following joint scientific publication(s), are hereby acknowledged as independent scientific achievements of the candidate:

Thesis point:..... Joint publication number(s) in the thesis booklet:

.....

Thesis point:..... Joint publication number(s) in the thesis booklet:

.....

Thesis point:..... Joint publication number(s) in the thesis booklet:

.....

Thesis point:..... Joint publication(s) number in the thesis booklet :.....

.....

I also waive my right to use these results in doctoral or other scientific qualification procedures.

My other news:.....

.....

Budapest, 20.....

.....

(signature)

Co-authorship statements are not required from the subject leader or foreign co-authors!

D12) Declaration of independence of the work, citation of literary sources as appropriate

**A DECLARATION OF INDEPENDENCE OF WORK,
PROPER CITATION OF LITERARY SOURCES**

I, the undersigned, declare that the

.....

I wrote the thesis myself, using only the sources given in the list of references. All passages that I have taken verbatim or with identical content but paraphrased from other sources are clearly indicated by citing the source.

Budapest, 20.....

.....

(signature)

D13) Declaration of Disclosure

DECLARATION ON DISCLOSURE

Signed.....please,

to..... the publication
of my doctoral thesis on the Internet

- No limits;
- Available only from a Hungarian address;
- 2 years after the award of the degree, without limit;
- After 2 years from the award of the degree, it should only be from a Hungarian address.

Budapest, 20.....

.....
signature

*underline the correct answer

D14) Application for the naturalisation of an academic degree obtained abroad

OBUDA UNIVERSITY

Chairman of the University Doctoral and Habilitation Council

REQUEST

for the naturalisation of an academic degree obtained abroad

I, the undersigned, request Obuda University to naturalize my academic degree obtained abroad

.....
..... in the field of
science.

Name of applicant:

Birth name:

Mother's
name:

Nationality:

Place of birth: Year: Month: Day:
.....

Identity card (passport or permanent residence permit) number:

Permanent address:
.....

Mailing address:

E-mail address:

Phone number:
.....

Work location:

Your work address:

Occupation/Position:

Name, location and country of the issuing institution:

.....
University (MA/MSC) degree number, date:
.....

The language skills of the applicant and their level:

.....
.....
.

The number, date and language of the foreign academic degree you wish to have recognised:

.....
.....
.

Name, location and country of the university(institution) issuing the degree to be naturalised:

.....
.....

The organisation/agency accrediting the university/institution:

.....
.....
.....

Annexes:

Diploma supplement: <https://europa.eu/europass/en/learn-europe/diploma-supplement>

Celt:

.....

signature of the applicant

D15) Script and minutes of the public discussion of the doctoral thesis

Scenario for the public debate

- (1) Chairman of the jury
 - a) welcomes the audience, opens the debate and announces that the Council of the Doctoral School of Obuda University <name of the doctoral student> has opened the public debate on the doctoral thesis <name of the candidate><title of the dissertation>;
 - b) introduces the members of the committee;
 - c) invites the Secretary of the Committee to present the curriculum vitae of the candidate;
 - d) invites the candidate to give a free and concise presentation (about 25 minutes) of his/her new scientific results, or in the case of a DLA, his/her master thesis or doctoral dissertation.
- (2) The candidate presents his/her thesis, highlighting his/her new scientific achievements.
- (3) The President invites the referees to present their written comments on the thesis and to propose the award of the degree.
- (4) The reviewers present their opinions. The opinion and proposal of any absent opponent will be read out by the Secretary.
- (5) The President invites the Secretary to present the questions put by the evaluation committee and to give them in writing to the candidate.
- (6) The Chair invites the candidate's research supervisor to present the candidate's professional activities and to give a brief assessment of the candidate's work in the doctoral programme.
- (7) The Secretary will present any questions or comments received in advance.
- (8) The President invited the members of the jury and all those present to ask questions and to contribute to the debate.
- (9) If there were no further comments, the President invited the candidate to reply to the opponents' opinions and to the questions and comments raised. The candidate and opponents are reminded that the official assessors have the right to reply once.
- (10) After the candidate's reply and any rejoinder from the members of the evaluation committee, the chairman closes the public debate and orders the committee to meet in closed session. The evaluation committee shall retire to take a decision.
- (11) In a closed session, the chairperson opens a debate, and the committee evaluates the thesis and the new scientific results it contains by secret ballot, scoring 1-2-3-4-5, and recommends the award of the doctoral degree (which requires at least 2/3 of the available points) or rejection.
- (12) The committee determines the result of the defence and, in accordance with the votes received, succinctly formulates the strengths and possible shortcomings of the dissertation.
- (13) The secretary fills in the examination report and has it signed by the members of the committee.
- (14) The President reopened the public session, invited those present to stand and announced the result of the secret ballot.
- (15) The President shall close the meeting. In the event of a successful defence, the members of the Committee shall congratulate the candidate.

Obuda University
1034 Budapest, Bécsi street 96/B.
Institutional identification number: FI 12904
Ikt.no.:.....

Minutes of the public debate of the doctoral thesis

Candidate name:

Place, year, month, day of
birth:.....

Student ID number:

Education, professional qualifications:
.....

Work location:
.....

Address:.....
.....

Field and discipline of the degree to be obtained:

Title of the PhD/DLA thesis:
.....

.....
Name of topic:

.....
Name of topic leader:

The public debate

Date:.....

Location:.....
.....

Language:
.....

Names and signatures of the members of the evaluation committee

President:
.....

Secretary:

.....

