



**ÓBUDAI EGYETEM
ÓBUDA UNIVERSITY**

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

(effective from 27 March 2026)

Name of the doctoral school:

Doctoral School on Safety and Security Sciences (BDI)

Headquarters:

Óbuda University, 1034 Budapest, Bécsi út 96/b

Leader:

Prof. Dr. Tibor János Goda (DSc), professor

Its core members:

Prof. Dr. Besenyő János
Prof. Dr. Csiszárík-Kocsir Ágnes
Prof. Dr. Tibor János Goda (DSc)
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Prof. Dr. Jancsó Tamás
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I. General provisions

The Operating Regulations of the Doctoral School on Safety and Security Sciences (BDI) were prepared as a supplement to the Doctoral and Habilitation Regulations of the University (hereinafter referred to as: EDHSZ) to regulate the issues and procedures referred to the competence of the doctoral schools, taking into account the special situation and the specificities of the field of technical sciences. With regard to concepts not defined in these regulations, the provisions of the EDHSZ in force from time to time shall apply.

Subject matter and scope of the policy

1. §

(1) The Doctoral School on Safety and Security Sciences shall operate directly under the supervision of the Rector, and its administrative tasks shall be performed by the Doctoral and Habilitation Office of the University of Technology.

(2) In addition to the core members, the Doctoral School on Safety and Security Sciences (hereinafter referred to as: BDI) shall also be assisted by teachers and staff of other Hungarian higher education institutions and research institutes as lecturers and supervisors.

(3) The organisation of the Doctoral School shall be regulated by the University Doctoral and Habilitation Regulations.

(4) The EDHSZ shall determine the tasks of the Doctoral School Council (DIT) in accordance with the provisions of the EDHSZ in force from time to time.

(5) The order of training in the Doctoral School shall be determined by the Training Plan of the Doctoral School.

About doctoral training and obtaining a degree

2. §

(1) The training cycles of higher education that build on each other and provide a higher education qualification level are bachelor's, master's and doctoral training.

(2) Doctoral training is part of the training programme, which prepares students for obtaining a doctoral degree in the training following the acquisition of the master's degree. Doctoral training is a necessary but not sufficient condition for obtaining a doctoral degree. The procedure for obtaining the doctoral degree includes doctoral training, a complex examination, the presentation of aptitude for independent research work and new scientific results, the certification of the required knowledge of a foreign language, and the public presentation and defence of a dissertation containing the solution of an independent scientific task.

(3) The Doctoral School (DI) is the organised framework of doctoral training, which carries out its activities with the approval of the HAC.

II. Structure of the Doctoral School

3. §

(1) The operation of the doctoral school shall be directed by the head of the Doctoral School.

(2) The body assisting the work of the head of the doctoral school shall be the Council of the Doctoral School (DIT), which shall be elected by the core members of the Doctoral School, and its members shall be appointed and dismissed by the University Doctoral and Habilitation Council (EDHT). The core members of the Doctoral School may elect additional members with scientific degrees to the council. The president of the DIT is the head of the Doctoral School. The number of members of the council is at least 7, of which at least 2 are persons who do not have an employment relationship with the University. 1 doctoral student also participates in the work of the DIT as a consultative member.

(3) The teachers of the Doctoral School shall be those lecturers and researchers with a scientific degree who, on the recommendation of the head of the Doctoral School, are deemed suitable by the EDHT to perform the educational tasks carried out within the framework of the Doctoral School.

Head of the Doctoral School and his direct colleagues – tasks, powers

Government Decree on Doctoral Decree § 4

(1) The head of the doctoral school is elected by the doctoral council from among the core members of the doctoral school who are university professors – on the proposal of the majority of the core members – and is appointed by the rector for a maximum period of five years. The appointment may be extended several times.

4. §

(1) The head of the Doctoral School shall be appointed by the Rector. The work of the head of the Student Administration is assisted by the deputy head of the Student School, the secretary and the administrator of the Student Affairs.

(2) On the proposal of the majority of the Council of the DI, the EDHT may elect a deputy head of the DI from among the core members of the DI.

(3) The head of the Doctoral School shall:

- a) is responsible for the scientific quality and educational work of the DI,
- b) perform the tasks prescribed for it in the EDHSZ, the Training Plan of the DI and the Operational Rules of the DI,
- c) performs the duties of the President of the DIT, including:
 - c1) make a proposal to the DIT on the use of the human and financial resources made available to the Doctoral School,
 - c2) make proposals on the subjects of the complex examination and the composition of the committee,

- c3) make a proposal for the composition of the official reviewers and the evaluation committee,
- c4) is responsible for the management of the DI.

(4) The Deputy Head of the Doctoral School shall:

- a) in the event of the head of the Doctoral School being prevented from being or being affected or the temporary vacancy of the position of the director, exercising the powers of the head of the Doctoral School;
- b) participates in the strategic and operational operation of the doctoral school;
- c) participates in the work of the Council of the Doctoral School;
- d) represents the doctoral school at university, faculty or external forums at the request of the head of the Faculty.
- e) performs tasks related to quality assurance, in particular:
 - e1) tasks related to student satisfaction measurement
 - e2) annually prepare a summary report on the fulfilment of the quality objectives and quality indicators of the DI
 - e3) carries out the control of the quality compliance of instructors, supervisors and core members, prepares a report on the results of the inspection
 - e4) in cooperation with the Secretariat of the Student Association, it manages the operation of the student preventive monitoring system, on which it prepares a report for the Student Inspectorate every six months. In cases requiring immediate intervention, the supervisor personally coordinates further tasks.

(5) The secretary of the doctoral school shall perform administrative, coordination and communication tasks in order to support the operation of the doctoral school. The secretary performs his or her activities within the framework of the university's doctoral regulations and the rules of operation of the doctoral school. Its main tasks are as follows:

- a) performing the administrative tasks of the doctoral school;
- b) supporting the operation of the council of the doctoral school (preparation of meetings, minutes, resolutions);
- c) maintaining contact with teachers, supervisors, students, organisational units and the Doctoral and Habilitation Office;
- d) organising and supervising doctoral activities (workshop discussions, defences, habilitation);
- e) managing, updating and making available regulations and internal documents;
- f) provision of data, statistics, preparation of accreditation documentation;
- h) taking care of the content of the doctoral school's website, publishing updates.
- i) performs the monitoring of student performance with the Preventive Monitoring System every semester, and provides data. Within the framework of a quality management system, the DI performs the necessary database checks in cooperation with the deputy head of the DI (www.doktori.hu MTMT)
- j) participates in the annual monitoring of quality goals and indicators, as well as the instructors, supervisors and promoters participating in the training.

