

University of Physical Education

University Doctoral Regulations

adopted by the Senate with its Decision No. / 2020. (1st October)

Contents

1ST §	PREAMBLE.....	2
2ND §	SCOPE OF THE REGULATIONS.....	2
3RD §	INTERPRETATIVE PROVISIONS.....	3
4TH §	THE PURPOSE OF THE DOCTORAL TRAINING.....	5
5TH §	FORMS OF OBTAINING A DOCTORAL DEGREE.....	5
6TH §	THE UNIVERSITY DOCTORAL COUNCIL.....	6
7TH §	ESTABLISHMENT OF A DOCTORAL SCHOOL.....	9
8TH §	TERMINATION OF THE DOCTORAL SCHOOL.....	11
9TH §	THE COUNCIL OF THE DOCTORAL SCHOOL.....	11
10TH §	HEAD OF THE DOCTORAL SCHOOL.....	13
11TH §	CENTRAL ADMINISTRATION OF THE DOCTORAL TRAINING PROGRAMMES AND DEGREE ACQUISITION.....	15
12TH §	APPLICATION AND ADMISSION TO THE DOCTORAL PROGRAMMES.....	16
13TH §	DOCTORAL TRAINING.....	19
14TH §	REGULATORY FRAMEWORK FOR THE DOCTORAL SCHOOL IN TWO STAGES OF TRAINING: IN THE TRAINING AND RESEARCH PHASE AND IN THE RESEARCH AND DISSERTATION PHASE.....	22
15TH §	THE THESIS SUPERVISOR.....	24
16TH §	LEGAL STATUS OF PARTICIPANTS IN THE DOCTORAL TRAINING PROGRAMMES AND DOCTORAL PROCEDURE.....	27
17TH §	GRANTS FOR DOCTORAL STUDENTS.....	27
18TH §	FEES AND REFUNDS TO BE PAID BY DOCTORAL STUDENTS.....	28
19TH §	LECTURING ACTIVITIES OF THE DOCTORAL STUDENT.....	29
20TH §	CONDITIONS FOR OBTAINING A DOCTORAL DEGREE.....	30
21ST §	APPLICATION FOR A DOCTORAL (PHD) DEGREE IN AN INDIVIDUAL DOCTORAL PROGRAMME.....	31
22ND §	START OF THE RESEARCH AND DISSERTATION PHASE (DOCTORAL PROCEDURE).....	32
23RD §	THE COMPREHENSIVE EXAMINATION.....	32
24TH §	PUBLICATION REQUIREMENTS IN CONNECTION WITH OBTAINING A DOCTORAL DEGREE.....	34
25TH §	SUBMISSION OF THE DOCTORAL DISSERTATION.....	38
26TH §	THE ASSESSMENT COMMITTEE.....	41
27TH §	DEFENCE OF THE DOCTORAL DISSERTATION.....	42
28TH §	QUALIFICATION OF THE DOCTORAL DISSERTATION.....	44
29TH §	CONFERMENT AND REVOCATION OF THE DOCTORAL (PHD) DEGREE.....	45
30TH §	THE DOCTORAL CERTIFICATE.....	47
31ST §	NATIONAL RECOGNITION OF DEGREES OBTAINED ABROAD.....	48
32ND §	AWARDING AN HONORARY DOCTORAL TITLE.....	49
33RD §	THE TITLE OF “EXCELLENT PHD LECTURER”.....	49
34TH §	THE DOCTORAL TRAINING QUALITY ASSURANCE SYSTEM.....	50
35TH §	FINAL PROVISIONS.....	52

CHAPTER 1
GENERAL PROVISIONS

1ST § PREAMBLE

The Senate (hereinafter: the Senate) of the University of Physical Education (hereinafter: the University) based on Act CCIV of 2011 on National Higher Education. (hereinafter: Nftv.), Act CXL of 2004 on the General Rules of Administrative Procedures and Services (hereinafter: Ket.), Act No. C of 2001 on the Recognition of Foreign Certificates and Diplomas, Gov. Decree 87/2015 on the Implementation of Certain Provisions of Act CCIV of 2011 on National Higher Education (9 April) (hereinafter: Nftv. Vhr.), Gov. Decree No. 387/2012 on Doctoral Schools and the Order of Doctoral Procedures and Habilitation. (19 Dec) (hereinafter: Doctoral Decree), Gov. Decree No. 423/2012 on Higher Education Admission Procedure. (29 Dec), Government Decree No. 137/2008 on State-accredited Language Examinations Certifying Foreign Language Proficiency and the National Recognition of Foreign Language Proficiency Certificates Issued Abroad (16 May), Government Decree No. 389/2016 on Financing of the Basic Activities of Higher Education Institutions. (2 Dec) and Decree No. 51/2007 on the Allowances of Students Participating in Higher Education and Certain Fees Payable by them (26 March) shall regulate doctoral acts as follows.

2ND § SCOPE OF THE REGULATIONS

(1) Objects covered by these regulations include doctoral training programmes and degree acquisition, persons covered include doctoral students, lecturers, researchers and the Doctoral School (hereinafter referred to as: DI) participating in or contributing to doctoral training programmes and degree acquisition, as well as other organizational units, bodies and persons named in the procedures.

(2) The provisions of these regulations apply to doctoral training programmes starting after the entry into force of these regulations and to participants in doctoral degree acquisition procedures.

(3) Upon entry into force of these regulations, those with a doctoral student status as of 1 September 2016 may request the application of these regulations from the University Doctoral Council (hereinafter: EDT), if it is more favourable for them in cases unless the regulations provide otherwise.

3RD § INTERPRETATIVE PROVISIONS

- (1) *doctoral student*: a doctoral (PhD) student who has the rights and obligations set out in the legislation on higher education.
- (2) *doctoral dissertation / dissertation*: a summarizing paper presenting the doctoral student's knowledge on relevant literature, their objectives, methods and the new scientific results, by which the doctoral student demonstrates that they are able to solve independently a scientific task as a requirement of the doctoral (PhD) degree. The dissertation shall include the author's scientific publications related to the dissertation.
- (3) *doctoral dissertation / dissertation thesis booklet*: a stand-alone written work in Hungarian and English summarizing the results of the independent scientific work.
- (4) *doctoral degree*: on the proposal of the DIT as academic degree (PhD) conferred by the EDT, the conditions of which are laid down in these regulations.
- (5) *Doctoral School*: the basic organizational unit in the doctor training programme that provides for the training for obtaining an academic degree.
- (6) *lecturer at the doctoral school*: a lecturer and researcher with a scientific degree who is considered by the DIT, based on the proposal of the head of DI, suitable for lecturing within the framework of the DI.
- (7) *Council of the Doctoral School* (hereinafter: DIT): a body that meets regularly to assist the head of the DI.
- (8) *Head of the Doctoral School*: a core member responsible for the high level scientific and lecturing activities of the DI, having the title of Doctor of the Hungarian Academy of Sciences, professor.
- (9) *doctoral training programme*: training, research and reporting activities in the framework of individual or group training tailored to the specifics of the discipline and the needs of the doctoral student, which consists of a training and research phase and a research and dissertation phase.
- (10) *doctoral topic*: a research subfield that is suitable in its ongoing development for a doctoral student - under the guidance of a thesis supervisors - to master the application of scientific methods, to obtain an evaluable scientific result, which they can demonstrate in the form of scientific publications, scientific lectures and later in a doctoral dissertation.
- (11) *PhD topic announcer*: a lecturer or researcher with an academic degree, whose

topic has been approved by the EDT on the proposal of the DIT.

