

# **DOCTORAL REGULATION**

Semmelweis University School of PhD Studies

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## **Introduction**

This information booklet contains a translation of the doctoral regulations of Semmelweis University. Please consult the Table of Contents for details. All doctoral students (including those obtaining their degree by research publication) should read these regulations and will be assumed to have read these rules when undertaking any activities in or relating to Semmelweis University.

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## **Abbreviations**

**EDI - The University School of Ph.D. Studies**

**EDT - University Doctoral Council**

**DHOK – Doctoral Student Union**

**DSZ- Doctoral Regulation**

**FB – Disciplinary Committee**

**MAB- The Hungarian Accreditation Board for Higher Education**

**NB – International Committee**

**OB – Educational Committee**

**TDI – Departmental Doctoral School**

**VMB – Quality Assurance Committee**

## **DOCTORAL REGULATIONS**

### **University Doctoral School**

DSz.1. The Semmelweis University School of Ph.D. studies is called:

In Hungarian: Az Egyetemi Doktori Iskola;

In German: Forschungsstudiengang mit Ph.D. Abschluß;

In French: École de Doctorat;

In Latin: Scola Doctoralis.

DSz.2. Semmelweis University (henceforth University) runs organised PhD training within the disciplines of science – that is, medical, humanities and biological sciences – as accepted by the Hungarian Accreditation Committee (henceforth MAB) and awards a doctoral title as the highest academic university degree which is based on the results acquired within the organised training or by individual research without a PhD training. Through this award of a doctoral degree, the University acknowledges and certifies that the recipient of the doctoral award is

qualified to undertake new and independent research of a high level within the respective scientific branch/area.

DSz.3. The Departmental Schools of PhD Studies (henceforth TDIs) are made up of PhD programs. The University School of Ph.D. Studies (henceforth EDI) consists of the TDIs and it is directed by the managing board, the University Doctoral Council (henceforth EDT)

DSz.4. The University School of Ph.D. Studies is comprised of the TDIs accredited by the MAB. The EDI is directed by the EDT.

DSz.5. All decisions taken by the University concerning the University School of PhD Studies (EDI) involve the consultation of the University Doctoral Council (EDT) or its chairman.

DSZ. 6. The University regulations extend to and govern all PhD students, PhD degree candidates, tutors, supervisors, and to all actions or matters undertaken, regarding or concerning the University School of Ph.D. Studies

#### **University Doctoral Council - EDT**

DSZ.7. The University School of PhD Studies is directed by the Semmelweis University Doctoral Council. The composition, tasks and scope of activity of EDT are formulated in and controlled by both the Organisational and Operational Regulations of the Semmelweis University and the Doctoral Regulations.

DSZ.8. The EDT is a joint self-governing body comprised of doctoral supervisors, students participating in the organised PhD training programs and doctoral candidates. Apart from the student representatives, the specialist members of the EDT must possess an academic qualification.

DSZ.9. The EDT is comprised of the heads and other representatives of the Departmental Schools of PhD Studies and the representatives of faculties commissioned to participate in the work of the PhD school. The nominees for EDT membership are proposed and set before the Senate by the EDT chairman every 3 years. The approved nominees receive their commission from the University Rector.

DSZ.10. The commission of the EDT members lasts for 3 years which can be extended. Upon the expiry of this term, the EDT member is eligible to be re-nominated for further terms not exceeding three years. This EDT commission of the head of departmental Schools of PhD Studies lasts until the expiry of their managing position. The resigning chairman remains a member of EDT for one further term. The head of the University Academic Board and the representative of the Doctoral Student Association are members of the EDT. Among the members of EDT there must be two professionals elected who are not the employees

of the Semmelweis University. One of the members of the EDT is elected by the students participating in the PhD training.

DSZ. 11. Delegates of external institutions participating in PhD training participate in the work of the EDT but they only have jurisdiction in consulting and may make proposals to the EDT. Permanently invited members are the representatives of faculties which do not delegate to the EDT members with full rights. The EDT may be extended with permanent or ad hoc representatives without voting rights who possess the jurisdiction of consulting and proposing. The EDT decides about these representatives.

DSZ. 12. The EDT meets as necessity dictates or at least four times a year. EDT meetings are convened by its chairman, a quorum is comprised of half +1 of the total number of EDT voting members, its operation is regulated. Decisions appear in recorded resolutions and minutes are taken at every meeting. The EDT resolutions are published by the Doctoral Secretariat in printed form (Semmelweis University magazine), in electronic form (on the University PhD School homepage) and are made available on the PhD school notice board. All resolutions and minutes must be forwarded to all EDT members (i.e. both members with consulting and full voting rights) consulting EDT members and TDI heads. Resolutions are made accessible for all the members of the university at the doctoral secretariat and on the homepage.

DSZ.13. Convening of an extraordinary meeting of the EDT may be initiated, and agenda proposed, by the following groups: the Senate of the university, the rector, one third of the EDT members, the PhD Student Union, PhD tutors and all students participating in the training programs (with a minimum of 100 registered supporters) by providing an explanation as to the reason for the extraordinary convention.

DSZ.14. The EDT applies a secret ballot concerning human resources issues; otherwise decisions are undertaken using an open voting system and a successful simple majority. In the event of a tied vote, the vote of the EDT chairman is decisive. In votes pertaining to sensitive issues, a secret ballot shall be initiated upon the application of minimum 20% of EDT members.

DSZ.15. A EDT member may be recalled by the Senate of the university, it can be initiated by the proposal of the departmental Doctoral Councils and/or the faculties. If an EDT chairman or other member is recalled before the expiry of his mandate, the Senate shall nominate a new member within 60 days through a proposal submitted to the University Doctoral Council.

DSZ.16. Duties of the EDT:

- a) determines its own procedure and the agenda of each meeting;
- b) Directs and supervises the activities of the TDIs;

- c) Accredits new doctoral programs and/or supervisors participating in them taking into consideration the recommendations of the TDI council;
- d) Cancels programs or subprograms which are unable to fulfil their designated objectives, considering the recommendation of the TDI council;
- e) Announces training details and conditions of the University School of PhD Studies;
- f) Determines the award of scholarship/state grant places and distribution of running costs between the TDIs;
- g) Organises joint courses for each TDI;
- h) Determines and award material and financial support for doctoral courses;
- i) Decides on proposals for the award of doctoral degrees, taking into consideration the recommendations of the TDIs;
- j) At the request of the affected parties, proposes the award of doctoral degrees
- k) Decides, on the basis of preliminary agreement with the University Senate, on joint PhD training in conjunction with other universities or academic institutions;
- l) Decides the conditions of participation for foreign students in PhD training;
- m) Decides upon the naturalisation of doctoral degrees acquired abroad;
- n) Prepares the University Doctoral Regulation and its modifications;
- o) Determines the conditions of PhD training;
- p) Submits proposals to the University Senate on tuition fees and charges; and decides on conditions for allowances and exemptions for payment;
- q) Announces applications for pre- and post- doctoral positions within the capabilities and funds available and assigns positions;
- r) Organises the administration, representation and publicity of PhD training (conferences, publications, almanac and homepage, etc.);
- s) Assists in the production of the financial budget of the doctoral/PhD school;

- t) Decides upon the apportionment of normative, governmental financing of PhD training undertaken at the University.
- u) The University Doctoral Council possesses all rights and liabilities which are outlined in the Doctoral Regulations concerning the financial status, budgets and development of the University Doctoral Council and the University PhD School;
- v) Establishes permanent and ad-hoc committees to make recommendations, proposals, prepare decisions, perform controls (education evaluation) and perform quality assurance;

DSZ. 17. The Educational Committee (henceforth OB), the Quality Assurance Committee (henceforth VMB), the International Committee (NB) and the Disciplinary Committee assist the EDT in the fulfilment of its duties. The tasks and duties of these committees are outlined in the Doctoral Regulations (DSz).

DSZ.18. The chairmen of the committees are elected by the EDT for a period of 3 years from among the members of the EDT except the chairman of the Disciplinary Committee. The members of these committees are the representatives of the TDI-s and the PhD students. The EDT endorses the operating regulations of the committees. The OB, VMB and NB are convened by their respective chairmen. In order to achieve a quorum, 50%+1 member must be present.

DSZ.19. Minutes are taken and forwarded to all committee members and the EDT chairman. Committee decisions are undertaken using an open voting system and a successful simple majority except in cases of personal issues when a secret ballot is applied. In the event of a tied vote, the vote of the chairman is decisive. A secret ballot shall be used if 20% of the EDT members apply for it in an open voting session.

DSZ. 20. The Disciplinary Committee has its sessions convened by the written request of the EDT chairman and the FB. The FB is entitled to make an audit of all the people concerned with a particular issue. The EDT chairman makes the final decision in a particular disciplinary case after being informed in a written form about the conclusion of the disciplinary process of the FB.

DSZ. 21. Duties of the OB:

- a) Co-ordinate organised PhD training and perform quality control;
- b) Provide recommendations to problems and questions pertaining to organised PhD training and prepares recommendations for the EDT;
- c) Determine the compulsory courses that must be undertaken by all PhD students;

- d) Co-ordinate TDI courses and organise publicity for these courses;
- e) Assign credit points for courses;
- f) Recommend the financial support and fiscal requirements of each course to the EDT chairman.

DSZ.22. Duties of the VMB:

- a) Provide recommendations on the scientific categorisation of students and supervisors;
- b) Evaluate the academic performance of a doctoral candidate during the PhD completion period;
- c) Proposes/appoint the academic assessors of the PhD theoretical exam and thesis defence panels (based on submitted recommendations);
- d) Maintain quality control of all activities of the EDI;
- e) Determine the naturalisation requirements of degrees acquired abroad and prepares recommendations about the naturalisation of individual cases;
- f) Provide recommendations on the new PhD program proposals of TDIs;
- g) Provide an official statement confirming that the theme of the submitted PhD thesis corresponds to the accreditation field of the particular departmental School of PhD Studies/program.

DSZ.23. Duties of the International Committee:

- a) Prepares the agreements with universities abroad concerning the joint PhD training
- b) Provides recommendation about issuing PhD diplomas as a result of multi-institutional or part time PhD training
- c) Maintains permanent contact with the universities both whom we have valid cooperating agreements and the ones whom we do not but we desire to make one.

DSZ.24. The Disciplinary Committee is concerned with issues of discipline and compensation within the University School of PhD Studies. Its procedural rules are outlined in the present Regulations and in the 'Regulations of Discipline and Recompense'.

## **The University Doctoral Council (EDT) Chairman**

DSZ.25. The EDT is headed by a chairman, charged by the University Rector following nomination by the EDT and based on the decision of the University Senate. The chairman of the EDT is in possession of the title of Doctor of the Hungarian Scientific Academy. The chairman has a term of three years and may be re-elected only once. A resigning chairman remains a EDT member for a further three years.

DSZ. 26. The University Doctoral Council (EDT) Chairman:

- a) Represents the EDI. The chairman is a delegate member of the University Senate; has the power of proposing agenda items in writing for the meetings of the Senate;
- b) Prepares and chairs meetings of the EDT;
- c) Has the power to convene the PhD student union representatives;
- d) Makes proposals on issues concerning the EDI belonging to the jurisdiction of other superior University or other bodies;
- e) Directs and supervises the doctoral secretariat;
- f) Maintains the responsibility and liability for workers within the doctoral secretariat;
- g) Authorises the appropriation of the funds and other resources of the EDI;
- h) Fosters and develops the international relations of the EDI;
- i) Fosters and maintains relations with professional representation bodies of the university;
- j) Annuls all the decisions and measures taken by the departmental TDI councils that contradict legal provisions or the University Doctoral Regulations;
- k) Organises and directs the scientific and economic activities of the organised educational training.
- l) Calls upon the official academic assessors to prepare their review of a submitted PhD thesis;
- m) Prepares at least once a year a summing report on his/her work and activities for the EDT and University Senate

DSZ. 27. The chairman's work is assisted by a deputy chairman entrusted by the Senate following the recommendation of the EDT chairman and consultation with the EDT. The deputy chairman, who has the title of Doctor of the Hungarian Scientific Academy, sits for a period of three years and his commission can be renewed more than once.

### **Departmental Doctoral Schools (TDIs)**

DSZ.28. The legal conditions for the establishment of departmental PhD Schools are outlined by the Statutory Order nr 33/2007 (III. 7.) and by the governmental statutes of MAB. The application for the foundation of a new departmental PhD school is prepared by at least 7 senior members of that particular department. The application is evaluated by the EDT, then it is submitted to MAB by the University Rector following the consent of the University Senate. In the possession of the endorsement of MAB, the Rector notifies the foundation of a new departmental School of PhD Studies to the registration centre.

DSZ.29. The operations of the departmental School of PhD studies is directed by the head who has been recommended by the EDT and is approved by MAB. He/she is assisted by the TDI council. The TDI council members can be the senior school members, the program directors and supervisors recruited from within the TDI. The representative of the University Doctoral Student Union participates at the council meetings with the right of consultation. The TDI council members are approved, commissioned and recalled by the EDT.