Tags:.....

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Reviewers:

.....

.....

.....

The opinion of the official reviewers:

.....

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The substance of the questions and speeches in the public debate:

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The names of the participants in the debate:

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The essence of the candidate's answers:

.....

.....

.....

.....

.....

CLOSED SESSION

Before the vote, any opinions of the jury, questions asked:

.....

The result of the vote:

5 points given.....tag
 4 points given.....tag
 3 points given.....tag
 2 points given.....tag
 1 point
 given.....tag Maximum
 points available.....point
 Total number of points awarded.....point
 Average of the given points.....point
 Points given as a % of the maximum points available:.....%
 The committee recommends the award of the PhD/DLA: Yes No

Budapest,

.....
 Chairman of the jury

.....

D15/A) Criteria for the evaluation of the doctoral thesis

The evaluation should include a detailed assessment of the scientific merits of the doctoral thesis, its novelty, merits and shortcomings, and whether it contains credible data.

The evaluation should cover the following aspects:

- a) Whether the thesis meets the minimum requirements for a degree as set out in the EHEA and the DI regulations;
- b) Is the introduction to the thesis sufficient to explain the background to the research and does the introduction include all relevant references;
- c) Whether the works cited in the thesis are relevant to the research;
- d) Is the research design outlined in the thesis appropriate;
- e) The procedures, techniques and methods used in the thesis are appropriate;
- f) How understandable are the new scientific findings;
- g) Whether the author's conclusions are supported by the results;
- h) The novelty of the scientific results is recognised by the (international) professional community and is sufficiently confirmed by the author's publications/master theses.

The assessor must make a detailed declaration that

- which theses of the work are accepted as new scientific results,
- whether it proposes to submit the thesis for public debate, and
- the acceptance of the thesis and, in case of a successful defence, the award of the PhD/DLA degree to the candidate.

In the review you can ask questions to the candidate.

D16) Data sheet for the awarding of a doctoral/habilitated doctoral diploma

DATA SHEET FOR PhD DEGREE CERTIFICATE / HABILITATION DIPLOMA

Name:	
Name of birth:	
Place of birth:	
Date of birth:	
Mother's name:	
Permanent address:	
Postal address:	
Name of institution of MSc/MA degree:	
Basic qualification:	
Date and number of basic (MSc/MA) diploma:	
The name of the university issuing the PhD degree: (only for the title dr. habil)	
Institution, date and number of PhD/DLA degree:	
PhD grade (summa cum laude, cum laude, rite):	
Field of science:	
Date:	
Signature: Hereby I declare that all data are valid and I face the consequences in case of false data.	

Obuda University will complete the fields below:

Date of decision of the University Doctoral and Habilitation Council:
According to this form the diploma can be created.

Budapest, 20.....

.....
President of the University Doctoral and Habilitation Council

D17) Text of the doctoral degree in the case of an academic degree obtained at the University

Degree Certificate

We, the Rector and the University Doctoral and Habilitation Council of Obuda University welcome the reader. We have credibly established that [NAME OF RESIDENCE] (born [NAME OF RESIDENCE]) who was born in [PLACE OF RESIDENCE] (city) [COUNTRY OF RESIDENCE]

(country) on [SZÜLETÉSI IDŐ] proved beyond doubt that he/she fulfilled the doctoral requirements of the statutory law and also the regulations of our institution with qualification [MINŐSÍTÉS] in the in the field of [ARTS/ENGINEERING/ NATURAL SCIENCES/SOCIAL SCIENCES and in the area of ARCHITECTURE/ BUSINESS AND MANAGEMENT/COMPUTER SCIENCES/ MATHEMATICS AND COMPUTING/ MATERIAL SCIENCES/ MILITARY ENGINEERING/].

On this basis and by the

Act that conferred this power upon us we award him/her the degree **Doctor of Philosophy (PhD)/ Doctor of Liberal Arts (DLA)** with all the rights and privileges thereunto appertaining. In witness thereof, we have hereunto subscribed our names and affixed the seal of the University on this registered document.

Date, signature

.....

President of the University Doctoral and
Habilitation Council

.....

Rector

Íklevél sorszáma: OE-x-xxx/xxxx
Intézményi azonosító szám: FI12904
MKKR szintje: 8
EKKR szintje: 8

Certificate Number: OE-x-xxx/xxxx
Institution Identification Number: FI12904
HUOP Level: 8
EQF Level: 8

Mi, az Óbudai Egyetem Rektora
és a
Doktori és Habilitációs Tanács köszöntjük az olvasót.

Hírelt érdemiően megállapítottuk, hogy

Vezetéknév Keresztnév
(születési név: Vezetéknév Keresztnév)

aki (Ország) (város) településén xxxx. év hó xx. napján született,
miejöttünk a)z)

..... tudományterületen
..... tudományágban
MINŐSÍTÉS

minősítéssel kétértelműen bizonyította, hogy a törvényes jogszabályokban,
valamint intézményünk szabályzataiban meghatározott doktori követelményeknek megfelelt.

Ennek alapján, a törvény erejével ráánk ruházott hatalomnál fogva részére a

doktori (PhD, Doctor of Philosophy)

tudományos fokozatot odaítéljük, és a mai naptól kezdődően őt a doktori (PhD) cím viselésére
feljogosítjuk.

Ennek hitelkéül ezt az oklevélet egyetemünk pecsétjével,
valamint sajátkezű aláírásunkkal megerősítve részére kiadtuk.