(6) The academic officer of the doctoral school manages the academic and administrative affairs of the students of the doctoral school, and performs his or her work in cooperation with the secretary and head of the doctoral school and the University Doctoral and Habilitation Office. Its main tasks are as follows:

- a) the study administration of the admission procedure for applicants for doctoral training;
- b) registering the data of students in the database (www.doktori.hu) and in the study system (Neptun);
- d) administration of course registration and credit acquisition;
- e) recording academic performances, complex exams and research reports;
- f) issuing certificates, transcripts and other study documents;
- h) providing students with academic information, handling applications;
- i) Contributing to the preparation of statistics, data services and reports.
- j) within the framework of the quality management system, under the guidance of the Deputy Head of the Faculty of Education, monitors the academic progress and publication performance of the students, keeps records of the results obtained from the Preventive Monitoring System, and provides data on the fulfilment of the annual quality goals and indicators to the Deputy Head of the Faculty of Economics for the preparation of the quality management report.

Council of the Doctoral School (DIT)

Government Decree on Doctoral Decree § 10

(1) The council of the doctoral school may be established as a body assisting the work of the head of the doctoral school, which shall be elected by the core members of the doctoral school, and its members shall be appointed and dismissed by the doctoral council.

(2) The Council of the Doctoral School

- a) approve the persons of the doctoral thesis announcers, supervisors and lecturers of the doctoral school;*
- b) make proposals for the doctoral topics proposed for announcement;*
- c) approve the announcement of the topic by the announcer of the doctoral topic;*
- d) approve the doctoral student's doctoral topic;*
- e) carry out performance evaluation during training;*

Within the framework of the operation of the quality management system, it annually evaluates the fulfilment of quality goals and indicators, adopts an action plan to eliminate deficiencies, and continuously monitors the publication and citation performance of topic promoters and lecturers on the basis of the report submitted by the Deputy Head of the DIT.

5. §

(1) The Council of the Doctoral School (DIT) may be established as a body assisting the work of the head of the doctoral school, which shall be elected by the core members of the doctoral school, and its members shall be appointed and dismissed by the University Doctoral and Habilitation Council. The president of the DIT is the head of the DI.

(2) The work of the President of the DIT shall be assisted by a secretary. The DIT may elect a Vice-President from among its members, based on the proposal of the President, who shall be entitled to substitute in the powers determined by the President of the DIT.

(3) Each doctoral school of the university shall have a council of the doctoral school, which shall

- a) take care of the rules of operation of the DI;
- b) approve the persons of the doctoral thesis announcers, supervisors and lecturers of the doctoral school, as well as the subjects to be announced in the training (title, lecturer, syllabus, literature and number of credits);
- c) make proposals for the doctoral topics proposed for announcement;
- d) approve the announcement of the thesis by the announcer of the doctoral topic;
- e) approve the doctoral student's doctoral topic or change it on the basis of a well-founded justification;
- f) make a proposal to the President of the EDHT on admission to the doctoral programme;
- g) carry out performance evaluation during training;
- h) annually evaluates the implementation of the school's programme, the quality of the training and the work of the teachers, supervisors and doctoral students participating in the programme, and prepares a report thereon for the EDHT, which also includes an action plan;
- i) to give an opinion to the EDHT on the naturalisation of a foreign scientific degree;
- j) expresses its opinion on other issues concerning the DI at the request of the head of the DI;
- k) make a proposal on the composition of the complex examination board to the competent doctoral and habilitation council of the discipline;
- l) assess the requests of participants in organised training for a semester or a year and inform the President of the EDHT and the EDHI thereof; and it reviews the applications of those transferring from other doctoral schools, on which the EDHT makes a decision.
- m) decide on the recognition of activities carried out within the framework of part-time training abroad;
- n) authorise participation in parallel training in the field of specialisation compatible with the doctoral training;
- o) decide on issues related to interrogation, with special regard to the conditions set by the (external) host institution;
- p) decide on the successful or unsuccessful completion of the training (absolutorium);
- q) Makes a proposal on the composition of the public defence committee to the competent disciplinary doctoral and habilitation council.
- (r) make a proposal to the EDHT for the award of the doctoral degree;

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

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

(6) The DIT shall have a quorum if at least half of its members with votes participate in the voting.

(7) The DIT usually makes its decisions by a simple majority of votes, by open voting. In the event of a tie, the vote of the President shall be decisive. In justified cases, any member may request or the President may also initiate a secret ballot.

(8) The DIT shall make its voting decisions on personnel issues by secret ballot. The ballot paper must indicate the name of each candidate; Voters nominate all candidates acceptable to them. The candidate or candidates with the most votes will be proposed according to the subject of the vote. In the case of several candidates who receive equal votes, the President decides. In the case of a proposal for the award of a degree, the DIT shall use a yes-no vote.

(9) In the case of personnel issues, a person may not participate in the decision-making process if the person concerned:

- a) has a direct workplace relationship (same institute/institution, managerial-subordinate relationship), or
- b) is in close contact with a close relative, or
- c) has been in a scientific co-authorship relationship for the past five years, or
- d) from whom an objective assessment of the case cannot be expected for any other reason.

(10) On the proposal of the President of the DIT, in justified cases, with the exception of personnel matters, the DIT may also make a decision by voting electronically (by e-mail).

(11) The materials required for the agenda items requiring a decision at the meetings of the DIT shall be made available to the members at least three working days before the meeting. Publication may also be made electronically. The dates of the meetings must be communicated to the members at least 5 working days before the meeting.

(12) The administrative tasks of the DIT are carried out by the Secretariat.

Teachers, thesis writers and supervisors of the doctoral school

6. §

In addition to the general requirements, the requirements expected in the Doctoral School with topic promoters and subject instructors are:

In the field of publications, the DI expects subject teachers to *have at least three (3) WoS, Scopus, or IEEE publications and a Hirsch index of at least 3*. Subject promoters are expected to *have at least five (5) WoS, Scopus, or IEEE publications and a minimum Hirsch index of 5 after obtaining the degree, at least 2 years after obtaining the degree*. In the field of publications, the DIT prefers the journals included in the publication lists of the VI and IX divisions of the Hungarian Academy of Sciences. At the time of selection, the Faculty expects the promoters to make the technical content of the research clear from the description of the research topic, and to be relevant to the research field of the Faculty of Science, to include the expected research methods and the expected research results. The DIT judges the lecturer applying for the topic announcement on the basis of the description of the research topic, his publication performance recorded in the MTMT database and his citation index. Suitable applicants will be submitted to the DHT of the discipline.

(1) The lecturers of the Doctoral School shall be those lecturers and researchers with a scientific degree who, *on the recommendation of the head of the Doctoral School*, are considered suitable by the DIT to perform teaching, research and supervisory tasks within the framework of the Doctoral School. The core members and lecturers of the Doctoral School may also undertake teaching assignments in other doctoral schools.

(2) The announcer of the doctoral topic shall be the lecturer or researcher with a scientific degree, whose announcement of the topic has been approved by the DIT and who, on the basis of this, responsibly directs and assists the doctoral student's studies, research work and preparation for obtaining a scientific degree. A supervisor may not have more than six doctoral students who have not obtained more than one absolute degree at the same time. In the case of co-supervisors, a student must be counted with a factor of 0.5.

(3) A doctoral student may have two supervisors at the same time, provided that the DIT approves it. In addition to the external supervisor, the DIT appoints an internal supervisor, who assists the work of the external supervisor on behalf of the University and monitors the student's professional progress. In the case of two supervisors, the DIT appoints a responsible supervisor.