DSZ.30. Each TDI is composed of one or more accredited PhD training programs (henceforth: program) and research topics. The programs are approved and abolished by the EDT. Requirements for submission of new programs are laid out in the University Doctoral Regulation Code. Research themes, if it is needed, may be grouped into sub-programs; however, the sub-program and its supervisor does not possess independent jurisdiction within the organisation of the doctoral school.

DSZ.31. The head of the TDI provides an annual account to the EDT of TDI activities.

DSZ.32. In order to ensure TDI operational uniformity, all TDIs must conform to operational rules, which are approved by the EDT and are laid out in the University Doctoral Regulation Code.

## Senior Members

DSZ.33. The senior member can be a PhD tutor/teacher or researcher with an academic degree in his/her field, under 70 years of age, a full time civil servant of the university with an indefinite work contract.

DSZ.34. Senior members can be the following: other university teachers who fulfil the requirements of both the 3 § of the above Statutory Order and the accreditation conditions of MAB (see MAB requirements, 2007); a professor emeritus acquiring this position at the university who actively conducts research; and a scientific advisor or research professor who is not an employee of the university but a full time worker at a research institute in possession of a cooperation contract with Semmelweis University. Furthermore, a senior member can be a person who participates in the work of the PhD school and is a member of a research team in an institution supported by the Hungarian Scientific Academy (MTA) or in another team operating within the institution or is an associate member of an “out-placed department” research place.

DSZ.35. The conditions for becoming a senior member is that the tutor/teacher or researcher must not be on a more than one year-long a study trip abroad or on a long lasting non-paid leave at the moment of the foundation of a TDI and/or at the beginning of his TDI membership or at the time of his election. A senior member must fulfil all the requirements outlined in the points DSZ.33-34. at least for one PhD training period (for 3 years) and for the following PhD completion period (further 2 years). Consequently, the senior member cannot be older than 65 years at the time of his entering to this role.

DSZ.36. A senior member can be a person with a foreign nationality if he/she fulfils all the outlined scientific requirements.

DSZ.37. One person can become the senior member of only one PhD school. Each PhD school has at least 7 senior members.

DSZ.38. All other teachers of the PhD school are considered invited members, and they can accept this role in several PhD schools. (The senior members of a PhD school are allowed to accept invited membership in other PhD schools as well.) The age constraint is not applied to the invited members. Further, senior members can be appointed to the same assignment next to or instead of the existing ones through an adequate adopting process controlling the entrance requirements.

Sz.39. A senior member becomes an invited member if the requirements outlined above are not fulfilled, the ex-senior member desires it and the council of the TDI votes for it. New senior members can be nominated in place of the departing ones but they must satisfy the requirements described above.

## **Departmental Doctoral School (TDI) Council**

DSZ.40. The Doctoral Council of the TDI provides assistance to the school head. It holds regular meetings. Its members are elected by the TDI senior members and are commissioned and recalled by the EDT.

DSZ. 41. Duties of the TDI council:

- a) Appoint a representative to the EDT council;
- b) Prepares proposals, for the EDT, on appropriate doctoral student supervisors and research topics;
- c) Appoints the members of the committee concerned with PhD student admissions
- d) Appoints TDI courses for each semester;
- e) Prepares proposals for the EDT outlining the PhD theoretical exam subjects for a TDI;
- f) (On the basis of program directors) appoint PhD theoretical exam subjects for a doctoral candidate;
- g) Recommends supervisors for untaught PhD candidates (with individual preparation);
- h) Based on proposals of the program director, appoints members of the PhD theoretical exam and defence committees (including opponents);
- i) Recommends the award of Ph.D. to the EDT;
- j) Prepares proposals to launch or cancel programs;
- k) In individual cases, provides permission for a PhD student to undertake employment outside the University;
- l) Prepares proposals for the EDT on the list of academic journals (foreign and domestic) to be included into the doctoral publishing requirements.

DSZ. 42. The TDI Council meets when necessity dictates but at a minimum of 4 times each year. It comprises a minimum of 7 council members who are the senior members of the school. Further council members can be the program directors and supervisors/tutors of the TDI. The representative of the University Doctoral Student Union participates in the TDI council meeting with consultation rights. A valid majority is obtained if more than 50% of the members of with voting rights make the final decision. Minutes must be taken at each meeting which is forwarded

to the chairman of the EDT and to the members of the TDI council. Decisions shall be undertaken using an open vote except in votes pertaining to sensitive and personal issues when a secret ballot shall be initiated. At a session with an open vote, in the event of a tied vote, the vote of the TDI chairman shall be decisive. In votes pertaining to any issue, a secret ballot shall be initiated upon the application of minimum 20% of TDI members.

DSZ.43. Changes in the composition of the TDI council/senior members and program directors as well as TDI structure must be reported to the EDT chairman for approval and further administration. The Senate decides about the person of the TDI chairman and senior members taking into consideration the EDT recommendation (vote with secret ballot).

DSZ.44. At all times the TDI must have a designated and approved contact person (secretary, training coordinator) available for consultation with TDI supervisors/tutors, doctoral students or anyone else interested in the TDI's activities. The name and availability of the contact person should be published on the doctoral school homepage.

### **Departmental Doctoral School (TDI) Head**

DSZ.45. The chairman of the TDI is a university professor, senior member, normal member or correspondent member, doctor of the Hungarian Scientific Academy (MTA) or academic doctor of the MTA. He/she is responsible for the academic and educational/training standards of the TDI.

DSZ.46. Duties of the TDI Head:

- a) Organises, invite and run interviews for applicants of TDI doctoral program;
- b) Submits a list of applicants and a list of proposed candidates for acceptance into the TDI PhD program. The list of proposed candidates should be ranked by preference for government scholarships/grants and fee-paying students);
- c) is responsible for supervising students accepted into the PhD training in the TDI who have not indicated a supervisor/tutor;
- d) Proposes the level of reduction in tuition fees, charges and allowances for the TDI PhD students';
- e) Acknowledges completion of each semester in the PhD students' index;
- f) Determines the scientific specialisation on which the criteria of the doctoral degree is established. (This is decided no later than the end

of the 4<sup>th</sup> semester for students undertaking organised PhD training or at the time of enrolment for students undertaking individual research without PhD training);

- g) (On the basis of proposals of the program leader), initiates the degree acquisition process of a PhD candidate through the EDT;
- h) Proposes members for the PhD theoretical examination and thesis defence panels to the VMB;
- i) Organises the PhD theoretical exam and inform the doctoral secretariat and the university public of all arrangements;
- j) Forwards the PhD thesis for a provisional review and the minutes of the pre-defence discussion to VMB;
- k) Invites the thesis defence panel and the reviewers to the PhD defence;
- l) Organise the thesis defence; in the event of a confidential part of the process, based on the EDT decision, defers publicity;
- m) Forwards the minutes of the degree acquisition process (after the PhD theoretical exam and thesis defence) to the chairman of the EDT;
- n) Proposes to the EDT deferrals, applications for PhD student travel, study abroad and pre-doctoral support;
- o) Perform regular checks over the student database;
- p) Take responsibility for the financial affairs of the TDI.

### **The Election of the TDI Head and Senior Members**

DSZ.47. The election of the TDI head and senior members should be organised according to the protocol outlined below. The commission of the TDI head and a senior member expires in the year when he/she becomes 70 years old. The procedural rules are the same if the managing position or the senior membership retires for any reason.

DSZ.48. The retirement for an age limit reason of both the head and senior member is completed by 30 June. The new manager is appointed on 1 July. In this respect the procedure is identical with the one applied in case of the appointment of a new head of the department.

DSZ.49. The TDI council proposes the new TDI head and senior member(s). This is recommended by the EDT and is subject to Senate approval. The rector notifies the MAB about the new appointed leaders.

DSZ.50. The TDI council proposes the new leader or senior member within the framework of a meeting. Before the meeting, the head (the resigning leader) creates a nominating committee of three people which will list the potential nominees.

DSZ.51. The chairman of the election meeting is appointed by the head (the resigning leader) from among the TDI council members who are not present in the nominees list. The TDI council elects the person to be recommended to the EDT from the nominees' list by secret ballot. All the TDI council members who are present at the meeting have the right to vote. The nominee who gains 2/3 of the votes of the present council members can be elected to the position. In case of multiple nominations, a second round must be organised if neither of them gain 2/3 of the votes. The first two nominees with the most votes participate in it. A simple majority of the votes are adequate in the second round.

DSZ.52. The EDT chairman must be invited to the council meeting concerned with the TDI head election. The council members may ask questions from the nominees. A quorum is obtained if 50% plus one councillor with voting rights is present.

DSZ.53. The proposal referring to the elected person by the TDI council must be submitted to the chairman of the University Doctoral Council by 31 March. The proposal is considered by the EDT in April and is forwarded to the University rector by 1 May. The steps of the election protocol should be taken as soon as possible if the new TDI head or senior member is elected not for other reasons than the age limit. The EDT chairman appoints one of the TDI council members to manage the process of nomination and election if the resigning head is unable to perform his duties related to election outlined above.

DSZ.54. The EDT initiates the launch of a new TDI, the rector submits it for accreditation to the Hungarian Accreditation Board for Higher Education (MAB), while the Senate determines the start of the new PhD training which must be reported to the registration centre.

DSZ.55. The EDT or the rector initiates the termination of an operating TDI, and the Senate makes the decision about it. This decision has to be reported to the registration centre.

### **Doctoral School Programs**

DSZ.56. The training program of a TDI (henceforth Program) is organised within the scientific discipline/research field of the TDI which is suitable for the preparation of PhD students to acquire a Ph.D. degree (through also attending courses of the EDT that are organised through the other TDIs and programs).

DSZ. 57. Launching a new program or cancellation of an existing program within a TDI is only possible following approval of the EDT.

DSZ.58. A new program is required to appoint a minimum of 6 supervisors/tutors and include at least 6 academic research subjects to train doctoral students in a minimum of one course about the specialist knowledge of its discipline being taught.

DSZ.59. A program ceases to function under the following conditions:

- 1) if supervisors/tutors of the program cease to perform adequate scientific activities; and/or
- 2) if it has not admitted a PhD student for three years; and/or
- 3) if it has not organised a successful study course; and/or
- 4) if it has not had a student who received a scientific degree for three years.

In the instance of a new PhD program, the maximum allowable time for criteria (4) is nine years. If a program is cancelled it may only be reintroduced by a new application process in which it gains the approval of the EDT.

### **Training Program Head**

DSZ.60. Duties of the Training Program Head:

- a) Takes responsibility for the professional standards of the program, maintains professional links within the research themes and their tutors and the programs within the school;
- b) Make proposals to the TDI regarding the organisation of courses and the participation of the program in other courses;
- c) Make proposals to the TDI on the PhD theoretical exam subjects and scope;
- d) Make proposals to the TDI council on the PhD theoretical exam panel and thesis defence panel;
- e) (With the consensus of the doctoral candidate's supervisor/tutor), make proposals as to the subjects of the PhD theoretical exam;
- f) Organise pre-defence discussion of the doctoral candidate's thesis;

## **Founding a New PhD Training Program**

DSZ.61. Applications for a new TDI training program (henceforth: program) are submitted by the TDI head to the EDT chairman following approval of the TDI council (refer to Appendix 21 and 22). The EDT chairman requests either for the VMB opinion on the new program or selects specialists for this task from among the EDT members. In the light of the official opinion(s) the EDT makes the final decision. The EDT may also cancel a program on the basis of a TDI council application and VMB recommendation.

DSZ.62. The launch of a new program can be initiated by the TDI head and council. The TDI head is obliged to fit into the PhD training a new program proposed by someone else in by rationalising the entire training structure as well. Reconciliation with the TDI head involved and the EDT chairman is obligatory before the preparation of a proposal for a new PhD program or alteration of a running program initiated by someone else. A brief plan must be drafted about the foundation of the new program.

DSZ. 63. A letter of acceptance issued by the TDI head is an essential condition for launching a new program. If the head of the TDI and Council proposes the foundation of a new program to the EDT, then they must put it in writing that during the development of the new program state subsidised places will be regularly allocated to it from the state grant PhD positions of the TDI which are dependent on the number of applicants in the new program.

DSZ. 64. The documentation of launching a new PhD program must contain the name of the accepting TDI, its letter of acceptance, the name of the planned program, the outline of the professional PhD training (1-2 pages), the planned course(s), the name of the tutors/supervisors in the program, the proposed research topics and their description. The supervisors/tutors who have not been accredited by the university must submit the filled in registration forms for accreditation, their CV and publication list. Both the new program and the individual research topics can only be officially registered after they had been through the standard accreditation process.

DSZ. 65. The number of PhD programs within a TDI is determined by the number of students and the needs of the PhD training. Each area of speciality does not need to have an independent PhD program. The names of the PhD programs should be brief and informative.

DSZ. 66. It is advised to launch a new program if a large number of students in the existing programs become unmanageable without major organisational changes and the appointment of a new head of a program. The new program must be created by combining the already existing and new research themes in order to fulfil significant scientific training needs.

