University of Sopron
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István Széchenyi
Doctoral School
of
Economics and Management

Rules and Procedures

Sopron
2019
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1. §
General Provisions

These rules and procedures are based on the 2011 CCIV National Higher Education Act, No. 266/2016 (hereinafter referred to as NHEA) regarding doctoral schools, the Order of Doctoral Procedures and the Habilitation Act (hereinafter referred to as R.) and on the resolution of Hungarian Higher Education Accreditation Committee (hereinafter referred to as HAC) HAC 2019/7/IX/1. in accordance with the relevant parts of the Sopron University Rules and Procedures.

(1) The purpose of doctoral education is primarily the scientific preparation of future research and university teaching staff. In the education system, the acquisition of the knowledge and skills that are indispensable for conducting international research are of primary importance. The education provides essential methodological and theoretical knowledge, permits the acquisition of comprehensive skills in a field, and involves individual research and the preparation of a dissertation.

(2) The University of Sopron (hereinafter referred to as “the University”) is entitled to offer doctoral studies and to confer a doctorate in the disciplines in which its competence is recognized by the HAC (UDHC Attachment 1).

(3) A doctoral degree may be awarded to persons who meet the requirements of the NHEA, R. and this Code.

(4) From January 1, 2013 onward, the University has the right to undertake a habilitation process in the fields of science, in which initiates doctoral trainings, and confers the title “Habilitated Doctor (Dr. habil.) (UDHC Attachment 1).

(5) The Senate, pursuant to Section 21 (1) of Part I of the Organization’s Rules of Procedure (hereinafter referred to as "the DS"), is entitled to establish the University’s Doctoral and Habilitation Council (hereinafter referred to as “UDHC”) with a consultative role in the development of the university’s R & D and innovation strategy. The UDHC is responsible for the organization of the doctoral education, the doctoral dissertation, and the awarding and withdrawal of the doctoral degree. It is also responsible for the purpose of conducting the habilitation procedure.

(6) The mandate of the President and members of UDHC shall be the same term as the members of the Senate and may be renewed unlimitedly.

2. §

The Doctoral School

(1) The conditions and procedure for the establishment or termination of Doctoral School shall be governed by and are included in R. 1.-8 §.

(2) The Senate decides upon the implementation of a doctoral school. The UDHC’s preliminary opinion is necessary for the proposed person of the doctoral school to submit the doctoral school’s application to the Rector who submits it to the Senate for approval. After deciding on the establishment of the Doctoral School, the Senate and the Rector request the registration of the doctoral school from the Education Office (hereinafter: the Office). Any change in the recorded data must be reported to the Office immediately.
(3) The doctoral school may undertake education in the disciplines(s) indicated by the expert opinion of the HAC.

(4) The core members prepare the documents of the establishment of the doctoral school which include:
   a) the disciplines and fields of the doctoral school;
   b) the master’s degree programmes based on which the university complies with the NHEA. Article 16 (2)
   c) the name of the research area of the doctoral school;
   d) the name of the doctoral degree to be awarded;
   e) the name of the head of doctoral school, the doctoral school staff members, the doctoral school supervisors for the first three years, the additional tutors of the doctoral school, the invited domestic and foreign experts and researchers, a scientific biography, the documentation of the most important scientific results of the last 5 years;
   f) the doctoral school’s education plan;
   g) the international relations of the doctoral school, which are expected to be taken into account during the course of the operation;
   h) the quality assurance plan of the doctoral school and
   i) the rules of operation of the doctoral school.

(5) The establishment of a doctoral school may be initiated by at least seven core members. One person can only be a core member in one doctoral school at a time. The majority of core members must be university professors.

(6) A doctoral school in two disciplines (interdisciplinary) should have at least eleven members, of which at least four core members are in the field of science, most of whom are university professors with research activities in the given discipline. Doctoral schools in three disciplines (multidisciplinary) should have at least three members per academic discipline of science, most of whom are university professors with research activities in the given discipline.

(7) A core member may be:
   a) someone who has a relevant scientific/artistic degree to the Doctoral School and its activity is relevant to the field of Doctoral School in its field of research;
   b) has demonstrated his/her ability to lead doctoral candidates by having at least one PhD candidate at his/her doctoral degree (or at least two PhD students as a co-supervisor);
   c) an academic or scientific researcher employed on a full-time basis, in employment or in a civil service contract, who is a member of the NHEA Pursuant to Article 26 (3) of the Constitution, the university has appointed to determine the budget support;
   d) someone whose research/artistic work is active, continuous, and documented in scientific publications and works. For scientific work, the list of publications and the science metrics data are available and are imported from the Hungarian Archives for Scientific Works (HASW) website. This is MTMT in Hungarian;

(8) If the conditions set out in Paragraph 7 (a) to (d) are fulfilled, the UDHC may approve a core member to become a Professor Emeritus, or Professor Emerita (hereafter: Professor Emeritus), according to NHEA 32 (1) if this person is a university professor. For the members defined in paragraph (5), one Professor Emeritus can be taken into account; while from the core members as defined in paragraph (6), one person may be taken into account.

(9) In addition to fulfilling the conditions set out in paragraph (7) (a) to (c), a core member may also be a scientific consultant or research professor employed full time in a research institute or in public service organization, and has signed an agreement with the doctorate school. Up to
two persons may be taken into account from the members referred to in paragraph (5), while for the core members referred to in paragraph 6, one person may be taken into account.

(10) A core member must meet the requirements of paragraphs (5) to (9) for at least one education cycle and the duration of the graduation stage for the cycle and must undertake to carry out supervisor activities at the doctoral school.

(11) A core member may be awarded a Professor Emeritus title on the decision of the doctoral school at the same doctoral school as a founding member, or at least 5 years previously as a member of the core body, who is no longer subject to a supervisor's obligation. The core Professor Emeritus is no longer involved in the HAC assessment procedures of the doctoral schools and therefore cannot be included in the doctoral school requirements for the seventh core member, but his or her former results remain in the statistics of the doctoral school.

(12) The doctoral school initiates and grants the core Professor Emeritus title for a definite or indefinite period - and this will be displayed by the Doctoral School in a documentary database to be modified accordingly. Without a membership of at least 5 years (founding membership), requesting and granting an emeritus title cannot occur on its own. There is no need for a HAC decision or a separate announcement for the core title emeritus, and the HAC receives this fact from the database.

(13) The core member emeritus title may be withdrawn by the Council of Doctoral Studies; or this withdrawal may be requested by the core member emeritus. In this event, his or her data are no longer visible in the public database after the termination of the title, but remain unchanged and count towards the Doctoral School’s performance.

(14) The Head of the Doctoral School is elected by the UDHC on the recommendation of the majority of the core members of professors, and appointed by the Rector for a maximum of five years. Appointment may be extended several times.

(15) Doctoral School’s core members are those professors and researchers with scientific qualifications who are advised by the Council of Doctoral School for the purpose of teaching, research and supervisor duties at the Doctoral School. Core members and instructors can also complete instructional activities at other doctoral schools.

(16) Foundation requirements must always be fulfilled during the operation of the Doctoral School.

(17) The Doctoral School maintains website concerning school-related events; the Doctoral School updates this website at least once a month. Basic Doctoral School documents should be available on this site (education program, operational rules and procedures, quality assurance rules and procedures, university doctoral and habilitation rules and procedures). The Doctoral School gives information regarding admission requirements on doctoral education and graduation on a yearly basis. A doctoral school that has been in existence for more than six years must also mention on the website the steps taken to track the trainees and their results.

(18) The Senate makes decisions regarding the termination of the doctoral school at the initiative of UDHC or the Rector. In the case of the Rector’s initiative, the Senate acquires UDHC’s opinion prior to its decision. The Rector, at the Senate’s discretion, initiates the modification of the records of the doctoral school at the Office. The doctoral school is deleted from the register without the evidence being conducted by the Office.
3. §  
The István Széchenyi Doctoral School of Economics and Management

(1) The Establishment of the Doctoral School
The Doctoral School was founded by Prof. Dr. Erzsébet Gidai, economist, who also established the Faculty of Economics. She was the Head of the Doctoral School until August 2008. During the Hungarian Accreditation Committee Plenary, at the ordinary session of July 6, 2001, the request for provisional accreditation was submitted and approved in 2001/6 / IX. s. The Doctoral School was accredited in 2007. Until April 9, 2017 Prof. Dr. Csaba Székely led the Doctoral School. At present, the Doctoral School is accredited until December 31, 2019 according to HAC 2017/6/IX/40/1/115.

(2) The name and main information of the Doctoral School:
   a) The name of the Doctoral School: The István Széchenyi Doctoral School of Economics and Management  
      Field of Study: Social science  
      Discipline: Economics and Management  
      Place of Operation: Alexandre Lámfalussy Faculty of Economics, University of Sopron  
      Postal address: 9400 Sopron, Erzsébet u. 9.  
      Telephone: 99/518-106  
      E-mail: lkk-doktori@uni-sopron.hu  
      Seal: Stamp with the following inscription: University of Sopron, István Széchenyi Doctoral School of Economics and Management, Sopron.

   b) Head, organization and members of the Doctoral School
The Head of the Doctoral School is a university professor elected by the UDHC on the recommendation of the majority of the core members, and appointed by the Rector for a maximum of five years. Appointment may be extended several times. It is the leader’s responsibility to direct the Doctoral School’s activities, offer suggestions, make decisions, to maintain relationships with students and staff members, supervisors, and domestic and foreign organizations and institutions. The Head is also responsible for the level of education, training and scientific activity as a whole; the Head regularly monitors these.

The Disciplinary Doctoral Council of Doctoral School is responsible for the Doctoral School’s work, and the content of the training. The Head of the Doctoral School chairs the Council. The Council’s composition, tasks, and privileges are contained in a separate chapter.

The Doctoral School’s fields of study are economics and management. Three doctoral programmes are in place.

The administration, registration, archiving and organizational tasks of the Doctoral School are provided by the Doctoral School administrator under the direction of the Head of the Doctoral School.