(4) In justified cases, the Doctoral Thesis or the person of the supervisor may be changed by the DIT at their request, at the request of the doctoral student concerned, or at the request of the doctoral student concerned, or at its own discretion with justification, with the involvement and information of the persons concerned.

(5) The duties of the supervisor:

- a) Formulation of the research problem, topic announcement.
- b) To contribute to the elaboration of the final research plan, the signature of which means its approval.
- c) To convey and enforce the norms and scientific requirements of the DI.
- d) Directing and monitoring the research work. In case of non-compliant performance, he must inform the head of the DI.
- e) Preparing joint publications with supervised students.
- f) Reporting of the doctoral student every semester, monitoring the fulfilment of the commitments formulated in the research plan (the condition for signing the written semester report is the fulfilment of the agreed indicators and targets).
- g) Makes a proposal for the composition of the complex examination board, the evaluation committee of the workplace and the public debate.
- h) Fully observing the formal requirements when compiling the doctoral dissertation.
- i) By signing the statement acknowledging the performance of the doctoral student, the supervisor certifies that the thesis also meets the content requirements formulated by the Master's Degree Programme.
- j) Preparing the student for workplace and public debate.

(6) The DI shall carry out the regular, annual monitoring and evaluation of supervisors and instructors primarily on the basis of databases (www.doktori.hu and MTMT). Lecturers and supervisors who do not verifiably meet the minimum publication requirements in the databases (5 in the last 5 years, another 5 out of their entire career) and do not update their database, will be called upon by the DI to make up for them as soon as possible. The financial support for the publication of publications is supported by the DI. From the 2026/27 academic year, BDI expects a Q2 publication requirement for topic advertisers.

(7) The DI evaluates supervisors and instructors on an annual basis. The assessment covers:

- supervisor
- teaching activities and the evaluation of OMHV feedback
- research activity
- publication activity (quality publishing, citation index)
- to participate in and support events organised by BDI students
- talent management.

The evaluation is carried out annually after the end of the school year, taking into account the criteria, primarily through self-evaluation. Core members and topic promoters answer questions about the aspects of the audit, and the answers are sent in a sealed envelope to the BDI secretariat.

(8) Together with the student evaluations, the BDI Deputy Head will aggregate the answers. Subject advertiser-lecturers who achieve a result worse than 3.00 in student reviews for two semesters will receive personal training opportunities in the subject areas of teaching methodology, research methodology and/or communication technology. These trainings are organized by the Welfare Center of the Bánki Faculty (www.bgk.uni-obuda.hu/jok/coaching/). In case of repeated bad results, BDI DIT appoints a co-supervisor to accompany the supervisor.

Communication of the Doctoral School

7. §

(1) Through its website, the DI shall provide continuous and regularly updated information on the operation of the school on the following topics:

- the classification of the school in terms of discipline, the name of the doctoral degree to be obtained,
- the identity of the core members and instructors;
- domestic and international scientific relations, cooperation agreements,
- Operating Rules,
- Training plan,
- Quality assurance plan.

(2) Through its website, the DI shall provide continuous and regularly updated information regarding doctoral training:

- the doctoral topics approved by the DIT and their supervisors,
- about the recruitment process and requirements,
- the requirements of the complex exam,
- the requirements for obtaining a doctoral degree,
- about the subjects taught.

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

- PhD theses and thesis notebooks in electronic format,
- the list of graduates¹,
- the list of those who have obtained the absolutorium, 1,
- the decisions and resolutions of the Council of the Doctoral School.

(4) The DI shall regularly update its website and supervise that the pages of the www.doktori.hu database continuously display up-to-date information on the DI. It ensures that the supervisors update the www.doktori.hu database continuously, at least once a year. The deputy head of the DI is responsible for updating the website.

III. DOCTORAL TRAINING

Application, admission procedure

8. §

(1) The general conditions of application shall be contained in the EDHSZ in accordance with the provisions of the EDHSZ in force from time to time.

Doctoral training can be started in the following forms:

- a) full-time, full-time organised training with a state scholarship;
- b) self-financed, full-time, full-time organised training;

¹ www.doktori.hu website updated regularly

- c) self-financed, part-time, correspondence organised training;
- d) "Cooperative Doctoral Training" supported by the state and scholarships;
- e) self-financed doctoral training of excellence in research;
- f) individual preparation.

(2) The application submitted in the course of applying for doctoral training shall contain the following documents, which shall be recorded on the electronic application interface opened in the given application period and attached as attachments:

- a) an application form filled in electronically;
- b) a document certifying the payment of the admission fee;
- c) a copy of the MSc/MA/university diploma (with presentation of the original);
- d) copies of language proficiency documents (subject to presentation of the originals);
- e) professional CV;
- f) list of publications;
- g) the declaration of the host of the chosen institute, research institution and supervisor;
- h) a preliminary research plan (1-2 pages) signed by the future supervisor(s);
- i) in the case of an individual preparation applicant, the applicant's list of publications according to the Database (Repository of Hungarian Scientific Works - MTMT);
- j) in the case of an applicant with an employment relationship, a statement of support from the workplace;
- k) other documents (e.g. recommendations);
- l) a statement on whether you will apply for admission if you do not receive a scholarship.

(3) Upon admission to the Doctoral School, the qualification of the diploma is the qualification of the master's degree obtained by the applicant or an equivalent diploma. At least a good grade is considered a condition for two years after obtaining the diploma. However, the qualification will still count towards your admission score.

(4) The evaluation of the applicants is carried out partly on the basis of the application submitted according to the EDHSZ and partly on the basis of an admission interview. During the interview, a committee of at least 3 members invited by the DIT (approved by the MTTDHT) will make sure of the applicant's professional competence, research ideas and language skills.

(5) Admission interviews will take place at a time and place determined by the DIT. The DIT will notify the applicants in writing about the date of the admission interview.

(6) Admission ranking is based on 4 criteria:

- a) diploma qualification;
- b) language skills;
- c) initial scientific activity;
- d) appropriate professional skills, research ideas, plan;

The detailed rules of the evaluation are set out in Annex 6.

(7) Based on the scores obtained, the admissions committee will rank the applicants. Admission to the doctoral programme requires at least 60 points and at least 5 points must be achieved in terms of previous academic progress (a), English language proficiency (b)

and ideas related to the doctoral thesis (d), except for individual preparations. 60 points are only a necessary condition for admission, but they are not a guarantee of admission or guarantee of winning any scholarship. In the case of individual preparations, admission is conditional until the completion of the complex exam, and becomes final in case of a successful complex exam. The 120 credits specified as a condition for admission to the complex exam will be recognized on the basis of the certificate of preliminary performance, which includes the requirement that at the time of submitting the admission application, they must present at least one publication that has been published or accepted for publication out of the minimum 5 publications required as an output publication requirement.

(8) The Admission Committee shall evaluate the applicants up to 100 points, and the candidates who have achieved at least 60 points shall be ranked. Based on the evaluation and report of the Admissions Committee, the DIT makes an admission proposal to the President of the EDHT taking into account additional aspects (the priority of the research topic, the professional potential of the supervisor, the scholarship budget received from the EDHT, and other opportunities of the faculty).