DSZ.67. A program comprises of 6 to 20 active supervisors and their research themes. When organising a new program, the similar research themes in another program must be cancelled in order to avoid parallel/redundant responsibilities. The head and supervisors of the new program cannot participate in the work of other programs; they are allowed to take new responsibilities by reorganising the existing ones.

DSZ.68. If supervisors of more than one TDI are involved in the reorganisation or foundation of a new program, the supervisors moved to another TDI may finish their tutoring work in the original TDI but can only take new students in the new one within its headcount. A different agreement may be made with the assent of the TDI head in question and the chairman of the EDT- considering the balance of the admission quota.

DSZ.69. The head of the program has either the title of doctor of science or that of MTA doctor or an equivalent scientific qualification.

### **Doctoral Supervisor**

DSZ. 70. The supervisor of a PhD topic has a scientific degree, is a teacher and active researcher and his PhD research topic announcement has been endorsed by the EDT. Supervisors are accredited by the EDT for a period of six years, considering the proposal of the TDI council and the formal opinion of the VMB. This accreditation must be renewed at the expiry of the 6 years cycle.

DSZ.71. The supervisor's fundamental responsibility is to direct the activities of a PhD student in PhD training and the acquisition of the doctoral degree. Doctoral supervisors annually present written reports on the achievements of the PhD students to the program director. (If the program director and the supervisor are the same, the account should be given to the TDI director). These reports are available for inspection and comment by the PhD student and are kept with the personal file of the doctoral student.

DSZ.72. The supervisor

- a) must have a publication rate proving his/her active scientific work (In the average of the last six years, the supervisor must achieve the publication requirements expected at his scientific field of a future PhD candidate);
- b) must provide the conditions/resources necessary for scientific work, must have the research tools and the material means supporting the research. In the absence of funds attached to the supervisor, a declaration is required either from the head of the department or other grant possessor. It must state that he/she assures the material coverage of the research conducted both by the supervisor and his/her PhD student.

DSZ.73. A PhD student may be officially linked to only one (administrative) supervisor and that supervisor maintains responsibility for his/her performance and progress.

DSZ.74. A supervisor may be responsible for up to a maximum of six PhD students concurrently, comprised of a maximum of three government scholarship recipients and a maximum of three independent researchers. This limit may be exceeded by the PhD students with double status as well who acquired permission for becoming a PhD candidate already within the training period.

DSZ.75. The cooperation of the supervisor and the PhD student is defined in a written agreement and student work schedule which is approved by the TDI head and the supervisor's employer. The agreement is the condition for the PhD student's first registration.

DSZ.76. The PhD student's professional advancement can be aided by (an) other professional(s) apart from his/her supervisor. The teacher - apart from the supervisor - who facilitates the PhD student's studies in a ratio of 2/3 during the entire training period must be considered a consultant/tutor. Therefore, his/her name must appear in the dissertation and the documentation of the PhD defence.

DSZ.77. In cases of a divided PhD training (e.g. partial training abroad or in other institutions in the country) the PhD student's work is aided by other supervisors.

DSZ.78. Supervisors are accredited by the EDT after the proposal of the VMB. The accreditation process is based on the evaluation of the required documents, i.e. a CV of professional advancement, a plan of the research topic, a publication list and the financial support which can be documented. The process of accreditation can only be initiated with the consent of the TDI head.

DSZ.79. The EDT decides about 1) the announcement or abolition of research topics, 2) supervisor accreditations 3) the changes of their person (supplement nr. 22), considering the proposal of the TDI and the opinion of the VMB.

DSZ.80. In the accreditation process (before the launch of a new program) it is necessary to examine whether the candidate already has accredited research topics either in other programs or TDIs. If this is the case, the candidate must decide in which program (TDI) he/she wants to continue scientific supervisory work. Endeavours must be made in order to centralise the scientific supervisory work into one program (TDI) in case of already accredited supervisors who are active in more than one programs or TDIs. During the announcement of research topics prior to the PhD entrance exam, it must be excluded that one supervisor presents his research topics in more than one programs. In exceptional cases, i.e. when actual and significant differences in the branch of science are

identified, one supervisor is allowed to participate in more than one program.

#### DSZ.81. Rights and Responsibilities of a Supervisor:

- a) Announcement of research topic/subarea and the professional guidance of the PhD student;
- b) Acceptance of the training and scientific work schedule of the PhD student, and supervision over its fulfilment;
- c) Preparation of the PhD student for scientific communication and for publication of their scientific achievements through presentations and written contributions/publications;
- d) Determination of the use of financial supports and other resources of the PhD student;
- e) Selection of the compulsory courses of the PhD student to a value of 5 credit points from a list which may be determined by the TDI;
- f) Periodical evaluation of the work and professional progress of the PhD student and inscription of this in the student index;
- g) Crediting the research credits once a semester;
- h) Suggest domestic and foreign partial training for the doctoral student;
- i) Advise and assist the PhD candidate in preparation for their PhD Theoretical Exam;
- j) Advise and assist the PhD candidate in preparation of a thesis and in its defence;
- k) Endorse (by signing) the submission of a thesis;
- l) Apportion the work and available credit for the PhD student in the case of joint work or collaboration.
- m) Certify that the scientific results stated in the thesis and the thesis booklet is based on the scientific work of the PhD candidate.

#### **PhD Training, Admission to PhD Training**

DSZ.82. The EDT annually announces the conditions of admission to organised PhD training in an official information bulletin provided by the OKM; the announcement is published on the homepage of the EDI and in the domestic press.

DSZ.83. Applications for PhD training can be submitted by those having a University diploma (in a bicyclical higher education Master- MSc degree), and by students who have enrolled in the final year of a Masters degree at a medical, dental, pharmaceutical or other faculties. Another category of applicants would acquire a diploma/MSc no more than six month later which is predicted on the basis of the pace of their educational advancement. In exceptional cases the EDT can accept the applications of other students. In the event of a successful PhD entrance exam, registration to the School of PhD Studies is only possible after the acquisition of the diploma which entitles the candidate for PhD training.

DSZ.84. The EDT decides on the conditions, fees and methods of application for PhD training (Dsz Appendix 24). The EDT chairman announces the available doctoral places in the EDI (OKM Bulletin, homepage and Press). The Doctoral Secretariat, the TDI head and the TDI contact person are available for consultation regarding PhD opportunities and acceptance (See their contact information on the homepage).

DSZ.85. A TDI must send the EDT a list of proposed PhD research topics and supervisors for the forthcoming year, prior to the first Friday in April. At the request of the EDT chairman, the VMB evaluates/makes recommendations on all research themes/supervisors and makes prior to EDT approval.

DSZ.86. A prospective EDI student may apply (at the doctoral secretariat) providing an application and other necessary documents (refer to Appendix 2). Information and forms for application may be obtained at the doctoral secretariat or downloaded from the internet. The doctoral secretariat sends the list of applicants to the TDI head by the end of the 5<sup>th</sup> working day following then applications deadline.

DSZ.87. Applicants to individual TDIs are assessed on an entrance interview before a committee composed of the representatives of the TDI program(s). Examiners evaluate the applicants and rank them according to preference for acceptance. Minutes on the entrance interviews and a ranking list is sent by the TDI head to the EDT chairman.

DSZ.88. A prospective student may apply to only one TDI, specifying one supervisor and research topic. If a successful applicant wishes to delay the choice of supervisor and research topic, the TDI head will be an acting-supervisor for the first semester of enrolled PhD studies. In the second semester of enrolled PhD studies, a supervisor and research topic can be registered after TDI council approval.

MR.89. TDI heads in conjunction with the program directors and the members of the TDI council are responsible for the organisation of entrance interviews: They act as conveners of prospective Ph.D. students and inform the interviewees of the interview details. Each program must be represented in all of the interview panels. The interviews are

conducted in conjunction with program directors and each interview panel must consist of a minimum of three individuals. On conclusion of the interviews, the panel ranks applicants and assigns them an order for receiving support. This rank (including those applicants rejected) including the scores gained at the interview is sent with minutes to the doctoral secretariat within 3 days of the interviews. Signing of the minutes indicates endorsement by the interview panel. The minutes must be signed by all the interviewees of the interview panel(s).

DSZ. 90. The entrance panel evaluates a candidate in the entrance interview based on:

- a) his/her previously gained professional achievements and
- b) knowledge and aptitude exhibited during the interview. Other advantageous endeavours may be: experience gained in previous scientific activity, lectures attended, published articles, a good plan of research work, high level knowledge of a foreign language that may be necessary for professional work and outstanding study achievements.

DSZ. 91. The applicant can receive a maximum of 30-30 points in both evaluation processes:

- a) The evaluation of the previously gained professional achievements consists of 3 parts. (A1) the average result of the university studies, (A2) the evaluation of the previously gained professional achievements, and (A3) other achievements (language qualifications, study trip abroad, outstanding profession specific performance). The performance in each of these categories can be evaluated with 10-12-8 points, a maximum of 30 points in total. Since the result of the university studies (A1) expire after 3 years after it had been acquired, the points gained for scientific work (A2) must be doubled; however, this can be applied within these 3 years as well on the request of the candidate. If the points gained by doubling the points of (A2) - i.e. the ones obtained for scientific performance – exceed the awardable 12 points in this category, then the surplus points may be added to the ones in the A3 section. However, the total points gained in A2 (by doubling) and A3 must not exceed the limit of 30 points.
- b) The knowledge and aptitude exhibited during the interview must be evaluated on the one hand by assessing the general level of professional knowledge (up to 15 points), and that of special, research topic oriented knowledge and aptitude (up to 15 points) on the other. The maximum 30 points is calculated by dividing the sum of total points provided by individual assessors by the number of assessors in the entrance panel.

DSZ. 92. The minimum criteria of acceptance to the EDI are:

- a) The award of a University diploma within three years and of at least 3.51 (cum laude). In case of university students, the average of the exam results relevant to the diploma mark must be taken into consideration.  
(Qualifications of diplomas awarded earlier than three years prior are not taken into consideration by the entrance panel);

- b) A C type intermediate state examination (or equivalent) certification of a language qualification;
- c) Payment of application fee.

DSZ. 93. The EDT decides on applicant acceptances by considering the proposals of each TDI entrance panel and the number of scholarships at their disposal. An extra entrance interview may be organised in exceptional cases. The decision of the EDT can be contested at the Rector of the university in case of presumed legal offence (infringement of law or university regulation). Appeals may be lodged within 8 days subsequent to the rejecting decision of the EDT. Judgements of the appeals are made within 15 days from the date of delivery.

DSZ.94. The distribution of scholarship places amongst TDIs and the acceptance of fee-paying students is decided by the EDT based on the scientific training performance of TDIs. The TDI head and applicants are notified in writing by the doctoral secretariat within 8 days of their decision. The EDT deciding upon the award of governmental scholarships to individual applicants the EDT takes into consideration the rank submitted by the entrance panel of each TDI. The EDT must justify any deviation from this rank scale.

DSZ.95. The University can accept doctorandus students with non-governmental scholarships, evaluated under the same criteria and conditions as governmental scholarship recipients.

DSZ. 96. The results of the doctoral admissions procedure must be announced in a similar method to EDT resolutions.

DSZ. 97. Applicants for PhD training can be accepted exclusively by a successful participation in the entrance exam announced by the EDT. Entrance exams for governmental scholarships are organised once a year (in the spring).

DSZ. 98. Applications for fee-paying PhD training can be re-submitted once (midterm of an academic year) on the proposal of the TDI and the endorsement of the EDT. The TDI must announce this possibility both at the Doctoral Secretariat/Website by December 15. The process applied at the general admission procedure is valid here as well. Applications must be submitted to the Doctoral Secretariat by 10 January. Students register the first time and start their studies in the second semester of that particular academic year after an entrance interview and an acceptance decision.

DSZ. 99. The applications for PhD training in a foreign language are continuous and are not attached to an entrance examination announced by the head quarters of the school of PhD studies. Diversions from the entrance procedure described above (the timing of the entrance exam, the evaluation process/points given at the exam etc.) are possible with the approval of the EDT chairman.

DSZ. 100. An extra entrance interview may be organised by the TDI for the applicants who could not participate at the officially announced one due to justified reasons (e.g. illness or being abroad). The results gained at this extra entrance interview can be taken into consideration only if they are made available to the Doctoral Council on time (i.e. the supplementary interview takes place before the Doctoral Meeting convened to distribute the PhD student places subsidised by state grants).

DSZ. 101. Within three years, candidates may apply for a PhD student status with their results gained at an entrance interview without participating in the latest entrance procedure. In this case the candidate must be ranked according to the old points within the hierarchy of the current academic year.

DSZ. 102. If the PhD student is admitted to a place with a state grant does not take his/her place, it has to be offered to the next candidate in the admission hierarchy of the TDI who acquired the minimum amount of required points.

DSZ.103. If PhD student places with state grants are renounced either during the academic year or within the PhD training these free places can be filled with the PhD students paying tuition fees of the a particular TDI. In exceptional cases, however, candidates can be selected from among the ones who had been successful at the entrance exam but were not successful due to place shortage. People cannot participate in state subsidised PhD training if they neither participated in the entrance exam organised for candidates aspiring for state grants, nor have acquired the minimum points defined in that particular academic year.