The Head of the Doctoral School: Prof. Dr. habil Éva Kiss DSc, full professor.

The members of the Doctoral School are core members and invited members. The core members are entrusted with the approval of the UDHC for the presentation and proposal of the Doctoral School. The Doctoral School’s core members are:
1. Prof. Dr. Éva Kiss, DSc full professor
2. Prof. Dr. László Szalay, DSc full professor
3. Prof. Dr. Markus Mau, PhD full professor
4. Prof. Dr. Csilla Obádovics, PhD full professor
5. Prof. Dr Attila Fábián, PhD full professor
6. Dr.habil Zoltán Pogátsa PhD associate professor
7. Prof. Dr. Csaba Székely, DSc professor emeritus

Besides the core members the other, invited members all possess a doctoral degree (at least PhD degree) and take on instructional and supervisory roles; members also have a high level of publications. This information can be found on the Doctoral School’s database.

(3) The internal organisation of the Doctoral School

The Doctoral School carries out its instructional and research activities in the field of economics and management, within which the following programmes have been established:

- Business Economics and Management
- International Economy and Management
- Finance
- Marketing
- Human resources in social and economic contexts

4. §
Disciplinary Council of Doctoral School

(1) UDHC shall establish a Council of Doctoral School in order to provide a rational, effective, and organized implementation of doctoral training and graduation, and to assist the work of the Head of a Doctoral School:

1. Prof. Dr. Éva Kiss, DSc, full professor, the Head of Doctoral School
2. Prof. Dr. László Szalay, DSc full professor
3. Prof. Dr. Csilla Obádovics, PhD, full professor
4. the PhD student representative
5. Prof. Dr. Gyula Bakacsi, CSc, full professor – external member
6. Prof. Dr. Popp József DSc full professor-external member
(2) Based on the Chairperson proposal, the core members of the Doctoral School shall elect the members of the Council of Doctoral School. The members of the Doctoral Council can be elected for 3 years.

(3) The Chairperson of the Council of Doctoral School is the Head of the Doctoral School. A Council of Doctoral School represents at least two other core members of the Council of Doctoral School and the doctoral candidate of the given Doctoral School who has a one-year mandate. The PHD students’ representative also has a voting right. In addition to the aforementioned, the Council of Doctoral School must have at least two external members of the discipline who are recognized as highly qualified and who cannot be employed in a legal relationship with the university. At least one-third of the members must be external members.

(4). With the exception of the PhD student, the members of the Council of Doctoral School are the only persons who meet the requirements of the membership. If more than half of its members are present, The Council of Doctoral School holds a quorum. Decisions are made by open, simple majority voting. Personnel issues are decided with secret ballot. In the event of a tie, the Chairperson’s vote shall decide.

(5). The Council of Doctoral School may meet as necessary, but it must meet at least twice in a semester. The Chairperson shall convene the Council. Meeting minutes of the Council shall be taken, and must be certified by the Chairperson and one member. Between two meetings electronic voting is also acceptable. All decisions of the Council of Doctoral School are made by resolutions

(6). The Council of Doctoral School:

a) makes proposals to UDHC to initiate, modify, or terminate doctoral programmes, as well changing the programme leader,
b) decides on the allocation of funds made available to the Doctoral School in support of doctoral training,
c) defines the list of acceptable foreign languages as a first foreign language (first language exam)
d) approves the teaching staff of the Doctoral School and the material(s) of their courses,
e) approves the supervisors for PhD students,
f) approves the theme announcer of the doctoral thesis topic,
g) appoints the members of the doctoral admission committee,
h) makes proposals to UDHC to enrol in doctoral studies and award public doctoral scholarships as well as to the doctoral degree and degree award procedures,
i) makes proposals to UDHC on the conditions under which foreign nationals may participate in doctoral training,
j) approves the doctoral topic of the PhD thesis (the research area capable of mastering the application of scientific methods through the management of the thesis supervisor in the course of its development, obtaining a valid scientific result, and by means of scientific publications, scientific lectures and doctoral dissertations certainty),
k) approves individual preparation plans other than organized training,
l) at the request of the PhD students participating in part-time (evening or correspondence education) or non-state scholarship daytime training, establishes entitlement to legal aid or allowance,
m) gives performance evaluation during education
n) decides on cross-referral issues, in particular the conditions imposed by the (external) host institution,
o) decides on credentials, including the offsetting of foreign-based education activities,
p) evaluates the semester or postponement requests of the participants in the organized education and informs the UDHC,
q) decides on the launching of doctoral degree studies,
r) decides on the objects of the comprehensive exam and the members of the Comprehensive Exam Committee,
s) decides on the doctoral candidate’s request that the thesis may be submitted in a foreign language,
t) appoints the Chairperson, secretary and opponents of the workplace debate,
u) appoints members of the PhD thesis committee and official reviewers,
v) considering the opinion of the jury, it shall consider the application of the doctoral candidate for closed custody if the doctoral dissertation contains information classified as patent or classified for reasons of national security,
w) makes proposals to UDHC to award a doctorate or to close the unsuccessful procedure,
x) proposes to UDHC the localization of a degree in science abroad,
y) decides on the granting and withdrawal of the title “core member emeritus”,
z) upon request, proposes to UDHC to open a doctorate.

5. §
Forms of Doctoral Education

(1) A PhD degree may be obtained through doctoral education within the frameworks of full-time (day) or part-time (correspondent) education or personal preparation.

(2) A fellowship or a funding reimbursement can provide the financial means to ensure participation.

(3) Doctoral education consists of a single 48-month, two-year training course of 2 + 2 years. Semesters 1-4 comprise the education and research phase while semesters 5-8 make up the research and dissertation phase. At the end of the fourth semester, the candidate has to take a comprehensive exam. The comprehensive exam is a mandatory condition to move into the research and dissertation phase.

(4) The PhD candidate and the university enter into a legal relationship status. The legal regulations and status applied to the candidate governs the legal relationship status. Before registering at the Doctoral School all information will be given candidates about the requirements, duties and costs, and they have to make a statement about this.

(5) After the completion of doctoral education, the doctoral degree may be obtained through the framework of a separate degree award procedure. The doctoral candidate participates in the awarding of the doctoral degree. PhD candidates may also be those who did not participate in doctoral studies, but prepared for the degree individually. In this case, the successful completion of the comprehensive exam is a prerequisite for starting a degree. If the PhD candidate starts the graduation process within the training period, the legal statuses of student and PhD candidate shall be applied simultaneously.

(6) The doctoral candidate’s legal status is established by applying for and accepting the doctoral degree. The doctoral school cannot refuse the application of those PhD students who have successfully finished the doctoral education.

(7) The legal status of the doctoral candidate shall be terminated upon the successful completion of a doctoral degree or if the candidate has not submitted a doctoral thesis within two years from the date of establishment of the legal relationship.
(8) The rights and obligations of doctoral candidates, unless otherwise provided by law, shall apply mutatis mutandis to the rights and obligations of students.

(9) The doctoral student may receive a student identification card according to Government Decree 362/2011 (XII.30.).

(10) Allowances for state scholarships are set out in the Student Benefit Scheme and Remuneration Regulations.

6. §
The PhD Supervisor

(1) A doctoral supervisor or co-supervisor may be a scientific researcher, an instructor engaged in active research, or a researcher that has been approved by the relevant doctoral thesis board and who, on this basis of this, manages and supports student studies, research work, and the preparation of doctoral candidates for graduation.

(2) During the selection of the supervisors, the Council of Doctoral Studies has the right to set other conditions (e.g., the supervisor should possess some externally funded research project).

(3) A full-time university instructor or researcher may undertake to lead a maximum of six doctoral candidates. A part-time instructor or researcher may attend to a maximum of four doctoral students at one time. When calculating the maximum number of doctoral students per instructor and researcher, it is important to note that the co-supervisor position is a full-time supervisor position.

(4) Professor Emeritus or core faculty can also take on the role of supervisor.

(5) The Council of Doctoral Studies shall render decisions should any controversial situations arise concerning the list of supervisors.

(6) The PhD student may submit a written request to replace his / her supervisor or co-supervisor. The Council of Doctoral Studies must deal with any such written request within 15 days of receiving it. Any decision the council makes to replace a supervisor must be sent to the UDHC for approval. If appropriate, the Council of Doctoral Studies or the supervisor may also initiate a supervisor change through the UDHC.

(7) The supervisor and co-supervisor are responsible for:
  a) the nature of the research, the standard of expectations, subject choice, research design and the literature, guidance regarding resources;
  b) maintaining detailed professional advice, ensuring that all research work and doctoral dissertation work are completed within the given time frame;
  c) holding two mandatory consultations every six months;
  d) monitoring a PhD student’s written research reports every six months;
  e) informing the PhD student about the progress or lack thereof;
  f) reporting to the Council of Doctoral Studies in writing on a yearly basis concerning the PhD candidate; the contents of this report must be presented to the doctoral candidate in accordance with the Doctoral School’s regulations;
  g) assisting PhD students in preparing for their scientific careers;
  h) encouraging PhD students to participate fully and actively in the intellectual life of the institute and the university;
  i) providing advice and assistance, if needed, in the search for a suitable host university where the PhD student can study and research abroad within the framework of a doctoral research support system;
j) fulfilling other tasks specified in the Doctoral School code of conduct.

(8) The supervisor’s duties (obligations) also exist when he is on scientific or unpaid leave.

(9) The university encourages PhD students to spend at least three months at a foreign university during doctoral studies in consultation with the supervisor. Tenders, grants, and other means may provide the necessary funding. To ensure the time spent abroad is as useful as possible, the supervisor shall help the PhD student find a contact teacher or research centre that is ready to fill the position of external supervisor at the reception facility.

(10) Beside all external supervisors have to have an internal co-supervisors. Supervisors can be changed by the request of PhD student.

7. §
Application for Organized Doctoral Education

(1) The UDHC and doctoral councils, respectively, doctoral schools apply for admission to doctoral studies and admission conditions once a year, as a call for proposals on the doctoral school website, on the faculty website, on dean’s office notice boards, and on www.felvi.hu.