(9) The admission decision may be:

- a) admission to full-time, full-time organized training with a state scholarship;
- b) admission to self-financed, full-time, full-time organized training;
- c) admission to self-financed, part-time, correspondence training;
- d) admission to the "Cooperative Doctoral Training" supported by the state with additional scholarships;
- e) admission to a self-financed doctoral programme of research excellence;
- f) recording for individual preparation;
- g) rejection of the application.

(10) The President of the EDHT shall send the decision on the decision to the applicants. In the case of admission, the notification must include the form of the training, the detailed conditions of participation, the rights and obligations related to the form of training and the student status, as well as the rules on data processing.

(11) In the event of a refusal, the decision shall be justified. The rejection decision must state the number of points obtained, as well as the possibility and method of appealing against the decision. If the decision rejecting admission violates the law or institutional regulations, the decision may be appealed to the Rector of the University within 15 days of receipt of the rejection decision. Within 30 days, the rector decides on appeals by hearing the head of the doctoral school concerned.

(12) An agreement may be concluded between the University, the doctoral student and the supervisor in connection with the doctoral training.

(13) Doctoral training begins with enrolment in the doctoral school.

(14) It is possible to transfer between different forms of training on the basis of an application submitted to the DIT.

(15) In the case of applicants applying under the Stipendium Hungaricum scholarship programme, the application phase of the admission procedure takes place through the official online interface of the programme, the DreamApply system. The admission requirements for the Doctoral School on Safety and Security Sciences, the range of

documents to be submitted, and all other necessary information are available to applicants on the official website of Stipendium Hungaricum and in the DreamApply system.

Curriculum, work plan

9. §

(1) The training of the Doctoral School shall operate on the basis of the Training Plan, which shall be approved by the EDHT on the basis of the proposal of the DIT.

(2) The Training Plan shall include:

- a) the purpose of the training,
- b) the credit points that can be obtained and their distribution,
- c) the list of subjects and research topics,
- d) the list of instructors,
- e) the study conditions.

(3) The DIT shall decide on the acceptance of subjects into training and on the renewal of the syllabus. The DIT reviews the syllabus at least every three years, taking into account the comments and feedback of students and other stakeholders (lecturers, external contributors, guest lecturers, labour market actors). Before the start of each academic year, the DIT reviews the list of subjects proposed in the doctoral programme and their instructors and decides whether to accept or reject them. The accepted subjects are announced by the DI in the faculty's NEPTUN system and published on the DI website.

(4) Holding and attending classes of subjects is mandatory in full-time working hours. In the event of the instructor's inability to attend, the substitution or replacement idea shall be discussed with the head of the DI. In the case of each subject, students must be informed of the subject syllabus and the system of requirements, including the compulsory and recommended literature and the course material.

(5) In the case of each subject, the subject syllabus and the system of requirements shall be compulsorily developed, which shall be reviewed in advance by the Council of the Faculty of Medicine and shall decide on its acceptance on the basis of the opinions. The DIT decides on the formal and content requirements of the subject syllabus and publishes it on the DI website.

(6) The work plan (research plan) of the doctoral student determines the tasks to be performed by the doctoral student during his or her studies within the framework of the Training Plan. The work plan of the students must be prepared in the first semester of the organized training with the help of the supervisor. The work plan of the doctoral student is approved by the DIT on the proposal of the supervisor. The work plan can only be approved if it is in accordance with the Training Plan of the Doctoral School and the Doctoral Credit Regulations (Appendix No. 3).

(7) The work plan shall contain the subjects to be studied by the student in order to fulfil his or her academic obligations. Any subject announced by the DI or, with the support of the supervisor, taught in the doctoral programme of another doctoral school operating in a technical or related field may be taken. In addition to the approval of the DIT, the work plan may also include subjects taught in foreign doctoral programmes.

(8) The work plan shall include:

- a) the name (address), code and credit value of the subject,
- b) lecturer (head of subject, lecturer announcing)
- c) the place of announcement (institution, doctoral school)

d) the time schedule, i.e. the semester in which the subject can be admitted.

Tasks of the participants in the organized training

10. §

(1) Based on the evaluation and report of the Admissions Committee, the DIT will make a recruitment proposal to the President of the EDHT taking into account additional aspects. The admission decision is made by the President of the EDHT and issues a decision on it.

(2) The doctoral student participates in scientific training at the Doctoral School and performs individual research work. Doctoral students may also undertake teaching duties, which, however, do not form part of the study obligation, can be freely elected.

(3) Doctoral students participating in the organized training must enrol before the start of the semester, according to the announcement. Documents required for enrollment:

- diploma,
- language exam certificate,
- 1 photo,
- identity document,
- tax card,
- social security card,
- bank account number,
- notification of admission,
- completed enrollment form.

After the registration/registration deadline has passed, a separate processing fee is payable.

(4) The duration of the doctoral training is 48 months, which is divided into eight semesters in terms of training. The doctoral student enrolls at the beginning of the first semester, at which time he or she can request an electronic transcript (Neptun system) and a student card. After this, the doctoral student is obliged to indicate in the Neptun system whether he or she activates the given semester or requests a passive semester with the payment of the relevant fee.

The full-time training (in the training and research phase) consists of at least 30 lessons per semester or equivalent closed electronic distance education. The teaching of the subjects can also be carried out in the form of personal consultation. During the doctoral training, at the end of the fourth semester, as a condition for the completion of the training and research phase and as a condition for the start of the research and dissertation phase, a complex exam must be completed, which measures and evaluates the progress of studies, research and creativity.

(5) The unit of measurement of the study requirements is the study (credit) point. Credits are units of study, teaching and research work aimed at fulfilling the obligations of a doctoral student in doctoral training. Doctoral students are required to complete a total of 240 credits during the entire training cycle, according to the Training Plan of the EDHSZ and the DI. If the doctoral student – *due to his or her* fault – fails to obtain the required minimum number of credits in a given semester, the DIT may decide to suspend the disbursement of the doctoral scholarship. If the doctoral student fails to make up for his or

her absences within one year, the DIT may decide to terminate the student status. (The detailed credit regulations are included in Annex 3.)

(6) Doctoral students may obtain study (training) credits by studying and reporting on examinations. During the **8 semesters** of the doctoral training, the minimum number of study (training) credits to be completed **is 48**. The completion of the credits is certified by *the signature of the lecturer of the subject – based on the exam, paper, report prescribed for the course taken*. Credits can only be assigned to subjects that are graded with a grade on a five-grade scale. In doctoral training, credits cannot be obtained by language learning.

(7) Credits may be awarded for the teaching activities performed by the doctoral student. In the case of educational activities, holding 1 hour per week (1x45 minutes for a semester) is worth 2 credits. A maximum of **60 credits** can be earned from this activity.

(8) Credits may be awarded for the publication and other scientific activities performed by the doctoral student. Annex 2 of the MSZ contains the publication credit table. The credit table is reviewed by the DIT at least once every three years.