(12) *doctoral thesis supervisor*: a lecturer or researcher with an academic degree engaged in active research, whose research topics have been approved by the EDT on the proposal of the DIT, and who can responsibly direct and assist the doctoral student in working on the topic in their studies, research and preparation for obtaining a degree. A thesis supervisor may not have more than six doctoral students at a time, with a maximum of three state-funded students. A doctoral student may have a maximum of two thesis supervisors.

(13) *university doctoral register*: the university register on the persons who are either doctoral students admitted to and participating in the doctoral (PhD) programme or who have obtained a doctoral degree at the University including the data of the doctoral (PhD) degrees.

(14) *university doctoral council*: a body established by the Senate to organize doctoral training programmes and to confer doctoral (PhD) degrees.

(15) *individual doctoral training*: a form of preparation in which the candidate may be partially or completely exempted from their duties of the training and research phase of the doctoral program.

(16) *training and research phase*: a student status of the doctoral student with the University for a maximum of four semesters, the content of which is regulated by the rights and obligations of the doctoral student and the University according to the legislation on higher education. It ends with a comprehensive examination in the fourth semester at the latest.

(17) *research and dissertation phase*: a period of maximum four semesters aiming the acquisition of doctoral degree, which can be started by a doctoral student after passing the comprehensive examination following the training and research phase. A student who has prepared individually for the comprehensive examination (hereinafter: individual doctoral programme) may also participate in the doctoral training programme, provided that they have fulfilled the requirements for admission and application for the comprehensive examination as a student in individual doctoral programme. The student status, in this case, is established by successfully registering for and passing the comprehensive examination.

(18) *credit point*: the unit of measurement of the doctoral student's study, research and lecturing performance aimed at fulfilling their obligations.

(19) *comprehensive examination*: a part of the procedure for obtaining a doctoral degree, a comprehensive examination of the knowledge acquired by the person participating in the doctoral procedure in their field of science. The comprehensive examination assesses, evaluates the doctoral student's academic and research progress and demonstrates their aptitude for research.

(20) *Hungarian state-funded scholarship*: support for full-time Hungarian doctoral students and for non-Hungarian students of Hungarian nationality, who are treated on equal basis with Hungarian students based on legislation or an international agreement, participating in an organized doctoral training programme.

(21) *core member*: a lecturer with an academic degree in an academic discipline or research field of the DI who meets the legal requirements and present regulations.

4TH § THE PURPOSE OF THE DOCTORAL TRAINING

(1) Preparation of the doctoral students for the performance of scientific research and lecturing tasks in the academic discipline of sports sciences. In order to achieve the training goal, doctoral students shall receive theoretical and methodological training that prepares them to write and defend their doctoral dissertation.

5TH § FORMS OF OBTAINING A DOCTORAL DEGREE

(1) The University may offer doctoral training programmes and the confer a doctoral (PhD) degree in the academic field, including the academic discipline in which it operates a master's programmes as stated in its operating license.

(2) The procedure for obtaining a doctoral (PhD) degree shall include a comprehensive examination testing the knowledge to be acquired in the doctoral training programme, the demonstration of independent scientific work by way of academic publications, certification of the required foreign language skills and a research centre disputation on the independent scientific work, and the public disputation and defence of the doctoral dissertation.

(3) The doctoral (PhD) degree can be obtained through participation in an organized training or by way of individual doctoral programme. In the latter case, the candidate shall not participate in an organized training programme. The Head of the DI may allow the candidate to visit doctorate courses.

(4) Doctoral students participating in organized training shall receive professional

assistance from the thesis supervisor to prepare for the comprehensive examination, to prepare the dissertation and to obtain the doctoral (PhD) degree . Organized doctoral training programmes are available at the University in full-time and in correspondence courses.

(5) Only an applicant who submit the employer's support in writing may be admitted to a training programme in addition to employment.

(6) Individual doctoral programmes are open to the ones who have at least six years' professional experience, and have conducted substantive scientific research prior to the application, and can prove their own significant scientific results and publishing activities. In the event, the applicant for an individual doctoral programme already meets the publication requirements according to the applicable scientific classification, the EDT may, on the proposal of the DIT, accept a shorter professional practice period.

CHAPTER 2

ORGANIZATIONAL FRAMEWORK FOR DOCTORAL TRAINING

6TH § THE UNIVERSITY DOCTORAL COUNCIL

(1) The EDT is the highest-level governing and decision-making body for doctoral training programmes and degree acquisition, which develops, oversees the system of doctoral training and degree acquisition at the university, ensures its quality, and the international compatibility and equivalence of the degrees to be awarded.

2. The members of the EDT:

- a) the President of the University Doctoral Council (EDT)
- b) the Vice-President of the University Doctoral Council (EDT)
- c) the Head of the Doctoral School (DI),
- d) the Vice-Rector for Science,
- e) heads of the doctoral programmes
- f) three people delegated by the Senate,
- g) the outgoing President of the EDT for a further four-year term,
- h) President of the University Scientific Council,
- i) a representative of the Review and Quality Assurance Committee (hereinafter: VMB),
- j) one person delegated by the Doctoral Student Union (hereinafter: DÖK),
- k) at least two persons with an academic degree who do not have an employment

status at the University.

(3) Only persons who meet the conditions for membership set forth in Section 7 (3), (4) and (5) of these Regulations may be members of the EDT with voting rights. One-third of the voting members, but at least two members, may not have an employment status at the University. Professor Emeritus / Professor Emeritus of the University shall be considered to be a person with an employment status at the University.

4. Other permanent and ad hoc invitees and persons approved by the EDT shall participate in the work of the EDT with the power to consult and make proposals.

(5) The President of the EDT may be an internationally recognized core member of the DI with the title of Doctor of the Hungarian Academy of Sciences, including Professor Emerita / Professor Emeritus core members.

(6) The President and other members of the EDT shall be elected by the Senate for a four-year term. The term of office of the President may be extended once for a further period of four years. The President of the EDT shall be proposed and presented to the Senate by the Rector.

7. Members may be re-elected more than once in successive periods. The persons referred to in paragraph 2 (f) shall be proposed by the Rector and submitted to the Senate by the President of the EDT. The Senate may delegate three members into the EDT.

(8) the EDT- on the recommendation of the President of the EDT -may elect a Vice-President from its members.