(2) The application for admission (application form) must be submitted in accordance with the call for proposals, specifying the doctoral school, programme, and subject (see Attachment 1) of the applicant. Doctoral programmes and research topics will be announced by doctoral schools with the approval of doctoral theses.

(3) Documents to be attached to the application:
    a) application form (Attachment 1)
    b) curriculum vitae
    c) a certified copy of a university MSc/MA degree
    d) a copy of the transcript pages, BSc/BA and MSc/MA (for graduate students, the results of the final examination and the diploma must be presented in the entrance exam)
    e) a certificate(s) certifying foreign language(s) that include at least one comprehensive, state-recognized language exam at Level B2, (this language should be English)
    f) a document description of scientific and publishing activity (e.g. exemplary publications, National Scientific Student Council diploma copies, Scientific Student Conference work, study competitions, etc.)
    g) a research topic coordinated and signed by the prospective supervisor (Attachment 2)
    h) receipt statement of the candidate’s research plan from the research institute,
    i) a written opinion (recommendation) from at least one recognized specialist authority in the field,
    j) individual letter of recommendation from an expert with a distinguished doctoral degree and internationally acknowledged national expertise within the field of expertise,
    k) a valid criminal record background check.

(4) The supervisor and the head of the research centre must provide a written statement on the financial and other conditions required for training and research.

(5) The costs of doctoral education depend on the language of education and not on the citizenship.
The Admission Procedure

(1) The admission board shall consist of a chairperson and at least two faculty members and a representative of the PhD students. The Council of Doctoral Studies appoints the chair and the members to the board.

(2) The selection board shall decide on the documents to be submitted, and whether the candidate may be admitted to the school. The administration office shall inform applicants of its decision at least one week prior to the admission date.

(3) The admission procedure shall consist of an oral aptitude test, in which the candidate shall report on his/her scientific work, provide information on his/her scientific plans, and demonstrate foreign language skills in their chosen topic.

(4) The selection board shall consider the candidate’s previous work (certificate evaluation, student scientific work, and publications), language skills, competence in the chosen area, professional knowledge, and shall score the candidate according to these. The scores that can be awarded based on each aspect and the minimum score required for admissions are determined by the doctoral council of disciplines and are set out in regulations.

(5) During the admissions procedure, the committee shall propose, based on the submitted documents and the oral aptitude test, UDHC for inclusion or rejection concerning the score reached.

(6) The selection committee shall rank applicants considered for admission shall based on the aggregated scores. The order is determined separately for full-time and part-time (correspondent) training.

(7) The UDHC shall approve the recommendation that the Council of Doctoral Studies submits regarding the PhD applicant.

(8) Candidates who do not qualify for the minimum level of admission, but who do not apply for a public scholarship may be admitted to an organized doctoral programme without a separate procedure in the following cases:
   a) full-time education, if the scholarship and training costs are provided by another (external party). Coverage can be provided by the host institute;
   b) part-time (evening or correspondence) education, provided that the training costs are provided by another (external party). The host institute can also cover the costs of the education.

(9) Participants may be admitted for part-time training and individual preparation based on a state-funded headcount of full-time training, according to the National Doctoral Council (NDC) and the guidelines of the relevant governmental bodies. This figure does not include foreign students.

(10) Recruitment of foreign students may also be implemented through a separate procedure if justified, at which point the oral aptitude examination may be waived. The minimum requirements should also be validated in this case.

(11) The outcome of the oral aptitude test (the score, the decision on admission, and the possibility of appeal), i.e. the UDHC's decision, must be communicated to the applicant within eight days of the aptitude test. The written admissions decision or its attachments contain the detailed terms and conditions of the education, including the programme name and the subject, the
institution responsible for the subject, the supervisor’s name, and all relevant information related to the education.

(12) The University publishes the entrance scores. The maximum scores for foreign candidates are 70 points. Of which 66.7% (51 points) is required for the successful entrance exam.

9. §

Organized Doctoral Education Policy

(1) Doctoral program consists of education, research and reporting activities in the field of individual or group preparation tailored to the specifications of the field of science and to the requirements of the doctoral candidate, consisting of training and research, and research and dissertation phases. At the end of the fourth active semester, a comprehensive examination must be taken in order to complete the education phase and begin research phase; the examination measures and evaluates whether advancement to the next phase is possible.

(2) After completing the doctoral education, the student takes part in the doctoral education program by fulfilling the research and dissertation phases in order to acquire the PhD degree. Full-time students have to fulfil teaching activity too.

(3) Doctoral education may also involve those who are individually qualified for graduation if they have fulfilled the requirements of admission and doctoral education. In this case, the student’s legal status is created by entering and accepting the comprehensive exam.

(4) The doctoral candidate must submit a doctoral dissertation as defined in the doctoral code within three years after the completion of the comprehensive examination. This time limit may be extended for up to one year in special cases. In the graduation process, the student’s legal relationship may be suspended for up to two semesters.

(5) The higher education institution shall issue a final certificate (graduate certificate) to the doctoral candidate when they obtain the required credits in the doctoral programme.

(6) The duration of formal doctoral education and the granting of the doctoral scholarship is 48 months. The training time can be interrupted up to three times, for a total of maximum two years, based on well-founded reasons (e.g. medical reasons, giving birth, and longer study trips abroad). State scholarship is not paid during these legal breaks from study.

(7) The admitted PhD student, in co-operation with the supervisor, will prepare a detailed 48-month study and research plan, which will be submitted for approval to the doctoral council of doctoral school. The plan and preparation instructions are outlined in Attachment 2. The research plan may be modified with the consent of the supervisor and the Head of the Doctoral School.

(8) In the course of the organized training, the PhD student executes the research required for the dissertation according to the topic subject, completes the examinations prescribed in the study plan, and may carry out educational tasks. Full-time students have to fulfil 4 hours per semester as a teaching activity or other educational activity is also accepted.

(9) The doctoral candidate has to enrol at the beginning of the first semester and sign in at the beginning of each semester. The PhD student will receive a student identification card that is valid for the rights and privileges expressed in the first paragraph of Article 81 in the NHEA.

(10) The PhD student takes the subjects of his/her study according to the NEPTUN Unified Study System. Both compulsory and elective subjects can be found here. The subject instructor
determines the subject requirement (Attachment 3). Completion of the requirements must be verified in the NEPTUN Unified Study System. Fellowships can be paid only if the previous semester is not completed successfully (timely performance of the research topic).

(11) The credit is the unit of measurement for the study and research work that comprise a PhD student’s obligations. If the PhD student also assumes training tasks, credit may be given.

(12) The doctoral candidate is required to complete exams within the subjects taken. Exam qualifications: Excellent (5), Good (4), Satisfactory (3), Sufficient (2), Insufficient (1). An insufficient (1) exam can be retaken once.

(13) The full-time doctoral candidate must complete at least 256 credits during his/her training. The minimum credits are 240 credits on correspondence education. When completing the second semester, the doctoral candidate must have a minimum of 90 credits; otherwise the candidate will be excluded from further education.

(14) During the course of the training, the PhD student may also undertake research and education tasks based on separate contracts within the university, some of which may be non-topic related, provided the supervisor and programme manager approves of these activities. If the supervisor or the programme leader does not provide his/her approval, he/she must state the reasons. The time spent in these activities should not exceed 50% of full-time working schedule within a semester. The scheduling of the student’s working time must be determined so that he or she can fulfill his or her exam preparation and exam preparation requirements. Under the PhD degree contract, a student’s salary will be paid, the monthly amount of which is 50% of full-time employment and may not be less than the minimum wage (minimum wage), and time-proportional part-time for varied-time employment.

(15) Questions relating to the provision of teaching activities referred to in paragraph 8 must be recorded in the PhD student’s contract, and a copy of this contract must be sent to the Head of the Doctoral School.

(16) For PhD students who have completed teaching activities, the hours set for teachers in the employment requirement system are valid, and 1 study hour for doctoral students is counted as 1 hour.

(17) The supervisor may propose that part of the research be completed at another institution. The Council of Doctoral Studies decides whether this is possible.

(18) The PhD thesis research tasks are carried out continuously in accordance with the research plan and can be published by the supervisor in agreement with the research supervisor.

(19) Foreign language learning is not the subject of organized training and no credit can be obtained.

(20) The official, authorized absence for a full-time doctoral student is 25 days a year. The PhD student is obliged to act in accordance with the instructions of the supervisor; he must obtain permission from the supervisor for any absence.

(21) Students participating in full-time education receiving state scholarships may, with the approval of the supervisor, undertake full-time employment or other legal relationships during the organized training, but only on the condition that this does not affect his/her doctoral duties.

(22) PhD students may participate in foreign education (see also Section 6 (9)]. In part-time education, PhD students can only take part in work programmes that are approved by the supervisor, which ensures the validity of the period of study in the university’s doctoral programme. The duration of foreign part-time education is included in the duration of the doctoral programme; the student's legal status is not interrupted.
(23) A PhD student who is late in completing his or her duties (termination of a semester, enrolment, registration, payment of tuition, etc.) or loses his student ID card shall pay a special fee. In addition to the price of the document to be reimbursed, the special fee is 1% of the one-month amount of state scholarship. The Council of Doctoral Studies may also attach a special procedure fee to time, which means higher fees may arise for tasks involving longer periods.

(24) The PhD student performs the research work required to prepare the dissertation in accordance with the topic description under the supervision of the supervisor. At the end of the first and second year of the programme, the supervisor submits a written report of the candidate’s work to Head of the Doctoral School and confirms the fulfilment of the research tasks every six months. The supervisor is best placed to assist the PhD student, but the doctoral candidate is responsible for the success of the research.

(25) After 48 months from the date of admission, the uninterrupted doctoral legal relationship shall be terminated by deleting the student from the student list.

