



ÓBUDAI EGYETEM  
ÓBUDA UNIVERSITY

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

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# **I. General Provisions**

The Operating Regulations of the Doctoral School on Safety and Security Sciences (hereinafter: BDI) were prepared as a supplement to the University Doctoral and Habilitation Regulations (hereinafter: EDHSZ) to regulate matters and procedures falling within the purview of doctoral schools, taking into account the special circumstances and disciplinary characteristics of the technical sciences. With regard to terms not defined in these regulations, the provisions of the EDHSZ in force at any given time shall apply.

## **Purpose and Scope of the Regulations**

### **Section 1**

(1) The Doctoral School on Safety and Security Sciences operates directly under the supervision of the rector; its administrative tasks are performed by the DI and the University Doctoral and Habilitation Office.

(2) In addition to its core members, faculty members and staff from other domestic higher education institutions and research institutes also contribute to the work of the Doctoral School on Safety and Security Sciences (hereinafter: BDI) as instructors and thesis advisors.

(3) The organization of the Doctoral School is governed by the University Doctoral and Habilitation Regulations.

(4) The EDHSZ defines the duties of the Doctoral School Council (DIT) in accordance with the provisions of the EDHSZ in force at any given time.

(5) The structure of the training program at the Doctoral School is defined by the Doctoral School Training Plan.

## **On Doctoral Education and Degree Conferral**

### **Section 2**

(1) The educational cycles of higher education, which build upon one another and lead to higher education degrees, are the bachelor's program, the master's program, and the doctoral program.

(2) The training program includes doctoral studies, which prepare students to earn a doctoral degree following the completion of a master's degree. Doctoral studies are a necessary but not sufficient condition for earning a doctoral degree. The procedure for obtaining a doctoral degree includes doctoral training, a comprehensive examination, a demonstration of aptitude for independent research and the presentation of new scientific findings, proof of the required foreign language proficiency, as well as the public presentation and defense of a dissertation containing the solution to an independent scientific problem.

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

## II. STURCTURE OF THE DOCTORAL SCHOOL

### Section 3

- (1) The operation of the Doctoral School is directed by the head of the DI.
- (2) The body assisting the head of the Doctoral School is the Doctoral School Council (DIT), which is elected by the core members of the Doctoral School, and whose members are appointed and dismissed by the University Doctoral and Habilitation Council (EDHT). The core members of the Doctoral School may elect additional members holding academic degrees to the council. The chair of the DIT is the head of the Doctoral School. The council shall have at least 7 members, at least 2 of whom shall not be employed by the University. One doctoral student shall also participate in the work of the DIT as a member with advisory rights.
- (3) The faculty members of the Doctoral School are those instructors and researchers holding academic degrees whom the EDHT deems suitable—upon the recommendation of the Head of the Doctoral School—to perform the teaching duties within the framework of the Doctoral School.

### **The Head of the Doctoral School and immediate staff—duties and responsibilities**

#### Section 4 of the Doctoral Government Decree

- (1) *The head of the doctoral school is elected by the doctoral council from among the full-time faculty members of the doctoral school—upon the recommendation of a majority of the full-time faculty members—and appointed by the rector for a term of up to five years. The appointment may be extended multiple times.*

### Section 4

- (1) The head of the Doctoral School is appointed by the rector. The head of the Doctoral School is assisted by the deputy head, the secretary, and the administrative officer responsible for academic affairs.
- (2) Upon the recommendation of a majority of the Doctoral School Council, the EDHT may elect a Deputy Head of the Doctoral School from among the regular members of the Doctoral School.
- (3) The Director of the Doctoral School:
  - a) is responsible for the academic standards and educational work of the DI,
  - b) performs the duties prescribed for him or her in the EDHSZ, the DI Training Plan, and the DI Operating Regulations,
  - c) performs the duties of the Chair of the DIT, including:
    - c1) makes recommendations to the DIT regarding the use of the human and material resources made available to the Doctoral School,
    - c2) makes proposals regarding the subjects of the comprehensive examination and the composition of the committee,

- c3) makes proposals regarding the composition of the official examiners and the examination committee,
- c4) is responsible for the financial management of the DI.

(4) The Deputy Director of the Doctoral School:

- a) exercise the powers of the Director of the Doctoral School in the event that the Director is unable to perform his or her duties, has a conflict of interest, or the position is temporarily vacant;
- b) participates in the strategic and operational management of the Doctoral School;
- c) contributes to the work of the Doctoral School Council;
- d) at the request of the DI Director, represents the Doctoral School in university, faculty, or external forums;
- e) performs tasks related to quality assurance, including in particular
  - e1) tasks related to student satisfaction surveys
  - e2) prepares an annual summary report on the fulfillment of the Doctoral School's quality objectives and quality indicators
  - e3) monitors the quality compliance of instructors, thesis advisors, and core staff, and prepares a report on the results of the review
  - e4) in cooperation with the DI Secretariat, manages the operation of the student preventive monitoring system and prepares a report on it for the DIT every semester. In cases requiring immediate intervention, the secretary personally coordinates further tasks with the thesis advisor.

(5) The secretary of the doctoral school performs administrative, coordination, and communication tasks to support the operation of the doctoral school. The secretary carries out their activities within the framework of the university's doctoral regulations and the doctoral school's operating procedures. Their main tasks are as follows:

- a) performing the administrative tasks of the doctoral school;
- b) supporting the operations of the doctoral school's council (preparing meetings, minutes, and resolutions);
- c) maintaining contact with faculty members, advisors, students, organizational units, and the Doctoral and Habilitation Office;
- d) organizing and supervising doctoral proceedings (workshop discussions, defenses, habilitation);
- e) managing, updating, and making regulations and internal documents available;
- f) preparing data reports, statistics, and accreditation documentation;
- h) maintaining the content of the doctoral school's website and publishing updates;
- i) conducting student performance reviews using the Preventive Monitoring System on a semesterly basis and providing data reports. Within the framework of the quality management system, performing the necessary database checks in cooperation with the Deputy Director of the Doctoral School ([www.doktori.hu](http://www.doktori.hu) MTMT)
- j) annually participates in the monitoring of quality objectives, indicators, and the instructors, thesis advisors, and thesis supervisors involved in the program.

(6) The doctoral school's academic administrator handles the academic and administrative affairs of the doctoral school's students and performs their duties in cooperation with the doctoral school's secretary, director, and the University Doctoral and Habilitation Office. Their main responsibilities are as follows:

- a) Academic administration of the admissions process for doctoral program applicants;
- b) recording student data in the database ([www.doktori.hu](http://www.doktori.hu)) and the academic system (Neptun);
- d) administration of course registration and credit acquisition;
- e) recording of academic performance, comprehensive exams, and research reports;
- f) issuing certificates, transcripts, and other academic documents;
- h) providing academic information to students and handling requests;
- i) assisting in the preparation of statistics, data reports, and other reports;
- j) within the framework of the quality management system, under the supervision of the Deputy Director of the DI, monitors students' academic progress and publication performance, maintains the results received from the Preventive Monitoring System, and provides data to the Deputy Director of the DI regarding the fulfillment of the annual quality objectives and indicators for the preparation of the quality management report.