DSZ. 104. The TDI can fill the vacant PhD student place with state grant within two month following the vacancy by considering the conditions described above. If it fails to propose a suitable candidate within this time frame, the right to fill the vacant position will revert to the president of the Doctoral Council who makes a decision considering the claims of other TDIs.

DSZ. 105. When the PhD places with state grant are distributed the places made vacant and redistributed during the academic year cannot be taken into consideration, nor the inequalities springing from this procedure. In other words, in the following years the TDIs cannot demand compensatory places because of students giving up the PhD training.

### **PhD Training**

DSZ.106. PhD training organised in the Departmental Doctoral Schools of Semmelweis University for day students takes place in a scholarship or fee-paying system. PhD students (doctorandus) undertaking PhD training can be:

- a) recipients of a Hungarian state scholarship;
- b) fee-paying students who are allowed to receive other scholarships which are not financed by the government

DSZ. 107. PhD students admitted into organised training enter into a legal relationship with the University and are subject to University regulations. The PhD student's work is supervised by a TDI council appointed supervisor.

DSZ. 108. Following acceptance of a PhD student and before the first semester's enrolment, a written agreement is reached between the PhD student and supervisor. This contract contains a topic proposal (including objectives of the research and the primary methods), study responsibilities (at least determining the character of the courses to be undertaken). The contract must also contain a written declaration items establishing the professional and financial (concerning the utilization of the financial support provided for the PhD student) cooperation between the PhD student and the supervisor. The contract must be signed by all parties and endorsed by the supervisor's head of the department. (See Appendix nr 3.) This agreement is a precondition of student registration.

DSZ. 109. PhD students undertaking organised training and degree candidates are provided with a student index and student identification card. All PhD students must enrol at the start of each semester at the Doctoral Secretariat. Fee-paying students must present certification of the payment of relevant tuition fees and charges (Appendix nr.6.). Payment and consequent registration are acknowledged by the doctoral secretariat in the student index. If payment is delayed a fine is levied (Appendix nr.24.).

DSZ. 110. Without the registration the legal relationship between the student and the University is suspended, scholarship cannot be paid not even in case of double legal status; namely the student completed all the requirements of the training within the defined training period but at the same time gained the status of a PhD candidate as well.

DSZ. 111. PhD student recipients of state scholarships are not permitted to undertake employment of more than 4 hours a week. The PhD training corresponds to 36 hours a week. Students are entitled to 25 days out of term/break each academic year.

DSZ. 112. PhD candidates may apply for a PhD degree without formal doctoral studies. In these cases, based on the TDI head's proposal, the EDT approves their individual research and training plans, apportions responsibilities of the PhD candidate and determines the duration of training and the payment of charges.

DSZ. 113. Organised training is primarily achieved through lecture based courses (and if necessary practical sessions). Courses are announced

publicly and must be accessible for all doctoral students. The amount of work performed in the course is measured in credits.

DSZ.114. Upon the fulfilment of research and study requirements a PhD student is awarded an absolutorium. The absolutorium certifies that (s)he has met all the requirements of study in all necessary fields. After the acquisition of the absolutorium, the process of degree acquisition in a status of PhD candidate can commence. All doctoral students (with governmental or privately funded scholarships, or paying fees) participating in organised training must meet identical requirements within the PhD training phase (course and research work) in order to be awarded an absolutorium. These criteria are contained within the Doctoral Regulation.

DSZ. 115. The application for the status of PhD candidate can be submitted during the training period as well all requirements has been fulfilled: i.e. the applicant acquired all the educational and research credit points expected to be accumulated during the entire training period and (s)he has the expected foreign language examination. If the EDT authorizes the application, dual legal relationship must be created between the PhD School and the applicant who thus will become not only a PhD student but also a PhD candidate at the same time.

DSZ.116. PhD students undertaking organised training through the EDI have a maximum of three years (36 months) with which to fulfil their study responsibilities and accomplish their research work. Doctoral scholarships for organised training will only be provided for a period of three years. The formal training period must not be less than 24 months other than in exceptional cases. If the PhD student has not submitted an application of deferment of studies, her/his legal relationship with the PhD school expires after 36 months.

DSZ. 117. A PhD student may defer PhD training a maximum of three times and for a maximum total of three years. During the period of deferral, governmental scholarships or other supports will not be continued and tuition fees and charges are suspended. The shortest possible deferral time is one study semester.

### **Cooperation with Other Universities and Scientific Research Institutes**

DSZ. 118. The University may run a joint PhD training with institutions of higher education or that of the academy or with research institutes. Full time researchers in domestic institutes generally have the rights and responsibilities of university teachers which are outlined in their contract concerning their participation in PhD training. Students both trained in research institutes and at the University are subject to the same rights

and responsibilities. The PhD diploma is issued by the University in all cases.

DSZ. 119. Joint PhD diplomas can be issued if the PhD School of the University runs a joint PhD training and completion period with another domestic or foreign institution of higher education, in the possession of a cooperation agreement materialised in a contract prescribed by law.

DSZ. 120. Partial PhD training abroad; is regarded as usual PhD training and does not result in the suspension of legal relations with the University. However, the part time training abroad cannot exceed 50% of the total training period. Diversion from this rule is allowed only in exceptional cases.

DSZ. 121. Foreign citizens may participate in the PhD training and the University can announce and run PhD training programs and courses in a foreign language.

### **PhD Training in Foreign Languages**

DSZ.122. The application procedure for the PhD training in a foreign language is identical with the one described above. The regulations at the entrance exam are the same with the following exceptions. The application and registration can be organised separately for each individual/applicant irrespective of the Hungarian semesters. It is not necessary to create a hierarchy based on the results of the entrance exam; however, the TDI head and the supervisor-to-be are responsible for judging the applicant's research aptitudes, language abilities, and expected preparedness.

DSZ. 123. The sum of the tuition fee must be established in Euros. Reduction of tuition fees can be endorsed only in exceptional cases with the restriction that the reduction cannot exceed 80% of the total amount. The amount above 20% of the tuition fee must be spent on subsidising the PhD student's research project. The supervisor, hand in hand with the EDT chairman, can husband the resources. PhD students who acquired their degree at the University are entitled to 50% reduction of tuition fees.

DSZ.124. The TDI which runs the PhD training in a foreign language is responsible for the organisation of courses in a foreign language up to the standard and with the sufficient amount of credit points. This responsibility lies on the EDT head as well, including the organisation and announcement of elective courses in a foreign language. It includes providing information and management of the student's affairs in a foreign language, and the necessary forms for this purpose.

DSZ. 125. Currently PhD training can be undertaken in English.

## **Scholarships, Tuition Fees and Charges**

DSZ. 126. PhD students can be granted governmental scholarships for a maximum of 36 months. During the training period they do not need to pay any tuition fees. In addition, if their application for the completion period gets accepted, students will receive exemption from paying its procedural fees.

DSZ. 127. In case of PhD students with non-governmental scholarships the extent of charges is determined – conforming to the relevant legal regulations - by the Senate on the basis of the postgraduate student union proposal. The EDT and student union jointly decides on the mode of application procedure, the conditions, the extent and duration of the charge reductions, in conformity with the DSz regulations.

DSZ. 128. Fee-paying PhD students must pay charges decided on by the EDT on the basis of a TDI proposal. Post-graduate students are not required to pay tuition fees or charges if an exemption is allowed by governmental statute or an international agreement. Charges to be paid by foreign are determined by EDT.

DSZ. 129. Students wishing to be exempted from charges must apply to an ad-hoc committee established by the EDT chairman (consisting of at least 3 EDT members and a representative of the student union). The committee evaluates the application and makes a decision based on the applicant's social status and study achievements. The maximum allowable exemption is 80% of the charge, except in case of ethnically Hungarian students from outside of the Hungarian borders.

DSZ. 130. Tuition fees and charges are to be paid each semester as one payment and as a condition of enrolment. In reasonable instances the EDT may allow extension of the payment time. Students who do not pay the tuition fees or charges and have not been granted an extension, may not be enrolled for the relevant semester.

DSZ. 131. The fee-paying students may apply for the reduction or exemption from tuition fees on the appropriate application form (refer to Appendix nr. 4.). The TDI head or deputy concerning this matter makes a recommendation on the application form and submits it to the Doctoral Secretariat until the last working day in August the latest, before the commencement of the current academic year. Decisions concerning the applications are made by an ad hoc committee by the end of the first week in September the latest.

DSZ. 132. Appeals against decisions can be should be lodged with the EDT head/chairman within 15 days who will make a decision on the appeal within 8 days. The PhD student can apply for a legal redress against this decision at the rector within 15 days calculated from its announcement. The rector makes a decision within 15 days after which no further legal redress is possible.

DSZ. 133. An application for reduction of tuition fees and charges is valid for the respective University/academic year. Before registering for the second semester, a new application should be submitted if the circumstances and grounds for the original application have changed. If the basis and conditions of providing fee reduction to a student cease to exist, this should be indicated to the TDI head who notifies the doctoral secretariat prior to the first day of registration of the spring semester. If the PhD student fails to inform the TDI head about the changes in circumstances, (s)he will be excluded from any fee-discount or application acquirable within the School of PhD Studies in the current and following academic year.

DSZ. 134. The revenue from tuition fees, charges and other payments for PhD training are spent for EDI purposes. The distribution and use of the funds is decided by the EDT. The degree acquisition processing fees and other relevant fees are found in DSz. Appendix nr. 24.

DSZ. 135. The PhD student subsidy for support materials (i.e. text books and lecture books) can be spent on the purchase of specialised textbooks. Furthermore, several times in an academic year, PhD students may apply for subsidies in order to participate in scientific meetings (Appendix nr. 33.). Applications for travelling subsidies are judged by an ad hoc committee consisting of the members of the EDT and the teachers of the EDT/EDT. Decisions are made by taking into consideration the applicant's scientific results. The scientific value of the meeting must be taken into consideration during the decision process in the light of the student's training plan.

### **PhD Students' Further Duties and Opportunities**

DSZ. 136. PhD students participating in organised training are entitled to residential accommodation for 12 months with the conditions identical to the ones valid in case of undergraduate students.

DSZ. 137. PhD students participating in organised PhD training may teach or instruct within the University and receive remuneration for this activity. Their fees must be calculated time proportionally by taking into consideration the current minimal wage. A doctorandus contract must be drawn concerning the teaching performed by the PhD student. The total teaching or instruction activity of students may not exceed six hours per week. The director of the institute of the subject being taught should acknowledge fulfilment of the required duties of the PhD student.

DSZ. 138. If the PhD student is engaged in research unrelated to his/her own training a doctorandus contract must be drawn up. This work must be remunerated as the teachers of the University. PhD students teaching in foreign languages must be offered the same conditions (levels of reimbursement) as university staff teaching in foreign languages.

DSZ. 139. In exceptional cases, the TDI council may give permission to the PhD student to fulfil his/her research obligations outside the University.

DSZ. 140. Pre-doctoral subsidy can be applied by the PhD students in the third year if 1) they did not finish writing their dissertation during the payment of governmental scholarship until the end of the 36 month, 2) they acquired significant scientific results during their studies, 3) they do not have a full time job and 4) promise to finalise their dissertation within 12 months. Those who currently receive pre-doctoral subsidy may also apply. The pre-doctoral subsidy can be received up to 12 months without interruption.

### **Credit Point Acquisition within PhD Training**

DSZ. 141. The governmental regulation 79/2006. (IV.5.) concerning the introduction of the educational credit system in higher education (credit system) and the uniform recording of institutional credit systems requires that the PhD students' activities targeting a PhD degree and their progress must be measured in credit points (educational units). This obligation is enforced upon PhD students in organised training exclusively. This duty exclusively falls upon the students participating in organised PhD training.

DSZ. 142. According to the governmental regulation, 30 credit points must be acquired each semester within PhD training. This means that within the three year-long training period a total of 180 credit points should be obtained which is the condition for acquiring an absolutorium (certificate of completion). During the PhD training educational, research and teaching credit points can be attained. During the training period students are allowed to defer their studies for 1 year three times in total. Consequently, a maximum of 12 semesters (6 years) are at the disposal for acquiring 180 credit points. The EDT chairman in exceptional cases may endorse continuation of studies beyond this period.

DSZ.143. Official acknowledgment of the acquired educational, research and teaching credit points may take place only once each semester (i.e. at its closure). Acknowledgment of 30 credit points is a requirement for the official recognition of a semester.

#### *Educational credits*

DSZ. 144. The measurement of the educational requirements is the educational unit (educational credit point). One educational unit - which in case of PhD courses is already indicated - is equivalent with 15 hours worth lecture or practical class performance tested and evaluated. Courses can be organised in blocks, within one semester or by exceeding the semester boundaries. The credit points should be acknowledged in the semester in which the student's performance was tested and evaluated.