The legal relationship also ceases:
   a) if the PhD student does not complete the comprehensive examination, effective on the day of the non-fulfilment or failure of the exam,
   b) if the PhD student obtains the qualification in doctoral training,
   c) at the end of the eighth semester of the doctoral education for which the student has enrolled.

If the PhD student starts the graduation process within the education period, he/she possesses the legal status of both doctoral candidate and student.

(26) A doctoral student participating in part-time (correspondence) education may not be granted in a state scholarship.

10. §
Organized Doctoral Education with Non-State Scholarships

(1) The university may complete a written agreement with social, ecclesiastical and economic organisations, as well as with the establishment of doctoral scholarships (foundations, public foundations, public bodies and individuals).

(2) The contract is entered into between the active Rector and the Deputy Rector of Studies and Foreign Affairs. In the contract, the university undertakes only training, not degree qualification and graduation.

(3) A contract may also be awarded to an open (competitive) or closed (scholarship offered to a doctoral school or person). In the latter case, the contract must also be signed by the Head of the relevant doctoral school. The contract must clarify the source of research costs (e.g., that the receiving agency undertakes or the sponsor assumes).

(4) The contract shall specify the monthly amount of the scholarship (the annual increment) and the scholarship to be sent by the principal to the university and the scholarship for a minimum period of four years. The university provides for the payment of the scholarship.

(5) The contract may include an agreement on the promotion of research and the assumption of the reimbursement fee of the PhD student.

(6) The contract must abide with legal and the university regulations.

(7) To receive a four-year scholarship, the candidate must meet the requirements set out in the university’s valid admissions regulations.
(8) Following a successful admissions procedure and decision, the PhD student, as a fee-paying student, participates in full-time or part-time correspondence courses.

(9) After completing the enrolment, the PhD student receives a legal status and receives a student identification card. Accordingly, the different university regulations (doctoral, examination, disciplinary, etc.) apply to them.

(10) If the contractor fails to pay the contract amount within the contractual schedule, the university student’s legal status may be terminated or reclassified (e.g. for a student’s legal relationship).

(11) This amount is determined by the doctoral council of doctoral studies and published with the admission requirements. The amount of the reimbursement is to be spent on the doctoral training of the PhD student paying the reimbursement fee, and the doctoral council decides on its use.

11. §
Individual Education Programme

(1) For an individual education programme
   a) the PhD graduation process starts upon application and the acceptance of the comprehensive exam;
   b) the conditions of admission must be determined in the rules and procedures of the Doctoral School;
   c) through the admission process, the higher education institution recognizes the minimum requirements for the comprehensive examination by granting additional credits on the basis of previously acquired knowledge and competences;
   d) The comprehensive examination after the admission belongs to the first semester of the research and dissertation phase.

(2) An application for a doctoral degree obtained through a doctoral training must be submitted based on individual preparation. Individual preparation is done in the same way as students participating in organized education.

(3) Conditions for participation in individual preparation:
   a) has completed at least five years of research, with significant research results,
   b) significant publication activity whose level of demand is determined according to the specifications of the specialty areas,
   c) proof of foreign language knowledge as a precondition for graduation,
   d) a letter of recommendation from a recognized national authority (university professor, doctor / member of the Hungarian Academy of Sciences).
   e) a successful comprehensive exam

(4) During admissions, the applicant submits an application specifying the accredited Doctoral School, programme, and topic to be selected as well as the name and written statement of the consultant he/she has consulted.

(5) Formal applications shall be examined by the Doctor Council of Studies and proposed to UDHC to acceptance or rejection.
The candidate shall be notified of the decision in writing. The rejection decision must be justified.

A consultant may direct the individual preparatory work. Preparations for graduation are based on an individual programme approved by the Council of Doctoral Studies. The individual programme must specify the doctoral candidate’s obligations, the time available for fulfilling them, and the amount of reimbursement. Up to two years of preparation are available.

Individual preparation is not eligible for state scholarship.

An individual preparing for admission should be given the opportunity to consult and participate in the activities of organized training. The regulations of doctoral schools may require an examination of the level of knowledge that is equal to the participants in the organized training.

**12. §**

**The Requirements of Organized Education**

### Full-time education

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Number of credits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 2 3 4 5 6 7 8</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 2 3 4 5 6 7 8</td>
<td></td>
</tr>
<tr>
<td>I. Education credit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foundation subjects</td>
<td>2+3+3 2+3+3</td>
<td>16</td>
</tr>
<tr>
<td>Compulsory subjects</td>
<td>4 4 4+4</td>
<td>16</td>
</tr>
<tr>
<td>Elective subjects</td>
<td>4+4 4+4</td>
<td>16</td>
</tr>
<tr>
<td>Total education credits</td>
<td>12 12 16 8</td>
<td>48</td>
</tr>
<tr>
<td>II. Research credit</td>
<td>4 4 8 8 20 20 20 20</td>
<td>104</td>
</tr>
<tr>
<td>III. Consultation credits</td>
<td>2 2 2 2 2 2 2 2</td>
<td>16</td>
</tr>
<tr>
<td>IV. Publication credits</td>
<td>Credit points according to the publication conditions in the given education stages</td>
<td>56</td>
</tr>
<tr>
<td>V. Professional scientific activity credits</td>
<td>2 2 2 2 2 2 2 2</td>
<td>16</td>
</tr>
<tr>
<td>VI. Teaching credits</td>
<td>2 2 2 2 2 2 2 2</td>
<td>16</td>
</tr>
</tbody>
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### Correspondence education

<table>
<thead>
<tr>
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<th>Total</th>
</tr>
</thead>
<tbody>
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<td></td>
<td>1 2 3 4 5 6 7 8</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 2 3 4 5 6 7 8</td>
<td></td>
</tr>
<tr>
<td>I. Education credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foundation subjects</td>
<td>2+3+3 2+3+3</td>
<td>16</td>
</tr>
<tr>
<td>Compulsory subjects</td>
<td>4 4 4+4</td>
<td>16</td>
</tr>
<tr>
<td>Elective subjects</td>
<td>4+4 4+4</td>
<td>16</td>
</tr>
<tr>
<td>Total education credits</td>
<td>12 12 16 8</td>
<td>48</td>
</tr>
</tbody>
</table>

17
<table>
<thead>
<tr>
<th>II. Research credit</th>
<th>4</th>
<th>4</th>
<th>8</th>
<th>8</th>
<th>20</th>
<th>20</th>
<th>20</th>
<th>20</th>
<th>104</th>
</tr>
</thead>
<tbody>
<tr>
<td>III. Consultation credits</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>16</td>
</tr>
<tr>
<td>IV. Publication credits</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
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<td>V. Professional scientific activity credits</td>
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<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>16</td>
</tr>
</tbody>
</table>

Credit points according to the publication conditions in the given education stages

(1) The definition of the education and research requirements of the Doctoral School for full-time, correspondent, and individual training participants is based on the following credit values: with education 48 credit points; research: 104; consultation: 16; publication: 56; teaching 16 credits and professional scientific activity 16 credits. Full time students have to fulfil 256 credits and correspondence students 240 credits. Correspondence students do not have teaching activity.

The subject “Professional science activity” includes different activities (eg. taking part on workshops, public defences, different conferences and other professional events, visiting different Hungarian and foreign research institutes, universities and other organisations).

By the end of the fourth active semester, at least 90 credits have to be completed. The 56-credit publication activity must be completed no later than the end of the eighth semester. A minimum of six publications must be completed as follows:
   a) at least two articles published in scientific journals or volume (can be native language)
   b) at least one foreign-language (non-native language) article published in a certified journal or volume; note: this does not include conference books.
   c) at least two articles in a conference publication
   d) at least one other publication (e.g. book review)

(2) Works not included in the HAS database cannot be taken into account when evaluating the student’s scientific publication activity.

(3) PhD students participating in full-time and correspondence training must have at least 240 credit points.

(4) The inclusion of a sufficient number of subjects in the individual training programme is required by the Council of Doctoral Studies.

(5) Inclusion of preliminary performances can be challenged by the Council of Doctoral Studies. Up to 30% of training credits can be calculated.

**Doctoral education within international cooperation (Joint Cross Border PhD Education)**

(6) The structure and requirements of the International Cross Border PhD Programme are somewhat different from those described above. The requirement for students participating in the Joint Cross-Border PhD programme is to meet 180 credit points within the European Credit Transfer and Accumulation System (ECTS), which includes the courses to be completed at the University of Applied Sciences, Burgenland, which will be part of the Undergraduate Training Programme, and
other requirements set by the doctoral schools of each university. The programme’s training and research plan is presented in the table below.

**Joint Cross Border PhD Education**

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Number of credits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>I. Education credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foundation subjects</td>
<td>5+5</td>
<td>5+5</td>
</tr>
<tr>
<td>Compulsory subjects connected to programme</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Elective subjects</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total training credits</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>II. Research credits</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>IV. Publication credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit points according to the publication conditions in the current training stages</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total (minimum obtainable credit)</td>
<td>30</td>
<td>30</td>
</tr>
</tbody>
</table>

(7) For those students pursuing their studies at the University of Sopron from the second academic year, the curriculum is as follows:

### 2. Academic year (3+4 semester)

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course type</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual work with supervisor 1</td>
<td>Compulsory</td>
<td>5</td>
</tr>
<tr>
<td>Individual work with supervisor 2</td>
<td>Compulsory</td>
<td>5</td>
</tr>
<tr>
<td>Research work</td>
<td>Compulsory (2x10)</td>
<td>20</td>
</tr>
<tr>
<td>Publications</td>
<td>Compulsory (2x15)</td>
<td>30</td>
</tr>
</tbody>
</table>

### 3. Academic year (5+6 semester)

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course type</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual work with supervisor 3</td>
<td>Elective</td>
<td>6</td>
</tr>
<tr>
<td>Scientific conference, workshop, Participation in research, seminars</td>
<td>Compulsory</td>
<td>10</td>
</tr>
<tr>
<td>Research work 4-5</td>
<td>Compulsory (2 x 17)</td>
<td>34</td>
</tr>
<tr>
<td>Publications</td>
<td>Compulsory</td>
<td>10</td>
</tr>
</tbody>
</table>

(8) The submission of a doctoral dissertation to a public defence is subject to a minimum of six publications published in advance by the scientific committee, as follows: at least two articles published in a peer-reviewed certified scientific journal or volume; at least two articles in a
conference publication; a notice; at least two other publications (textbook, review, professional publication, etc.).