Kelt a xxxx. esztendőben, hó xx. napján.

Egyetemi Doktori és Habilitációs Tanács
elnöke

Rektor

First name Middle name Surname
(born First name Middle name Surname)

who was born in (city), (country) on xx(day) ...-(month) xxxx (year)
proved beyond doubt that he/she fulfilled the doctoral requirements of the statutory law
and also the regulations of our institution with qualification

in the field of
and the area of
QUALIFICATION

On this basis and by the act that conferred this power upon us we award him/her the degree

Doctor of Philosophy (PhD)

with all the rights and privileges appertaining thereunto.

In witness thereof, we have hereto subscribed our names
and caused the seal of the University on this document.

Given in(city), on xx(day),(month) xxxx (year)

President
of the University Doctoral and
Habilitation Council

Rector

D17/A) Text of the doctoral degree in the case of an academic degree awarded by the University

Doctoral diploma

We, the Rector of Obuda University

and the Doctoral and Habilitation Council welcome the reader.

We have established to our satisfaction that

..... ,

who was born on the day of month in the year 19.... before our birth
on/at.....

discipline has proven beyond doubt that the legal
met the doctoral requirements set out in the legislation and the regulations of our institution.

Accordingly, by virtue of the power vested in us by law, we confer on him the title of Doctor of Philosophy
(PhD) with effect from today.

In witness whereof, we have issued this diploma to him, bearing the seal of our university and our signature.
This diploma is an annex to the original doctoral diploma issued on

Done at Budapest, in the year 20....., month

.....

...

Rector

.....

...

President of the University Doctoral and Habilitation Council



DOKTORI DÍSZOKLEVÉL

*Mi, az Óbudai Egyetem Rectora és a Doktori és Habilitációs Tanács köszöntjük az olvasót.
Hittel érdemlően megállapítottuk, hogy*

Minta Mária

*aki -n az 19. évi hó napján született, mielőttünk el/az tudományágban
..... minősítéssel készséget kizáróan bizonyította, hogy a törvényes jogszabályokban,
valamint intézményünk szabályzatában meghatározott doktori követelményeknek megfelelt.
Ennek alapján, a törvény erejével ránk ruházott hatalommal fogva a mai naptól kezdődően őt
a doktori (PhD) cím viselésére feljogosítottuk.
Ennek hitelesül ezt az oklevelet egyetemünk pecsétjével, valamint sajátkezü aláírásunkkal megerősítve részére
kiadtuk. Jelen oklevél a számon kiadott eredeti doktori oklevél melléklete.*

Kelt Budapestén, a 20. esztendőben, hó napján.

Rector

*az Egyetemi Doktori és Habilitációs
Tanács elnöke*

Honorary diploma

We, the Rector and the Doctoral and Habilitation

Council of the Obuda University welcome the reader.

We credibly established that

.....,

who was born in on the day proved beyond doubt that he/she
satisfied the doctoral requirements of the statutory law and also the regulations of our institution with
qualification
..... in the

On this basis and by the Act that conferred this power upon us we award him/her the degree Doctor of
Philosophy (PhD).

In witness whereof, this diploma, duly signed and with the seal of the University affixed. This diploma is an
appendix to the registered doctoral diploma issued on

Given in Budapest, on.....

.....

...

Rector

.....

...

President of the University Doctoral and Habilitation
Council

	
<h1>HONORARY DIPLOMA</h1>	
<p><i>We, the Rector and the Doctoral and Habilitation Council of the Óbuda University welcome the reader. We credibly established that</i></p>	
<p>Minta Mária</p>	
<p>who was born in on the day proved beyond doubt that he/she satisfied the doctoral requirements of the statutory law and also the regulations of our institution with qualification</p>	
<p>On this basis and by the Act that conferred this power upon us we award him/her the degree Doctor of Philosophy (PhD). In witness whereof, this diploma, duly signed and with the seal of the University affixed. This diploma is an appendix to the registered doctoral diploma issued on</p>	
<p><i>Given in Budapest, on</i></p>	<p><i>.....</i></p>
<p><i>Rector</i></p>	<p><i>President of the University Doctoral and Habilitation Council</i></p>

D18) Text of the doctoral decision in the case of a nationalised degree

Index:.....

DECISION on the naturalisation procedure

(name of applicant)
(address)

The University Doctoral and Habilitation Council, on the basis of the application of [DATE] for the naturalisation of the foreign academic degree awarded to [APPLICANT'S NAME, PLACE AND DATE], has decided as follows

H a t t h a t

brings.

The University Doctoral and Habilitation Council has determined that the [APPLICANT'S NAME, PLACE AND DATE] (NAME OF PLACE OF RESIDENCE) of the

in the field of [TECHNICAL SCIENCES / NATURAL SCIENCES / ART / SOCIAL SCIENCES]

[MATERIALS SCIENCES AND TECHNOLOGIES / INFORMATION SCIENCES / MILITARY ENGINEERING SCIENCES / MATHEMATICS- COMPUTER SCIENCES / CIVIL ENGINEERING / ARCHITECTURE SCIENCES / MANAGEMENT- AND ORGANISATIONAL SCIENCES] in

by his/her doctoral degree awarded by the [INSERT NUMBER OF INSTITUTION] on [DATE] and by his/her academic record, has proved beyond doubt that he/she meets the doctoral requirements laid down by law and the regulations of the institution and that he/she is a Doctor of Philosophy (PhD), certified by a degree awarded by Obuda University in the doctoral degree awarding procedure.