### **The Doctoral School Council (DIT)**

#### **Section 10 of the Doctoral Government Decree**

*(1) The Doctoral School Council may be established as a body to assist the work of the head of the doctoral school; it is elected by the core members of the doctoral school, and its members are appointed and dismissed by the Doctoral Council.*

*(2) The Doctoral School Council*

- a) approves the appointment of doctoral thesis supervisors, thesis advisors, and the faculty of the doctoral school;*
- b) makes recommendations regarding doctoral topics proposed for announcement;*
- c) approves the topic announcement by the doctoral thesis topic proposer;*
- d) approves the doctoral student's thesis topic;*
- e) conducts performance evaluations during the course of study;*

As part of the operation of the quality management system, it annually evaluates the fulfillment of quality objectives and indicators, adopts an action plan to address deficiencies, and continuously monitors the publication and citation performance of topic proposers and faculty members based on the report submitted by the Deputy Director of the DIT.

### **Section 5**

(1) The Doctoral School Council (DIT) may be established as a body to assist the work of the head of the doctoral school; it is elected by the core members of the doctoral school, and its members are appointed and dismissed by the University Doctoral and Habilitation Council. The chair of the DIT is the head of the doctoral school.

(2) The chair of the DIT is assisted by a secretary. From among its members, the DIT may elect a vice-chair, upon the chair's recommendation, who is authorized to act as a substitute within the scope of authority determined by the chair of the DIT.

- (3) Each doctoral school at the university has a doctoral school council, which
- a) oversees the doctoral school's rules of procedure;
  - b) approves the doctoral thesis supervisors, thesis advisors, and faculty members of the doctoral school, as well as the courses to be offered in the program (including course titles, instructors, syllabi, required reading, and credit hours);
  - c) makes recommendations regarding the doctoral topics proposed for announcement;
  - d) approves the topic announcement issued by the supervisor;
  - e) approves the doctoral student's thesis topic, or its modification based on well-founded justification;
  - f) makes recommendations to the chair of the EDHT regarding admission to the doctoral program;
  - g) conducts performance evaluations during the course of study;
  - h) annually evaluates the implementation of the school's program, the quality of the training, and the work of the instructors, thesis advisors, and doctoral students participating in the program, and prepares a report on this for the EDHT, which includes an action plan;
  - i) provides an opinion to the EDHT regarding the recognition of foreign academic degrees;
  - j) at the request of the head of the DI, issues an opinion on other matters concerning the given DI;
  - k) submits a proposal regarding the composition of the comprehensive examination committee to the relevant doctoral and habilitation council;
  - l) reviews requests for semester or academic year deferrals from participants in organized training programs and informs the Chair of the EDHT and the EDHI thereof; and reviews applications from students transferring from other doctoral schools, on which the EDHT makes a decision.
  - m) decides on the recognition of activities carried out as part of partial study abroad;
  - n) authorizes participation in parallel programs in fields relevant to the doctoral program;
  - o) decides on matters related to auditing, with particular regard to the conditions set by the (external) host institution;
  - p) decides on the successful or unsuccessful completion of the program (absolutorium);
  - q) submits a proposal regarding the composition of the public defense committee to the relevant doctoral and habilitation council of the academic discipline;
  - r) makes a recommendation to the EDHT regarding the award of the doctoral degree;

(4) The DIT meets as necessary, but at least once per semester, and decides on matters within its jurisdiction.

(5) The chair and members of the DIT are entitled to vote, with the exception of the election of DIT members, in which case only full members of the DI are entitled to vote.

(6) The DIT has a quorum if at least half of its voting members participate in the vote.

(7) The DIT generally makes its decisions by a simple majority in an open vote. In the event of a tie, the chairperson's vote shall be decisive. In justified cases, any member may request, or the chairperson may initiate, a secret ballot.

(8) The DIT makes its voting decisions on personnel matters by secret ballot. The ballot must list the names of all candidates; voters mark all candidates they find acceptable. The candidate or candidates receiving the most votes shall be nominated in accordance with the subject of the vote. In the event of a tie, the chairperson shall decide. In the case of a proposal regarding the conferral of a rank, the DIT shall use a yes-no vote.

(9) In matters concerning personnel, a person may not participate in the decision-making process if they have:

- a) has a direct working relationship (same institute/institution, supervisor-subordinate relationship), or
- b) has a close family relationship with the person concerned, or
- c) has had a scientific co-authorship relationship with the person in the past five years, or
- d) from whom an impartial assessment of the matter cannot be expected for other reasons.

(10) Upon the recommendation of the DIT Chair, and in justified cases, with the exception of personnel matters, the DIT may also make decisions by electronic voting (via email).

(11) Materials pertaining to agenda items requiring a decision at DIT meetings must be made available to members at least three business days prior to the meeting. Such materials may also be published electronically at . Members must be notified of the meeting dates at least five business days in advance.

(12) The administrative tasks of the DIT are performed by the secretariat.

## **The Instructors, Topic Proposers and Supervisors of the Doctoral School**

### **Section 6**

**In addition to the general requirements, the following requirements apply to thesis supervisors and course instructors at the Doctoral School:**

In the area of publications, the DI requires subject instructors to have *a minimum of three (3) WoS, Scopus, or IEEE publications* and a Hirsch index of at least 3. For thesis supervisors, the Doctoral School requires that, at least two years after obtaining their degree, they have *at least five (5) WoS, Scopus, or IEEE publications and a minimum Hirsch index of 5*. In the area of publications, the Doctoral School prefers journals listed in the MTA's Class VI and IX publication lists. In the selection process, applicants are expected to ensure that the description of the research topic clearly outlines the technical content of the research, is relevant to the DI's research area, and includes the expected research methods and anticipated research results. The DIT evaluates faculty members applying for a research topic based on the description of the research topic, their publication record recorded in the MTMT database, and their citation index. It submits eligible applicants to the DHT of the relevant discipline.

(1) The faculty members of the Doctoral School are those instructors and researchers holding an academic degree whom the DIT, *upon the recommendation of the Director of the Doctoral School*, deems suitable to perform teaching, research, and thesis supervision duties within the framework of the Doctoral School. Core members and faculty members of the Doctoral School may also accept teaching assignments at other doctoral schools.

(2) The supervisor of a doctoral thesis is a faculty member or researcher holding an advanced degree whose thesis proposal has been approved by the DIT and who, on this basis, responsibly guides and assists the doctoral student working on the thesis in their studies, research work, and preparation for obtaining an advanced degree. A supervisor may not have more than six doctoral students who have not yet obtained their absolutorium at any given time. In the case of co-supervision, one student shall be counted as 0.5.

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

(4) In justified cases, the DIT may change the doctoral topic or the supervisor(s) at their request, at the request of the doctoral student concerned, or on its own authority with justification, involving the parties concerned and keeping them informed.