(9) When public defending the doctoral dissertation, the professors of the universities participating in the programme shall be mutually involved as opponents or members of committees

13. §

The Process for Obtaining a PhD Degree

(1) The acquisition of the doctoral degree consists of the successful completion of the comprehensive examination, the writing of the dissertation, and its defence.

(2) The initiation of the degree award procedure shall be subject to the application of the university’s doctoral council. It starts with the submission of a request for PhD degree (Attachment 4).

(3) The following attachments shall also be included in the application when initiating the procedure:

a) a statement that the candidate has not had a doctoral degree or the initiation of a degree award procedure within the same discipline rejected;

b) a declaration that the candidate is not in the course of a doctoral degree withdrawal procedure or has not withdrawn from a previously awarded doctoral degree within five years;

c) a statement that the dissertation is a stand-alone work of the candidate, literary references are clear and complete (Attachment 5; this is required if the application and the dissertation are submitted at the same time).

(4) The final deadline for submitting a request shall be five years from the date of the initiation of doctoral studies. For individual preparers, the deadline (two years) is from the date of admission to the Doctoral School.

(5) The dissertation must be submitted at the same time as application submission or within two years from the date of acceptance of the application.

(6) If the doctoral candidate fails to comply with Paragraph 5, the degree award procedure shall be terminated two years after the application has been accepted. A new procedure in the same programme may be initiated only after two years have passed, at the earliest.

(7) Conditions for obtaining a PhD degree:

a) university degree (MSc / MA);

b) a valid criminal background record check,

c) fulfilment of the study obligations provided under these rules,

d) successful completion of the comprehensive examination before the presences of at least three faculty members,

e) Obtaining a final certificate (Absotorium). Conditions: studies (lectures, seminars, consultations); comprehensive exam; independent scientific work, research, publication (articles, studies, conferences, etc.); educational activity; seminar, consultation on the dissertation; part productions of the dissertation (professional plan, outline, etc.)

f) the presentation of scientific work in prestigious journals (or in volumes)

g) knowledge of two foreign languages necessary for the cultivation of the discipline (the required level is contained in Attachment 6);
14. §

The Comprehensive Examination

(1) The comprehensive examination is a concise, review form of examination measuring the comprehensive knowledge of the PhD candidate in the doctoral degree programme.

(2) A comprehensive examination shall take place in June after the completion of the fourth active semester following the end of the academic year at a time determined by the doctoral council. The deadline of the application for the comprehensive exam is 20 May (in special cases 20 December) in each year.

(3) Students must be notified about the comprehensive exam date during the last half of the first phase of the education.

(4) The doctoral dissertation must be submitted for public defence within three years after the successful completion of the comprehensive examination. The submission may be extended for a period of one year for accepted excused reasons.

(5) Conditions for applying for a comprehensive exam

The fulfilment of the foreign language obligations of the doctoral degree (Currently: see Section 53 (5) (b): “two foreign languages as evidence of knowledge of the field of science as defined in the doctoral code.”)

At least 90 credits and the acquisition of the education credit provided for in the training plan of the Doctoral School must be completed in the education and research phase of doctoral education (first four semesters.) Those who prepare individually for the PhD degree and who have applied for and completed the comprehensive exam may be exempted from this requirement.

(6) The comprehensive examination shall be held in public before a committee. The selection committee consists of at least three members, of which at least one third of the members are not employed at a Doctoral School. The Chairperson of the examination committee is a professor or research professor with a professor emeritus or Doctor of the Hungarian Academy of Sciences title. Each member of the examination committee shall have a scientific degree. The supervisor of the PhD student may not be an examination committee member.

(7) The comprehensive exam consists of two main parts: one part evaluates the candidate’s theoretical knowledge (theoretical part), and the other part assesses the candidate’s scientific progress (dissertation part).

(8) In the theoretical part of the comprehensive exam, the candidate examines at least two subjects/topics; the list of subjects/topics is included in the Doctoral School’s training plan. The theoretical exam may also be a written part. In the second part of the comprehensive exam, the candidate presents his/her literature knowledge, reports his/her research results, describes his/her research plan for the second phase of the doctoral programme, and reveals the schedule for the dissertation and the results publication.
A research summary of 5 to 10 A4 pages is submitted to the examination committee for evaluation as part of the comprehensive exam.

(9) The supervisor can evaluate the candidate in writing before the examination.

(10) The outcome of the comprehensive exam must be qualified. The examination committee evaluates the theoretical and dissertation part of the exam separately. The numerical rating of the final result is the mathematical average of the five-step evaluation of the two-part exam.

The committee decides, in a closed session by secret ballot, upon the theoretical and dissertation sections separately (points 1-5). The exam is deemed unsuccessful if the doctoral candidate does not attain 60% in the theoretical part. The candidate may retake the theoretical part of the comprehensive exam once during a given examination period. An unsuccessful dissertation part of the exam cannot be retaken.

The comprehensive exam is declared a pass if the majority of the committee members consider both parts of the exam to be successful. If the total score reaches 60%, but is less than 80%, the comprehensive exam qualification is rated as “rite” (satisfactory). If the score reaches or surpasses 80%, but does not reach 91%, it is rated “cum laude” (good), and if it reaches or exceeds 91%, then it receives a “summa cum laude” (excellent) rating.

(11) A report containing a textual evaluation of the comprehensive exam is made

(12) The results of the examination shall be advertised on the day of the oral examination.

(13) Evaluation of the comprehensive examination is part of the qualification of the doctoral degree

(14) Exemption from comprehensive examination shall not be granted.

15. §

The Doctoral Dissertation

(1) A doctoral degree must be obtained and defended by the doctoral candidate.

(2) The doctoral dissertation must be submitted to doctoral defence within three years after the successful comprehensive examination.

(3) The degree award procedure must be completed within one year of dissertation submission.

(4) With the consent of the Council of Doctoral Studies, the dissertation may also be submitted in a foreign language upon the request of the doctoral candidate.

(5) The most significant doctoral dissertation results should be summarized in the dissertation. The PhD thesis of the doctoral dissertation presents the results of the independent scientific work in a self-explanatory system, presenting the new findings precisely, based on the candidate’s scientific publications.

(6) The thesis booklet must be prepared in Hungarian and in English, in both printed and electronic form.

(7) The formal requirements of the doctoral dissertation and the thesis are set out in Attachment 7.

(8) The name(s) and suggestions of the supervisor(s) must be recorded on page 3 of the dissertation (Attachment 8). The dissertation can only be submitted with the written consent of the supervisor(s). Rejections of the dissertation must be communicated by the supervisor(s) in writing to the Council of Doctoral Studies and attached (including) relevant documents. In the case of a negative evaluation, the doctoral candidate may apply to the Doctoral School of Studies for legal remedy. The Council of Studies decides on the reasons for and the legality of
the rejection within 15 days after hearing from the supervisor(s) and the doctoral candidate.

(9) In order to support the doctoral candidate, the dissertation must be submitted to a public debate before the final preparation of the dissertation in a professionally competent educational unit (possibly upon request by other scientific forums). Examination at workplace discretion is considered by the doctoral candidate. Minutes should be kept of this presentation, discussion, and the doctoral candidate’s position; the findings and results are public. The members of the Committee on Workplace Discussion are: the chair, two judges (opponents), secretary. The chair and the two opponents must have a scientific degree. The chair is a university professor, a professor emeritus or a habilitated associate professor. One of the opponents must be an external expert who has no legal relationship with the university.

(10) The doctoral dissertation must be submitted in five concordant copies, together with the following:

a) a statement that the dissertation is a stand-alone work of the candidate; literary references are clear and complete (Attachment 5)
b) minutes and attendance sheets prepared on the public debate of the paper (at workplace debate)
c) the thesis in written form (theses), are in the language of the dissertation and in English,
d) the dissertation and thesis booklet in electronic form,
e) a short (maximum 8 to 10 lines) English abstract, title translation, (if the language of the dissertation is not English),
f) a curriculum vitae written in the third person, maximum of one page,
g) a list of publications related to the dissertation topic, together with the separate copies or the declaration of acceptance,
h) a written statement by the supervisor(s) on the publication activity,
i) a statement in which the co-authors agree to use the results of the doctoral candidate in the joint publication of the dissertation,
j) proof of fee payment.

(11) A doctoral dissertation with a DOI (Digital Object Identifier) and its thesis file conforming to international practice is open to all. In the case of a PhD dissertation, that is the subject of patent protection, the dissertation and theses of the dissertation may be postponed at the request of the doctoral candidate, based on a favourable jury opinion and with the approval of the Council of Doctoral Studies, up to the date of registration of the patent and the protection. Doctoral theses and theses containing classified information for reasons of national security must be published after the qualification period has elapsed.

(12) The University ensures that electronic and printed forms and full disclosures are made by cataloging the printed copy of the PhD dissertation and theses in the Central Library of Archives, and the electronic version is available through the HASW accessible through its own doctoral repository. The requirements and use of HASW and the University of Sopron Doctoral Repository are contained in separate Rector instructions.

16. §
Evaluation of the Doctoral Dissertation

(1) In order to evaluate the dissertation, the doctoral council of doctoral sciences requests two official reviewers with scientific degrees. It cannot be an official opponent or an expert committee member who is dependent on the applicant or is in contact with the applicant or who is not expected to be subject to substantive consideration of the matter for any other reason.
One of the opponents cannot be in employment with the university. Opponents may refuse the task within 14 days for such incompatibility or professional reasons. The opponents have two months from the dissertation submission date to complete their evaluation.

(2) The candidate must be notified concerning the individuals who have been appointed as judges. The candidate may object to persons if there is a conflict of interest or bias. In the case of an objection, the Council of Doctoral Studies decides on the issue of replacing a jury member.