On this basis, the University Doctoral and Habilitation Council authorises the use of the title PhD.

I n d o c o l a s

The competence and jurisdiction of the University Doctoral and Habilitation Council is defined in Section 9 (2) e) of Article 9 (2) of *Government Decree No. 387/2012 (XII. 19.) on doctoral schools, the order of doctoral procedures and habilitation*. The University Doctoral and Habilitation Council acted in accordance with § 4 (3) and § 15 of *Act C of 2001 on the Recognition of Foreign Certificates and Diplomas*, § 81 (2) a), § 82, § 85 (1) and § 50 (2) c) of *Act CL of 2016 on the General Administrative Procedure*, and § 38 of Obuda University's Doctoral and Habilitation Regulations.

Budapest, 20

.....

.....

. Rector for Doctoral Studies and Habilitation

President of the Council

P.H.

Iktatószám:



HATÁROZAT

honosítási eljárásról

(kérelmező neve)
(címe)

Az Egyetemi Doktori és Habilitációs Tanács a(z) [KÉRELMEZŐ VEZETÉKNÉVE, KERESZTNÉVE] (SZÜLETÉSI NÉV, SZÜLETÉSI HELY ÉS IDŐ) részére kiállított külföldi tudományos fokozat honosítása ügyében [DÁTUM] napján beadott kérelme alapján, a következő

határozatot

hozza.

Az Egyetemi Doktori és Habilitációs Tanács megállapította, hogy a(z) [KÉRELMEZŐ VEZETÉKNÉVE, KERESZTNÉVE] (SZÜLETÉSI NÉV, SZÜLETÉSI HELY ÉS IDŐ) a [MŰSZAKI TUDOMÁNYOK/TERMÉSZETTUDOMÁNYOK] tudományterületen és [ANYAGTUDOMÁNYOK ÉS TECHNOLÓGIÁK/INFORMATIKAI TUDOMÁNYOK/KATONAI MŰSZAKI TUDOMÁNYOK/MATEMATIKA ÉS SZÁMÍTÁSTUDOMÁNY] tudományágban a(z) [KIÁLLÍTÓ INTÉZMÉNY NEVE] által [DÁTUM] napján kiállított doktori oklevelével és tudományos munkásságával kétséget kizáróan bizonyította, hogy a törvényes jogszabályokban, valamint az intézmény szabályzatában meghatározott doktori követelményeknek megfelelt és az oklevelet az Óbudai Egyetem doktori fokozatszerzési eljárásában megszerezhető oklevél által tanúsított tudományos fokozatként („Doctor of Philosophy”, rövidítve: PhD) honosítja.

Indokolás

Az Egyetemi Doktori és Habilitációs Tanács hatáskörét és illetékességét a doktori iskoláról, a doktori eljárások rendjéről és a habilitációról szóló 387/2012. (XII. 19.) Korm. rendelet 9. § (2) bekezdés e) pontja határozza meg. Az Egyetemi Doktori és Habilitációs Tanács az eljárása során a külföldi bizonyítványok és oklevelek elismeréséről szóló 2001. évi C. törvény 4. § (3) bekezdése és 15. §-a, az általános közgazdasági rendtartásról szóló 2016. évi CL. törvény 81. § (2) bekezdés a) pontja, a 82. §, a 85. § (1) bekezdése és az 50. § (2) bekezdés c) pontja, valamint az Óbudai Egyetem Doktori és Habilitációs Szabályzat 38. §-a alapján járt el.

Budapest, 20

Egyetemi Doktori
és Habilitációs Tanács elnöke

Rektor

Registration number:.....

DECISION

naturalization procedure

(name of applicant)

{ "title".)

On the basis of the application submitted to the University Doctoral and Habilitation Council on [DATE] for the naturalization of a foreign academic degree issued to [APPLICANT'S SURNAME, FIRST NAME] (BIRTH NAME, PLACE AND TIME OF BIRTH) the following

d e c i s i o n

has been made:

The University Doctoral and Habilitation Council has established that [SURNAME, FIRST NAME OF APPLICANT] (NAME OF BIRTH, PLACE OF BIRTH AND TIME) in the field of [ARTS/ENGINEERING/ NATURAL SCIENCES/SOCIAL SCIENCES and in the area of ARCHITECTURE/ BUSINESS AND MANAGEMENT/COMPUTER SCIENCES/ MATHEMATICS AND COMPUTING/ MATERIAL SCIENCES/ MILITARY ENGINEERING/].with his/her doctoral degree certificate and scientific work, proved beyond a reasonable doubt that he/she met the doctoral requirements set out in the legal legislation and the regulations of the institution and that the degree is naturalized as a doctoral degree ("Doctor of Philosophy", abbreviated: PhD) obtained in the doctoral degree procedure of Obuda University.

Based on the above, the University Doctoral and Habilitation Council authorises the use of the doctoral (PhD) title.

J u s t i f i c a t i o n

The powers and competences of the University Doctoral and Habilitation Council is regulated by the *Government Decree 387/2012 (XII. 19.) on doctoral schools, the order of doctoral procedures and habilitation.* (XII. 19.) Section 9 (2) e) The University Doctoral and Habilitation Council has acted in accordance with Section 4 (3) and Section 15 of *Act 2001/100 (C) on the Recognition of Foreign Certificates and Diplomas, Act 2016/150 (CL) on General Administrative Code* Section 81 (2), Section 82, Section 85 (1) and Section 50 (2c) as well as Section 38 of the Doctoral and Habilitation Regulations of Obuda University.