(5) The supervisor's duties:

- a) Formulating the research problem and writing the thesis proposal.
- b) Contributing to the development of the final research plan, the signing of which constitutes approval on their part.
- c) Communicating and enforcing the DIT's standards and academic requirements.
- d) Supervising and monitoring the research work. In the event of unsatisfactory performance, the supervisor must inform the head of the DI.
- e) Preparing joint publications with the student under their supervision.
- f) Conducting semester-by-semester reviews of the doctoral student and verifying the fulfillment of the commitments set forth in the research plan (the fulfillment of the agreed-upon indicators and target values is a prerequisite for signing the written semester report).
- g) Making recommendations regarding the composition of the comprehensive examination committee, the workplace committee, and the public defense committee.
- h) Ensuring full compliance with formal requirements during the preparation of the doctoral dissertation.
- i) By signing a statement acknowledging the doctoral student's performance, the supervisor certifies that the dissertation also meets the content requirements set forth by the DI.
- j) Preparing the student for the workplace and public defense.

(6) The DI conducts regular, annual monitoring and evaluation of supervisors and instructors primarily based on the databases ([www.doktori.hu](http://www.doktori.hu) and MTMT). Instructors and thesis advisors who do not meet the minimum publication requirements verifiable in the databases (5 in the last 5 years, plus another 5 from their entire career) and do not update their database entries will be urged by the DI to remedy this as soon as possible. The DI provides financial support for the publication of these works. Starting in the 2026/27 academic year, the BDI will require Q2-ranked publications from those announcing thesis topics.

(7) The DI evaluates thesis advisors and instructors on an annual basis. The evaluation covers:

- supervisory activities
- teaching activities and the evaluation of OMHV feedback
- research activity
- publication activity (quality of publications, citation index)
- participation in and support of events organized by BDI students
- talent development.

The evaluation takes place annually after the end of the academic year, primarily through self-assessment, taking the criteria into account. Core members and topic coordinators answer the evaluation questions and submit their responses in sealed envelopes to the BDI secretariat.

(8) The deputy head of the BDI compiles the responses together with the student evaluations. Any course instructor who receives a grade lower than a 3.00 average in student evaluations over two semesters will be offered the opportunity for personalized training in the areas of teaching methodology, research methodology, and/or communication techniques. These training sessions are organized by the Bánki Faculty Welfare Center (<https://bgk.uni-obuda.hu/jok/doktoranduszainknak/>). In the event of further recurring poor results, the BDI DIT will appoint a co-advisor to assist the advisor.

## **Communication within the Doctoral School**

### **Section 7**

(1) Through its website, the DI provides continuous and regularly updated information regarding the school's operations on the following topics:

- the school's disciplinary classification and the name of the doctoral degree offered,
- the identities of the core members and faculty;
- domestic and international academic relationships and cooperation agreements,
- Rules of Procedure,
- Curriculum,
- Quality Assurance Plan.

(2) The DI provides continuous and regularly updated information regarding doctoral training via its website:

- doctoral topics approved by the DIT and their advisors,
- the admission process and requirements,
- the requirements for the comprehensive examination,
- the requirements for obtaining a doctoral degree,
- the courses offered.

(3) The DI provides continuous and regularly updated information on its website regarding the DI's performance, making available:

- PhD dissertations and thesis booklets in electronic form,
- a list of those who have earned the degree<sup>1</sup>,
- the list of those who have received an absolutorium<sup>1</sup>,
- the decisions and resolutions of the Doctoral School Council.

(4) The Deputy Director of the Doctoral School regularly updates the Doctoral School's website and ensures that the [www.doktori.hu](http://www.doktori.hu) database pages are continuously updated

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<sup>1</sup> Regularly updated on the website [www.doktori.hu](http://www.doktori.hu)

with the latest information regarding the Doctoral School. The Deputy Director ensures that supervisors continuously update the [www.doktori.hu](http://www.doktori.hu) database at least once a year. The Deputy Director of the Doctoral School is responsible for updating the website.

### **III. DOCTORAL PROGRAM**

#### **Application and Admission Process**

##### **Section 8**

(1) The general conditions for application are set forth in the EDHSZ in accordance with the provisions of the EDHSZ in force at any given time.

Doctoral programs may be offered in the following formats:

- a) state-funded, full-time organized training;
- b) self-funded, full-time organized training;
- c) self-funded, part-time, correspondence-based organized training;
- d) state-funded and scholarship-supported “Cooperative Doctoral Training”;
- e) self-funded doctoral training for research excellence;
- f) individual preparation.

(2) Applications submitted for admission to the doctoral program must include the following documents, which must be entered into the electronic application portal opened during the relevant admission period and attached as attachments:

- a) an application form completed on the electronic platform;
- b) proof of payment of the admission fee;
- c) a copy of the MSc/MA/university diploma (in addition to presenting the original);
- d) copies of documents certifying language proficiency (in addition to presenting the originals);
- e) professional resume;
- f) list of publications;
- g) a letter of acceptance from the chosen institute or research unit and the supervisor;
- h) a preliminary research plan (1–2 pages) signed by the prospective supervisor(s);
- i) for applicants applying for individual preparation, the applicant’s list of publications according to the Database (Hungarian Scientific Works Repository – MTMT);
- j) for applicants currently employed, a letter of support from the employer;
- k) other documents (e.g., recommendations);
- l) a statement indicating whether the applicant requests admission even if not awarded a scholarship.

(3) Upon admission to the Doctoral School, the grade of the degree is determined by the grade of the master’s degree or equivalent degree obtained by the applicant. A grade of at least “good” is considered a requirement for two years following the award of the degree. However, the grade continues to be factored into the admission score thereafter.

(4) Applicants are evaluated partly on the basis of the application submitted in accordance with the EDHSZ and partly on the basis of an admission interview. During the interview, a committee of at least three members appointed by the DIT (and approved by the MTTDHT) assesses the applicant's professional qualifications, research plans, and language proficiency.

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

(6) Admission ranking is based on 4 criteria:

- a) degree classification;
- b) language proficiency;
- c) initial research activity;
- d) appropriate professional preparedness, research ideas, and plan;

The detailed rules for evaluation are set forth in Appendix 6.

(7) Based on the scores received, the admissions committee ranks the applicants. Admission to the doctoral program requires a minimum of 60 points, and at least 5 points must be achieved in each of the following categories: prior academic record (a), English language proficiency (b), and research ideas related to the doctoral thesis (d), with the exception of self-prepared applicants. The 60 points are only a prerequisite for admission; they do not guarantee admission, nor do they guarantee the award of any scholarship. For self-preparing candidates, admission is conditional until the comprehensive exam is completed and becomes final upon successful completion of the comprehensive exam. The 120 credits required for admission to the comprehensive exam are recognized based on proof of prior academic performance, which includes the requirement that, at the time of submitting the application for admission, applicants must present at least one published or accepted-for-publication work out of the minimum of five publications required as an output requirement ( ).

(8) The admissions committee evaluates applicants on a scale of up to 100 points; candidates who achieve at least 60 points are ranked. Based on the Admissions Committee's evaluation and report, the DIT submits an admission recommendation to the EDHT Chair, taking into account additional factors (the priority of the research topic, the supervisor's professional potential, the number of scholarships allocated by the EDHT, and other opportunities available to the faculty).

(9) The admission decision may be:

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

(10) The Chair of the EDHT shall send the decision regarding the application to the applicants. In the event of admission, the notification must specify the form of the program, the detailed conditions of participation, the rights and obligations associated with the program format and student status, as well as the rules regarding data processing.