DSZ. 145. Within the PhD training, *educational* credits can be acquired by completing successfully the previously registered subject as a course. The performance of a student can be evaluated with one of three descriptors and a numerical scale (1-5). The satisfactory (adequate) or any better exam result is the condition for official acknowledgment of credit points. The total number of acquirable credit points must be indicated in the initial course announcement and before registering for the course. The obtained result at the exam (or in other evaluation process) does not influence the number of credit points if the mark is satisfactory (adequate) or better.

DSZ. 146. The date for course registration with the OB - on a specific form downloadable from the homepage - is no later than the 20<sup>th</sup> June or 15<sup>th</sup> December before the commencement of the following semester. The TDI council submits to the OB the list of all courses (title, syllabus, method of evaluation and the acquirable credit points) for the forthcoming semester.

DSZ. 147. Specific studies for which credit points are available must also be announced (e.g. domestic and foreign courses, lecture series, participation in PhD courses provided by other universities etc). In these cases, the PhD student must provide the TDI head's supporting letter and all the documents confirming participation, assessment and the result(s). Without this confirmation no credit points can be awarded.

DSZ. 148. The OB approves the courses and credit points that can be obtained on the basis of a TDI council recommendation. Independent of the duration of a course, a maximum of four credit points may be awarded for successful completion of a course. A course or other study organised externally of the University may be assigned two credit points as a maximum. Language courses (including the subject specific language courses) are not eligible for acquiring credit points.

DSZ. 149. The PhD student must accumulate no less than 16 *educational credit points* during their organised training. The 16 credits must consist of a minimum of 5 credits of compulsory subjects and a further 5 credits as advised by recommendations of the TDI council. The remaining 6 credits may be obtained from courses or other undertakings (lecture series) of the students' choice, approved by the EDT. Half of the total credit points must be obtained by participating at the courses announced by the University.

DSZ. 150. The performance of a student in a course or practical class should be evaluated as excellent, adequate or inadequate according to the course assessment (the type of which is indicated in the initial course announcement). This assessment is written into the student index (with the credit points) by the course co-ordinator and separately reported to the doctoral secretariat on the examination results form (refer to Appendix 7).

DSZ.151. Without an examination results form the completion of the course cannot be registered with any credit points. A failed exam (inadequate result) may be re-attempted twice following the payment of a supplementary examination fee. PhD students with governmental scholarship can be exempt of payment at one occasion. In the case of repeated failure, credit points must be obtained through other subjects. The doctoral secretariat is responsible to ensure the index corresponds to the examination results form.

DSZ. 152. Within one semester, 1 credit point can be acquired by attending one lesson per week and completing the course with a successful exam. At the same time, two credit points may be obtained with courses requiring at least 45 working hours and a great deal of individual preparation.

DSZ. 153. It is recommended that the 16 educational credit points be acquired in the semesters 1-4. However, the PhD student should not suffer of any disadvantages if (s)he intends to collect them evenly in the six semesters which are at his/her disposal. The pace of accumulating educational credit points usually determined by the PhD student; however, the TDI head can prescribe the compulsory number of obtainable - a minimum of 2 or 3 - educational credit points per semester. It can also be determined what kind of courses (and number credit points) must be completed by the PhD student in a particular semester.

DSZ. 154. The attended courses without a successful result (without obtaining credit points) can be completed in the next semester or when the course is next advertised. It is necessary to retake a semester (considering it a passive – unfinanced – semester) if the PhD student fails to obtain 50% of the credit points of the previously registered courses or that of the prescribed compulsory courses.

DSZ. 155. The PhD student is allowed to attain 30% (6 credit points) of the educational credit points at another university or at other Departmental Doctoral School of Semmelweis University (visiting studentship). The OB is responsible for acknowledging the credit points acquired with this means. It is advised that before the commencement of the semester the visiting studentship should be formally applied for since a course at another university (other doctoral school) can be credited only if its syllabus is accepted by the TDI council (i.e. it recognises that the course material essential for the student's professional training does not show more than 25% identical elements with the one in the courses already completed and credited). If at least 75% of the course material is identical then it can free the student from attending the compulsory course prescribed by the TDI.

DSZ. 156. If the TDI council grants the exemption of a subject the credit points attached to it must be recognised as well. In exceptional cases, educational results acquired outside of the PhD training which fit in to the field of a PhD program can also be credited (i.e. Undergraduate student

scientific work (TDK), successful courses completed during residency, conference attendance accredited by an exam which was adopted beforehand into the training, etc.) The sum of credit points acquired by both this method and the visiting studentship must not exceed 30% (6 credit points). Within common PhD training based on a cooperation contract between universities, usually up to 50% of the educational credit points can be acquired. Diversion from this rule is allowed only in exceptional cases.

### *Research credits*

DSZ. 157. PhD students can obtain research credits by supervised research. The fulfilment of duties for credit points is certified in the index by the supervisor, in the light of the student's research plan. In an actual semester the possible number of research credits must be calculated by taking into consideration the number of other two kinds of credits already acquired (i.e. by rounding them up to 30). Consequently, the calculation of the prescribed amount of research credit points is dependent on the three year long course and the other two types of credit points.

DSZ. 158. If the supervisor refuses to round up the educational and teaching credit points to 30, this means that he did not recognise the PhD student's semester. In other words, the semester becomes a passive (non-financed) one. The supervisor either rounds up the acquired educational and teaching credit points to 30 or (s)he does not award any research credit points at all. Therefore, it is impossible to obtain only a fraction of research credit points, so the rule of 'everything or nothing' applies to that given semester.

DSZ. 159. The supervisor is entitled to award the total number of research credit points to a PhD student who acquires the necessary educational credit points within less than 6 closed semesters, reaches the scientometrical indices (impact factors or publication points) expected by a particular scientific field and fulfils all the expected requirements of the completion period (i.e. the degree acquisition process).

DSZ. 160. If the conditions above are fulfilled, the 16 educational and other credit points including the credit points obtained until that stage can be rounded up to 180. Thus, the PhD training period can be closed. The supervisor and the head of the training program are jointly entitled to round up the credit points to the expected maximum after the student's two years of the training period. Shortening this period is possible only with the consent of the EDT head who decides by consulting the VMB.

DSZ. 161. In the situation described in the previous paragraph, the acknowledgment of research credit points may formally be based on crediting the previously performed student research (TDK) and/or residency training. In other words, if the student has acquired the educational credit points and has fulfilled the publication requirements

then the research credit points will be awarded to him/her by recognising the previous performances in research.

### *Teaching credits*

DSZ. 162. PhD students can acquire teaching credits by teaching activities. Moderate teaching (independent or jointly conducted practical class, seminarium) is useful in a PhD student's professional development. The number of classes given by the PhD student cannot exceed 6 hours a week in average. Two teaching credits can be obtained by one class/week; namely, each semester a maximum of 12 credit points can be acquired by the highest teaching performance. The number of teaching credit points cannot be more than 45 in total obtained during the entire training period. The teaching credit points must be recorded in the index. The fulfilment of the teaching duties is certified by the head of the department (program leader or TDI head).

DSZ. 163. A doctorandus contract must be issued for the PhD student teaching activity. The teaching hours performed in this manner cannot exceed fifty percent of the total working hours per week projected to an average semester. Tuition fees based on the contract must be paid. Its monthly sum in case of half time employment cannot be less than the minimal wage or its time proportion amount if the time span of the employment is less.

DSZ. 164. The awarding of teaching credit points cannot substitute the compulsory payment of tuition fees prescribed by law. The PhD student's work schedule must be determined by allowing enough preparation time for his/her exams.

DSZ. 165. The credit regulation becomes valid gradually in an ascending system. It has to be applied at the first time in case of the PhD students registered for the academic year of 2005/2006.

### **Recognition of the Semester, Deferment of Studies**

DSZ. 166. Examiners and course co-ordinators confirm successful course completion at the end of each semester (and) research supervisors confirm the successful completion of research work by making an entry in the student index and signing. Without fulfilment of research tasks each semester, the semester is not considered successfully completed. The EDT head decides in disputed issues arising between the PhD student and the professionals in charge of the PhD training. Semesters are to be closed by the head of the doctoral secretariat and TDI head. The former acknowledges the payment of actual charges the latter the fulfilment of the requirements of the professional program. A completed semester is a precondition of the following semesters' registration and the continuation of the scholarship for the coming semester.

DSZ. 167. At the end of the first and second semester (prior to the 30<sup>th</sup> June) PhD students prepare a scientific account about the state of their research work and a report with the next period tasks. Thereafter it must be evaluated by the supervisor and forwarded to the program director or TDI head for approval. A copy of the account is sent by the TDI head to the doctoral secretariat where it is attached to the personal file of the student.

DSZ. 168. Doctoral training can be interrupted three times altogether for a period of three years in total. An application for deferment of studies (refer to Appendix 5) should be submitted to the doctoral secretariat together with the signatures and the student's corresponding reasons. Deferment of studies may be requested for 1 full semester or semesters prior to student registration. There is no possibility for recognition of a retrospective deferment.

DSZ.169. For the acquisition of absolutorium, fulfilment of all organised PhD training criteria is necessary (i.e. 16 educational credit points, within the acquired total number of 180 credit points, acknowledged research work for a minimum of 2 and maximum of 3 years - 4 to 6 completed semesters signed by the EDT chairman).

DSZ. 170. A commenced semester can be considered closed only if there has been a continuous legal relationship between the student and the PhD school between the periods of September 1 and February 28, and March 1 and August 31. In addition, if the student has completed the research requirements which in the credit system means the acquirement of the research credits and the recognition of the semester by the supervisor. Acknowledgment of the research credits and the semester itself takes place once after the end of each semester (28 February and 31 August).

DSZ. 171. Students with a governmental scholarship who have fulfilled all the educational and research requirements *before* the end of the PhD training period is allowed to enter the completion period by keeping the student status as well with the following conditions: at the beginning of the next semester (i.e. before 15 March or 15 September) applies for the PhD candidate status and submits all the necessary documents. The endorsement of this application by the EDT is necessary for the exemption from the degree acquisition processing fee.

DSZ. 172. If a PhD candidate status is created next to the PhD studentship, the student is obliged to register for all the following semesters by respecting all the regulations and deadlines. Since the student has already fulfilled all the educational requirements of the training period, (s)he is not obliged to collect credit points but otherwise all the obligations and rights of a PhD student are valid.

DSZ. 173. During this double legal status, all the rights and obligations are valid which were initially included into the contract made at the commencement of the student's PhD studies.

DSZ. 174. In TDIs organised by several institutions research tasks of the student are completed in the institutional organisation unit where the supervisor belongs to according to the regulations of that institution. In this case the governmental training support is transferred to the doctoral secretariat thorough the provision of an invoice by the institution where the student performs his/her work (refer to Appendix 23).

### **PhD Degree Acquisition**

DSZ. 175. The University may award a PhD following organised doctoral training, or on the basis of independent research performed through individual preparation, or PhD by research publications. Applications for the acquisition of the degree are approved by the EDT and allow for commencement of this process. In this case the legal status of the PhD candidate is established by accepting the application for the degree acquisition process (PhD completion period).

### **Applying for the PhD Completion Period (Degree Acquisition Process)**

DSZ. 176. The process of degree acquisition is an action separate from the PhD training. A special application is submitted with the payment of a processing fee. PhD students with a governmental scholarship who fulfil the necessary requirements within the training period are exempt from paying this processing fee. Students participating in organised PhD training receive an absolutorium after the fulfilment of organised training requirements (obtaining the educational credits, completing the scientific work and acquiring the requisite number of research credits) and can only then commence degree acquisition.

DSZ. 177. When applying for the completion period (PhD degree acquisition), the candidate must certify the knowledge of one foreign language by at least a C type intermediate state (or state recognised) exam or by a language exam equivalent with it in content and value. The knowledge of a foreign language can also be certified by a baccalaureate or a degree of higher education in that particular language.

DSZ. 178. A criterion for submitting the PhD thesis (for the acquisition of a PhD degree) is certification of knowledge of two foreign languages necessary for the cultivation of the discipline. The candidate must certify the knowledge of one of these languages by at least an intermediate Hungarian State C (or equivalent) exam. The knowledge of the second foreign language must be certified by at least a basic level C type language exam. Both language exams can be state exams (state recognised) or ones equivalent to it. One of the foreign languages must be English; diversion from this is only possible by the endorsement of the

EDT by considering the TDI proposal. Without certification of knowledge of foreign languages the thesis may not be sent for review.

DSZ. 179. The application for the commencement of PhD degree acquisition must be submitted within one year of the completion of PhD training (as taken from the award of absolutorium). The application must be submitted to the Doctoral Secretariat in a written form (refer to Appendix 8 or 9) together with the recommendation of the TDI. The conditions for accepting the application for PhD degree acquisition are the possession of an absolutorium and the requisite language examination. The applicant becomes a *PhD candidate* after certifying the payment of the degree acquisition process fee by the endorsement of his/her formal application.

DSZ. 180. The application for the commencement of PhD degree acquisition must be submitted within one year of the completion of PhD training (as taken from the award of absolutorium). This cannot be postponed in any circumstances. If the PhD student fails to fulfil this condition then (s)he can continue research as a PhD candidate without formal training (conform to the conditions posed by this status).