Budapest, 20

.....

President of the University Doctoral Rector and Habilitation Council

stamp

Registration number:



DECISION

naturalization procedure

(name of applicant)
(title)

On the basis of the application submitted to the University Doctoral and Habilitation Council on [DATE] for the naturalization of a foreign academic degree issued to [APPLICANT'S SURNAME, FIRST NAME] (BIRTH NAME, PLACE AND TIME OF BIRTH) the following

decision

has been made:

The University Doctoral and Habilitation Council has established that [SURNAME, FIRST NAME OF APPLICANT] (NAME OF BIRTH, PLACE OF BIRTH AND TIME) in the field of [ENGINEERING SCIENCE / NATURAL SCIENCES and in the area of MATERIALS SCIENCES AND TECHNOLOGIES / INFORMATION SCIENCE AND TECHNOLOGY / SAFETY AND SECURITY SCIENCES / MATHEMATICS AND COMPUTER SCIENCE] with his/her doctoral degree certificate and scientific work, proved beyond a reasonable doubt that he/she met the doctoral requirements set out in the legal legislation and the regulations of the institution and that the degree is naturalized as a doctoral degree ("Doctor of Philosophy", abbreviated: PhD) obtained in the doctoral degree procedure of Óbuda University.

Based on the above, the University Doctoral and Habilitation Council authorizes the use of the doctoral (PhD) title.

Justification

The powers and competences of the University Doctoral and Habilitation Council is regulated by the Government Decree 387/2012 (XII. 19.) on doctoral schools, the order of doctoral procedures and habilitation. (XII. 19.) Section 9 (2) e). The University Doctoral and Habilitation Council has acted in accordance with Section 4 (3) and Section 15 of Act 2001/100 (C.) on the Recognition of Foreign Certificates and Diplomas, Act 2016/150 (CL) on General Administrative Code Section 81 (2), Section 82, Section 85 (1) and Section 50 (2c) as well as Section 38 of the Doctoral and Habilitation Regulations of Óbuda University.

Budapest, 20

President of the University Doctoral
and Habilitation Council

Rector

D19) Text of the doctoral vows

I,....., in this solemn hour, pledge to place my knowledge at the service of scientific truth and universal human culture, and to conduct myself at all times in a manner worthy of a doctorate from Obuda University. Following the example of our scholarly predecessors, I will strive to gain respect and recognition for my country, the University and myself through my academic work.

God help me so!

Budapest, 20.....year.....monthday

.....


.....

Pledging Rector

D20) Model of the honorary doctorate



No: OE-DHC-000/év



DOCTOR HONORIS CAUSA

Nos
Rector Senatusque Universitatis Budensis
lectorem salutamus et in notitiam omnium fideliter perferimus, quod

Keresztnév Vezetéknév

qui die születési dátum latinul in születési város latinul natus
est,.....

.....
cum Universitate Budensi

DOCTOR HONORIS CAUSA

pronuntiatur et Ei ius doctoris honoris causa titulo
et Dr. h. c. abbreviatione utendi conceditur.
In quorum omnium fidem diploma hoc Universitatis sigillo munitum
et subscriptionibus nostris firmatum ei dari curavimus.

Rector

*Praeses Consilii Doctorum
et Habilitationis*

Budapestini, die dátum latinul

II. ANNEXES TO THE HABILITATION

H1) Request for the opening of a habilitation procedure

REQUEST FOR THE OPENING OF A HABILITATION PROCEDURE

Signed	
Name at birth	
Citizenship	
Mother's name	
Date of birth	
Place of birth	

I request the initiation of a habilitation procedure at Obuda University

.....	Science
In Hungarian In foreign languages.
University/MA/MSc degree number, date of issue years	
Speciality(ies)	
Exhibiting institution	
Headquarters	
Doctoral (PhD/DLA) degree number, year	
Science	
Exhibiting institution	
Headquarters	
Other scientific title,	
Diploma number, year	
Exhibiting institution	
Headquarters	
Name and address of place of work	
Occupation, position	
Notification address	
Phone number	
Email address	

Celt:

Signature

University registration number:

H2) Minimum requirements to start the habilitation procedure

MINIMUM REQUIREMENTS FOR THE START OF THE HABILITATION PROCEDURE

(1) The University sets minimum requirements for applicants in three areas (academic and professional creative activity, teaching activity and professional public activity). The habilitation procedure may be initiated only if the applicant fulfils the minimum requirements in each of the areas separately. The requirements are based on the criteria for the evaluation of the professional work of lecturers/researchers, which are set out in Annex 2 "Employment Requirements System", Appendix 1 "The Requirements and Qualification System for Lecturers, Researchers and Teachers at Obuda University and the Procedures for the Filling of these Positions" of Obuda University's Organisational and Operational Regulations.

To be eligible for the habilitation procedure, the applicant's academic performance must meet all the minimum requirements of the relevant discipline:

(2a) MINIMUM REQUIREMENTS FOR SCIENTIFIC AND PROFESSIONAL ACTIVITY (IN ENGINEERING DISCIPLINES, EXCEPT MILITARY ENGINEERING)

- 1) you have 20 published scientific publications according to the STMT, of which at least 12 are in foreign languages; 2) you have 8 journal articles listed in Web of Science, Scopus or other recognised subject-specific databases;
- 3) has published 2 (5 in the field of materials science) impact factor journal articles;
- 4) your articles include both single and multiple authors, if you have more than four co-authors, please declare your own part;
- 5) has 10 scientific publications in the MTMT database, which were published after the doctoral (PhD) degree was obtained;
- 6) has 20 independent MTMT citations with Web of Science or Scopus references.