(11) In the event of rejection, the decision must be justified. The decision on rejection must state the score achieved, as well as the possibility of appealing the decision and the procedure for doing so. If the decision to reject admission violates the law or institutional regulations, an appeal may be filed with the University's rector within 15 days of receiving the rejection decision. In appeal cases, the Rector shall decide within 30 days, after hearing the head of the relevant doctoral school.

(12) An agreement may be concluded between the University, the doctoral student, and the supervisor regarding the doctoral program.

(13) Doctoral studies begin upon enrollment in the doctoral school.

(14) It is possible to transfer between different forms of study based on a request submitted to the DIT.

(15) For applicants applying under the Stipendium Hungaricum scholarship program, the application phase of the admissions process takes place via the program's official online platform, the DreamApply system. The admission requirements for the doctoral program at the Doctoral School on Safety and Security Sciences, the list of required documents, and all other necessary information are available to applicants on the official Stipendium Hungaricum website and through the DreamApply system.

## **Curriculum, Work Plan**

### **Section 9**

(1) The Doctoral School's program operates in accordance with the Training Plan, which is approved by the EDHT based on a proposal from the DIT.

(2) The Training Plan includes:

- a) the purpose of the program,
- b) the credits to be earned and their distribution,
- c) a list of courses and research topics,
- d) a list of instructors,
- e) the academic requirements.

(3) The DIT decides on the inclusion of courses in the program and the renewal of syllabi. The DIT reviews the curriculum at least every three years, taking into account the comments and feedback of students and other stakeholders (instructors, external contributors, visiting lecturers, and labor market representatives). Before the start of each academic year, the DIT reviews the list of courses and instructors proposed for the doctoral program and decides whether to approve or reject them. The DI announces the approved courses in the faculty's NEPTUN system and publishes them on the DI website.

(4) Attendance at and participation in course sessions—in the daytime schedule—is mandatory. In the event that an instructor is unable to teach, the plan for substitution or make-up sessions must be coordinated with the head of the DI. For each course, students must be informed of the course syllabus and the requirements, including the required and recommended reading materials and the course content.

(5) For each course, the course syllabus and requirements must be developed; the DI Council reviews these in advance and decides on their approval based on the feedback

received. The DIT determines the formal and content-related requirements for the course syllabus and publishes them on the DI website.

(6) The doctoral student's work plan (research plan) defines the tasks to be completed by the doctoral student during their studies within the framework of the Training Plan. Students must prepare their work plan during the first semester of the organized program with the assistance of their advisor. The doctoral student's work plan is approved by the DIT upon the advisor's recommendation. The work plan may only be approved if it is consistent with the Doctoral School's Training Plan and the Doctoral Credit Regulations (Appendix 3).

(7) The work plan includes the courses the student intends to take in order to fulfill their academic requirements. Any course offered by the DI, or, with the supervisor's approval, any course taught in the doctoral program of another doctoral school operating in a technical or related field, may be included. With the approval of the DIT, the study plan may also include courses taught in doctoral programs abroad.

(8) The study plan shall include the following for each course:

- a) the name (title), code, and credit value of the course,
- b) the instructor (the course coordinator, the instructor announcing the course)
- c) the location where it is offered (institution, doctoral school)
- d) its scheduling, i.e., in which semester the course may be offered.

### **Responsibilities of Participants in Organized Training**

#### **Section 10**

(1) Based on the evaluation and report of the admissions committee, the DIT submits an admission recommendation to the chair of the EDHT, taking into account additional criteria. The admission decision is made by the chair of the EDHT, who issues a resolution to that effect.

(2) The doctoral student participates in academic training at the Doctoral School and conducts individual research. The doctoral student may also undertake teaching duties; however, this is not part of the academic requirements and is optional.

(3) Doctoral students participating in the organized program must register before the start of the semester, as per the announcement. Documents required for registration:

- diploma,
- language proficiency certificate,
- 1 photograph,
- proof of identity,
- tax card,
- Social Security card,
- bank account number,
- notification of admission,
- completed enrollment form.

A separate processing fee is payable after the enrollment/registration deadline has passed.

(4) The duration of the doctoral program is uniformly 48 months, divided into eight semesters. The doctoral student enrolls at the beginning of the first semester, at which time they may request an electronic transcript (Neptun system) and a student ID card. Thereafter, the doctoral student is required to indicate in the Neptun system whether they are activating the given semester or requesting a leave of absence, subject to payment of the applicable fee.

Full-time study (during the training and research phase) consists of at least 30 class hours per semester or the equivalent in closed-system online distance learning. Courses may also be taught in the form of in-person consultations. During the doctoral program, at the end of the fourth semester, as the conclusion of the training and research phase and as a prerequisite for beginning the research and dissertation phase, a comprehensive examination must be taken, which assesses and evaluates academic, research, and creative progress.

(5) The unit of measurement for academic requirements is the academic (credit) point. In doctoral programs, a credit is the unit of measurement for the academic, teaching, and research work required for a doctoral student to fulfill their obligations. Doctoral students are required to earn a total of 240 credits over the entire program, in accordance with the EDHSZ and the DI Curriculum. If a doctoral student—*through their own fault*—fails to earn the required minimum number of credits in a given semester, the DIT may decide to suspend the payment of the doctoral stipend. If the doctoral student does not make up for their deficiencies within one year, the DIT may decide to terminate their student status. (The detailed credit regulations are contained in Appendix 3.)

(6) A doctoral student may earn academic (training) credits through coursework and by passing exams. During **the 8 semesters** of the doctoral program, the **minimum** number of required academic (training) credits is **48**. The completion of credits—*based on the exam, thesis, report, etc., required for the course*—is certified by the course instructor's signature. Credits may only be assigned to courses graded on a five-point scale. No credits may be earned for language study in the doctoral program.

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

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

(9) The doctoral student prepares a research report every semester, in which the advisor provides a written evaluation of the student's academic and research activities. In the final semester, before the end of the doctoral program, the doctoral student prepares a comprehensive report on the fulfillment of their academic obligations and research work for the entire duration of the program by completing the application form for the certificate of completion. The summary of studies includes a list of completed assignments/courses and exam results, along with the credit points earned for them. Completion of the **240 credit points** is verified by a staff member entrusted with DI administration and approved by the DIT. The certificate of completion is issued by the DIT Chair upon a positive decision by the DIT.

(10) The DIT evaluates the research activities of doctoral students every semester, soliciting the supervisor's opinion for this purpose. The semester report of students

participating in the organized program consists of a written and an oral component. No exemption may be granted from completing the written and oral components. The report must be reviewed by the supervisor.

(11) Obtaining the absolutorium is a prerequisite for earning the degree, but it certifies neither a qualification nor a doctoral degree.

(12) Within three years following the comprehensive examination, the doctoral candidate must submit a doctoral dissertation in accordance with the provisions of the EDHSZ in effect at the time. This deadline may be extended by up to one year in cases warranting special consideration, as regulated in Section 53(4) of the Nftv.

(13) Student status may only be suspended for a full semester. The duration of a continuous suspension of student status may not exceed two semesters. State scholarships may not be disbursed during the suspension of student status.