(9) The doctoral student shall prepare a research report every semester, in which his/her supervisor shall evaluate the student's study and research activities in text. In the last semester, before the end of the doctoral training, the doctoral student prepares a summary report on the fulfilment of the study obligations and research work for the entire duration of the study by filling in the absolute request form. The summary of the studies contains a list of completed tasks/subjects and exam results and the credit points received for them. The completion of the **240 credit points** is checked by the DI employee in charge of administration and approved by the DIT. The absolute is issued by the president of the DIT in the event of a positive statement by the DIT.

(10) The DIT evaluates the research activities of doctoral students every six months, for which it asks for the opinion of the supervisor. The semester report of the students participating in the organized training consists of a written and an oral part. No exemption may be granted from the completion of the written and oral parts. The report must be reviewed by the supervisor.

(11) The acquisition of an absolute degree is a condition for obtaining a degree, but it does not certify either a degree or a doctoral degree.

(12) Within three years of the completion of the complex examination, the doctoral student shall submit a doctoral dissertation in accordance with the provisions of the EDHSZ in force from time to time. This deadline may be extended by a maximum of one year in cases of special appreciation and regulated by Section 53 (4) of the Nftv.

(13) The student status may only be suspended for a full semester. The period of continuous suspension of the student status may not be longer than two semesters. During the suspension of the student status, no state scholarship may be disbursed.

(14) Doctoral students may participate in part-time training abroad. Doctoral students can participate in part-time training on the basis of a work programme approved by the supervisor, which ensures the validity of the given study period in the university's doctoral training programme. The duration of the partial training abroad is included in the duration of the doctoral programme, the student status is not suspended during this time, and the state scholarship must be paid.

Tasks of those participating in the individual training system

Government Decree on Doctoral Decree: Section 12

For individual preparers

- a) the procedure for obtaining a doctoral degree begins on the basis of an application, with the completion of the complex examination;*
- b) the conditions for the acceptance of applications for the complex examination and admission shall be determined in the operating rules of the doctoral school;*
- c) in the case of successful completion of the complex exam, the higher education institution recognizes the minimum credits specified as a condition for admission to the complex exam, with the proviso that additional credits may be recognized on request on the basis of previously acquired knowledge and competencies.*

11. §

(1) In the case of an individual trainee:

- a) At the time of admission, the applicant expects as a minimum requirement that the applicant has fulfilled at least 40% of the minimum publication requirement required for the initiation of the degree acquisition procedure, or certifies the publication of the publications with acceptance statements, and
 - a1) has previously participated in doctoral training, or
 - a2) has a doctoral absolutorium, or
 - a3) has significant, proven R&D or industrial patent results, or
 - a4) already has the material of the doctoral thesis workshop. In addition, it requires that the applicant has the language criteria necessary for obtaining a degree at the time of admission.
- b) The student status is established upon the successful completion of the complex exam.
- c) By passing the complex exam, the University accepts the completion of 120 credit points of the training and research phase

(2) The individual student chooses a supervisor for the preparation of the thesis before the admission to the student, who is invited by the council of the doctoral school.

(3) Individual students are required to submit their doctoral thesis for public defence within 5 academic years of the establishment of their student status.

(4) The participant of the individual training scheme shall be obliged to obtain additional credit points in addition to the credit points previously acquired until a total of 240 credit points are reached. These can be completed with credits from publications (including the credit value of at least 1 publication published or accepted for publication), active participation in research projects, reporting activities and teaching, taking into account the credit regulations set out in Annex D2 of the EDHSZ. Upon request, additional credits may be recognized on the basis of previously acquired knowledge and competencies.

Change supervisor

12. §

(1) In justified cases, the doctoral topic or the person of the (co-)supervisor may be changed by the EDHT at their request, at the request of the doctoral student concerned, or at its own discretion. The EDHT will ask for the opinion of the supervisor(s) before making a decision.

(2) The change in the supervisor or supervisor may not extend the duration of the period of study.

IV. OBTAINING A DOCTORAL DEGREE

13. §

(1) The process, general conditions and detailed regulation of obtaining a doctoral degree shall be laid down in the provisions of the EDHSZ in force from time to time.

The doctoral thesis

14. §

(1) The general rules concerning doctoral dissertations shall be laid down in the provisions of the EDHSZ in force from time to time.

(2) The dissertation shall indicate the name of the author and the supervisor(s), the doctoral school, and the place and time of preparation. The dissertation must be accompanied by an English or Hungarian and English author's description (Thesis Booklet) in accordance with the language of the defence. The dissertation may be accompanied by an appendix (e.g. collection of photographs, documents, etc.). The dissertation must meet the requirements of the EDHSZ in terms of content and form.

The workshop

15. §

(1) Before submission, the dissertation shall be submitted for workshop discussion in the professionally competent educational or organisational unit. The aim of the workshop is to allow those present who are professionally competent in terms of the topic of the thesis to explore the deficiencies of the thesis and to make suggestions for the preparation of the final thesis in a better quality.

(2) The head of the doctoral school shall invite the two persons with scientific degrees who are familiar with the subject area of the dissertation, who shall carry out the preliminary evaluation of the draft dissertation in writing and prepare the summarised opinion in advance.

(3) The workshop discussion shall be organised by the candidate's supervisor with the information of the President of the DIT.

(4) An electronic and a printed copy of the dissertation to be submitted for discussion shall be submitted to the secretariat of the Doctoral School at *least three weeks before the date of the dissertation* . The date of the workshop discussion and the electronic

material of the draft dissertation must also be published on the website of the Doctoral School.

(5) The following shall be invited to the workshop discussion:

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

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

(7) The workshop may be held if at least one of the pre-evaluators is present in person, the other has sent his or her written opinion by the deadline, and at least 8 of the invited people have a scientific degree.

(8) At the workshop discussion, it shall be ensured that the draft dissertation:

- topical?
- Does it present the chosen topic using modern research methods and covering all the most important details?
- Does it meet the formal and substantive requirements?
- Does it contain new scientific findings and is it considered to be the candidate's achievements?

(9) Two written pre-opponents' opinions are prepared on the dissertation for the workshop discussion. Any comments that arise will be considered at the discretion of the author. In the event of two negative pre-judgments, the workshop discussion shall be repeated.

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

- a) the draft dissertation is suitable for further proceedings without revision (or with minor revisions that do not affect the essence of the dissertation) without conducting a new workshop discussion,
- b) the dissertation is suitable for further proceedings with revisions affecting the essence of the draft without conducting a new workshop discussion,
- c) the draft dissertation is only suitable for further proceedings with a complete revision and a new workshop discussion.

(11) The same pre-reviewers shall be invited to a repeated workshop discussion. The repeated procedure may be conducted taking into account the deadlines governing the conduct of the degree acquisition procedure.

(12) Minutes shall be kept of the opinions of the pre-opponents, the questions raised and the author's answers to them, as well as of the author's position at the workshop discussion. In the case of a procedure in a foreign language, the minutes of the workshop discussion must also be prepared in the foreign language used during the procedure. An attendance sheet must be prepared next to the minutes, which must include the names, academic degrees, place of work, contact details and signatures of the participants.