(2b) MINIMUM REQUIREMENTS FOR SCIENTIFIC AND PROFESSIONAL ACTIVITIES (IN MILITARY ENGINEERING)

- 1) have 20 published scientific publications according to MTMT, of which at least 6 are in foreign languages,
- 2) there are 8 articles from journals listed in the Web of Science or in the subject-specific database of the Military Engineering Sciences of the Military Science Committee of the Department of Economics and Law, Section IX, or in other recognised subject-specific databases.
- 3) your articles include both single and multiple authors, if you have more than four co-authors, please declare your own part;
- 4) has 10 scientific publications in the MTMT database, published after obtaining a doctoral degree (PhD);
- 5) has 20 independent STMT references.

(2c) MINIMUM REQUIREMENTS FOR SCIENTIFIC AND PROFESSIONAL ACTIVITIES (IN NATURAL SCIENCES)

- 1) have 20 published scientific publications according to the MTMT, of which at least 12 are in foreign languages; have 8 journal articles listed in Web of Science, Scopus or other recognised subject-specific databases;
- 2) has 2 articles published in impact factor journals;
- 3) your articles include both single and multiple authors, if you have more than four co-authors, please declare your own part,
- 4) has 10 scientific publications in the MTMT database, published after obtaining a doctoral degree (PhD);
- 5) has 15 independent MTMT citations with Web of Science or Scopus references.

(2d) MINIMUM REQUIREMENTS FOR SCIENTIFIC AND PROFESSIONAL ACTIVITIES (IN SOCIAL SCIENCES)

- 1) have 20 published scientific publications according to MTMT, of which at least 10 are in foreign languages;
- 2) there are 8 journal articles that are listed in Web of Science, Scopus or other recognised subject-specific databases;
- 3) have at least two articles in Scopus or WoS and one of them is rated Q1 or Q2;
- 4) your articles include both single and multiple authors, if you have more than four co-authors, please declare your own part;
- 5) have 10 scientific publications in the MTMT database after obtaining a doctoral degree (PhD), the majority of which (at least 6) are in the field of management and organisation;
- 6) has 20 independent MTMT citations, including Web of Science or Scopus references.

(2e) MINIMUM REQUIREMENTS FOR SCIENTIFIC AND PROFESSIONAL ACTIVITIES (ARCHITECTURAL FOR DISCIPLINES AND ARTS, OR FOR HABILITATION BASED ON A TECHNICAL OR ARTISTIC CREATION)

- 1) have 15 published scientific publications according to MTMT, of which at least 8 are in foreign languages;
- 2) there are 8 journal articles listed in Web of Science, Scopus, EBSCO, MTA II Department of Philosophy and Historical Sciences, Scientific Committee on the History of Art, MTA VI Department of Engineering Sciences or in other recognised databases;
- 3) your articles include both single and multiple authors, if you have more than four co-authors, please declare your own share;
- 4) has 10 scientific and creative publications in the MTMT database, published after obtaining the doctoral (PhD/DLA) degree;
- 5) have 20 independent STMT citations, which include a reference in Web of Science or Scopus, EBSCO, MTA II Department of Philosophy and Historical Sciences, Scientific Committee on the History of Art, or MTA VI Department of Engineering Sciences journal list or especially in other recognised subject-specific databases.

(3) MINIMUM REQUIREMENTS FOR EDUCATIONAL ACTIVITIES

To be eligible for the habilitation procedure, the applicant's educational activity must meet the following minimum requirements:

- 1) At least 5 semesters of higher education, included and taught in the curriculum.
- 2) Evidence of curricular competence may be provided by a textbook, note, teaching aid or textbook written by the applicant. In their absence, a detailed programme, syllabus and at least one lecture for a subject to be announced at a later date must be provided.

(4) MINIMUM STANDARDS FOR PROFESSIONAL PUBLIC ACTIVITY

To be eligible for the habilitation procedure, applicants must be able to demonstrate activity in at least 5 of the following areas:

- 1) Participation in the process of scientific qualification (PhD, DLA, university habilitation, MTA doctoral acts, opponent, committee member),
- 2) member of national and international scientific or artistic professional committees, societies, bodies;
- 3) member of national and international scientific or artistic professional committees, societies, bodies;
- 4) documented participation in the scientific organisations of the field, liaison with peers;
- 5) delegated or elected officer or member of national bodies (MAB, FTT, OTKA, MTA, MRK, MMA, other);
- 6) participation in the programme committee, organising committee of congresses and conferences, conference and section chairmanship, plenary/opening/introductory lectures on request;
- 7) member of the editorial board of journals and series;
- 8) participation in committees (evaluation), book and journal proofreading,

9) professional honours and awards.

H3) Structure of the habilitation thesis

THE STRUCTURE OF THE HABILITATION THESIS

The aim of the thesis is to provide a concise presentation of the applicant's continuous scientific or creative activity and scientific achievements since obtaining the doctoral degree (PhD/DLA). In certain cases only, the thesis must be based on a dissertation and must therefore be comprehensible and assessable in itself. Definitions of terms, acronyms and abbreviations should be given in the thesis statement. For terms not or not sufficiently established in the Hungarian language, the corresponding foreign language term should be given in brackets.

The thesis booklet should not exceed 50 pages (A5 format, 2.5cm margins, 12 pt Times New Roman - or equivalent - font size, single-spaced).