(14) A doctoral student may participate in a study abroad program. The doctoral student may participate in the study abroad program based on a work plan approved by the advisor, which ensures the validity of the given study period within the university's doctoral program. The duration of the study abroad program counts toward the duration of the doctoral program; the student's enrollment status is not suspended during this time, and the state scholarship must be paid.

## **Responsibilities of Participants in the Individual Study Program**

### **Doctoral Government Decree: Section 12**

#### ***In the case of self-directed students***

- a) the doctoral degree conferral process begins, upon application, with the completion of the comprehensive examination;***
- b) the conditions for accepting applications for the comprehensive examination and for admission must be specified in the doctoral school's operating regulations;***
- c) upon successful completion of the comprehensive examination, the institution of higher education shall recognize the minimum credits specified as a condition for admission to the comprehensive examination, provided that, upon request, additional credits may also be recognized based on previously acquired knowledge and competencies.***

## **Section 11**

(1) For self-preparing applicants:

a) As a minimum requirement for admission, the applicant must have fulfilled at least 40% of the minimum publication requirement necessary to initiate the degree conferral process, or must provide statements confirming the acceptance of the publications for publication, and

a1) has previously participated in a doctoral program, or

a2) holds a doctoral certificate of completion, or

a3) has significant, verified research and development or industrial patent achievements, or

- a4) already possesses the materials for the doctoral thesis workshop discussion. In addition, upon admission, the applicant is required to meet the language requirements necessary for obtaining the degree.
  - b) Student status is established upon successful completion of the comprehensive examination.
  - c) Upon successful completion of the comprehensive examination, the University recognizes the fulfillment of the 120 credit hours required for the training and research phase
- (2) The self-directed student selects a thesis advisor prior to admission, who is appointed by the Doctoral School Council.
- (3) The individual candidate is required to submit their doctoral dissertation for a public defense within 5 academic years of establishing their student status.
- (4) Students participating in the individual training program are required to earn additional credits, in addition to the credits previously earned, until a total of 240 credits is reached. These may be fulfilled through credits derived from publications (including the credit value of at least one published or accepted-for-publication work required for admission), active participation in research projects, reporting activities, and teaching, in accordance with the credit regulations set forth in Appendix D2 of the EDHSZ. Upon request, additional credits may be recognized based on previously acquired knowledge and competencies.

### **Change of Supervisor**

#### **Section 12**

- (1) In justified cases, the EDHT may change the doctoral topic or the (co-)supervisor at their request, at the request of the doctoral student concerned, or on its own authority. The EDHT shall seek the opinion of the supervisor(s) before making a decision.
- (2) A change in the topic or supervisor may not extend the duration of the program.

## **IV. AWARDING OF THE DOCTORAL DEGREE**

### **Section 13**

- (1) The process, general conditions, and detailed regulations for the award of a doctoral degree are set forth in the provisions of the EDHSZ in force at any given time.

### **The Doctoral Dissertation**

#### **Section 14**

- (1) The general rules governing the doctoral dissertation are set forth in the provisions of the EDHSZ in force at any given time.
- (2) The dissertation must include the names of the author and the supervisor(s), the doctoral school, and the place and date of completion. An author's summary (Thesis

Booklet) in English or Hungarian and English, corresponding to the language of the defense, must be attached to the dissertation. The dissertation may include appendices (e.g., a collection of photographs, documents, etc.). The dissertation must comply with the EDHSZ regulations regarding content and format.

## **The Workshop Discussion (Home Defense)**

### **Section 15**

(1) Prior to submission, the dissertation must be submitted for a workshop discussion in the relevant academic department or organizational unit. The purpose of the workshop discussion is for those present who are professionally competent in the dissertation's subject area to identify the work's shortcomings and make recommendations for improving the quality of the final dissertation.

(2) The director of the Doctoral School shall invite two individuals with academic degrees who are experts in the dissertation's subject area to conduct a preliminary written review of the draft dissertation and to formulate a summary statement in advance.

(3) The workshop discussion is organized by the candidate's supervisor, with the DIT chair being informed.

(4) An electronic copy and one printed copy of the dissertation to be presented at the workshop

- *at least three weeks prior to the date of the workshop* - must be submitted to the Doctoral School's secretariat. The date of the workshop and the electronic version of the draft dissertation must also be published on the Doctoral School's website.

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

- a) all faculty members, researchers, and doctoral students of the institute where the candidate conducted their research,
- b) members of the DIT,
- c) external experts knowledgeable in the subject.

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

(7) The workshop may proceed if at least one of the preliminary reviewers is present in person, the other has submitted their written statement by the deadline, and at least 8 of the invitees hold an academic degree.

(8) During the workshop discussion, it must be determined whether the dissertation draft:

- is relevant in terms of its topic?
- does it address the chosen topic using modern research methods and covering all major details?
- meets the requirements regarding form and content?
- contains new scientific findings, and are these considered the candidate's own results?

(9) Two written preliminary reviews of the dissertation are prepared for the workshop discussion. The author weighs the comments raised at his or her discretion. In the event of two negative preliminary reviews, the workshop discussion must be repeated.

(10) During the workshop discussion, one of the following summary conclusions may be reached:

- a) the draft dissertation is suitable for further proceedings—without the need for another workshop discussion—either without revisions or with minor revisions that do not affect the essence of the dissertation,
- b) the draft dissertation is suitable for further proceedings—without holding another workshop discussion—with revisions affecting its substance,
- c) the draft dissertation is suitable for further proceedings only with a complete revision and the conduct of a new workshop discussion.

(11) The same preliminary reviewers must be invited to the repeat workshop discussion. The repeat procedure may be conducted in accordance with the deadlines governing the degree conferral process.

(12) Minutes must be kept of the preliminary reviewers' opinions, the questions raised, the author's responses to them, and the author's position. In the case of a procedure conducted in a foreign language, the minutes of the workshop discussion must also be prepared in the foreign language used during the procedure. In addition to the minutes, an attendance sheet must be prepared, which must include the participants' names, academic degrees, places of employment, contact information, and signatures.

## **Public Defense**

### **Section 16**

(1) The general rules governing the public defense are set forth in the EDHSZ. The format of the public defense shall be in accordance with the annex to the EDHSZ.

(2) The public defense is organized by the Doctoral School Secretariat.

(3) The secretariat shall send out invitations to the public defense at least two weeks prior to the defense.

(4) The invitation to the public defense must also be posted on the Doctoral School's website. The invitation must indicate where interested parties may view the dissertation.

(5) The following must be invited to the public defense:

- a) the members of the DIT
- b) all qualified faculty members of the doctoral student's institute
- c) the relevant organizational units of the partner faculties
- d) the thesis advisors

(6) If the dissertation deals with a national security topic or is subject to delayed publication (intellectual property protection, patenting, etc.), appropriate confidentiality must be ensured throughout the entire public defense process by all parties involved and all participants in the proceedings. This must be documented with appropriate declarations.

## **Language Requirements**

### **Section 17**

A prerequisite for obtaining a doctoral degree is the provision of documentary evidence of intermediate-level (B2 level) proficiency in English.

## **V. OTHER PROVISIONS**

### **Quality Assurance**

#### **Section 18**

In developing the quality assurance system for doctoral education, the DI shall conduct its quality assurance in accordance with the following principles, taking into account the recommendations of the National Doctoral Council:

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

DI's quality assurance system covers the entire spectrum of doctoral education, from the design of the program structure, through the announcement of the program and the admissions process, to the organization and implementation of the program, all the way to career tracking following the award of the degree. This is set forth in the institution's Quality Policy.