Public debate

16. §

- (1) The general rules on public debate shall be laid down in the EDHSZ. The scenario for the public debate will be prepared according to the EDHS annex.
- (2) The public debate shall be organised by the Secretariat of the Doctoral School.
3. Invitations to public debates shall be sent by the Secretariat at least two weeks before the debate.
- (4) The invitation to the public debate shall also be published on the website of the Doctoral School. The invitation must indicate where the dissertation can be viewed by those interested.
- (5) The following shall be invited to the public debate:
 - a) the members of the DIT
 - b) all qualified lecturers of the institute of the doctoral student
 - c) the professionally competent organisational units of the partner faculties
 - d) supervisors
- (6) If the dissertation is related to national security or is subject to delayed disclosure (intellectual property protection, patenting, etc.), appropriate confidentiality must be ensured throughout the public debate procedure, by the parties concerned and all participants in the procedure. This must be documented with the appropriate declarations.

Language requirements

17. §

The prerequisite for obtaining the doctoral degree is proof of intermediate (B2 level) language proficiency in English with a document.

V. Other provisions

Quality Assurance

18. §

In the course of developing the quality assurance system of doctoral training, the DI carries out its quality assurance in accordance 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) principle of feedback;
- d) principle of individual responsibility;
- e) principle of documentation;
- f) principle of efficiency;
- g) principle of practical applicability.

The quality assurance system of the Doctoral Programme covers the entire vertical of doctoral training, from the development of the structure of the training, through the announcement of the training and the admission procedure, including the organisation

and implementation of the training, to the follow-up of the career after obtaining the degree. The declaration of this is recorded in the institutional Quality Policy.

The general quality assurance tasks related to doctoral training and its personal and organisational aspects are determined by the University Quality Assurance Regulations, while the specific operational level quality assurance activities and processes are determined by the Quality Assurance Plan for Doctoral Training, which is uniformly applicable to all doctoral schools of the institution.

(1) The detailed quality assurance activities of the DI are laid down in the Quality Assurance Plan, which is PDCA-based and follows the ESG requirements and is in accordance with the institution's Quality Assurance Regulations.

(2) The head of the DI shall be responsible for the performance of the quality assurance activities of the DI.

(3) The quality assurance activities of the DI are closely aligned with the institutional quality assurance activities.

(4) The head of the DI shall report annually to the DIT and to the EDHT on the effectiveness of the DI's quality assurance activities.

(5) The DI shall annually evaluate the students' opinions on the educational and supervisory activities. The purpose of the student review of the teaching work is to contribute to the improvement of the quality of education in the DI by getting to know the students' opinions, to increase the efficiency of the training, to provide an opportunity for the management and teachers of the DI to get to know the assessment of their work, and to help eliminate the identified errors and deficiencies. The aim of the student review of the supervisor's work is to contribute to the improvement of the quality of the supervision of the Faculty of Economics by getting to know the opinions of the students, to increase the efficiency of the research work, to provide an opportunity to judge the management of the Faculty of Economics and the work of their supervisors, and to help eliminate the identified errors and deficiencies. The rules related to the implementation of the student review of the work of teachers and supervisors are laid down in the Quality Assurance Plan.

(6) The satisfaction and opinion of doctoral students regarding the operation of the Doctoral School shall also be surveyed annually. The related questionnaire and the rules of measurement are available in the Quality Assurance Plan.

(7) The DI annually evaluates the opinion of the cooperating partners and research participants on the role of the DI in science in the interest of operational development. The evaluation is based on a summary of partner opinions related to public doctoral defences, complex exams and semester student reports.

(8) The DI shall establish an ALUMNI system for the purpose of tracking the careers of graduated doctoral students and keeping in touch. This also provides an opportunity for the feedback of previously graduated doctoral students to be an integral part of quality assurance, and we also inform supervisors and lecturers about this.

(9) The registration of graduates and the communication with them shall be carried out by the secretary of the DI.

(10) The handling of complaints arising from doctoral students shall also be carried out at the level of the Doctoral Student in accordance with the institutional procedures. (Based

on the provisions of Article 12 of the Study and Examination Regulations of Óbuda University.)

Finances of the Doctoral School

19. §

(1) The head of the Doctoral School shall be responsible for the financial management of the Doctoral School, *which is also subject to the procedural rules set out in the Management Regulations* of the University, and he shall be competent to authorise payments.

(2) The financial framework of the Doctoral School shall consist of the state normative disbursed for scholarship holders on the basis of the budget approved by the EDHT, the fees paid by the doctoral students, the procedural fees and other revenues of the DI.

(3) The head of the DI shall bear financial and disciplinary responsibility for the implementation of the budget of the DI.

Order of Doctoral Procedures

20. §

The basic operating principle of the Doctoral School is that events related to the doctoral training and the degree acquisition procedure – especially the complex exam and the doctoral defence – are carried out in person.

Deviations from this principle may only be made in exceptionally justified cases, on the basis of a case-by-case assessment. The organisation of procedures in part or in full online may only be allowed if there is a duly documented justification for the need for a derogation on the part of the party concerned and the online conduct can be carried out in full compliance with the requirements of scientific quality assurance.

The application of the online form cannot be considered either a general practical solution or a substitute procedure, and can only be implemented on the basis of a preliminary, individual decision of the head of the DI.

VI. Annexes

Annex 1

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

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

APPLICATION FORM FOR DOCTORAL (PHD) TRAINING

Name: Birth name:.....
POB: Date of birth:.....
Mother's birth name: Nationality:
Permanent address:
Location/notification address:
Phone number: E-mail address: Website Address:
Name of your workplace:
Workplace address:
Work phone number: Occupation/Position:
.....
Which university did you graduate from (university/city/country)?
.....
Number of Undergraduate/MSc Diploma: Date of the diploma:
.....
Qualification of the diploma: Szakya(s):
Languages:
1. Language: Level/Type:..... Document number, date:
2. Language: Level/Type:..... Document number, date:
Name of the chosen doctoral school (research area):
Which form of training do you apply for?
Organised scholarship training/organised tuition fee training/individual preparation*
Name of the doctoral education programme (announced topic) within the doctoral school
(research area):
Title of the chosen topic:
Name and academic degree of the supervisor:
Supervisor's workplace:
Name and academic degree of the supervisor:
Supervisor's workplace:

Have you applied to other doctoral schools/doctoral education programs? Yes/No* If so:

Other institution name: Doctoral School:

Doctoral Educational Program:

Other institution name: Doctoral School:

Doctoral Education Program:

Do you maintain your application if you are admitted to another form of training?:

.....

Aware of my criminal liability, I declare that the above data are true and I acknowledge that the disadvantages arising from the disclosure of false data are my responsibility.

Budapest, 20.....

.....

Applicant's signature

**The appropriate text must be underlined.*

Annex 2: Evaluation of scientific publication activity

1. Publication is defined as a printed and/or electronic publication (journal article, scientific monograph, book excerpt, etc.) that [in accordance with the provisions of the MAB 2008/8/II.2. Annex 2]:
 - a) the author presents his/her own research results,
 - b) contains accurate literature references,
 - c) ISBN or ISSN number,
 - d) it has been published in a professional publication or as a publication.