DSZ. 181. PhD students with governmental scholarship can be awarded in exceptional cases the status of PhD candidate within the PhD training period if they completed both the training requirements and the EDT endorsed the commencement of the degree acquisition process. In this case they will be exempt from paying the degree acquisition process fee.

DSZ. 182. The doctoral candidate's thesis may be submitted simultaneously with the application to commence degree acquisition, but not later than two years following permission to start the process.

DSZ. 183. The award of a PhD degree may be achieved by research publications/without formal training/. In such cases, the candidate does not participate in organised PhD training, but he/she applies only for the acquisition of the degree. Under the direction of a supervisor, the PhD candidate makes preparation for the PhD theoretical exam, prepares the thesis and makes preparations for its defence.

DSZ. 184. Application for a PhD on the basis of research publications and without formal training requires at least six years of professional research undertaking and the completion of the qualified publication requirements (150% of the basic requirements). In exceptional cases, the EDT may accept shorter professional research periods as well. Acceptance of applications for the acquisition of a PhD degree without formal training (earlier: by 'individual preparation') is possible throughout the academic year.

DSZ. 185. In the cases of PhD by research publications/without formal training, the PhD candidate must hand in his/her thesis within 1 year (counted from the acceptance of the application for this status).

DSZ. 186. PhD candidates without formal training must also hand in their application to one of the TDIs and a training program within it and their work is guided by a supervisor. (Apart from PhD students 3 PhD candidates without formal training can belong to one supervisor at the same time.) The application for the PhD degree acquisition process is endorsed by the EDT by considering both the TDI proposal and the proposal of the TDI council. PhD candidates without formal training can participate at the classes of the TDI free of charge.

DSZ. 187. An application to start the doctoral acquisition process may be rejected by the EDT and the applicant can be invited or called upon to fill deficiencies in the application within 6 months. The EDT may bring such decisions because of general deficiencies in the application on deadline infringements. An applicant has 15 days to file an application from the exemption of the deadline or the fulfilment of deficiencies. The application cannot be rejected by the institution of higher education if the applicant successfully completed the PhD training within its boundaries.

DSZ. 188. Within 15 days of submission of an application to commence degree acquisition, a candidate may withdraw an application with the EDT. Withdrawal will not result in any adverse consequences for the candidate and the entire processing fee will be refunded only if in the mean time the EDT has not made a decision concerning the application.

DSZ. 189. Following an unsuccessful process of degree acquisition, a candidate may reapply only after two years with the same research topic and/or within the same PhD program). Only one repeated application is possible.

DSZ. 190. The EDT evaluates and may accept, following recommendations of the TDI and VMB, the assessment of courses undertaken within the framework of a specialist further training of the university.

DSZ. 191. The stages of the PhD acquisition process must be documented with the forms in the Appendix nr 14. and 16.

DSZ. 192. The maximum length of time of the PhD degree acquisition period (from the acceptance of the application until the submission of the thesis for evaluation) in case of PhD candidates with absolutorium are 2 years, while it is 1 year in the case of PhD candidates without formal training.

DSZ. 193. During the PhD acquisition (Completion period) no deferment can be granted.

## **Publication Requirements for Acquisition of a Doctoral Degree**

DSZ. 194. Scientific/academic publication activity of a PhD candidate and conditions of degree acquisition may be determined as per the method of degree preparation and the scientific discipline.

DSZ. 195. The TDI council must determine/establish the pertinent scientific discipline and the PhD student's consented research topic, liaising with the PhD student in an organised training by the commencement of the fourth semester the latest. It has to be sent to the head of the VMB for an official opinion who forwards his proposal and his opinion related of the scientific classification to the EDT head. The research topic and its classification into a scientific discipline are validated by entering and signing them into the student's index by the EDT chairman/head. In exceptional cases, the EDT can permit changes in the scientific discipline when the candidate applies for the degree acquisition process. During the PhD completion period the classification of the scientific discipline cannot be altered.

DSZ. 196. In the case of PhD degree candidates without formal training, the scientific discipline of the thesis topic and the publication requirements should be announced when the application for degree acquisition is accepted.

DSZ. 197. The *minimum* scientific publication requirements necessary for the acquisition of a degree are established in each scientific discipline depending on the participation in PhD training. Fulfilment of these conditions, however, does not ensure the degree acquisition, as the decision of the defence committee and that of the EDT on degree acquisition is formed by the facts revealed by the opponents of the thesis.

DSZ. 198. For PhD candidates with the absolutorium from the programs of the departmental PhD schools (Biomedical Sciences, Clinical Sciences, Pharmaceutical and Pharmacological Sciences, Molecular Medical Sciences, János Szentágothai Neurosciences, Pathological Sciences, the sport programs of the Sport Sciences PhD school and in case of defined (natural sciences)research topics of the Mental Health Sciences PhD school) general publication requirements are as follows:

1) A minimum of two publications in international journals possessing impact factors, within their respective fields of research:

- at least one of first authorship; and
- one further publication not necessarily of first authorship.

2) The sum of IF under item 1 should reach:

- the sum IF specified for the discipline (refer to. Appendix **26**);  
from which
  - at least 50% should be fulfilled by the first author publication(s)  
and this cannot be reduced with the types of publications defined  
under the sections 3 and 4.
- 3) A maximum 10% of the sum of IF indicated in the table (**Appendix 26**)  
can be exchanged with:
- two Hungarian scientific articles of first authorship relating to the  
topic of the thesis which were published in reputable Hungarian  
scientific journals, or
  - two non-IF articles published in peer reviewed, reputable  
international journals which are attached to the topic of the thesis. The  
Appendix nr 28 contains the list of acceptable journals by each TDI. In  
exceptional cases, book chapters published in significant scientific  
work may be acceptable (in order to accept a book or chapter the  
preliminary recommendation of the VMB and the decision of the EDT is  
necessary).
- 4) The item (3) above is modified for the Pharmaceutical PhD School as  
follows:
- a) A maximum of 10% of the summed impact factor indicated in the  
table in Appendix **26** may be exchanged for two first author  
publications in Hungarian language published in leading  
Hungarian scientific journals.
  - b) A further 15% of summary IF indicated in **Appendix 26**. may be  
exchanged for two articles with no impact factor published in  
high standard, peer reviewed international scientific journals  
(See Appendix 28) or for a chapter published in a significant  
scientific book (in order to accept a book or chapter the  
preliminary recommendation of the VMB and the decision of the  
EDT is necessary).

DSZ. 199. In the case of a degree acquisition for a PhD candidate with  
an absolutorium within Social Sciences (Psychological and Sports  
Sciences) and in specified research topics (concerning with issues of  
social sciences) in the Health Sciences instead of the impact factors,  
evaluation must be undertaken on the basic and applied skills and  
experience gained in the delivery of scientific knowledge. This includes  
the delivery of lectures and the other items in the practice of education.  
Moreover all 5 of the following conditions must be met:

- a) a minimum of 12 publication marks (refer to **Appendix 27**);
- b) a minimum of 4 publications;

- c) out of which a minimum of 2 international publications;
- d) a minimum of 1 Hungarian language publications with first authorship;
- e) a minimum of 1 first authorship in a publication printed in scientific periodicals listed in the Sciences Citation Index or Social Science Citation Index or an authorised journal of a scientific field (refer to Appendix 28).

DSZ. 200. Those wishing to acquire a PhD degree through research publication (i.e.) without formal PhD training in Biomedical Sciences, Clinical Sciences, Pharmaceutical and Pharmacological Sciences, Molecular Medical Sciences, János Szentágothai Neurosciences, Pathological Sciences PhD Schools, in the sport programs of the Sport Sciences PhD school and in case of defined (natural sciences) research topics of the Mental Health Sciences PhD school) the following publications requirements must be achieved:

DSZ. 201. A minimum sum of IF for the respective disciplines of 150% of the values in **27** of which,

- a) 2/3 (100%) are within the conditions of DSz.198.
- b) and the remaining 1/3 is to prove scientific skills obtained through self-education. No requirements exist for these publications as to their scientific topic or to the order of authorship. 10% of the complementary summed IF may be filled with first author Hungarian publications or articles published in international periodicals with no impact factor (Appendix 28).

DSZ. 202. Those wishing to acquire a PhD degree through research publication (i.e.) without formal PhD training within Social Sciences (Psychological and Sports Sciences) and in specified research topics (concerning with issues of social sciences) in the Health Sciences instead of the impact factors, evaluation must be undertaken on the basic and applied skills and experience gained in the delivery of scientific knowledge. This includes the delivery of lectures and the other items in the practice of education. Moreover all 5 of the following conditions must be met

- a) at least 18 publication marks (refer to Appendix 27);
- b) at least 6 publications from which
- c) at least 2 published in the international periodicals;
- d) first authorship in at least 1 Hungarian publication;

- e) at least one first authorship in a publication printed in a periodical listed in the Sciences Citation Index or Social Science Citation Index or an authorised journal of a scientific field (refer to the 'equivalency list' in Appendix 28).

DSZ. 203. The TDI head can give permission to the evaluation of the scientific performance with the standards of social sciences which is based on his knowledge of the scientific discipline and the particular research topic. This may take place within one year of the commencement of studies or in case of PhD candidates without formal training, during the application for the degree acquisition (i.e. PhD Completion Period). Even in possession of this concession, the PhD candidate can choose the impact factor based evaluation. In this case the paragraphs referring to impact factors should be followed by acknowledging that in case of PhD students the score of minimal impact factor is 1.5, while for PhD candidates without formal training is 2.25.

DSZ. 204. In scientometric evaluation (IF or publication point) the following types articles are not considered scientific achievements: a conference abstract (even if it was published in a journal with impact factor), articles published in the daily press or popular publications printed in non-professional magazines.

DSZ. 205. TDIs can propose a list of domestic and foreign periodicals fitting into the requirements. This list is approved and changed by the EDT. It may be found in the Appendix 28. The TDI head can initiate the alteration of this list.

DSZ. 206. This list of periodicals publicised by the EDT once, at the beginning of each academic year. The new list must be considered the standard for PhD candidates who hand in their thesis in the year of its publication. 10 % of the required impact factors can be exchanged for at least two articles of first authorship published in the journals in the list, while one article of first authorship can substitute the qualified publication of social sciences (Dsz. 199/e).

DSZ. 207. In case of PhD candidates without formal training (with research publication) the scientific discipline must be registered in the application form of PhD degree acquisition (i.e. completion period). The EDT chairman makes a decision about the scientific discipline by considering the proposal of the VMB.

### **PhD Theoretical Exam**

DSZ.208. The PhD Theoretical Exam is an open verbal examination of the doctoral candidates knowledge of the scientific discipline (main subject) and on a special field of study (subsidiary subject). This is a comprehensive form of testing.

DSZ.209. The primary resources for preparation of the main subject are textbooks and manuals. The TDI council following the recommendations of the PhD program, determines the main subject and important resources for the PhD Theoretical Exam. In the event of a concurring opinion of the VMB, these are sent to the doctoral secretariat.

DSZ. 210. Subsidiary subjects are related to the research topic/discipline, therefore, PhD candidates can obtain knowledge from up to date reviews in domestic and foreign scientific journals and periodicals. Subsidiary subjects should not be accepted generally but specifically with regard to the research topic of the PhD candidate. Questions in relation to the main and subsidiary subject may be published.

DSZ. 211. In addition to the main and subsidiary subjects, in case of PhD candidates without a formal training, the TDI head or EDT chairman can determine a further exam subject of scientific methodology. This subsidiary subject does not make it necessary to extend the examination panel. However, its evaluation should be indicated separately within the exam results. In justified cases, the examination panel may be enlarged to include an expert in scientific methodology. Questions in scientific methodology and sources for preparation for the PhD theoretical exam are compiled by the OB with the consent of the TDI and are published on the doctoral school homepage.

DSZ.212. A PhD theoretical exam panel consists of a minimum of three members who possess scientific or academic qualifications. The panel chairman, a senior member of a TDI, must be a professor emeritus or a full-time professor who is a public employee of the university or a doctor of sciences as a member of a research group subsidised by the MTA. A minimum of one member must not be a University public service employee.

DSZ. 213. The members of the examination panel are determined by the TDI with the consensus of the VMB. One of the members of the panel can be appointed by the EDT chairman taking into consideration the VMB proposal as well. In cases of disagreement between the TDI and the VMB, the EDT will make the final decision.

DSZ. 214. For reasons of impartiality, the panel chairman must not be the supervisor of the PhD candidate, his/her workplace supervisor to whom he/she reports, a work colleague or a peer author. The panel chairman must be a University professor or doctor of sciences and be a public employee of the university. If it is possible a tutor within the training program concerned should be avoided as an examination panel member.

DSZ.215. In cases of PhD candidates having completed an absolutorium, the PhD theoretical exam should be achieved prior to the defence (i.e. a maximum 2 years after applying for the degree acquisition). In case of PhD candidates without formal training the maximum allowable time for it is 1 year.

DSZ. 216. Participants of the PhD theoretical exam, questions and results should be included in the minutes and forwarded to the EDT chairman by the TDI head.