General quality assurance tasks related to doctoral education and their personnel and organizational aspects are defined by the University Quality Assurance Regulations, while specific operational-level quality assurance activities and processes are defined by the Doctoral Education Quality Assurance Plan, which applies uniformly to all doctoral schools of the institution .

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

(2) The head of the DI is responsible for carrying out the DI's quality assurance activities.

(3) The DI's quality assurance activities are closely aligned with the institution's quality assurance activities.

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

(5) The DI evaluates student feedback on teaching and thesis supervision activities annually. The purpose of student feedback on teaching is to contribute to raising the

standard of education at the DI by learning about students' opinions, to increase the effectiveness of the program, to provide the DI administration and faculty with an opportunity to understand how their work is evaluated, and to assist in eliminating identified errors and shortcomings. The purpose of the student evaluation of thesis supervision is to contribute to raising the standard of thesis supervision at DI by learning about students' opinions, to increase the efficiency of research work, to provide an opportunity to assess the work of DI's leadership and thesis advisors, and to assist in eliminating identified errors and shortcomings. The rules governing the conduct of student evaluations of teaching and thesis supervision are set forth in the Quality Assurance Plan.

(6) The satisfaction and opinions of doctoral students regarding the operation of the DI are surveyed annually. The relevant questionnaire and the rules governing the survey are available in the Quality Assurance Plan.

(7) The DI annually evaluates the opinions of collaborating partners and research participants regarding the DI's role in science for the purpose of operational improvement. The evaluation is based on a summary of partner opinions related to public doctoral defenses, comprehensive exams, and mid-term student reports.

(8) The DI establishes an ALUMNI system for the purpose of tracking the careers of and maintaining contact with doctoral graduates. This also provides an opportunity for feedback from former doctoral students to form an integral part of quality assurance; we also inform supervisors and instructors of this.

(9) The DI secretary is responsible for maintaining a registry of graduates and maintaining contact with them.

(10) The handling of complaints raised by doctoral students at the DI level is also carried out in accordance with institutional procedures. (Based on the provisions of Section 12 of the Óbuda University Study and Examination Regulations.)

## **Financial Management of the Doctoral School**

### **Section 19**

(1) The head of the DI is responsible for the financial management of the Doctoral School—which is also *subject to the procedures set forth in the University's Financial Regulations*—and has the authority to approve payments.

(2) The financial framework of the Doctoral School consists of the state subsidy disbursed for scholarship recipients based on the budget approved by the EDHT, the fees paid by doctoral students, procedural fees, and other revenues of the DI.

(3) The head of the DI bears financial and disciplinary responsibility for the execution of the DI's budget.

## **Rules Governing the Conduct of Doctoral Procedures**

### **Section 20**

The fundamental operating principle of the Doctoral School is that events related to doctoral training and the degree conferral process—in particular the comprehensive examination and the doctoral defense—shall be conducted in person.

Deviations from this fundamental principle are permitted only in exceptionally justified cases, based on a case-by-case assessment. Organizing the procedures partially or entirely online is permitted only if the party concerned provides a properly documented justification supporting the necessity of the deviation, and if the online conduct can be implemented in full compliance with the requirements of academic quality assurance.

The use of the online format shall not be considered either a general practical solution or a substitute procedure, and may only be implemented based on a prior, individual decision by the head of the DI.

## **VI. APPENDICES**

## Appendix 1

### D6) Application Form for Doctoral (PhD/DLA) Programs

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

#### APPLICATION FORM FOR DOCTORAL (PhD) STUDIES

Name: ..... Birth name:.....  
Place of birth: ..... Date of birth:.....  
Mother's maiden name: ..... Nationality: .....  
Permanent address: .....  
Current address/mailling address: .....  
Phone number: ..... Email address: ..... Website address: .....  
..... Name of employer: .....  
.....  
Work address: .....  
Work phone number: .....  
Occupation/position: .....  
Which university did you graduate from (university/city/country)?  
.....  
University/MSc degree number: ..... Date of degree: .....  
Degree classification: ..... Major(s): .....  
Language proficiency:  
1. Language: ..... Level/type:..... Certificate number, date:  
.....  
2. Language: ..... Level/type:..... Document number, date:  
.....  
Name of the chosen doctoral school (research area): .....  
Which program are you applying for?  
Organized scholarship program/Organized self-funded program/Individual preparation\*  
Name of the doctoral program (announced topic) within the doctoral school (research area):.....  
Title of the chosen topic: .....  
Name and academic degree of the supervisor: .....

Supervisor's place of employment:

.....

Name and academic degree of the supervisor: .....

Supervisor's place of employment:

.....

Have you applied to any other doctoral schools/doctoral programs? yes/no\*      If yes:

Name of other institution: ..... Doctoral school: .....

Doctoral program: .....

Name of other institution: ..... Doctoral school: .....

Doctoral program: .....

Do you wish to maintain your application if you are admitted to a different program?:

.....

Aware of my criminal liability, I hereby declare that the above information is true and accurate,  
and I acknowledge that I will be held responsible for any adverse consequences resulting from  
the provision of false information.

Budapest, 20.....

.....

Applicant's signature

*\*Please underline the appropriate text.*

## **Appendix 2: Evaluation of Academic Publication Activity**

1. A publication is defined as a printed and/or electronic communication (journal article, scientific monograph, book chapter, etc.) that [based on MAB 2008/8/II.2, Appendix 2]:
  - a) presents the author's own research results,
  - b) contains precise references to the literature,
  - c) is assigned an ISBN or ISSN number,
  - d) has been published in a professional journal or as a publication.
2. The following do not qualify 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) works published in self-published editions (if they have not been edited either linguistically or professionally)
  - c) university or college lecture notes, supplementary materials, handouts, example collections, compilations, editing, text revision, etc.
  - d) short (one-page) articles in conference proceedings or on posters,
  - e) (book) translation,
  - f) a review (book review) or critique (excluding longer work analyses),
  - g) a research report prepared as part of a grant application or on commission,
  - h) a thesis or dissertation,
  - i) other manuscript-style treatises or writings,
  - j) popular science writing,
  - k) interviews not conducted for research purposes (neither as a reporter nor as an interviewee)
3. The minimum requirements and the scoring of publications provide a benchmark for candidates to evaluate their publication activity and determine when to initiate the doctoral process. It should be noted, however, that in the decision regarding the award of the degree, the quality of the publications is just as important as their quantity. The proposer (and, based on the proposal, the DIT) verifies compliance with the minimum requirements based on the submitted list of publications. If the minimum requirements are not met, the DIT will reject the submitted application.

Minimum publication requirements for initiating the degree conferral process:

- The number of published publications, or those verifiably in press with a statement from the editor or publisher, must be at least 5, provided the following conditions are met:
  - at least 1 has been published in a foreign-language international journal listed in the Web of Science, Scopus, IEEE Xplore, or Thomson Reuters database,
  - at least 2 international journal articles in a foreign language,
  - at least 3 peer-reviewed publications,
  - at least 1 publication in Hungarian (for Hungarian citizens).