2. The following shall not be considered as publications:
 - a) an article published in a daily newspaper or a non-professional weekly (even if the topic is of a professional nature),
 - b) a work published by the author (if it is neither linguistically nor professionally peer-reviewed)
 - c) university or college notes, auxiliary materials, handouts, examples, compilation, editing, text editing, etc.
 - d) a short (one-page) article in a conference publication or on a poster,
 - e) (book) translation,
 - f) review (book review) or criticism (except for longer analysis of the work),
 - g) a research report prepared within the framework of a tender or on commission,
 - h) thesis, diploma thesis,
 - i) other manuscript-like dissertations and writings,
 - j) writing popularizing science,
 - k) interviews for non-research purposes and purposes (neither as a reporter nor as an interviewee)

3. The minimum requirements and the scoring of publications provide a kind of standard for candidates to evaluate their publication activity and when to initiate a doctoral procedure. It should be noted, however, that the quality of publications is just as important as their quantity in the decision to award a degree. The fulfilment of the minimum requirements is checked by the proposer (and the DIT based on the proposal) on the basis of the submitted list of publications. If the minimum requirements are not met, the submitted application will be rejected by the DIT.

Minimum publication requirements for starting the degree process:

- The number of publications published or in the process of being published is at least 5, provided that the following points are met:
 - has been published in a foreign language in at least 1 international journal included in the Web of Science, Scopus IEEE Xplore or Thomson Reuters databases,
 - at least 2 international journal articles in a foreign language,
 - at least 3 peer-reviewed publications,
 - at least 1 publication in Hungarian (in case of Hungarian citizens).

	Published abroad, in a foreign language	Published in Hungary in a foreign language	In Hungarian
Book	100	80	40
Book chapter	24 (min. 10 pages)	3.6 (20 per page)	1.8 (20 per page)
Journal article with impact factor (IF)	24-40	24-40	-
Peer-reviewed journal article	24	18	12
Non-peer-reviewed journal article	18	12	6
Editing a special issue of a peer-reviewed journal	18	12	6
Editing a special issue of a non-peer-reviewed journal	9	6	3
Peer-reviewed conference paper (min. 4 pages, with ISBN)	24	18	6
Non-peer-reviewed conference paper (min. 4 pages, with ISBN)	8	8	2
Patent	20	12	12

Table of publication credits (The number of credits should be divided by the number of non-supervising authors. Journal Impact Factor (IF) determination: *Journal Citation Reports (Clarivate Analytics)*. $IF < 0.1$ (Q4 journal article): *24 credits*; $0.1 \leq IF < 2$ (Q3 journal article): *29 credits*; $2 \leq IF < 4$ (Q2 journal article): *33 credits*; $4 \leq IF$ (Journal article Q1): *36 credits*). The D1 rated journal article has a value of 40 credits.

When summarizing the points, the point value of the publication is divided by the number of authors. In this calculation, the supervisor of the doctoral student is automatically excluded from the list of co-authors.

In the case of a paper that has not been published but is verifiably accepted for publication, a full score is awarded, while in the case of a conditional acceptance requesting minor revision, half of the points are awarded.

Minimum PhD requirements when submitting a thesis:

For each thesis point of the thesis, it must be indicated where the results were published by the candidate (bibliographic reference). In the case of co-authored publications, co-authors (with the exception of the supervisor and foreign co-authors) must be eligible. D11. "Co-author acknowledgment and waiver" in accordance with the Annex to the Agreement. At least one of the scientific papers linked to the thesis points had to be published in a journal on the Web of Science, Scopus, IEEE Xplore or Thomson Reuters list. This requirement may be replaced by a patent application under the conditions laid down in the provisions of the EDHS in force from time to time. At least half of the thesis points must also be related to an article published in a journal or conference proceedings.

Appendix 3: Doctoral Credit Regulations

(1) In the case of doctoral (PhD) training, all study requirements shall be determined in credits (study points). The general regulation of the credits that can be obtained in doctoral training is contained in the Doctoral Credit Regulations of Óbuda University.

(2) During the eight-semester doctoral training, a total of 240 credits shall be collected in order to obtain the final certificate (absolutorium). Credits can be obtained in the training based on the following activities:

- studies, i.e. completion of courses;
- research activities;
- educational activities
- Contribution to a research project
- completion of a semester-long research and study report.

The number of credits that can be obtained or the minimum number to be acquired is as follows:

- In order to obtain the absolute degree in the organized training, it is mandatory to obtain a minimum of 240 credits by the end of the 8th semester as follows:

Activity		Credit Calculation	Number of credits	
			Minimum	Maximum
Education		6 credits/subject	48	60
Research activities	Semester Research and Study Report	1-4 semesters: 8 credits/semester 5-8 semesters: 15 credits/semester	92	92
	Research Project Contribution	6-10 credits/project	-	40
	Publication activity	see <i>Publication credits table</i>	75; at least 5 publications in addition to the fulfilment of the following points: at least 1 WoS, Scopus, IEEE Xplore or Thomson Reuters international journal article; at least 2 international journal articles in a foreign language; at least 3 peer-reviewed publications, at least 1 publication in Hungarian *	116
Educational activity		one 45-minute lesson/week = 2 credits	-	60 (up to 5 credits/semester in semesters 1-4, up to 10 credits/semester in semesters 5-8)
ALL			240	

* only in the case of Hungarian citizens

- Measuring points defined in the course of the training:
 - 20 credits at the end of the first semester;
 - at the end of the second semester, 45 credits;
 - 75 credits at the end of the third semester;

- at the end of the fourth semester, 90 credits;
 - at the end of the fifth semester, 110 credits;
 - at the end of the sixth semester, 150 credits;
 - and at the end of the seventh semester, 180 credits are required to continue the training.
- These requirements of the training are the same for full-time (scholarship) and correspondence students.

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

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

(5) Credits may be earned for research activities in four ways:

a) For publication activities.

b) 8-8 credits can be obtained **for the semi-annual research report in semesters 1-4** and 15-15 (**92 in total**) in semesters 5-8.

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

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

(7) The Council of the Doctoral School may grant exemption from the fulfilment of the training requirement if the student participates in part-time training outside the institution. Doctoral students may participate in part-time training outside the institution (research institute, company or abroad) related to their doctoral topic. This can be done on the basis of a work programme approved by the supervisor, which ensures the validity of the given period of study in the doctoral programme of the university. The Council of the Doctoral School is entitled to decide on the approval of the work programme of the part-time courses outside the institution. The credit value of the courses completed in this way is determined by the Council of the Doctoral School.

Transfer credits

(8) Credits obtained at another Hungarian or foreign higher education institution 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 concluded with the student or the provisions of the law prescribing crediting.

9. The two sets of knowledge shall be considered equivalent if the agreement between the sets of knowledge is at least 75%. The Council of the Doctoral School examines the degree of agreement of the knowledge on the basis of the proposal of the supervisor, and decides on equivalence based on this, which is approved by the MTTDHT.