(3) The evaluation should detail the content and form of the dissertation and make sure that the theses are acceptable; after this, a summary proposal to accept or reject the doctoral degree should be made. In the evaluation, questions can also be addressed to the nominee. If one of the opponents’ suggestions is negative, the Doctoral Council of Science also invites an additional third opponent.

(4) The evaluation is requested by the Council of Doctoral Studies in 4-4 copies. The administration introduces the necessary data on the page 3 of the dissertation (judge’s name, proposal, dates) (Attachment 8). One copy of the evaluation must be passed on to the doctoral candidate who will be obliged to answer it in writing - and then during the defence, in the public debate. The doctoral candidate must submit a written response in 4-4 copies. The public debate of the dissertation must be set within two months of the examination period from the receipt of the two support proposals. Written answers of the doctoral candidate are sent to the opponents before the public defence.

(5) If both opponents recommend rejecting the dissertation, the doctoral dissertation shall be terminated.

17. §
Public Defence of the Doctoral Dissertation

(1) The dissertation shall be defended in a public debate before the jury appointed by the Council of Doctoral Studies. The Council of Doctoral School requires an evaluation committee with at least five persons, chaired by a university professor, professor emeritus, or habilitated associate professor or a habilitated college instructor, members of the jury (opponents), and at least two other members, one of whom must be an external expert who has no legal relationship with the university. Each jury member must have a scientific degree. The candidate’s supervisor cannot be the committee member. In the public defence of the dissertation, only one of the two opponents of the workplace debate can remain the opponent of the dissertation. A public defence can be conducted if the chair and at least three members - including the external opponent and/or an external member - are present and if among the audience there are at least 5 persons with scientific degree. In order to avoid postponement of the public defence, the competent doctoral council has to designate a substitute(s).

(2) A public defence may be held after the successful completion of a comprehensive examination and after workplace debate.

(3) According to R. Article 16, paragraph (4), upon the request of the doctoral candidate, in the opinion of the jury and in agreement with the approval of the Council of Doctoral Studies, the defence may be held if the doctoral thesis contains patents covered by patent law or are classified for national security purposes.

(4) On the date of the public defence, the candidate, members of the jury, all members of the Council of Doctoral Studies and the professionally competent institutes of the university shall be notified. The notice must state that anyone in the public debate may speak and may make comments in advance, in writing. If a written opinion or question is received beforehand, they
must be presented to the president during the discussion to which the candidate must respond (answer).

(5) The doctoral dissertation must be made available to everyone at least 15 days prior to the target date of the defence. To this end, one copy must be placed in the university library and the dissertation must be available on the Doctoral School website. A public debate should not be held within a period of less than three weeks after the response to the opponent’s opinions.

(6) It is necessary to ensure that the jury members receive comments and responses before the public debate.

(7) In the case of a foreign language dissertation, the defence may be in Hungarian or in a foreign language.

(8) During the defence, the candidate will present the main results of the work and theses in a short (maximum 20 minutes) free lecture. After that, the evaluators will give their opinion and then the candidate will answer the questions asked by the participants and the participants in the public debate. Finally, the participants of the defence declare whether the candidate’s responses are accepted.

(9) After the debate has closed, the jury will decide on the result of the defence by a secret ballot (1-5 points) in a closed session. Opponents also participate in the scoring. The dissertation is considered accepted if the sum of the scores reaches 60% of the total score. If it reaches 60%, but is less than 80%, the qualification of the dissertation is “rite” (satisfactory); if it reaches or exceeds 80% but is below 91%, it is rated as “cum laude” (good), and when it reaches or exceeds 91%, it is “summa cum laude” (excellent).

(10) A record of the defence and the closed session shall be drawn up, and signed by the jury members. This record is public. At the same time, the third page of the dissertation is also signed.

(11) After the closed session, the President announces the outcome of the defence.

(12) The university confirms the comprehensive examination and the outcome of the defence at the request of the doctoral candidate indicating that the certificate does not imply the awarding of the doctoral degree.

(13) A failed dissertation defence cannot be repeated. In the case of two negative judgments or an unsuccessful defence, a new procedure may be initiated once more on the same doctoral topic after two years at the earliest.

18.§
Foreign Scientific Degree Recognition

(1) Recognition of the scientific degree attested by foreign diplomas is the responsibility of the Hungarian Institution for Higher Education, which, according to the National Higher Education Law, is entitled to recognize the qualification of a foreign doctoral degree in a discipline or art subject.

(2) The university recognizes a foreign degree in science a doctoral (PhD) degree if:
   a) it is issued by a foreign educational institution entitled to issue a scientific degree under the law of the foreign country, and
   b) the requirements of obtaining a scientific degree or complying with supplementary conditions are compliant with the requirements of the law and the doctoral regulations of the acting authority in obtaining the PhD degree.
If there is a fundamental difference between the training of the applicant and the training leading to the relevant domestic qualification, the acting authority may bind the foreign academic degree to conditions (doctoral examinations, defence of the doctoral dissertation, etc.). The decision on recognition entitles the applicant to use the doctoral title.

(3) If the qualification of a foreign educational institution is not clear, or the content of the diploma, certificate (document) issued by the foreign educational institution is unclear, hence the recognition of the degree obtained abroad is a barrier, in which case the acting authority requests the Education Ministry’s resolution.

(4) UDHC can qualify a foreign degree if it meets the requirements of the law and if the degree belongs to the discipline of one of the doctoral schools in the university.

(5) Application for recognition and documents must be submitted to the relevant Council of Doctoral Studies. The application shall be accompanied by:
   a) a certified copy of the original certificate or diploma or, failing that, a certified copy of the same document (e.g. duplicate) with the original diploma,
   b) a certified copy of a certificate issued by a foreign educational institution (such as a transcript, etc.) that legitimately justifies the duration of the studies and the learning requirements for obtaining a certificate or diploma (subjects taken, exams, theses, state exams, etc.) successful fulfilment,
   c) the certified translation into Hungarian of the documents referred to in points (a) and (b)
   d) the document certifying payment of the procedural fee.

The determining authority may invite the applicant to present original documents. If the authenticity or legal scope of a foreign certificate or diploma cannot be established, it may require the applicant to submit a certificate issued by a foreign competent authority certifying that the certificate or diploma entitles the applicant to exercise a regulated profession abroad.

(6) The UDHC examines and, if necessary, sets additional conditions to determine if the requirements of a foreign institution meet the doctoral and habilitation requirements of the university (publications, language skills, etc.). In the course of the procedure, the procedural authority may invite the applicant to submit a copy of the Act C of 2001, Section 8 that deals with the recognition of foreign certificates and diplomas. The translations of the Hungarian Translation and Authorization Office, the Hungarian Delegation and the Hungarian Notary’s Certification Clause are considered authentic translations.

(7) Based upon a submission from the Council of Doctoral Studies, the UDHC possesses the right to recognize a foreign degree.

(8) The existence of the conditions is verified by the UDHC and, if it finds these acceptable, the UDHC provides for the issuance of recognition.

19. §
The Qualification of Doctoral Degree

(1) The Doctoral School determines the qualification of the doctoral degree based on the mathematical average of the percentage of the successful comprehensive examination and the percentage of the successful public defence. If the final result reaches 91%, it is “summa cum laude” (excellent); if less than 91%, but reaches 80%, it “cum laude” (good). The “rite” (satisfactory) rating must reach 60%.
(2) The Council of Doctoral Studies shall, based on the comprehensive examination and the dissertation evaluation as well as the notes from the oral defence taken by the evaluation committee, take an open position on the awarding of doctoral degrees and submit a proposal to the UDHC.

(3) The doctoral degree process ends with the decision of UDHC. The awarding of the doctoral degree is stated in the UDHC decision, also recorded in the PhD.

20. §
Rules for Revocation of PhD Degree

(1) For the PhD thesis, the university adopts and applies the principles and recommendations of the Hungarian Academy of Sciences regarding plagiarism. In the spirit of Article X (2) of the Basic Law, the substantive decisions taken may not be challenged before either a court or administrative body.

(2) The doctoral degree may be withdrawn if it has been obtained by the holder of the granting of his or her own intellectual property in whole or in part, or has used false or falsified data in his / her dissertation, and thereby deceived or misled the body or person acting on the doctoral case. The procedure for the revocation of the doctorate title can be carried out if the titleholder still resides at the initiation of the procedure.

(3) The acts referred to in paragraph (2) shall not lapse; liability shall be limited to the holder of the title.

(4) The procedure for the revocation of a doctoral degree issued by UDHC may be initiated by the UDHC chairperson who justifies the provisions of paragraph 2 and has a doctoral or equivalent academic degree in the discipline related to the subject of the disputed dissertation.

(5) UDHC decides upon the revocation of a doctoral degree. The UDHC Chairperson, who is obliged to request the opinion of the Council of Doctoral Studies for the revocation of the degree, is required to ascertain whether the paragraph (2) can be effectively determined by the holder of the degree. An expert(s) may be entrusted with the revocation procedure of a doctorate degree and must be heard by the person concerned. If the interested party does not appear despite the repeated, regular announcement, or if he or she fails to attend the hearing, UDHC is entitled to make any substantive decision without the hearing. If, in the proceedings initiated at the origin of the copyright, a legally binding judicial decision has already been established before the proceedings have been initiated, UDHC no longer has to carry out investigations on this matter, the final judgment being sufficient to revoke the degree.

(6) In the case of an appeal against the decision to degree revocation, the UDHC shall appoint an HAC committee with members of the doctoral school with no more than 50% in employment with the university. The appeal is decided upon by the Senate based on the HAC committee’s opinion. The appeal procedure is done in accordance with the HAC.

(7) The final revocation decision shall be published by the university.