(9) Tasks and competencies of the EDT:

- a) to take a position on general issues related to the operation of the DI and to set guidelines for its operation.
- b) to decide on the requirements of the doctoral training programmes;
- c) to give an opinion on the proposal for the establishment of the DI and the amendment of the registered data of the DI, to initiate the termination of the DI if justified.
- d) to elect the Head of the DI, appoint and dismiss the members of the DIT, by considering the proposals of the DIT;
- e) to regularly evaluate for the Senate the doctoral training programmes and degree acquisition at the University and the work of the DI ;

- f) to make proposals to the Chancellor on the level of self-financing and the regulation of its use;
- g) to discuss, on the basis of the proposal of the DIT, the admission rankings and decide on the acceptance thereof, as well as to decide on the application of students in individual doctoral programmes and on the admission of students in individual doctoral programmes and foreign students;
- h) to decide on the credit requirements and the criteria for passing the comprehensive examination based on the DI's recommendations;
- i) to determine the list of languages acceptable as a first foreign language to meet the foreign language requirements for obtaining a doctoral degree;
- j) to approve the non-permanent members of the comprehensive examination board;
- k) to decide, on the basis of the proposal of the DIT, on the members of the Assessment Committee, official reviewers (opponents), the pre-opponents of the research centre disputation, and the members of the comprehensive examination who do not have an employment status at the University;
- l) to decide, in the case of a doctoral student who has passed a comprehensive examination, on their entering the research and dissertation phase;
- m) to decide on a defence behind closed doors based on the opinion of the Assessment Committee and at the proposal of the DIT;
- n) to decides on the list of domestic and foreign journals that meet the system of publication requirements based on the recommendations of the DIT;
- o) to decides on conferring a doctoral (PhD) degree, the national recognition of a doctoral (PhD) degree obtained abroad and the revocation of a doctoral (PhD) degree;
- p) to give an opinion to the Senate on the proposals of the Rector for the conferment of the title of Honorary Doctor (Doctor Honoris Causa) or Honorary Doctor and Professor (Doctor et Professor Honoris Causa);
- q) to decide on the person of "Excellent PhD Instructor" on the proposal of the DIT;
- r) to make a proposal to the Senate for conferring the title of 'Doctor with Honours';

- s) to make proposals to the Senate for doctoral training programmes organized jointly with other higher education or scientific institutions;
- t) to assess and approve the proposals for the establishment of a doctoral programme on the basis of the proposal of the DIT, as well as the lecturers / researchers participating in it.

(10) The President of the EDT shall be responsible for convening the meetings of the EDT, setting the agenda, appointing rapporteurs, inviting ad hoc committees and chairing the meetings.

(11) A quorum of the EDT requires the presence of more than half of its members with voting rights. The decision of the EDT is valid if a simple majority of its members present cast a "yes"- or "no" vote. In the event of a tie, the President of the EDT shall have the casting vote. The President of the EDT shall order a secret ballot on personal matters if it is initiated by a member of the EDT and is supported by more than half of its members present.

7TH § ESTABLISHMENT OF A DOCTORAL SCHOOL

(1) When establishing a DI the academic field including the academic discipline, must be named in which the University intends to offer doctoral training programmes.

(2) The establishment of a DI may be initiated by at least seven core members. The majority of the core members shall be university professors. A person can be a core member only in one DI at a time.

(3) A core member shall:

- a) have an academic degree;
- b) pursue a continuous, high-level scientific activity in the academic discipline or research field of the DI, which scientific activity must be checked in the Hungarian Library of Scientific Works (hereinafter: MTMT);
- c) have proved their aptitude to lead doctoral students by having supervised at least one doctoral (PhD) student who has acquired a degree;
- d) be a full-time lecturer or scientific researcher at the University, with an employment status or as a state employee, who designated the University for considerations of the existence of the operating conditions of the University pursuant to Section 26 (3) of the Nftv (Act on Higher Education).

(4) In the event that the conditions set forth in subsection (3) a), b), c) are met, a Professor Emerita / Professor Emeritus at the University may be a core member for the establishment of a DI with the approval of the EDT pursuant to Section 32 (1) of the Nftv. One of the Professor Emerita / Professor Emeritus members may be taken into account as a core member for the purposes of paragraph 2 on core members.

(5) The core member shall:

- a) comply with paragraph 3 during at least one training cycle and for the duration of the doctoral procedure associated with that cycle;
- b) undertake to be a thesis supervisor in the DI as well;

(6) If conditions in Paragraph 3 (a), (b) and (c) are met, a full-time scientific adviser or research professor in an employment status or state-employed at a research institute with the title of Doctor of MTA may also be a core member, if the University has entered into an agreement with the research institute to that effect. Maximum two of them can be taken into account in respect of the members referred to in paragraph 2.

7. The core members shall prepare the documents for the establishment of the DI, which shall include:

- a) the classification of the DI relating the academic field and academic discipline;
- b) the master's degree programmes based on which the University meets the requirements set out in Section 16 (2) of the Nftv.
- c) the names of the research fields of the DI;
- d) the name of the doctoral (PhD) degree that may be conferred as a result of the doctoral procedure;
- e) the names of the persons nominated as the Head of the DI, core members of the DI and the thesis supervisors proposed for the first four years, further lecturers of the DI, invited domestic and foreign lecturers, researchers, as well as the documentation of the most important scientific results and works in five years prior to the planned establishment of the DI;
- f) the curriculum of the DI;
- g) the international relations of the DI, which are expected to be taken into account during the operation;

- h) the Organizational and Operational Regulations of the DI; and its quality assurance plan;
- i) cooperation agreements related to the activities of the DI concluded by the University.

(8) A preliminary opinion of the EDT is necessary for the person proposed as the Head of the DI to submit the proposal for the establishment of the DI through the Rector, to the Senate for approval.

(9) The Rector - upon decision of the Senate on establishing the DI – shall apply for the registration of the DI at the Education Office(hereinafter referred to as the Office)

(10) The application for registration shall be accompanied by the opinion of the EDT and the documents establishing the DI, as well as the declaration of the parties involved on the acceptance of the nomination and about meeting the conditions of the doctoral regulation applicable to them.

(11) The cooperation agreements of the University related to the activities of the DI shall form part of the DI establishment documentation.

8TH § TERMINATION OF THE DOCTORAL SCHOOL

(1) The termination of the DI shall be decided by the Senate on the initiative of the EDT or the Rector. At the initiative of the Rector, the Senate - before its decision - shall obtain the opinion of the EDT. According to the decision of the Senate, the Rector shall initiate the modification of the data on the DI registered with the Office.

9TH § THE COUNCIL OF THE DOCTORAL SCHOOL

(1) The DIT is a body assisting the work of the Head of the DI, elected by the core members of the DI. Its members shall be appointed and relieved by the EDT. Its president is the Head of the DI. A representative of the DÖK shall participate in the work of the DIT, who is entitled to vote except for issues related to academic and doctoral procedures.

2. Duties and authorities of the DIT:

- a) to develop the rules of procedure of the DIT;
- b) to propose to the EDT the persons of topic announcers, thesis supervisors and DI lecturers;

- c) to evaluate at regular intervals and as necessary the implementation and organization of the DI training programmes, the quality of the training and the work of the lecturers, thesis supervisors and doctoral students participating in the doctoral program;
- d) to propose thesis topics to be announced;
- e) to approve the thesis topics of doctoral students;
- f) to determine the study credit value of the courses;
- g) to take a position on the admission of applicants for organized doctoral training programmes and individual doctoral programmes, and send the list of candidates recommended for admission to the EDT;
- h) to appoint the members of the doctoral examining board;
- i) to propose to the EDT the members of the Assessment Committee for the comprehensive examination and the doctoral dissertation, as well as the names of the official reviewers (opponents);
- j) to appoint members of the research centre disputation board, to make a proposal to the EDT on the names of the opponents;
- k) to decide on the issuance of the absolutorium (pre-degree certificate) within the maximum training period;
- l) to decide on requests of doctoral students in individual study cases;
- m) following a public defence, based on the evaluation of the Assessment Committee, to make a proposal to the EDT for conferring a doctoral (PhD) degree or for the title of 'Doctor with Honours'
- n) to take a position on the national recognition of a foreign academic degree;
- o) to give, at the request of the Head of the DI, an opinion on other issues concerning the DI, on the individual requests of doctoral students;
- p) to propose to the EDT the start and termination of the doctoral programmes;
- q) to make recommendations to the EDT on a list of journals (domestic and foreign) that fit into the system of publication requirements;
- r) to make a proposal to the EDT on credit recognition;

- s) to make a proposal to the EDT for conferring the title “Excellent PhD Instructor”;
- t) to allow the doctoral student to perform their duties outside the university in individual cases;
- u) to determine the scientific classification of doctoral students;
- v) to delegate a member to the VMB.