The thesis should follow the following structure:

I. BACKGROUND TO THE RESEARCH

A description of the research topic, a brief review of the literature, and a link to previous findings on the topic.

II. NEW SCIENTIFIC RESULTS

A description of the applicant's specific scientific achievements in the form of a thesis statement. In each thesis point, reference should be made to the relevant publication(s).

If there are references to foreign authors, they should be cited by [name, year], while own publications related to the thesis points should be cited by serial number.

III. IMPACT AND RESONANCE OF THE RESEARCH AND THE RESULTS PRESENTED

A brief textual presentation of other national and international research inspired by the applicant's scientific research and references to publications containing the results.

IV. LIST OF BIBLIOGRAPHICAL REFERENCES

Literature references used, published by foreign authors, by [name, year].

V. SCIENTIFIC PUBLICATIONS RELATED TO THE THESIS POINTS

Numbered list with authors, title and place of publication. The list may only include publications to which the candidate has referred in the thesis points.

VI. ADDITIONAL SCIENTIFIC PUBLICATIONS (OPTIONAL)

List of further own publications, numbered consecutively.

H4) Script for the public part of the habilitation procedure

THE SCRIPT FOR THE PUBLIC PART OF THE HABILITATION PROCEDURE

1. The President welcomed the participants and introduced the jury.
2. A description of the candidate's professional scientific curriculum vitae.
3. The President invites the candidate to make a scientific presentation. The presentation should not exceed 25 minutes.
4. The President invited the opponents to summarise their criticisms of the theses.
5. The President invited the members of the SCC and the participants present to ask questions and closed the debate.
6. The scientific presentation is evaluated by voting in a closed session of the SCC or by voting of the habilitated doctors, MTA doctors and university professors present at the presentation. The rounded average of the votes of the non-members of the Committee entitled to vote is considered as one vote for the purpose of aggregation.
7. Break
8. Delivering the classroom lecture with a foreign language component.
9. Evaluation of the classroom presentation by voting. Separate voting by the SCE and participants. The rounded average of the votes of the non-members of the committee is considered as one vote for the purposes of aggregation
10. The SCC holds a closed meeting. It will sum up the votes and prepare its written proposal to the EDHT.
11. Break
12. In a public session, the President shall present the results of the votes and announce the resolution of the SCC.

H5) Minutes of the habilitation lectures

Obuda University 1034
Budapest, Bécsi street 96/B.
Institutional identification number: FI 12904

MINUTES OF THE HABILITATION LECTURES

Name of applicant:

Mother's name:

Place of birth:

Ikt.no:

Name at birth:

Your
nationality:

Time:

RELATED DOCTORAL SCHOOL

SCIENCE/ART:

TITLE OF SCIENTIFIC PRESENTATION:

CLASSROOM LECTURE TITLE:

A PROFESSIONAL JURY:

Name, academic degree

Workplace

President:

Secretary:

Tags:

1.)

2.)

3.)

4.)

5.)

KEY QUESTIONS AND ANSWERS FOLLOWING THE SCIENTIFIC PRESENTATION:

Evaluation by the Technical Evaluation Committee:

(The evaluation should cover the candidate's scientific, teaching and creative activities after the award of the doctoral degree, in particular:

- The comprehensive nature of your scientific knowledge;
- the effectiveness of its independent scientific activities,
- Its literary and curricular capacity,
- Your teaching and presentation skills in Hungarian and foreign languages,
- Participation in the national and international scientific community.)

RESULT OF THE SECRET BALLOT OF THE SBB:

A) Scientific presentation:

Achievable score: Score achieved:

B) Classroom presentation:

Achievable score: Score achieved:

THE AVERAGE OF THE VOTES CAST BY THE AUDIENCE:

A) Academic lecture (only habilitated doctors, university professors, doctors of the

HAS) Score available: Score achieved*:

*/ Average of votes rounded to the nearest

whole number **B) Classroom presentation:**

Achievable score: Score achieved*:

THE RESULT AS ADDED TO THE VOTES OF THE AUDIENCE:

A) Scientific presentation:

Score available: **B)** Score achieved: Percentage:
Classroom
presentation:

Achievable score: Access point number: Percentage:

A SUMMARY EVALUATION BY THE PEER REVIEW PANEL:

..... (name, academic degree)

has/have not demonstrated, through his/her scientific and classroom performance, the lecturing and teaching ability and academic achievement which qualify him/her for the award of the habilitated doctorate.

DATA:

President:

Secretary:

Tag:

Tag:

Tag:

Tag:

Tag:

*/ Average of votes rounded to the nearest whole number

H6) Sample habilitation diploma (in Hungarian)

SAMPLE HABILITATION DIPLOMA (IN HUNGARIAN)

We, the Rector and the Doctoral and Postdoctoral Council of the University, welcome the reader and hereby inform you that [DR. DRIVING NAME] (PhD/DLA), born in [COUNTRY OF RESIDENCE] [PLACE OF RESIDENCE] on [DATE OF BIRTH], who has been awarded the degree of Doctor of Philosophy (PhD/DLA) No. [NUMBER] by the [INSTITUTE OF HIGHER EDUCATION], having demonstrated his/her teaching and lecturing ability, and his academic performance as defined by law and the Doctoral and Habilitation Regulations of Obuda University, has been proven beyond doubt, by virtue of the power vested in us by law, he is hereby **habilitated as a doctor (Dr. habil.)**, in the field(s) of [TECHNICAL SCIENCES / NATURAL SCIENCES / ART / SOCIAL SCIENCES], and thus

[MATERIALS SCIENCES AND TECHNOLOGIES / INFORMATION SCIENCES / MILITARY ENGINEERING SCIENCES / MATHEMATICS- COMPUTER SCIENCES / CIVIL ENGINEERING / ARCHITECTURE SCIENCES / MANAGEMENT- AND ORGANISATIONAL SCIENCES] with the right to deliver independent university lectures.