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

**Table of Publication Credits** (The number of credits must be divided by the number of non-supervising authors. Determination of the journal's impact factor (IF): *Based on 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;  $4 \leq IF$  (Q1 journal article): 36 credits). A D1-rated journal article is worth 40 credits.

When calculating the total points, the publication's point value must be divided by the number of authors. In this calculation, the doctoral student's advisor must automatically be excluded from the list of co-authors.

For a manuscript that has not yet been published but has been verifiably accepted for publication, full points are awarded; for conditional acceptance, i.e., acceptance requiring minor revisions, half the points are awarded.

### **Minimum PhD requirements upon submission of the dissertation:**

For each thesis point, the candidate must indicate where the results were published (bibliographic reference). For co-authored publications, the co-authors (with the exception of the supervisor and foreign co-authors) must submit the "Co-Author Acknowledgment and Waiver Statement" as per Appendix D11 of the EDHSZ. D11. At least one of the scientific publications associated with the thesis points must have appeared in a journal listed in Web of Science, Scopus, IEEE Xplore, or Thomson Reuters. This requirement may be substituted by a patent application in accordance with the conditions set forth in the provisions of the EDHSZ in effect at any given time. At least half of the thesis credits must be linked to an article published in a journal or conference proceedings.

### Appendix 3: Doctoral Credit Regulations

(1) In the doctoral (PhD) program, all academic requirements must be defined in terms of credits (academic points). The general regulations regarding credits that can be earned in the doctoral program are contained in the Óbuda University Doctoral Credit Regulations.

(2) During the eight-semester doctoral program, a total of 240 credits must be earned to obtain the final certificate (absolutorium). Credits may be earned in the program through the following activities:

- coursework, i.e., completion of courses;
- research activities;
- teaching activities
- contribution to a research project
- submission of a semester research and study report.

The number of credits that can be earned, or the minimum number of credits required, is as follows:

- In the organized program, a minimum of 240 credits must be earned by the end of the 8th semester to obtain the certificate of completion, as follows:

| Activity            |                                    | Credit Hours                                                                          | Credit Hours                                                                                                                                                                                                                                                                                                                 |                                                                                                           |
|---------------------|------------------------------------|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
|                     |                                    |                                                                                       | Minimum                                                                                                                                                                                                                                                                                                                      | Maximum                                                                                                   |
| Studies             |                                    | <b>6 credits/course</b>                                                               | <b>48</b>                                                                                                                                                                                                                                                                                                                    | <b>60</b>                                                                                                 |
| Research            | Semester research and study report | Semesters 1–4: <b>8 credits/semester</b><br>Semesters 5–8: <b>15 credits/semester</b> | <b>92</b>                                                                                                                                                                                                                                                                                                                    | <b>92</b>                                                                                                 |
|                     | Research project contribution      | <b>6–10 credits/project</b>                                                           | -                                                                                                                                                                                                                                                                                                                            | <b>40</b>                                                                                                 |
|                     | Publication activity               | see <b><i>Publication Credits Table</i></b>                                           | <b>75; at least 5 publications meeting the following criteria: at least 1 article in an international journal indexed in WoS, Scopus, IEEE Xplore, or Thomson Reuters; at least 2 articles in international journals in a foreign language; at least 3 peer-reviewed publications, at least 1 publication in Hungarian *</b> | <b>116</b>                                                                                                |
| Teaching activities |                                    | <b>one 45-minute class per week = 2 credits</b>                                       | -                                                                                                                                                                                                                                                                                                                            | <b>60 (up to 5 credits per semester in semesters 1–4, up to 10 credits per semester in semesters 5–8)</b> |
| <b>TOTAL</b>        |                                    |                                                                                       | <b>240</b>                                                                                                                                                                                                                                                                                                                   |                                                                                                           |

\* applies only to Hungarian citizens

- Assessment points specified in the program:
  - 20 credits at the end of the first semester;
  - 45 credits at the end of the second semester;
  - 75 credits at the end of the third semester;
  - 90 credits at the end of the fourth semester;
  - 110 credits at the end of the fifth semester;
  - 150 credits at the end of the sixth semester;
  - and 180 credits at the end of the seventh semester are required to continue the program.
- These program requirements are the same for full-time (scholarship) and part-time students.

(3) Six credits may be awarded per course for the completion of courses.

(4) For teaching activities, 2 credits may be earned for each contact hour per week (throughout the semester).

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

- a) For publication activities.
- b) For the semesterly research report, **8** credits can be earned in each of the first through fourth semesters, and **15** credits in each of the fifth through eighth semesters (for a total of 92 credits).
- c) Active participation in a research project, with 6–10 points awarded per project.

(6) The number of credits that can be earned or must be earned through the completion of courses and research and teaching activities is determined by the doctoral student's study plan.

(7) The Doctoral School Council may grant an exemption from the training requirements if the student participates in off-campus training. The doctoral student may participate in off-campus training (at research institutes, companies, or abroad) related to their doctoral thesis. This may be done based on a work plan approved by the thesis advisor, which ensures the validity of the given study period within the university's doctoral program. The Doctoral School Council is authorized to decide on the approval of work plans for off-campus training. The credit value of courses completed in this manner is determined by the Doctoral School Council.

### **Credit Transfer**

(8) Credits earned at other domestic or foreign higher education institutions, or at the doctoral student's own doctoral school, may be recognized based on an inter-institutional credit equivalence agreement, an individual study agreement concluded with the student, or the provisions of legislation prescribing credit transfer.

(9) The two syllabi shall be considered equivalent if there is at least 75% overlap between them. The Doctoral School Council shall assess the degree of overlap between the syllabi based on a proposal from the supervisor and, on that basis, shall decide on equivalence, which shall be approved by the MTTDHT.

(10) An appeal against the decision may be filed with the rector.

(11) The Doctoral School Council determines, based on individual requests, the maximum percentage of academic (training) credits that a doctoral student may earn through credit transfer.

**Credits earned through activities at other doctoral schools or institutions  
(part-time study, auditing)**

(12) A doctoral student's studies conducted outside their own doctoral school shall be treated as part-time study.

(13) During partial studies, the doctoral student may earn academic (training), research, and teaching credits.

(13) Where possible, grades earned by the doctoral student for courses completed during partial studies abroad must also be requested in ECTS-grade format. These are converted to Hungarian grades in the usual manner (A=5, B=4, C=3, D=2, F=1).

**Recognition of Prior Learning**

(14) Participation in training, research, or teaching outside the framework of the doctoral (PhD) program but aligned with the doctoral program is considered prior academic achievement.

(15) The Doctoral School Council may count these achievements, verified during the candidate's professional career, as credits.

## Appendix 4: Structure of the Research Plan

### UNIVERSITY OF OBUDA DOCTORAL SCHOOL ON SAFETY AND SECURITY SCIENCES

---

Approved by the DIT!