10TH § HEAD OF THE DOCTORAL SCHOOL

- (1) The Head of the DI is responsible for the general representation of the DI.
- (2) The Head of the DI is responsible for the scientific quality and educational work of the DI.
- (3) The Head of the DI may be a full-time state-employed core member of the University with the title of Doctor of the Hungarian Academy of Sciences a university professor.
- (4) The person of the Head of the DI shall be approved by the EDT based on the proposal of the DIT.
- (5) The Head of the DI shall be appointed by the Rector for a maximum period of five years. The appointment may be renewed more than once.
- (6) The head of the DI shall be assisted in their work by the DIT, which shall be chaired by the Head of the DI.
- (7) Duties and authorities of the Head of the DI:
 - a) directing the DI and representing it on university boards;
 - b) coordinating the doctoral training programmes and performing quality control in all activities of the DI;
 - c) making recommendations on the core members and lecturers of the DI and, if necessary, on replacing them; making recommendations on the members of the DIT;
 - d) defining the operational rules of the DIT and directing its work;
 - e) inviting lecturers in charge of subjects and topics, thesis supervisors and supervising their work;

- f) managing the finances of the DI within the framework set by the Chancellor, and deciding on individual research grants - on the basis of the proposal of the thesis supervisors in case of individual applications;
- g) proposing to the EDT the registration of doctoral students for a doctoral procedure on the recommendation of the thesis supervisors and the heads of the doctoral programme;
- h) organizing the public entrance examination, the comprehensive examination and the public defence of the doctoral dissertation;
- i) defining the discipline (natural or social sciences) on the basis of which the conditions for obtaining the degree shall be determined with the doctoral students participating in the organized training, at the beginning of the fourth semester at the latest, and in case of students in individual doctoral programmes at the time of application;
- j) giving opinions on the DI's new training programme proposals;
- k) keeping contacts with higher education institutions with which the University has a cooperation agreement concerning the DI.

(1) The doctoral training programmes shall be administered at the university level by the EDT and DI Secretariat (hereinafter: the Doctoral Secretariat).

(2) Duties and authorities of the Doctoral Secretariat:

- a) performing administrative and organizational tasks related to doctoral acts and training programmes;
- b) maintaining a comprehensive record of the acts of the doctoral student's training, and providing data to the relevant national organizations and to university departments;
- c) preparing and documenting the EDT meetings;
- d) functioning as the study office of doctoral training;
- e) coordinating the financial tasks related to the doctoral training programmes under the direction of the Head of the DI, with the assistance of the Chancellery Secretariat;
- f) arranging for the payment of the scholarship to the eligible doctoral students;
- g) publishing annually the information on the doctoral training of the DI as regulated by the University;
- h) managing the documents submitted by the applicants for doctoral training programmes - in accordance with the Records Management Regulations - in a transparent and controllable manner, registering them, providing for their completion and for the data protection, as well forwarding them to the Head of the DI;
- i) checking the fulfilment of the examination requirements every six months, certifying the beginning of the new semester and, upon completion of the training, the absolutorium (pre-degree certificate) in the doctoral student's e-gradebook;
- j) organizing the public defences of the doctoral dissertations, and sending the printed and electronic versions of the doctoral dissertations and theses to the designated persons and institutions twenty-one days before the date of the public defence, and uploading them to the websites;

- k) issuing a certified copy of the comprehensive examination and the qualification of the defence to the PhD student/candidate upon request;
- l) regularly updating the websites of the doctoral training programme ;
- m) providing for the publication of defended dissertations;
- n) registering documents submitted to the Doctoral Secretariat in connection with doctoral programmes , storing them in an organized way and keeping them for the period specified in the Records Management Regulations after the completion of the doctoral programme, as well as sending them to the competent institutions in accordance with the relevant legislation;
- o) monitoring the fulfilment of doctoral students' payment obligations.

CHAPTER 3 ORGANIZED DOCTORAL TRAINING

12TH § APPLICATION AND ADMISSION TO THE DOCTORAL PROGRAMMES

(1) Prospective students may be admitted to the doctoral training programme by a successful participation in the admission procedure.

(2) Hungarian citizens, EU and EEA citizens receiving equal treatment with Hungarian citizens, as well as non-Hungarian citizens who do not enjoy equal treatment with Hungarian citizens may apply for a training programme at the Doctoral School,

- a) who have a university diploma or an equivalent accredited master's degree (MA, MSc), as well as the ones enrolled in the last year of a master's degree programs and who, based on their studies are expected to get their degree in no more than within six months. Though, even in the case of a successful entrance examination, a diploma required for the training shall be submitted as a prerequisite of the enrolment in the DS;
- b) who can certify knowledge of one foreign language by at least a C type B2 level state-accredited foreign language certificate or an equivalent;
- c) whose professional and scientific expertise is considered adequate by the Doctoral School (DI).

(3) Doctoral training programmes shall start in September and February of each year. The deadline for applying for the current year's training and for submitting all the documents required for the application shall be set by the DI and published in

the Official Information Bulletin on Higher Education Admission and on the University's website.

(4) The following documents must be attached to the application to the DI:

- a) completed and signed application form (Annex 1);
- b) completed admission form (Annex 2);
- c) a copy of the university degree;
- d) a certified copy of the academic transcript;
- e) a professional CV with a publication list;
- f) a preliminary research plan;
- g) the thesis supervisor's statement of acceptance;
- h) copies of documents certifying language skills;
- i) a proof of payment of the fees of the admission procedure;
- j) supporting letter from the employer (in case of applying for a self-financed doctoral training programme);
- k) other documents (e.g. recommendations) as required by the DI.

(5) When applying to the DI, the following documents must be presented in the original:

- a) diploma;
- b) documents certifying language skills.

(6) The DI may also require the attachment of additional documents in addition to paragraph 4, which are necessary for the assessment of the professional aptitude of the candidates.

(7) In accordance with the regulations and within the deadline set by the DI, applicants shall take part in an admission procedure. The admission procedure is conducted by an examining board.

(8) The admission interview, including the notification of candidates, shall be organized by the Head of the DI. Each programme, as well as the DÖK shall be represented in the examining board. The examining board shall consist of a minimum of three members. The examining board shall evaluate the candidates' performance and rank them accordingly. Minutes of the interview shall be taken and sent to the EDT together with the ranked list of those recommended for admission, as well as the list and admission

scores of rejected candidates. .

(9) In the admission procedure, evaluation shall be based on the applicant's previous results and the knowledge and aptitude demonstrated during the interview. Further advantage can be: some experience gained in scientific work, lectures, academic publications, an appropriate research work plan, a high level of knowledge of a foreign language required for professional work, and an outstanding study result.