DSZ. 217. Subjects of the PhD theoretical exam should be announced to the PhD candidate when determining his/her discipline prior to his/her registration in the 4<sup>th</sup> semester. A PhD candidate without formal training must be notified of the PhD theoretical exam subjects at the time of acceptance to the degree acquisition phase. The TDI head by considering the proposals of the supervisor/program director informs in writing the PhD candidates of the particulars of the theoretical exam (i.e. main and subsidiary subjects, the details for the preparation) until the indicated deadlines and appointments.

DSZ. 218. The TDI head is responsible for the organisation and arrangement of the PhD theoretical exam. The venue and date must be communicated to the candidate at least thirty days prior to the event. They should also be announced in the doctoral secretariat, on the homepage and notice board a minimum of one week prior to the event.

DSZ. 219. The exam is evaluated with marks 1 to 5 by each panel member. The exam is regarded successful if none of the members of the committee assigns an inadequate mark (1). The result of the exam should be announced immediately following it and minutes should be sent to the doctoral secretariat. The validity of the exam result expires after 5 years.

DSZ. 220. In individual cases, the TDI can give permission for performing the PhD theoretical exam and/or the thesis defence in a foreign language.

DSZ. 221. An unsuccessful PhD theoretical exam can be repeated twice within 6 months. If a candidate is unsuccessful three times the process of degree acquisition is annulled. An unsuccessful exam does not influence the length of the PhD acquisition process.

### **The Doctoral Thesis**

DSZ. 222. The thesis is the culmination of the PhD candidate's research work, presenting knowledge of published literature, objectives, methods and novel scientific results. Scientific publications related to the thesis work may be included in the thesis. In exceptional cases the EDT can give permission to present a PhD candidate's' scientific achievements in the form of a scientific book or other scientific product.

DSZ. 223. The doctoral thesis is submitted to the thesis opponents following a successful PhD theoretical exam and fulfilment of the following criteria of degree acquisition (publication, language exams),

and supporting recommendation of the supervisor and the TDI council with VMB consensus.

DSZ. 224. . The publication criteria necessary for the recognition of independent scientific activity during degree acquisition are formulated under DSz. Appendices 26 and 27. The EDT may make individual exemptions to these regulations following a recommendation by the TDI.

DSZ. 225. If several doctoral candidates are the authors of a publication to be used in a thesis, the supervisor is responsible for the apportionment of the work and achievements that belong to each candidate. The Appendix nr 12 outlines the formal requirements of a thesis.

DSZ. 226. There must be a workplace discussion organised on the thesis. The program director is responsible for organising and chairing it. The workplace discussion should have at least 5 researchers (with Ph.D.s) present and minutes should be prepared and attached to the thesis when submitting. Exemption from organising a workplace discussion can take place only in exceptional cases if the EDT chairman endorses it by considering the TDI head's proposal.

DSZ. 227. In the first instance, the dissertation and one copy of scientific publications are sent to the VMB for preliminary critique. Attached should also be included recommendations by the TDI head, certification on the fulfilment of publication requirements and language exams, and the minutes of workplace discussions. The thesis abstract (max 20 pages) should be enclosed in Hungarian and in English or in another language in exceptional cases. A maximum of 1 page summary containing data about the 6 most important publications used in the thesis in the language of the thesis booklet should also be enclosed.

DSZ.228. An electronic copy of the thesis and the thesis booklet should be submitted. The VMB controls the correspondence between the printed and electronic versions; it can also demand the alteration of the file formats. When preparing the electronic version, the specific features of the discipline and legal regulations concerning publication and usage of published data should be duly taken into consideration. The PhD candidate is responsible for obtaining the necessary copyright and other legal permissions that are necessary for this publication. The submission of the electronic copy is part of the degree acquisition process; therefore, in the event that a PhD candidate fails to submit the electronic version the thesis cannot be sent to the official reviewers. There is one month at the disposal of the VMB to prepare the preliminary critique of the thesis. The VMB can oblige the TDI to organise a workplace discussion. The EDT settles the arising disputes between the VMB and TDI (or the PhD candidate).

DSZ. 229. Following consideration of the VMB agreement or recommendations, 5 copies of the thesis should be submitted together with the appendixes designated in the DSz. 225-228 to the doctoral

secretariat. Of the 5 copies, two bound copies are forwarded to the opponents. One copy (two weeks prior to the defence) is sent to the central library. Following a successful defence, the thesis will become a numbered volume of the series called "Semmelweis PhD Theses" one bound copy is sent to the candidate, the TDI and the doctoral secretariat and the central library. The 5<sup>th</sup> copy will remain on reserve. The doctoral secretariat is responsible for the binding of the thesis, while the EDT chairman sends it to the defence panel.

DSZ. 230. Two weeks are at the disposal of the PhD candidate to re-submit the thesis after its preliminary critique if no objections arise concerning the thesis or only the necessary number of copies of it or other supplements (i.e. offprint, Hungarian or English abstract etc.) need to be attached. If the workplace discussion reveals the need of more serious corrections to its form, language or style this deadline can be extended to 2 months. In exceptional cases (e.g. if there is a shortage in the publication requirements but there is hope or opportunity to achieve it), it is possible to extend the waiting time up to 6 months.

231. The degree acquisition process is terminated if the deadlines above are not met. However, the candidate does not have to suffer the grave legal consequences of the unsuccessful process since (s)he is able to initiate a new degree acquisition process as a PhD candidate without formal PhD training. In this case higher demands must be fulfilled (i.e. 6 years after obtaining the university diploma, higher publication requirements) and the fees of the new process must be paid. In exceptional cases, the result of the PhD theoretical exam obtained within 5 years in the previous process can be accepted.

DSZ. 232. The official opponents of the thesis are appointed by the EDT chairman who sends the thesis to them for a review by designating the deadline. It is against the rules; therefore, it can cause the degree acquisition process to stop if the candidate or his/her supervisor sends the thesis to the opponents. At the same time, the process can be continued if the opponent sends a signed copy of the critique by post to the EDT chairman directly.

DSZ.233. At the request of the EDT chairman, two opponents prepare a written critique on the thesis within two months and recommend a defence if appropriate. If one opponent rejects the thesis, the EDT chairman – by considering the opinion of the EDT - nominates a third opponent. The thesis can be submitted for open discussion only if there are two supporting critiques. In the case of two rejecting opinions, a new dissertation can be submitted within one year. After the receipt of two supporting opinions, the TDI head organises a defence. The thesis should be admitted for defence within two months after the supporting opinions had arrived.

DSZ.234. The thesis defence panel consists of a chairman, at least 2 members (1 reserve member) and two official opponents. The defence

panel chairman, a senior member of a TDI, must be a professor emeritus or a full-time professor as public employee of the Semmelweis University or a doctor of sciences as a member of a research group subsidised by the MTA, and/or an MTA doctor (DSc). Members of the thesis defence panel and opponents must have a scientific or academic qualification.

DSZ. 235. At least 1/3 of the panel members (but not all of them), and one of the opponents should be specialists or experts in the discipline but employed outside of the University. In addition, they must not be involved in the work of that particular TDI. The doctoral candidate's supervisor may participate in a consulting role in the work of the thesis panel if so invited. One of the opponents must not be an employee of the University, while the other opponent must be a teacher at the University and a member of the EDI.

DSZ. 236. The defence panel members and opponents may not be supervisors or tutors of the doctoral candidate's program, workplace supervisor, fellow worker or author. Similarly, any specialists involved in other parts of the degree acquisition process (i.e. writer of a preliminary critique, PhD theoretical examiner) are excluded from participating in the evaluating work of the thesis defence panel. In the case of incompatibility the candidate can request the EDT chairman to change the composition of the defence panel.

DSZ.237. The chairman and the members of the defence panel are appointed by the TDI council following recommendations by the VMB. The TDI head sends the panel composition to the doctoral secretariat (Refer to Appendix 8 and 9). One of the opponents and/or panel member may be appointed by the EDI chairman. If the VMB agrees with the composition of the defence panel then sends the proposal back to the TDI head and the Doctoral Secretariat for registration purposes. In case of a difference in opinion, the EDT makes the final decision. The doctoral candidate is informed in writing on the panel composition by the TDI head.

DSZ. 238. The venue and time of the thesis defence is decided by the TDI head following agreement with the defence panel and the candidate. The doctoral secretariat should be immediately informed about it. The members of the defence committee are invited to the defence and requested to participate by the TDI head.

DSZ. 239. A precondition of a successful thesis defence is the minimum presence of the panel chairman, two members and – in case of unanimous evaluating critique – at least one opponent should be present. During the defence, the defence panel and the public must be acquainted with the critique of the opponent who cannot be present. The presence and active participation of the opponent who rejects the thesis is also a precondition for organising the defence. Exemption from this rule can only be achieved with the agreement of the EDT chairman.

DSZ. 240. The venue and time of the thesis defence should be announced at least 21 days (3 weeks) prior to the event. The announcement (on the homepage and notice board) is the responsibility of the doctoral secretariat. The invitations and the copies of the thesis booklet should be sent out by the TDI head. Invitations and the thesis booklet should be sent to leading officials of the University, EDT members, TDI heads and chairmen of PhD schools within the doctoral faculties of the related universities and to renowned representatives of that particular discipline. Prior to and during the defence there should not be any catering for the defence panel or the public.

DSZ. 241. Critiques of a thesis (even in the event of a thesis rejection) are provided in writing to the TDI head and the PhD candidate who in turn, responds to these critiques in writing and provides them for the opponents prior to the defence. See Appendix 15 about the protocol of the PhD thesis defence.

DSZ. 242. The defence is an open discussion where the PhD candidate reports on the primary achievement of the thesis. The PhD candidate then responds to any question of the opponents (previously submitted in written form). Following this the PhD candidate addresses any further questions having arisen during the defence.

DSZ. 243. After the debate of the thesis defence had been closed, the defence panel retires for a closed evaluating meeting. The defence panel decides about the acceptance of the thesis. A secret ballot of all members of the thesis panel (including the official opponents) is taken. Each member provides a score between 1 and 5. Acceptance of the thesis is achieved with an average mark of 3.0 or above. The chairman of the defence panel announces the result in public, provides background for the decision and prepares the record of the PhD defence according to the format of the Appendix 16. Minutes are compiled and forwarded to the EDT chairman by the TDI head.

DSZ.244. On the PhD candidate's request, publicity may be withheld for up to two years in exceptional cases, based on the decision of the EDI.

DSZ. 245. The PhD candidate must submit an application for withholding publicity addressed to the EDT chairman. The application file must contain the reasons for withholding publicity (e.g. a request for a patent in process), the period of detention (in case it is shorter than two years), the supporting declaration of the supervisor and the TDI head.

DSZ. 246. The application for withholding publicity should be submitted with the thesis the latest. The decision is made by the EDT chairman. An endorsed application does not mean exemption from any of the obligations a PhD candidate must fulfil, and the documents must be produced in the required number of copies. The VMB is obliged to conduct the normal process of preliminary critique of the thesis.

DSZ. 247. If the application for withholding publicity is endorsed, only the defence panel members, the opponents and the PhD candidate can be present. The EDT chairman delegates a member of the EDT with voting rights to the PhD defence. His duty is to countersign the record of the PhD defence and to provide a brief report about the course of the defence to the EDT chairman. The observing delegate neither participates in the work of the defence panel nor in the decision process. However, (s)he is obliged to facilitate the degree awarding decision of the EDT.

DSZ. 248. When the PhD defence is organised with the exclusion of the public, the thesis does not have to be sent to the central library, the thesis booklet and the invitations are sent only to the professionals of the defence panel. However, the fact of the defence, the title of the thesis and the members of the defence panel must be published on the website of the EDI. After the period of deferment had expired all the delayed elements of the process must be completed (i.e. sending out the thesis booklet, publishing the PhD thesis on the website of the EDT, etc.). Both the PhD candidate and the Doctoral Secretariat are responsible for this.

DSZ. 249. Following a successful thesis defence, the thesis and thesis booklet endorsed by the VMB should be forwarded to the doctoral secretariat in electronic form for publication on the EDT homepage. The PhD degree acquisition must be reported to the registration centre. The head of the doctoral secretariat is responsible for the completion of these requirements.

DSZ. 250. On the basis of minutes taken during the doctoral degree acquisition, doctoral qualification is determined by the EDT chairman and confirmed by the chairman's signature. The Doctoral Secretariat issues a certificate about the result of the PhD theoretical exam and the thesis defence.

DSZ. 251. Following the governmental statute 33/2007. (III.7.) 10§ (8): in the event of an unsuccessful thesis defence, a doctoral candidate may initiate once more a new doctoral acquisition process in the same program only after two years.

## **Doctoral Degree**

DSZ. 252. The EDT, PhD theoretical exam and dissertation panels (refer to minutes forwarded by the TDI head to the EDT) decide on the award of a doctoral degree. The decision of the doctoral matriculation is recorded by the doctoral secretariat, and at the request of the PhD recipient it may issue a certificate about this decision.