(8) In the event of a revocation of a PhD degree, the candidate shall not be eligible for a new degree award for 5 years.
21. §

Pre-doctoral Positions

(1) In agreement with the doctoral schools, the university may announce a certain number of prequalified jobs per year for doctoral education to those PhD students who have obtained an absolute degree in the framework of organized training. The purpose of the prequalification application is to help the PhD student develop the dissertation within 1 year after completing the organized training.

(2) Pre-doctoral positions will be filled for a maximum term of 12 months for a fixed-term assignment contract; the job seeker will not be placed in a student’s legal status. The net pay for the position is the same as the current doctoral scholarship.

(3) Those accepting pre-doctoral positions may also have other full-time income under the contract of employment.

(4) The other conditions for filling pre-doctoral position and the conditions of the application are determined by a written procedure of the faculty.

22. §

PhD Title with Distinction

(1) The Rector, with the participation of the President of the Republic of Hungary, grants a PhD candidate who complies with the requirements of Article 18 of the R. with the title Promotio sub auspiciis praesidentis Rei Publicae

(2) During the awarding of the degree, the doctoral candidate receives a 14K gold ring bearing Hungary’s coat of arms weighing 8 grams. The university covers the costs of inauguration expenses.

23. §

Awarding of Doctorate, Honorary Doctorate and Honorary Professorship Titles

(1) The University Senate may request, at the proposal of the Rector, the opinion of UDHC to award honorary doctorate (Doctor Honoris Causa) or Honorary Doctor and Professor (Doctor et Professor Honoris Causa) to those who have earned it.

(2) The limitation of the scope of paragraph 1 shall apply to titles awarded from January 1, 2013.

24. §

Certificate of the PhD Degree and Conferring the Degree of Doctorate

(1) The University shall issue a degree in the discipline and field of study; UDHC awards the degree. The degree is in Hungarian, English, and Latin and contains the signatures of the University Rector and the UDHC President. Attachments 9, 10, and 11 are samples of text samples of the degree.
(2) The awarding of the PhD degree takes place within the framework of a council meeting. A candidate who has obtained a PhD degree in the council of the faculty in which the doctoral school operates. The candidate must swear an oath during the ceremony (Attachment 12).

25. §
Participation of Foreign Nationals in Doctoral Training

(1) A foreign citizen may participate in the doctoral programme on a fee-paying basis. Exceptions to this are foreign doctoral students who are subject to Hungarian regulations or law as doctoral students.

(2) The rules of operation of the doctoral school define the detailed conditions of participation in doctoral training.

26. §
Legal Remedy

(1) The appeal procedure shall cover all fields of recruitment, doctoral training, and graduation.

(2) An appeal may be brought against decisions of doctoral councils in sciences in the case of law or institutional code violations. UDHC adjudicates the appeal. The Rector will adjudicate an appeal against first instance decisions by the UDHC.

(3) An appeal may be lodged within 15 working days of receipt of the decision of the first degree. The appeal shall be accompanied by the written documents giving the legal basis. The appeal must be explained in detail.

(4) The second degree body shall make its decision within 30 days.

(5) The appeal is borne by the appellant.

(6) The doctoral student/doctoral candidate may request judicial review of the decision taken by the second degree body within 30 days of notification of the violation of the provisions on violation of law or student status.

(7) In addition, the appeal proceedings are based on NHEA. The provisions of Section 57 shall prevail.

27. §
Disciplinary Procedure

(1) The doctoral thesis supervisor or the programme leader may initiate disciplinary action.

(2) The mildest form of disciplinary action is a written warning. This will be taken if the doctoral candidate does not fulfil the academic and research obligations of the supervisor regarding verbal questions, and the supervisor has registered the appropriate section of the “evaluation sheet” for this purpose at the end of the first and/or at the end of the second year.

(3) If the supervisor does not certify the pro rata portion of the research work, or the student does not fulfil the time period required, the student may be suspended from the training (no scholarship is given for this period) or, if justified, excluded from the training altogether.
(4) In addition to the procedure, Section IV of the Student Requirement Scheme (Part III, Chapter IV) (Disciplinary and Compensation for Student Discipline).

28. §
Register

(1) The University shall keep a central record of the awarded doctoral degrees that any person may consult. The University ensures the availability of the register on the Internet.

(2) The University has completed the data required for the doctoral degree within 30 days from the date of issue, to the higher education information system as stated within the 79/2006 government decree.

29. §
Quality Assurance

(1) The SMS Part I, Chapter VII (Quality Control System of the University) and the principles set out in the Quality Assurance Regulations of the University, in particular Chapter 8 (Quality Improvement Programme), governs the quality assurance system of doctoral school.

(2) Documents detailing the quality assurance system of the University’s doctoral schools are available on the National Doctoral Council website (www.doktori.hu).

(3) UDHC continuously monitors the operation of doctoral schools, and for this purpose regularly requests them to report on their assessment of teaching and research activities.

(4) Internal and external feedback is an important element of quality assurance. It involves students in the monitoring and evaluation of the doctoral schools in the following ways:
   a) to hold an informative and commentary meeting (forum) with the PhD students at least once per annum,
   b) doctoral candidates who have completed their training fill out a questionnaire on education and the conditions of scientific work,
   c) recent candidates as well as external experts familiar with the training programmes are invited to programme evaluation meetings.

30. §
International Joint Doctoral Education

(1) A joint degree may be launched in co-operation with a foreign university provided the existence of a written agreement specifying:
   a) the pursuit of a joint doctoral education and a joint doctorate degree,
   b) the co-operating foreign partner institution is an accredited doctoral school,
   c) the foreign co-operating partner(s) is also accredited by an accredited higher education institution(s) and is an accredited doctoral school(s).

(2) The written agreement must be displayed on the Doctoral School website and on the www.doktori.hu database and the HAC; the office should be notified.
31. §
Final Provisions

(2) The Rules shall enter into force on 30 November, 2019 (except for Education program, which shall enter into force on 1 September, 2020) and, concurrently, any previous regulations affecting the subject matter of this Code shall be repealed.


Prof. Dr. Éva Kiss, DSc
Head of the Doctoral School
ATTACHMENTS
APPLICATION DATA FORM
individual / organized doctoral (PhD) training
day / correspondent

I. Personal data
Family and first name: ................................................................. ...........................................
For married women, maiden name: .......................................................... .......................................
Place of birth, date: .......................................................... ............................................. ...........................................
Nationality: ...........................................................................................................
Tax identification number: ....................................................................................
Mother's maiden name: ..................................................................................
Home address: ......................................................................................................
Current workplace: ..........................................................................................
Work address: .....................................................................................................
Notification address, phone: .......................................................... .............................................

II. Doctoral School to which you are applying:
Name of the applied specialization: ........................................................................

III. Title of the topic to be submitted ..................................................................

IV. Professional data:
Name of the university (where degree was obtained): .................................. ..........................................................................
Faculty: ............................................................................................ Programme ..........................................................
Graduation year: .......................................................... ..........................................
Diploma qualification: ..................................................................................... Certificate number: ..........................................................
Foreign language skills: (select each language under x)
Name of the language: 1. .......................................................... ..........................................
writing: .......................................................................................... reading: ..........................................................................................................
spoken: ............................................................................................. Language exam level: ..........................................................
Time: ......................................................................................................
Completed ............................................ year ................................................

Attachments:
- CV
- a copy of a diploma and a master's degree (BSc / BA / MSc / MA)
- documents proving foreign language knowledge
- documented description of scientific and publication activities (list of past professional activities: e.g., academic competition work, publications, diplomas, etc.)
- a acceptance statement of the candidate’s research plan from the research institute
- in the case of individual preparation: student work recommendations
- criminal record check

______________________________
signature of the applicant
Guidelines

To create a work plan
For participants in organized doctoral training

Title page:
PhD student name:
Name of Doctoral School:
Name of Doctoral Programme:
Scientific leader:
Form of training (day, evening, correspondence):

Study plan:
Subjects (compulsory, elective), descriptors, credits, scheduling of subjects

Research plan:
Topic title
Objective, method, experiment description
Literature to be used
Schematic schedule of the dissertation
Schedule of planned study trips (both internally and abroad)

Budget Plan (with the expected resources):
Costs of experiments, professional journeys, events and other item costs

Closing items:
Supervisor’s opinion
Programme leader’s opinion
Workplace Leadership Review (required for evening / correspondent PhD students)
Signature of the Head of the Doctoral School

Signatures, date

Notes:
1. It is the doctoral candidate’s task to obtain the opinions contained in the items.
2. Four copies of the work plan must be submitted to the doctoral administrator.
### EVALUATION OF THE PHD STUDENT’S WORK

| **Name of PhD Student:** |  

| Year (1\textsuperscript{st}, 2\textsuperscript{nd}, ..): |  

| The name of the PhD programme: |  

| The title of research topic: |  

| The name of the supervisor: |  

| **Academic year/Semester:** |  

| 1. **Publishing activity in the respective semester:** |  

| 2. **Presentations on national/international scientific events in the respective semester (name of author(s), title, date and place):** |  

| 3. **The evaluation of scientific research work in the respective semester:** |  

| The evaluation (text review) of the student’s supervisor: |  

| Grade: |  

| 4. **The evaluation of the work with supervisor:** |  

| The dates of the consultations with the supervisor in the respective semester: |  

| Grade: |  

The declaration of the supervisor:

PhD student ................. has completed the requirements of **Research work** and **Work with the supervisor** in the ......../........ academic year, ........ semester. On the basis of his/her scientific work proved until this date I declare the student competent to carry on his/her doctoral studies and research work.

The supervisor’s signature:  

Date:  

_________________  

______________, dd/mm/yyyy
APPLICATION FORM
for the comprehensive examination and for the process for obtaining a PhD Degree

1. Name:

2. Personal information:
   Place and date of birth:
   Mother’s maiden name:
   Permanent address:
   Mailing address:
   Telephone: e-mail:

3. Qualifications:
   Name of degree granting institution:
   Degree date and number:

4. Title of research topic:

5. Doctoral School programme:

6. Supervisor(s):

7. Number of credits earned:

8. Language exams:
   a.)
   b.)

8. Name of subjects selected for the exam:
   main subject:
   elective subject:

Attachments:
   Academic curriculum vitae
   List of publications

Sopron,.............................