(10) During the evaluation, the candidate can obtain a maximum of sixty (60) points in total as follows:

- a) A maximum of twenty-eight (28) points may be awarded for the assessment of the previous academic / professional / scientific / foreign language knowledge results, which consists of three parts:
 - i. the average grades in university studies,
 - ii. assessment of the previous scientific work,
 - iii. other results (foreign language certificates, study trip abroad, outstanding profession-specific performance).
- b) A maximum of thirty-two (32) points may be awarded in the interview, which consists of two parts:
 - i. written part of the examination up to ten (10) points: assessment of general professional knowledge and aptitude,
 - ii. oral part of the examination up to twenty-two (22) points: assessment of a special, topic-oriented level of knowledge and aptitude.

(11) The EDT decides on the admission on the basis of the proposal of the DIT, taking into account the framework numbers determined by the National Doctoral Council (hereinafter: ODT). Deviations from the ranking set by the DIT must be justified by the EDT.

(12) Based on a resolution of the DIT, a doctoral student may be admitted to the doctoral programme of the University from the doctoral training programme started at another higher education institution (on individual request). Among the subjects and credits completed at the previous doctoral school (evaluated with a grade), those that the DI proposes for acceptance can be recognised.

(13) An appeal may be lodged against a decision on refusing the admission if it violates

the law or the university regulations. The appeal must be lodged within fifteen days upon receipt of the decision rejecting the application. The appeal shall be submitted to the Appeals Committee of the University in accordance with Article 3 of the Organizational and Operational Regulations: Chapter 6 on Student Requirements System Rules of Remedies.

(14) The register of admitted doctoral students shall be kept with the Doctoral Secretariat. The Doctoral Secretariat shall make the data of the doctoral students listed in Annex No. 3 to the Nftv. available to the National Association of Doctoral Students (hereinafter: DOSZ) upon request of DOSZ, with the consent of the persons concerned as indicated on the registration form, under the conditions set out in Act CXII of 2011 on the Right to Information Self-determination and Freedom of Information.

13TH § DOCTORAL TRAINING

(1) Doctoral training programme is a training, research and reporting activity carried out within the framework of individual or organized training adapted to the specifics of the field of science and the needs of the doctoral student.

(2) A doctoral training programme consists of a “training and research” and a “research and dissertation” phase. The training and research phase lasts for a period of a maximum of four semesters, at the end of which the doctoral student shall take a comprehensive examination as a pre-condition for starting the research and dissertation phase. Successful completion of the comprehensive examination is a prerequisite for starting the research and dissertation phase, i.e. the doctoral procedure, which can last also for a maximum of four semesters. Its aim is to obtain a doctoral (PhD) degree.

(3) The doctoral training programme shall take place within the framework of full-time (Hungarian state-funded, other grant-funded) and correspondence (self-financed) programme.

(4) The admission requirements, the curriculum, the examination procedure and the exact requirements for obtaining a doctoral certificate, which means the formal completion of the training, shall be determined by the DI and shall be laid down in these regulations, in accordance with the credit regulations of the EDT.

(5) At least two hundred and forty (240) credits must be obtained in the doctoral training programme. The training period is a maximum of eight semesters.

(6) Based on the results achieved during the admission procedure, the Head of the DI may also require the completion of catch-up courses for the doctoral students admitted to the program.

(7) Attendance of the courses is obligatory for doctoral students, unless, in exceptionally justified cases, the Head of the DI, in consultation with the lecturer of the given course, grants a waiver to a doctoral student.

(8) The doctoral student may request the Head of the DI to allow the completion of the training and research phase in a course other than recommended in the case of a partial study abroad or in other justified cases.

(9) A doctoral student may participate in partial study abroad on the basis of a work programme approved by the thesis supervisor and the Head of the DI, which ensures the validity of the given study period in the university doctoral training programme. The time of the approved partial training shall be recognized in part or in full in the time of the doctoral student's doctoral training. During the partial training, the student status of the doctoral student shall not be suspended. A doctoral student may receive a state or other scholarship paid by the University for a maximum of six months during the approved partial study abroad.

(10) The doctoral student must submit their doctoral dissertation within three years following the comprehensive examination. This deadline may be extended by a maximum of one year in special justified cases in accordance with Section 45 (2) of Nftv.

(11) Students in individual doctoral programmes may also participate in a doctoral training programme, provided that they have fulfilled the requirements of the entrance examination and the comprehensive examination in accordance with regulation for individual training. The student status of the individual doctoral student in this case shall be established by registering and successfully passing the comprehensive examination.

(12) The student status of the doctoral student shall be suspended in the training and research phase if the doctoral student is unable to fulfil their obligations arising from their student status due to childbirth, accident, illness or other unexpected reasons.

(13) The EDT may permit the interruption of the training and research phase, i.e. the suspension of the doctoral student's student status, at the request of the doctoral

student, on the proposal of the DIT. During the suspension of the doctoral student's student status, they cannot receive a scholarship and are not obliged to pay tuition fees.

(14) The student status of the doctoral student is terminated,

- a) if the doctoral student fails the comprehensive examination, on the day of their failure to sit for or pass it;
- b) in the doctoral training programme by obtaining absolutorium:
- c) at the end of the eighth active semester of the doctoral training programme in which the doctoral student has been enrolled;
- d) on the day of transfer, in case the doctoral student has been taken over by another higher education institution;
- e) on the day of the announcement, in case the doctoral student announces that they terminate their doctoral student status;
- f) if the doctoral student cannot continue their studies in training funded by the Hungarian state and does not wish to continue it in self-financed training form;
- g) if they have not registered for the coming semester for the third time in a row;
- h) on the day the decision on termination becomeing final, in the event that the doctoral student's student status is terminated by the EDT due to late payment, after unsuccessful payment requests and examination of the doctoral student's social situation;
- i) on the day the disciplinary decision on suspension becomes final, in case the doctoral student does not fulfil the obligations related to the progress of studies set forth in these regulations and the curriculum.

(15) The student status of a doctoral student is suspended if the doctoral student is prohibited from continuing their studies as a disciplinary punishment.

14TH § REGULATORY FRAMEWORK FOR THE DOCTORAL SCHOOL IN TWO STAGES OF TRAINING: IN THE TRAINING AND RESEARCH PHASE AND IN THE RESEARCH AND DISSERTATION PHASE

(1) In the training and research phase, the doctoral student shall study subjects, conduct research, publish papers and take the comprehensive examination.

(2) In the training and research phase, the doctoral student must complete a total of 120 credits (at least 30 credits per semester) to be able to register for the comprehensive examination.

(3) The comprehensive examination consists of two main parts. In the first part, the doctoral student's theoretical-methodological readiness shall be assessed (theoretical part). In the second part, the doctoral student shall report on their scientific progress (dissertation phase).

(4) The doctoral student must obtain study and / or research credits every semester and must participate in at least two research centre disputations and / or public defences per year.

(5) The doctoral student can obtain study credits by completing courses, by individual study and by taking an exam (closed with a grade). The doctoral student can choose courses primarily from the courses qualified by the number of credits recorded in the sample curriculum published by the DI in the NEPTUN study system every six months.

(6) During the training and research phase, the doctoral student must obtain at least sixteen (16) study credits. Of these, at least five credits must be earned with elective courses. The head of the doctoral programme may require compulsory courses, the thesis supervisor may require up to eight additional courses, before the start of the training, which courses the doctoral student must attend. Further credits can also be earned by completing any course or lecture series approved by the EDT.