DSZ. 253. The classification of the awarded doctoral degree is established as a simple mathematical average of the PhD theoretical

exam and defence. (Both are scored out of 5.) The degree classifications are as follows:

2.51-3.5.1 "Rite"

3.51-4.5.1 "Cum Laude"

4.51 – 5.0 "Summa cum laude"

DSZ. 254. The doctoral diploma is written in Hungarian. At the request of the PhD recipient (and with the payment of a fee) the diploma can be provided in a foreign language. The issue of the diploma in a foreign language is the responsibility of the doctoral secretariat.

DSZ. 255. Joint PhD diploma issued with another Hungarian or foreign university is only possible if the chairmen of both institutions agreed about the joint PhD training and its conditions.

DSZ. 256. The PhD diploma contains the Semmelweis University seal, the name of the awardee of the diploma (suitable for identification), the place and time of birth of the awardee, classification of the doctoral degree, field of study and discipline, the place of issue (inauguration) year, month and day. The University Rector, EDT chairman, PhD theoretical exam panel chairman and TDI head all must sign the diploma.

DSZ. 257. The inauguration of the PhD awardee and presentation of the diploma take place at a ceremonial open session of the Senate on the annual University Academic Day (Dies Academicus) according to the traditions of the University.

DSZ. 258. Those awardees that completed all their secondary school studies, University and PhD training with outstanding performances are inaugurated with a decoration "promotio sub auspiciis presidentis rei publicae".

DSZ. 259. If an awardee feels this decoration is in order, he/she may apply to the EDT by provision of a written submission. The award of a PhD degree permits the use of the Doctoral title or Doctoral initials (Dr) in the awardees name.

DSZ. 260. The EDT, on the recommendation of the VMB, may naturalise academic degree requirements of any foreign degree that correspond to the requirements of a PhD as provided in the DSz. The EDT may also provide for supplementary conditions to be fulfilled by the person wishing for their qualification to be recognised by the University. The University may issue a diploma according to a positive decision; it registers matriculation and reports it (even a rejecting decision) to the registration centre.

DSZ. 261. Any degree recognised in this way does not include a classification. All expenditure relating to naturalisation is decided by the EDT. Administrative responsibilities of the naturalising procedure lie with the doctoral secretariat (refer to Appendix 33.).

### **Disciplinary Process**

DSZ. 262. The EDT chairman is entitled to initiate a disciplinary process concerning the issues of PhD students who participate in the training, PhD candidates and supervisors. Either the EDT chairman or the chairman of the Disciplinary Committee (FB) is obliged to inform in writing the person concerned about the initiation of the process.

DSZ. 263. The FB is entitled to proceed and investigate, – at the request of the EDT chairman – not only within the framework of the disciplinary processes but also in any case related to PhD students, PhD candidates or supervisors. The outcome of the investigation cannot constitute the grounds for a disciplinary decision if the request was not directed to the initiation of a disciplinary process or the person concerned was not informed in writing by the FB or EDT chairman on the other.

DSZ. 264. It is not possible to initiate a disciplinary process if the disciplinary case was acknowledged one month before, and three months have passed since the disciplinary offence was committed. When applying these regulations, acknowledgement means that the person entitled to the initiation of the disciplinary process obtained knowledge of the offence.

### **Honorary Doctors (Doctor Honoris Causa)**

DSZ. 265. Hungarian and foreign citizens may be awarded a Doctoral Honours Award by the University if so worthy. This honorary title can be awarded on the basis of internationally renowned scientific activity and on activity for the benefit of the University.

DSZ. 266. Further conditions of the award of the honorary title:

- 1) the candidate has had links with the University for a substantial period of time; and
- 2) the relationship was fruitful and substantial and has promoted achievements of international renown; and
- 3) the award of the honorary title serves the good reputation and honour of the University.

DSZ. 267. Rector of the University, TDI heads, University Doctoral Council, deans/chief directors of the faculties, EDT, University Scientific Committee, directors of clinics and institutes and head of departments may make proposals as to the award of honorary titles.

DSZ. 268. The adjudication of the proposal is undertaken by a panel consisting of three members and assembled by the University Rector from among the deans/chief directors of the faculties, the TDI head, University Doctoral Council, University Scientific Committee, directors of clinics and institutes and head of departments. This panel makes a proposal to a respective TDI council based on the career, scholarly activities and contacts established with the University.

DSZ. 269. The Council of the Faculty provides a recommendation to the University Senate (sent by the dean) on the provision of the honours award. The Senate decides on the award of the honours title with a secret ballot and a successful simple majority.

DSZ. 270. The inauguration of the doctoral honours awardee and presentation of the honours diploma take place at a ceremonial open session of the University Senate on the annual University academic day (Dies Academicus) according to the traditions of the University.

### **Doctorandus Student Union**

DSZ. 271. The University Doctoral School Student Union (henceforth DHOK) is a body representing all doctoral students irrespective of their educational and financial type and providing them representation in legal relations with the University. The DHOK elects a union president and student representative council through a democratic electoral process to achieve its objectives.

DSZ. 272. The EDT chairman exercises legal supervision over the DHOK.

DSZ. 273. The DHOK fulfils its duties in co-operation with the other bodies of the University.

DSZ. 274. DHOK maintains internal autonomy whilst complying with the organisational structure and regulatory guidelines on its operation. The DHOK responsibilities and objectives are found in the Organizational regulations, created by the DHOK within their operational framework (henceforth DHOK SzMSz) based on the present DSz and other relevant governances. These Organisational regulations are presented to the EDT.

DSZ. 275. EDT can raise objections to the DHOK SzMSz, (i.e. the items or rules of the DHOK) conflicting with a government statute or University rule and annuls them. The DHOK can appeal the decision to annul a regulation to the EDT chairman and if it is unsuccessful to the University Rector.

DSZ. 276. Financial provisions and resources necessary for the operation of DHOK and fulfilment of objectives are provided by the doctoral secretariat. The EDT chairman controls the correct use of funds.

## **Doctoral Secretariat**

DSZ. 277. The activities of EDT and RDI are assisted by the doctoral secretariat. It is managed by the head of the doctoral secretariat.

DSZ. 278. The legal status and functions of the Doctoral Secretariat:

- the duty of the Doctoral Secretariat is to assure the conditions for and to facilitate the PhD training.

- the following regulation points outline the regular duties of the Secretariat, further tasks are set with full instructing rights by the Rector of the university and the EDT chairman.

- it is managed by the head of the Secretariat. A professional with a university degree and practice in higher education is appointed by the EDT chairman. The employment rights are held by the EDT chairman.

DSZ. 279. Duties of the Doctoral Secretariat:

- a) Process and handle all written documents according to regulations relating to official documents, prepare them for decisions/recommendations, store and archive them;
- b) Process, handle and record all appeal applications and other documents that are sent to the EDT, and ensure all responses and decisions are taken prior to appropriate deadlines;
- c) Register files (doctorandus files, matriculations files and university doctoral files) and issues certification;
- d) Prepare EDT meetings and participate in decision preparing and undertaking procedures;
- e) Maintain contacts with co-regulatory authorities, higher offices, Doctorandus Student Union;
- f) Oversees the publication of EDT decisions;
- g) Oversees the binding of theses;
- h) Report to the organisation designated in the governmental statute on the award of doctoral degrees;
- i) Manage finances of the TDIs and EDI;
- j) Maintain responsibility of for the EDT homepage and databases publicizing PhD theses on the homepage;

DSZ. 280. The head of the Secretariat organises and supervises the work of the employees. At the same time s/he is responsible for controlling their compliance with the work schedule/job description. Within this framework s(he):

- assures the work conditions, organises and directs the work of the Secretariat;
- provides effective solutions for the problems in his/her sphere of authority;
- prepares, updates and alters the description of the sphere of activity for each of the employee at the Secretariat;
- is entitled to instruct the workers to perform duties not included in their sphere of activity. In the event of a collision between tasks the head of the secretariat determines the sequence of their execution.
- controls the attendance sheets; endorses non-official leave during work time;
- endorses work outside working hours, keeps record of the times of overtime;
- prepares the holiday schedules of the employees at the Secretariat and endorses taking days/holidays off; reports on the applications for exceptional holidays;
- supervises and controls document registration and storage; assures that these processes are executed by complying with the regulation for document processing;
- organises the substitution of employees who are on holiday, are on a sick leave or are absent for any other reason;
- is responsible for the smooth functioning of the EDI website and for updating its data;
- assures that all the tasks relating to the work of the EDT are completed; informs the EDT members about the appointments, agenda and decisions of the EDT meetings, organises the EDT meetings and prepares the minutes;
- keeps in contact with the TDI heads and provides extensive information in issues concerning the TDIs and PhD students;
- performs the tasks related to PhD students' and PhD candidates' issues;

- supervises the submission of applications, the issuing of indexes (lecture books), the student registration and deferments of studies and makes sure that all this data is entered into the electronic databases (Windoki, Neptun);
- assures that the Records of the PhD Theoretical Exam, the Records of the PhD Defence and the thesis critiques are attached to the personal files of the PhD candidates and makes sure that all this data is registered in the electronic systems as well;
- gets the PhD diplomas prepared (PhD, naturalisation), organises the inauguration of the PhD awardee;
- facilitates the accreditation process and takes part in preparing the statistics;
- opens the daily mail;
- performs all the tasks commissioned by the EDT chairman.

DSZ. 281. The job description of the administrators at the Secretariat:

- performs PhD student matters;
- receives applications, registrations and deferments for PhD studies, issue indexes (lecture books), and enter this data to the electronic student databases (Windoki, Neptun);
- performs PhD candidate matters;
- receives and attach the Records of the PhD Theoretical Exam, the Records of the PhD Defence and the thesis critiques to the personal files of the PhD candidates and enter all this data in the electronic systems as well;
- performs the tasks related to competitive applications;
- receives applications for reduction of tuition fees, for subsidising travelling, for becoming a trainee, for subsidising PhD courses; receive applications for the Zsolt Farkas Foundation award; organise their judgement and inform the applicants about the decision;
- advertises and forward competitive applications for PhD students (Richter Gedeon, Erasmus, etc.); inform applicants about the decisions made of applications;
- performs tasks related to bounding the PhD theses;
- prepares face-pages, labels, keep record of and distribute the bound copies of the theses conform to the doctoral regulation (DSz.); keep in contact with the Central Library of the Semmelweis University;

- performs tasks connected to the habilitation process, provide the necessary forms and documentation to the applicants (regulation, data sheet, cheque); receive and forward applications to the Habilitation Committee, filing the arriving documents, keep record of the habilitation certificates;

- the chairman of the Habilitation Committee supervises the tasks the EDT chairman and/or the head of the Secretariat.

DSZ. 282. The job description of the financial administrator at the Secretariat:

- keeps record of the allocation of the School of PhD Studies at Semmelweis University defined by law and university financial management;

- operates the SAP system; updates his/her knowledge of the SAP system continuously;

- keeps the books of the budget; provides a financial report based on the financial situation on the 15<sup>th</sup> each month for the fifth subsequent working day;

- prepares an annual report to the Ministry of Education and Culture about the spent normative financing allocation;

- transfers and keeps record of the PhD students' governmental scholarship on time;

- keeps record of the TDI heads', supervisors' allocations and subsidies for PhD training, courses and programs; provides reserve certificates and balances when the allocations are opened and/or when it is necessary (every quarter of a year, after student registration for semesters) and in the period prior to closing the financial year;

- provides reserve certificates for the invoices of the Doctoral Secretariat and keeps record of them; maintains the home cash office;

- keeps record of the PhD students' travelling subsidies and settles these accounts;

- keeps record of and transfers the pre-doctoral subsidies every month;

- prepares the certificates for contractual accomplishments every month; prepares a report about the number of people on the staff to the payroll department;

- operates and maintains the equipments at the Secretariat (fax, photocopier, telephone, computer, etc.)

DSZ. 283. The head of the Secretariat is responsible for preparing the operational schedule of the Doctoral Secretariat. The EDT chairman endorses it as part of the doctoral regulation (DSz.).

### **Miscellaneous Regulatory Matters**

DSZ. 284. Financial regulations of the EDI and the regulation of financial relations between the doctoral secretariat and the TDI are contained in MR Appendix 23. Specifically these regulations address the conditions of distribution of normative funds obtained for university education, research and scientific purposes and the use of revenue obtained from fees paid in the degree acquisition process and from other charges. In addition, these regulations also outline the conditions for inclusion and reimbursement of certain fees.

DSZ. 285. This regulation shall come into effect upon the supporting opinion of the Semmelweis University Council (EDT) and the decision of the Senate number 80/2007. (VI. 28.). At the same time the previous Doctoral Regulation and Working Rules which were officially endorsed by the decision number 48/2001. (IV. 26.) and modified by the decision number 91/2002. (IX.26.) are revoked.

DSZ. 286. In terms of the requirements for the degree acquisition processes the terms outlined in the Doctoral Regulation (DSz.) valid at the time of application should be followed. The instructions of previous regulation(s) can be taken into consideration at the student registration only if the student status is still in power and the student has not applied for the degree acquisition yet. The current regulation (DSz.) should be the guide in solving operational issues. The EDT chairman settles the disputed issues concerning the implementation of this regulation.

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