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

(11) The Council of the Doctoral School shall determine the maximum percentage of the Doctoral Student's (training) credits by transfer of credits on the basis of individual requests.

Recognition of activities carried out in other doctoral schools or institutions (part-time training, transfer)

(12) The studies of the doctoral student outside his or her own doctoral school shall be treated as part-time training.

(13) During the part-time training, the doctoral student may also obtain study (training), research and teaching credits.

(13) The grades obtained by the doctoral student in the subjects completed in the foreign part-time course shall be requested in the form of ECTS-grade, if possible. These are converted into Hungarian grades in the usual way (A=5, B=4, C=3, D=2, F=1).

Counting preliminary performances

(14) Participation in training, research or education outside the framework of the doctoral (PhD) training, but within the framework of the doctoral programme, shall be considered as preliminary performance.

(15) The Council of the Doctoral School may credit these performances certified during the professional career.

Annex 4: Structure of the research plan

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

Approved by DIT !

SAMPLE!

20. Snow days

.....
DI leader

**4-year individual study and research programme for full-
time/correspondence doctoral programmes**

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

20... From 1 September to 20... Until 31 August

.....
doctoral student

PERSONAL DATA	
Name:	
Mother's name:	
Nationality:	
ID number:	
Address, phone number:	
Mailing address, phone number:	
Workplace:	
Job Title:	

UNIVERSITY DEGREE	
University Name:	
Scabies, mouths	
Diploma number/year:	

LANGUAGE SKILLS	
Language:	
Knowledge level:	
Certificate number:	
Issuing institution:	

DOCTORAL TRAINING	
Topic:	
Supervisor (name, academic degree):	

FORM OF TRAINING – FULL-TIME/CORRESPONDENCE TRAINING	
Subjects	Instructor

Scientific work

Title of the research topic:

Synopsis of the research topic:

Research directions and goals:

Research methods:

Expected results, utilization:

Schedule of the research work:

20... 01 September – 20... 31 January (1st semester)

20... 01 February – 20... 31 August (2nd semester)

20... 01 September – 20... 31 January (3rd semester)

20... 01 February – 20... 31 August (4th semester)

20... 01 September – 20... 31 January (5th semester)

20... 01 February – 20... 31 August (6th semester)

20... 01 September – 20... 31 January (7th semester)

20... 01 February – 20... 31 August (8th semester)

Planned publications (thematic areas):

Curriculum plan for the 1-8 semesters of the doctoral program

Name:			
Name of supervisor:			
Research topic title:			
Semester	Course name, code	Name and signature of the lecturer of the subject*	Number of planned publications
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

*The planned subjects are approved by the responsible leaders with their signatures!

Budapest, 20...

month -n

..... Doctoral
student

Opinion and suggestion of the supervisor:

Budapest, 20.....

month -n

..... Supervisor

Appendix 5: Structure of the Thesis Booklet (Author's Description)

The Thesis Booklet (Author's Description) shall *be prepared in 10 copies in English, or in Hungarian and English, in accordance with the language of the defence, in the maximum length of twenty pages, and in English, which shall include:*

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

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

Appendix 6: Calculation of admission points

Based on the submitted documents and the admission interview, the committee will evaluate the performance of the applicants on a 100-point scale according to the following criteria:

1. Qualification of a diploma (MSc/MA diploma)

The diploma is evaluated independently of the age of the diploma, and is carried out in the same way for all diplomas:

Maximum 30 points (excellent diploma 30 points, good diploma 20 points, intermediate diploma 10 points)

2. Language skills

English language proficiency - **maximum 15 points** (advanced level 15 points, intermediate level 11 points, basic level 7 points in the case of a complex language exam, if you do not have a complex language exam, then 50% of the difference in the score of the complex language exam determined by level in the case of a written or oral language exam; in case of lack of a language exam, 0-7 points can be obtained based on an on-site oral assessment)

In order to obtain language proficiency points, the language exam certificates must be presented by the end of the admission period.

3. Initial scientific activity

Results shown in previous research, creative and/or professional work (TDK paper, conference presentation, student association awards, scientific publications, patents, documented developments) – **maximum 30 points**

The basis of the scoring is the publication point system applied to doctoral students [Annex 2].

Additional points can be awarded for TDK participation and placement:

TDK I. place: 20 points

TDK II. place: 15 points

TDK III. place: 10 points

TDK participation: 5 points

To obtain points for initial scientific activity, the publications in question must be presented by the end of the admission period.

4. Research plan, habitus:

The committee evaluates the following three components based on the research plan submitted by the applicant, the ideas related to the doctoral thesis, the feasibility of the research program and the admission interview:

- Be able to formulate unsolved problems related to the research topic: 10 points
- Knows what literature can be used to prepare for the topic: 5 points
- Be able to separate research and development tasks related to the topic: 10 points

Maximum score: 25

Appendix No. 7: The Council and Officers of the Doctoral School

Internal members with voting rightsfirst members:

Prof. Dr. Besenyő János
Dr. habil. Farkas Tibor
Prof. Dr. Tibor János Goda (DSc)
Prof. Dr. Györök György
Prof. Dr. Michelberger Pál
Prof. Dr. Rajnai Zoltán
Prof. Dr. Róbert Szabolcsi (DSc)

External members with voting rights:

Prof. Dr. Berek Tamás
Dr. Fregán Beatrix

Member with the right of consultation – Student representative:

Ady László

President of the DIT: Prof. Dr. Tibor János Goda (DSc)

Annex 8: Criteria for the annual evaluation of core members, supervisors and topic promoters

BDI monitors the academic performance of core members, supervisors and promoters on an annual basis.

The evaluation is carried out annually taking into account the following criteria, after the end of the school year, primarily through self-evaluation. Core members, supervisors and promoters respond in writing by filling in the evaluation criteria table, which is sent electronically to the stakeholders by the BDI Secretariat. The answers were sent in a sealed envelope to the BDI secretariat.

Together with the student evaluations, the BDI Deputy Head will aggregate the answers and submit them to the BDI Head and BDI DIT with comments. The results of the personal evaluations will be transmitted electronically to the recipients by the BDI Secretariat. Subject promoters-instructors who achieve a result worse than the average of 3.00 in the OMHV for two academic years and whose result is inadequate based on the Evaluation Criteria will receive personal training in the subject areas of teaching methodology, research methodology and/or communication technology. The intervention proposal is offered to those affected by the BDI leader during the individual assessment.

The trainings are organized by the Welfare Center of the Bánki Faculty (<https://bgk.uni-obuda.hu/jok/coaching/>).

In case of further repetition, BDI DIT appoints a co-supervisor next to the instructor.

Evaluation criteria

Aspect/ Evaluation	Supervisor activity	Teaching	OMHV Evaluation and Feedback	Research and publication activity	Supporting events	Talent management
Outstanding						
Good						
Appropriate						
Inadequate						

Text supplement of the evaluated instructor:

BDI Driver Rating:

REQUIRES / DOES NOT REQUIRE INTERVENTION

Date:

BDI Driver

Reviewed Instructor

The rules of operation were approved by the Council of the Doctoral School on Safety and Security Sciences.