(7) The doctoral student may, on the proposal of the thesis supervisor - in prior consultation with the Head of the DI - register for courses advertised in the DI of any higher education institution.

(8) One study credit point is equivalent to fifteen teaching hours of lecture and / or practice, as required and assessed.

(9) The doctoral student, as a researcher, may obtain research credits through research work carried out under supervision. The thesis supervisor shall evaluate and certify the fulfilment of the research credits according to the research plan in the e-gradebook as well

as in the semester report on a three-point scale. Evaluation is made by the thesis supervisor in form of a mid-year assessment. The number of research credits that can be obtained in a given semester must be calculated to make out at least thirty (30) credits together with the study and teaching credits points earned. That is, the doctoral student must earn at least as many research credits in the given semester which, together with the study and lecturing credits earned, makes out at least thirty (30) credits. A maximum of two hundred and twenty-four (224) research credits may be earned during the doctoral training programme.

(10) Lecturing credits may be obtained through lecturing approved in advance by the EDT on the proposal of the DIT.

(11) The average number of teaching hours that a state-funded doctoral student may hold may not exceed two teaching hours per week. Two teaching credits can be obtained per teaching hour / week of educational activity, i.e. a maximum of four credits can be obtained per semester with the maximum teaching activity. The number of educational credits during the entire training and research phase may not exceed sixteen (16) credits. Lecturing credits shall be included in the e-gradebook. The performance shall be certified by the head of the given educational-research organizational unit.

(12) In the research and dissertation phase, the doctoral student shall perform research work and publish their research results. They shall submit their doctoral dissertation within three years from the comprehensive examination.

(13) A total of 120 research credits must be earned during a maximum of four semesters of the research and dissertation phase. No study credit is required in the research and dissertation phase.

(14) The research and dissertation phase shall end at the end of the eighth active semester, upon earning of a total of at least two hundred and forty (240) credits. 120 credits must be earned in the training and research phase and an additional 120 credits in the research and dissertation phase.

(15) In the research and dissertation phase (in the doctoral procedure), the suspension of the doctoral student's student status may not exceed two semesters, which does not have a suspensive effect on their obligations to meet the three-year deadline following the comprehensive examination.

(16) A suspension of the training shall be authorized by the EDT on the proposal of the thesis supervisors and the Head of the DI.

(17) During the suspension of the doctoral student's students status, no scholarship may be paid to them and they are not obliged to pay tuition fees.

15TH § THE THESIS SUPERVISOR

(1) The supervisor of the doctoral topic is a lecturer with an academic degree doing active research, or a researcher whose topic announcement has been approved by the EDT on the proposal of the DIT. The thesis supervisors shall be accredited by the EDT for a period of six years on the basis of their professional CV, research topic plan, publication list and documentable research activity on the recommendations of the DIT. Accreditation must be renewed after the six-year cycle.

2. The thesis supervisors must have:

- a) a publication activity certifying the active completion of scientific work, in the field of their speciality they must meet the publication requirements expected of the prospective doctoral student for obtaining the degree in the average of the last six years;
- b) the conditions necessary for the performance of scientific work, research equipment and financial support for the operation. The absence of research support running in one's own name can be compensated by a statement issued by the head of the educational-research organizational unit or by a statement of another grant holder, which contains the clause that it provides the necessary funding for the thesis supervisor's and doctoral student's research.

(3) An instructor or researcher having no employment status at the university may also be approved as a thesis supervisor if they comply with the provisions of paragraphs (1) and (2).

(4) A lecturer may supervise a maximum of six doctoral students at a time, including three state-funded students. A doctoral student may have a maximum of two thesis supervisors.

(5) In case the doctoral research topic justifies it, the DIT may appoint two thesis supervisors (co-supervisors) for the doctoral student, from another programme of the DI. If the doctoral student participates in a joint doctoral training programme at a domestic research centre or a foreign higher education institution, the DI may also

appoint a supervisor with an employment status with the University for the doctoral student.

(6) The thesis supervisors shall report semi-annually to the DIT on the progress of the doctoral student and on the research work carried out.

(7) Duties and powers of the thesis supervisors:

- a) to direct the training and preparation of the doctoral student for the degree, in the framework of which they supervise, assist and direct the research work of the doctoral student, if necessary;
- b) to assist in the development of the doctoral student's research plan and to maintain a work relationship with them as mutually agreed;
- c) to have the doctoral student regularly report on the development of their research work, the problems and difficulties encountered and the possible way to solve them;
- d) to give an opinion on the doctoral student's report prepared for the DI, in which they must indicate if there are any delays in the doctoral student's work or if they find that the doctoral student is not able to successfully complete their research plan within the deadline set;
- e) to give a written opinion on the documents submitted by the doctoral student for the comprehensive examination, the draft of their dissertation and the doctoral dissertation, and to issue a statement on their applicability;
- f) to participate in the comprehensive examination of the doctoral student, in the research centre disputation of their dissertation and the public defence of the doctoral dissertation;
- g) to continuously update their profile (data sheet) in the doctoral database in accordance with the legislation and the regulations of the HAC.

(8) In the event that the work relationship between the doctoral student and the thesis supervisors does not develop successfully for both parties, a new thesis supervisor may be appointed.

(9) The replacement of the thesis supervisor must be formally initiated by one of the parties. The thesis supervisors may request their dismissal in case of force majeure (e.g. illness, unforeseen travel abroad, unexpected occupation) or inappropriate work

relationship. If there is a good reason, the doctoral student may request the appointment of a new thesis supervisors from the Head of the DI. A good reason may be, in particular, if the doctoral student finds that they do not receive sufficient professional support from the thesis supervisor or that personal conflicts may make their cooperation difficult. The Head of the DI, considering the opinion of the DIT, shall decide on the request for dismissal, after hearing the reasons of the thesis supervisors and the doctoral student.

(10) The thesis supervisor may request the Head of the DI to allow another thesis supervisor to substitute for them in their duties for a specified period of time, not exceeding six months, if urgent obligations would prevent or hinder them fulfilling of the duties as thesis supervisors. The thesis supervisor must be proposed a person as substitute. In the event that the doctoral student finds that their research work would suffer an unacceptable delay due to the temporary absence of their supervisor, they may initiate the appointment of a new supervisor.

(11) The supervisor shall be remunerated once during the doctoral procedure, ending with obtaining a degree certificate. Remuneration is set out in Annex No. 26.

(12) In the case of co-thesis supervisors, the amount of remuneration shall be divided in 50-50% between the two supervisors, unless otherwise provided. In case of changing the thesis supervisor during the training, the amount of remuneration shall be paid on a pro rata basis.

CHAPTER 4

RIGHTS AND OBLIGATIONS OF THE PARTICIPANTS IN TRAINING

16TH § LEGAL STATUS OF PARTICIPANTS IN THE DOCTORAL TRAINING PROGRAMMES AND DOCTORAL PROCEDURE

(1) The doctoral student has a doctoral student status at the University. The student status of the doctoral student is established by enrolment.

(2) The data of the doctoral students shall be registered in the NEPTUN study management system. The doctoral student is obliged to keep their data up-to-date in the electronic database of the National Doctoral Council (hereinafter: ODT).