In witness whereof, this habilitation diploma has been certified by the seal of the University and our signature and delivered to him.

Budapest, 20

.....
President of the University Doctoral and Habilitation Council Rector



H7) Sample habilitation diploma (in English)

SAMPLE HABILITATION DIPLOMA (IN ENGLISH)

We, the Rector and the University Doctoral and Habilitation Council of Obuda University welcome the reader. We have credibly established that [DR. NAME LASTNAME] (PhD/DLA) who was born in [PLACE OF RESIDENCE] (city) [COUNTRY OF RESIDENCE] (country) on [DATE OF BIRTH] and for whom the [RESEARCH INSTITUTION] issued the doctoral (PhD/DLA) degree No [NUMBER OF NUMBERS] proved beyond doubt his/her lecturing and teaching skills as well as scientific achievements as set out in legislation and legal regulations of Obuda University. On this basis and by the Act that conferred this power upon us we award him/her the title "Dr. habil." And we also give him/her the right to deliver university lectures in the Science [ARTS/ENGINEERING/ NATURAL SCIENCES/SOCIAL SCIENCES and in the area of ARCHITECTURE/ BUSINESS AND MANAGEMENT/COMPUTER SCIENCES/ MATHEMATICS AND COMPUTING/ MATERIAL SCIENCES/ MILITARY ENGINEERING/].

In witness thereof, this diploma, duly signed and with the seal of the University affixed.

Date,

.....
President of the University Doctoral and Habilitation

.....
Rector



H8) Text of the habilitation vow

TEXT OF THE HABILITATION VOW

I.....aki join the ranks of the habilitation holders of Obuda University, I pledge to be loyal to my country, to the university that qualifies me, to my professional and scientific convictions.

I maintain regular professional contact with Obuda Univeristy and I am ready to contribute to the solution of educational and research tasks to the best of my ability. I strive to contribute to the realisation of the university's objectives and to enhance the reputation of Obuda University, which has habilitated me.

God help me so!

Budapest, 20.....year.....monthday

.....
Pledger

I have heard the pledge:

.....
Rector

PROCEDURE FEES FOR DOCTORAL AND HABILITATION PROCESSES

1. Doctoral admission procedure fees: 9.000Ft

2. Fees for doctoral studies with reimbursement of expenses

Fees for doctoral studies with reimbursement of expenses		
Semester of enrolment	For daytime working	For part-time working
2014/2015 Semester II	300.000 Ft	85.000 Ft
2015/2016 1st semester	300.000 Ft	85.000 Ft
2015/2016 Semester II	300.000 Ft	85.000 Ft
2016/2017 I. semester	300.000 Ft	85.000 Ft
2016/2017 Semester II	450.000 Ft	100.000 Ft
2017/2018 1st semester	450.000 Ft	150.000 Ft
2017/2018 Semester II	450.000 Ft	150.000 Ft
2018/2019 Semester I	450.000 Ft	150.000 Ft
2018/2019 Semester II	450.000 Ft	150.000 Ft
2020/2021 1st semester	450.000 Ft	150.000 Ft
2020/2021 Semester II	450.000 Ft	150.000 Ft
2021/2022 Semester I	450.000 Ft	150.000 Ft
2021/2022 Semester II	450.000 Ft	150.000 Ft
2022/2023 Semester I	450.000 Ft	150.000 Ft
2022/2023 Semester II	450.000 Ft	150.000 Ft
2023/2024 Semester I	450.000 Ft	150.000 Ft
2023/2024 Semester II	450.000 Ft	150.000 Ft

The Head of the Doctoral School may grant a 50% exemption from the obligation to reimburse expenses to University staff.

3. Degree and other procedural fees:

- Fees for the doctoral (PhD) degree procedure in Hungarian: HUF 140.000.
- Fees for the doctoral (PhD) degree procedure in English: 280.000 HUF.
- Doctoral students who are enrolled in a state-funded course and who start the degree procedure during their student status are exempt from the doctoral (PhD) degree award procedure.

- Naturalisation procedure fee: 100.000 HUF
- Habilitation procedure fee: 120.000 HUF
- Appeal fee: 5.000 HUF

4. Special procedure fees:

- Late submission of official data: 2.000 HUF/application
- Delay in making up a study period: 3.000 HUF/application
- In case of late payment: HUF 3.000/application
- Repeat exam fee: 5.000 Ft/application
- Cancellation of an object picked up but not completed: 2.000 Ft/application
- Re-take of a subject taken but not completed: 3.000 HUF/credit

5. Honoraria:

- Doctoral thesis, Habitus Examination Committee official external examiner's fee: 40.000 Ft
- Honorarium of an external member of the Doctoral and Habilitation Committee: 20.000 Ft
- For external members of examination and selection boards: Reimbursement of expenses
- Fees for the official external examiner of the naturalisation procedure: 20.000 Ft
- Fees of an external member of the board of examiners for the qualification/complex examination: 15.000 Ft
- Prize for the official external examiner of an English-language doctoral thesis: 50 000 Ft