**SAMPLE!**

Month      Day

.....  
DI Director

**4-year individual study and research program  
for full-time/correspondence doctoral studies**

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

***From September 1, 20... to August 31, 20....***

.....  
Doctoral student

| PERSONAL INFORMATION           |  |
|--------------------------------|--|
| Name:                          |  |
| Mother's name:                 |  |
| Nationality:                   |  |
| ID number:                     |  |
| Address, phone number:         |  |
| Mailing address, phone number: |  |
| Place of employment:           |  |
| Position:                      |  |

| UNIVERSITY DEGREE      |  |
|------------------------|--|
| Name of university:    |  |
| Faculty, department    |  |
| Diploma number / year: |  |

| LANGUAGE SKILLS       |  |
|-----------------------|--|
| Language:             |  |
| Level of proficiency: |  |
| Certificate number:   |  |
| Issuing institution:  |  |

| DOCTORAL PROGRAM                 |  |
|----------------------------------|--|
| Topic:                           |  |
| Advisor (name, academic degree): |  |

| PROGRAM TYPE – FULL-TIME/PART-TIME |            |
|------------------------------------|------------|
| Courses                            | Instructor |
|                                    |            |
|                                    |            |
|                                    |            |
|                                    |            |
|                                    |            |
|                                    |            |
|                                    |            |
|                                    |            |

## **Research**

**Title of research topic:**

**Synopsis of the research topic:**

**Research directions and objectives:**

**Research methods:**

**Expected results and application:**

**Research schedule:**

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

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

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

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

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

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

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

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

**Planned publications (subject areas):**

**Curriculum for semesters 1–8 of the doctoral program**

| <b>Name:</b>                 |                          |                                        |                                               |
|------------------------------|--------------------------|----------------------------------------|-----------------------------------------------|
| <b>Name of supervisor:</b>   |                          |                                        |                                               |
| <b>Research topic title:</b> |                          |                                        |                                               |
| <b>Semester</b>              | <b>Course name, code</b> | <b>Instructor<br/>Name, signature*</b> | <b>Planned<br/>number of<br/>publications</b> |
| 1.                           |                          |                                        |                                               |
| 2.                           |                          |                                        |                                               |
| 3.                           |                          |                                        |                                               |
| 4.                           |                          |                                        |                                               |
| 5.                           |                          |                                        |                                               |
| 6.                           |                          |                                        |                                               |
| 7.                           |                          |                                        |                                               |
| 8.                           |                          |                                        |                                               |

\*The planned courses are approved by the responsible administrators with their signatures!

Budapest, 20..... month -

.....  
Doctoral student

**Supervisor's opinion and recommendation:**

Budapest, 20..... month -

.....  
Supervisor

## **Appendix 5: Structure of the Thesis Booklet (Author's Summary)**

**The Thesis Booklet (Author's Summary)—*not exceeding twenty pages in length*—must be prepared in 10 copies in English or Hungarian and English, depending on the language of the defense, and must include:**

- a) the names of the doctoral candidate and the supervisor;
- b) the title of the dissertation;
- c) a statement of the research problem;
- d) the research objectives and hypotheses;
- e) the research methods;
- f) a concise description of the research conducted, chapter by chapter;
- g) the summary of conclusions;
- h) new scientific findings and recommendations;
- i) the practical applicability of the research results;
- j) the doctoral candidate's list of publications on the topic (in Hungarian only);

The formal requirements for the thesis booklet are set forth in Appendix D9) of the EDHSZ.

## Appendix 6: Admission Scoring

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

### 1. Grade of the degree (MSc/MA diploma)

The point value assigned to a degree is independent of when it was awarded; all degrees are evaluated equally:

**Maximum 30 points** (excellent diploma: 30 points, good diploma: 20 points, average diploma: 10 points)

### 2. Language proficiency

English language proficiency – **maximum 15 points** (advanced level: 15 points, intermediate level: 11 points, basic level: 7 points for a comprehensive language exam; if you do not have a comprehensive language exam, then for a written-only or oral-only exam, 50% of the point difference specified for each level of the comprehensive language exam; in the absence of a language exam, 0–7 points may be awarded based on an on-site oral assessment)

To earn language proficiency points, language exam certificates must be submitted by the end of the admission period.

### 3. Initial Academic Activity

Results demonstrated in previous research, creative, or professional work (undergraduate research thesis, conference presentation, student research group awards, scientific publications, patents, developments documented by supporting materials) – **maximum 30 points**

The scoring is based on the publication point system also applied to doctoral students [Appendix 2].

Additional points may be awarded for TDK participation and placement:

TDK 1st place: 20 points

TDK 2nd place: 15 points

TDK 3rd place: 10 points

TDK participation: 5 points

To earn points for initial research activity, the relevant publications must be submitted by the end of the application period.

### 4. Research plan, research approach:

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

- Ability to articulate unresolved problems related to the research topic: 10 points
- Knows which literature to consult to prepare for the topic: 5 points
- Can identify the research and development tasks related to the topic: 10 points

**Maximum score: 25**

## **Appendix 7: The Doctoral School Council and its Officers**

### **Internal members with voting rights:**

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

### **External members with voting rights:**

Prof. Dr. Tamás Berek  
Dr. Beatrix Fregán

### **Member with advisory rights – Student representative:**

László Ady

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

## Appendix 8: Criteria for the Annual Evaluation of Core Members, Thesis Advisors, and Thesis Announcers

The BDI reviews the academic performance of core members, thesis advisors, and thesis supervisors on an annual basis.

The evaluation takes place annually after the end of the academic year, primarily through self-evaluation, taking into account the criteria outlined below. Full members, thesis advisors, and thesis supervisors respond in writing by completing the evaluation criteria table, which the BDI Secretariat sends to the relevant parties in electronic form. Responses should be submitted in a sealed envelope to the BDI Secretariat.

Together with the student evaluations, the deputy head of the BDI compiles the responses and submits a summary, including comments, to the head of the BDI and the BDI DIT. The BDI Secretariat forwards the results of the performance evaluations electronically to the recipients. Any course instructor who achieves a grade point average below 3.00 in the OMHV over two academic years and whose results are deemed unsatisfactory based on the Evaluation Criteria will be offered the opportunity for personalized training in the areas of teaching methodology, research methodology, and/or communication skills. The head of the BDI will offer this intervention recommendation to the individuals concerned during their individual evaluations.

The training sessions are organized by the Bánki Faculty Welfare Center (<https://bgk.uni-obuda.hu/jok/doktoranduszainknak/>).

In the event of further recurrence, the BDI DIT will assign a co-supervisor to assist the instructor.

### Evaluation Criteria

| Criterion/evaluation | Supervisory activities | Teaching activities | OMHV evaluation and feedback | Research and publication activity | Support for events | talent development |
|----------------------|------------------------|---------------------|------------------------------|-----------------------------------|--------------------|--------------------|
| Outstanding          |                        |                     |                              |                                   |                    |                    |
| Good                 |                        |                     |                              |                                   |                    |                    |
| Satisfactory         |                        |                     |                              |                                   |                    |                    |
| Inadequate           |                        |                     |                              |                                   |                    |                    |

**Additional comments from the evaluated instructor:**

**Evaluation of the Head of the Doctoral School:**

REQUIRES INTERVENTION/DOES NOT REQUIRE INTERVENTION

Date:

Head of the Doctoral School

Evaluated instructor

***The Rules of Procedure were approved by the Doctoral School Council of the Doctoral School On Safety and Security Sciences.***