(3) The University is obliged to register the doctoral student's personal data and the establishment of the doctoral student status in the Higher Education Information System (hereinafter: FIR) within fifteen days from the establishment of the doctoral student status. The doctoral student is obliged to notify the FIR of any change in their personal data - at the first submission of data following the changes in their own register.

(4) The termination of the doctoral student status shall be reported to the FIR within fifteen days after the termination.

(5) From the point of view of a professional supervision, a doctoral student participating in a doctoral training programme shall belong to the educational-research organizational unit relevant to their research topic or to the research place participating in the training. Therefore, applicants for a doctoral training programme must obtain a statement of acceptance from the chosen thesis supervisor before applying for admission and they shall submit it to the DI upon application.

17TH § GRANTS FOR DOCTORAL STUDENTS

(1) Doctoral training funded by the Hungarian state is available for:

- a) full-time doctoral students with Hungarian citizenship;
- b) non-Hungarian doctoral students of nationalities regarded as equivalent to Hungarians on the basis of legislation or an international agreement,.

(2) A doctoral student with income from full-time employment may not receive a scholarship. A student enrolled in a state-funded programme shall declare every six months (upon enrolment) that they do not have an employment status. In the event that

a student enrolled in a state-funded programme establishes a full-time employment status, they are obliged to notify the DI without delay. If the doctoral student fails to do so and the DI becomes aware of the fact of full-time employment, the scholarship may be revoked.

(3) A student enrolled in a state-funded programme may, with the prior permission of the EDT, establish a part-time employment status for a maximum of four hours a day. Within thirty days of the commencement of the doctoral student's employment status, they must submit a note to the Doctoral Secretariat.

(4) The duration of studies is four years (48 months) in the Hungarian state funded training programme. The amount of the Hungarian state scholarship is set out by the Nftv. 114./D. §.

(5) The condition for maintaining a Hungarian state scholarship is the fulfilment of the study and other obligations.

(6) The University shall arrange for the payments of the monthly allowances in accordance with of Chapter 4 on the Reimbursement and Allowance Regulations of Part 3 of the Organizational and Operational Regulations.

(7) In addition to the Hungarian state scholarship, the University may agree with foundations, public foundations, public bodies, business organizations and private individuals on the establishment of other doctoral scholarships in a separate contract. The organization establishing or disbursing other doctoral scholarships may not influence the selection of the person of the doctoral student receiving other doctoral scholarship, and the doctoral student receiving the scholarship shall have the same rights and obligations as students enrolled in a state-funded programme.

(8) Doctoral students shall be entitled to dormitory accommodation.

18TH § FEES AND REFUNDS TO BE PAID BY DOCTORAL STUDENTS

(1) The amount of fees, tuition fees and other payments to be paid by doctoral students shall be determined in accordance with Annex 26 to these Regulations.

(2) A doctoral student enrolled in a state-funded programme shall not pay tuition fees for the training, however, they are not exempt from paying other (e.g. special procedural and delay) fees. The Doctoral Secretariat shall inform the doctoral student about the method of paying the tuition fees at the time of enrolment.

(3) A doctoral student may file an appeal with the President of the EDT against an incorrect determination of fees and reimbursements within fifteen days from the notification. The appeal must be heard within fifteen days of receipt.

(4) The self-financed doctoral student shall pay a tuition fee for the duration of the eight-semester training period.

(5) A doctoral student who does not fulfil their payment obligation by the deadline and does not receive a deferral of payment may not enrol in the current academic semester.

(6) Due to the non-payment obligation of the doctoral student,- Part 3 of the Organizational and Operational Regulations - Chapter 4 on Student Requirements System - Reimbursement and Allowance Regulations, shall apply with the difference that the Office of Studies shall be replaced by the Doctoral Secretariat. The doctoral student may file an appeal with the President of the EDT against the decisions on the suspension of the doctoral student status or the termination of the doctoral student status within fifteen days from the notification thereabout.

19TH § LECTURING ACTIVITIES OF THE DOCTORAL STUDENT

(1) Doctoral students participating in a doctoral training programme or in doctoral procedure may undertake lecturing and research organizational tasks, the manner of which is regulated by the host educational-research organizational unit and the DI. For performing these tasks, the doctoral student shall receive credits in a manner specified in these regulations.

(2) A doctoral student enrolled in a state-funded programme may establish an employment status as set out in Section 17 (3) of these regulations.

(3) The University shall also remunerate the doctoral student for lecturing activities in accordance with the relevant regulations.

CHAPTER 5

THE DOCTORAL DEGREE PROCEDURE AND THE DEGREE CERTIFICATE

20TH § CONDITIONS FOR OBTAINING A DOCTORAL DEGREE

(1) In order to obtain a doctoral (PhD) degree within the framework of a doctoral training programme, it is necessary:

- a) to fulfil the study and research obligations, to earn a total of at least two hundred and forty (240) credit points (absolutorium);
- b) to pass the comprehensive examination;
- c) to meet the professional and publishing requirements set by the EDT and the DI as a condition for the defence;
- d) to have a state-accredited at least level “B2” complex foreign language certificate or equivalent document in one of the accepted world languages (English, German, French, Italian, Spanish, Arabic, Russian, Chinese) and a state-accredited at least level “B1” level complex foreign language certificate in another foreign language . The state-accredited level “B1” level complex foreign language certificate can be replaced by a comprehensive foreign language exam obtained in a higher education institution or by a university foreign language final exam; by a certificate issued by the Foreign Language Department of the University proving the existence of basic professional knowledge of a foreign language (PhD exam); in the case of recognition of English as the second foreign language, by completion of the comprehensive foreign language exam or by completion of a foreign language course of at least two semesters within the framework of university education. One of the two foreign languages must be English. In the absence of the required foreign language certificates, the doctoral dissertation cannot be submitted to the official reviewers (opponents).
- e) independent research work carried out on the basis of the approved research program confirmed by the thesis supervisor;
- f) writing up and then successfully defending the doctoral dissertation;
- g) fulfilment of the payment obligations.

(2) Scientific publication activities required for obtaining the doctoral (PhD) degree:

- a) academic publications may be written works published in a scientific journal or book.
- b) professional / scientific journal: a publication recognized in MTMT as a scientific and peer-reviewed journal;
- c) a book is considered to be scientific if it contains new scientific results or summarizes a discipline with a new approach;
- d) a textbook or book chapter can be accepted as a scientific achievement if the textbook or book chapter is revised and officially distributed. Non-scholarly books shall fall into the category of other achievements. The DIT shall decide on the acceptance of a textbook or book chapter as a scientific achievement.

**21ST §APPLICATION FOR A DOCTORAL (PHD) DEGREE IN AN INDIVIDUAL
DOCTORAL PROGRAMME**

(1) A person who has individually prepared for obtaining a degree may also apply for a doctoral training programme, provided that they have fulfilled the entrance examination and the complex examination requirements as regulated for individual doctoral students. The student status of the doctoral student in this case shall be established by applying for the comprehensive examination and the acceptance thereof and the successful passing it.

(2) Admission requirements for students in individual doctoral programmes:

- a) documented research activity of at least six years' duration;
- b) a state-accredited complex B2 level foreign language certificate or equivalent;
- c) completion of at least 50% of the publication requirements as set by the EDT;
- d) a doctoral dissertation ready for submission or a detailed draft of dissertation;
- e) a successful completion of the comprehensive examination.