............................... .............................
Signature of PhD student  

Signature of supervisor
DECLARATION

I, the undersigned .............................................. ..., by signing this declaration declare that .............................................................. ............ .... my PhD thesis was my own work; during the dissertation I complied with the LXXVI. and the rules of the doctoral dissertation prescribed by the Doctoral School, especially regarding references and citations.¹

Furthermore, I declare that I did not mislead the supervisor (s) or the programme leader with the dissertation.

By signing this declaration, I acknowledge that if it can be proved that the dissertation is not self-made or the author of a copyright infringement is related to the dissertation, the University of Sopron is entitled to refuse the acceptance of the dissertation.

Refusing to accept a dissertation does not affect any other (civil, legal, criminal) consequences of copyright infringement.

Sopron, 20____ year ______________________ month _______ day

________________________________________  
PhD candidate

¹ LXXVI. TV. 1999 Section 34 (1) Any person may quote the details of the work, in the extent justified by the nature and purpose of the receiving work and in the original, by the name of the source and the author designated there. Article 36 (1) Details of public lectures and other similar works, as well as political speeches, may be freely used for information purposes, within the scope justified by the purpose. For such use, the source, along with the author's name, should be indicated, unless this is impossible.
Two language exams are necessary to gain a PhD degree.

One of them English language must be.

At the time of admission, it is necessary to ensure the applicant possess a level of language knowledge that allows for the creative use of the literature and the successful communication with foreign language partners. Proof of this is a state-recognized, minimum B2 level, comprehensive language exam from English language.

The second language can be any other official language of UN (Arabic, Chinese, Russian, French, Spanish) and German language.

Documents proving second foreign language knowledge must be presented, at the latest, when the dissertation is submitted for internal defence.

Language recognition on the basis of the specialty criteria, according to the possibilities of the university, taking into consideration the request of the doctoral student or the doctoral candidate, is the responsibility of the relevant Council of Doctoral Studies.

The required level of knowledge of the second foreign language is any type of state language exam, or equivalent language exam, with the necessary knowledge of the language of the chosen field of study.

The required level of knowledge for both the first and second languages is considered proved if the language is the native language of the candidate.
Doctoral Dissertation, Theses and Extracts
Form Requirements

The doctoral dissertation must be submitted in 5 identical copies. The outer bindings should include: DOCTORAL (PhD) DISSERTATION, name of the author, place of preparation (city), and year of submission.

The first page of the dissertation is empty and the second is the title page. In addition to the above, the title of the dissertation should be given in the accredited Doctoral School and programme of the University of Sopron, or in the case of individual preparation, which programme it belongs to, and, in case of organized education, who was the author’s supervisor.

A sample of dissertation page 3 is available in Attachment 7. The content contained in this Attachment may not be deviated from. The known data is filled out by the author; the remaining space is left unfilled.

Additional features of the dissertation:
- contents,
- excerpts with title translation (in Hungarian, English),
- a literature review, with a critical evaluation of the literature published so far,
- experimental part (accurate description of the materials used, experimental methods),
- the experimental results obtained and their evaluation (in particular, what knowledge progress has been made compared to the previous knowledge),
- conclusions and suggestions,
- summary (this is more detailed than extract),
- a list of the literature used (in such a way that the document cited can be identified with complete certainty),
- summative, numbered, possibly subdivided theses of the main results of the dissertation.

The thesis can be included the bibliographic data of the respective publications.

The maximum scope of the dissertation is 250,000 characters. To this extent, the figures and tables are also included. Generally, details of large series of measurements are not usually required; if the author so requests, an appendix may be added. If justified, the disciplinary doctoral council may make exemptions from the scope limit.

Criteria for compiling the Hungarian language extract:
- to be "self-contained" in its structure,
- contains the most important message of the dissertation, the concrete results achieved, and, if applicable, the already realized and possible applications,
- its scope does not exceed 2,500 characters.

The extract should not include:
- an introduction (justifications for topic selection, explanation of the title, known findings, etc.)
- the thematic description of certain chapters of the thesis,
- diagrams, structural and experimental formulas of compounds.
Criteria for compiling an English-language extract:
- its scope does not exceed 8-10 lines,
- the content aspects are the same as described above.

The preferred aspect of compilation of these extracts is linguistic correctness, especially the correct use of English terms.

Considerations for the compilation of the thesis notes:
- does not exceed 16 A5 pages (25,000 characters),
- to be "self-made" in terms of its structure, its conceptualization is clear, its style is simple,
- each paragraph has to be distinct from each other, logically closed, it is expedient to concentrate the message on the method used and the outcome and application,
- Avoid use of the first person, if possible, instead the third person. “The author ...”, “the dissertation ...”, etc.,
- to be submitted in English and Hungarian.
TITLE OF THE DISSERTATION

Dissertation to obtain a PhD degree

Written by:
_________________________________

Prepared by the University of Sopron
__________________________ Doctoral School
within the framework of the __________ Programme

Supervisors:  Dr. _____________________________
             Dr. _____________________________

The supervisor(s) has recommended the evaluation of the dissertation be accepted: yes / no

____________________ supervisor signature

Date of comprehensive exam: 20____ year ____________ month ______ day

Comprehensive exam result _________ %

The evaluation has been recommended for approval by the reviewers (yes/no)

1. judge: Dr. _____________________________ yes/no _____________________________
       (signature)

2. judge: Dr. _____________________________ yes/no _____________________________
       (signature)

Result of the public dissertation defence: _________ %

Sopron, 20____ year ____________ month _____ day

__________________________
Chairperson of the Judging Committee

Qualification of the PhD degree: ____________________________

__________________________
UDHC Chairperson
A doktori oklevél szövege

(magyar nyelvű)

MI,
A SOPRONI EGYETEM REKTORA
ÉS DOKTORI ÉS HABILITÁCIÓS TANÁCSA
KÖSZÖNTJÜK AZ OLVASÓT,
ÉS TUDATJUK MINDENKIVÉL, HOGY EZEN OKLEVÉL TULAJDONOSA

(név, végzettség)

aki 19 év hó napján (hely) született,
szigorú vizsgálaton bizonyította az egyetemi végzettség elnyeréséhez szükségesnél magasabb fokú tárgyismeretét, publikációkkal nevét ismertté tette a tudományos közvélemény előtt, értekezés megírásával és annak bírálóbizottság előtti nyilvános megvédésével bizonyította az önálló tudományos munkára való rátermettségét.

............................................. tudományágban,
............................................. tudományterületen

az egyetem Doktori és Habilitációs Szabályzatában foglalt előírásoknak

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

minősítéssel eleget tett.
Ezt követően a Soproni Egyetem hagyományai szerint a mai napon tartott nyilvános doktoravatáson ünnepélyes fogadalmat tett a doktori (PhD) fokozat méltó viselésére, valamint az Egyetem iránti tiszteletre.

Mindezek alapján, a ránk ruházott hatalomnál fogva, a törvények értelmében a nevezettet DOKTORRÁ AVATJUK
ÉS FELJOGOSÍTJUK A DOKTORI CÍM (PHD VAGY DR.) HASZNÁLATÁRA.

ENNEK HITELÉÜL EZT AZ OKLEVELET KIADTUK,
ANNAK ÉRVÉNYÉT SAJÁT KEZÚ ALÁÍRÁSUNKKAL ÉS A SOPRONI EGYETEM PECSÉTJÉVEL MEGERŐSÍTETTÜK.

Kelt, Sopronban, .......... év .......... hó ...... napján

PH

Rektor

Egyetemi Doktori és Habilitációs Tanács elnöke
Nos, Rector Universitas Soproniensis
et Consilium Doctorum testificamur, ut

………………………………………………

qui/quae in civitate …………………. anno ……. , mense …….., die …. natus/nata est,
in acerba inquisitione testatus/testata scientiam maximam disciplinarum, ingenium liberum ad
agitationem studiorum demonstravit et

………………………………………………
iussis in Legibus Doctorum Universitatis inclusis

………………………………
satisfecit.

Igitur consuetudine Universitas Soproniensis
eum/eam viribus legis facultato Nobis competenti ex hodierno die
doctorem
pronuntiamus et ius ad compendii doctoris (PhD) Dr. usum damus.

Ad cuius fidem hanc diplomam misimus, eam comprobamus,
subscripsimus et cum signo Universitas Soproniensis.

Scriptum est in civitate Scarbantiae, anno bis ……………………,
………………. in mense ……………

Rector Praeses Consilii
Doctorum Universitas
UNIVERSITY OF SOPRON

The Doctoral Council of the University of Sopron has conferred

the degree of

DOCTOR OF PHILOSOPHY

on .................................................................

in the field of

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

with all the rights, privileges and honors pertaining thereto.

In testimony whereof, the undersigned, by authority

vested in them, have hereunto affixed their signatures

and the seal of the University of Sopron,

this ........ day of ......., ..............................

Rector

Chair of the Doctoral Council
A doktori fogadalom szövege

Én, .........................................fogadom,

hogy az egyetem doktoraihoz méltó magatartást tanúsítok,

betartom a tudományos etikát,

a tudomány fejlesztésén a jövőben is munkálkodom,

igyekszem tudásomat az egyetemes emberi kultúra szolgálatába állítva közkinccsé tenni.

A Soproni Egyetem iránt, aki engem doktorrá avatott, tisztelettel viseltetem.

Arra törekszem, hogy tudományommal hazámnak,

a Soproni Egyetemnek

és magamnak megbecsülést szerezsek.

(Isten engem úgy segéljen!)

The Doctoral Oath

I, ... ........................................... swear,

to adhere to the doctrines of a university doctor,

I shall respect scientific ethics,

I shall work on the development of science for the future,

I will utilize my knowledge in the public service of universal human culture.

I shall respect the University of Sopron, which granted me the honor of doctor.

I shall use the knowledge I have acquired to better my country,

the University of Sopron

and myself.

(So help me, God!)