(3) Documents to be attached to the application:

- a) application (Annex 29);

- b) university diploma (to be presented in the original, to be submitted in a copy);
- c) professional CV, list of publications;
- d) a Certificate of Good Conduct not older than three months;
- e) proof of payment of the application fee;
- f) a proposal of the thesis supervisors and head of the doctoral programme for the comprehensive examination and for the members of the board (Annex 28);
- g) a statement by the head of the doctoral programme on the fact that based on the documents required for the application; the doctoral procedure can be initiated within the deadlines.

(4) The documents listed in paragraph (3) may also be submitted in a foreign language approved in advance by the DI. The procedure may be conducted in part or in full in a foreign language.

(5) Compliance with the admission requirements shall be checked by the DI. Based on the proposal of the DI, the acceptance or rejection of the application falls within the competence of the EDT.

(6) Annex No 29 and submitting documents as set in paragraph 3. in full are requirements for an application.

22ND § START OF THE RESEARCH AND DISSERTATION PHASE (DOCTORAL PROCEDURE)

(1) A doctoral student participating in a doctoral training programme may enter the research and dissertation phase (doctoral procedure) by enrolling in the next semester after having fulfilled the required training obligations and having passed the comprehensive examination.

(2) After the successful comprehensive examination, the doctoral student must submit their doctoral dissertation within three years, following a research centre disputation.

23RD § THE COMPREHENSIVE EXAMINATION

(1) Conditions for registering for the comprehensive examination:

a) obtaining at least 120 credits in the training and research phase of the doctoral training program, except in the case of a doctoral student in an individual programme, whose student status is established in accordance with provisions of Section 18 (1).

(2) The comprehensive examination consists of two parts:

a) dissertation part: literature review in relation to the student's own research topic (thirty minutes). The review of the literature should be accompanied by the hypotheses of the research topic, the research methods and the expected results;

b) theoretical part: processing of an academic publications in English (fifteen minutes).

(3) Those with a doctoral student status may apply for a comprehensive examination in the fourth semester until October 31 or March 31, respectively. Failure to meet the deadline may result in forfeit of rights.

(4) The comprehensive examination must be taken in public, before a board.

(5) The comprehensive examination board shall consist of at least three members. The chair of the comprehensive examination board is the Head of the DI, the permanent members are the heads of the doctoral programmes. At least one third of the members may not have an employment status at the University. Due to the impediment of the chair of the comprehensive examination board or due to the reasons of conflict of interest included in paragraph (9) of this section, the chair of the comprehensive examination board may be a professor, habilitated associate professor or Professor Emerita / Professor Emeritus.

(6) All members of the comprehensive examination board shall have a academic degree. A foreign expert can also be a member of the comprehensive examination board. The thesis supervisor of the doctoral student cannot be a member of the comprehensive examination board.

(7) The thesis supervisor and the head of the doctoral programmer shall propose to the Head of the DI and the DIT the member of the comprehensive examination board who does not have an employment status with the University (Annex 28).

(8) The members of the comprehensive examination board shall be approved by the EDT on the proposal of the DIT.

(9) To avoid conflicts of interest, the chairman or a member of the board may not be a close relative, thesis supervisors, a direct supervisor, co-worker, co-author of the doctoral

student or of thesis supervisors, or from whom an objective assessment cannot be expected.

(10) The data of the participants of the comprehensive examination, the questions and the result of the doctoral student shall be recorded in the minutes. The result of the examination must be announced on the day of the examination.

(11) The comprehensive examination shall be taken the end of the fourth semester at the latest.

(12) The examination board shall evaluate the dissertation and the theoretical part of the examination separately.

(13) The evaluation of the comprehensive examination may be of two levels: 'pass' or 'fail'. A comprehensive examination is successful if the majority of the members of the comprehensive examination board finds both parts of the examination to be successful. In case of a failed theoretical part of the examination, the candidate may retake the examination once more in the given period. In case of an unsuccessful dissertation examination part, the comprehensive examination cannot be retaken, the student status of the doctoral student shall be terminated, or the student status of a student in an individual doctoral programme pursuant to Section 21 (2) e) shall not be established.

(14) In case of a successful comprehensive examination, the doctoral student may continue their doctoral studies and enter the research and dissertation phase on the basis of the decision of the EDT.

(15) The head of the DI may permit to take the comprehensive examination in English.

24TH § PUBLICATION REQUIREMENTS IN CONNECTION WITH OBTAINING A DOCTORAL DEGREE .

(1) The scientific and publishing activities of the candidate, as well as the conditions for obtaining the degree, shall be judged and established according to the form of the programme and the scientific classification of the topic. In the scientific publications of the doctoral student participating in the organized training, either the name of the given educational-research organizational unit of the University or the name of the DI must be indicated as the candidate's workplace.

(2) The field of specialization - in this context, the approved topic of the doctoral student - shall be determined by the DIT in consultation with the doctoral student participating in the training no later than by the time of enrolment in the fourth semester. The scientific

classification shall become valid upon entry in the e-gradebook. In exceptionally justified cases, the EDT may grant permission to change the field of specialization at the time of registering for the research and dissertation phase (doctoral procedure). During the research and dissertation phase (doctoral procedure), the field classification cannot be changed.

(3) In case of students in individual doctoral programmes, the scientific classification shall be indicated upon acceptance of the application for the doctoral procedure or individual training programme.

(4) The minimum academic publication requirement for obtaining a degree shall be determined by discipline and according to the form of the programme. The publication requirements must be met by publications containing independent scientific results published on the topic of the doctoral dissertation. Only academic publications printed and published or marked with a DOI ID that can be checked at dx.doi.org shall be accepted. Meeting these conditions shall not in itself be a guarantee to obtain a degree, it only means fulfilling the requirements of scientific publication.

(5) The general publication requirements for obtaining a degree in natural sciences of sports sciences for doctoral students with an absolutorium (pre-degree certificate) shall be the following:

- a) The number of academic publications in a scientific journal with an impact factor (hereinafter: IF) on the topic of the dissertation shall be at least two, of which:
 - i) a first-author academic publications, and
 - ii) an additional, not necessarily first-author academic publication.

The sum of the IF of these publications shall make at least 1,5 IF for the discipline, at least 50% of which must be earned by means of first-author academic publications and it may not be reduced by an academic publication subject to point (b).

- b) If the doctoral student has two academic publications with IF, up to 10% of the amount of IF indicated may be triggered:
 - i) by two first-author academic publications in Hungarian related to the topic of the dissertation, which have been published in a peer-reviewed scientific journal, or
 - ii) by two academic publications without impact factors, published in peer-reviewed scientific journals, related to the

topic of the dissertation. A list of acceptable journals is included in Annex 25. In exceptional cases, a book chapter published in a prestigious scientific work may also be taken into account (the acceptability of the book or book chapter shall require the decision of the EDT based on the opinion of the VMB).

(6) In the case of doctoral students who have completed the training with an absolutorium (pre-degree certificate), all of the following conditions must be fulfilled by publication points instead of academic publications with IF - on the topic of the doctoral dissertation in social sciences, pedagogy and sports theory related topics of sports sciences:

- a) at least twelve publication points (Annex 21);
- b) at least four academic publications;
- c) at least two of these academic publications shall have been published in international journals;
- d) first author in at least one Hungarian academic publication;
- e) at least one first-author academic publication published in journals classified by the Science Citation Index Expanded (SCIE) or the Social Science Citation Index, or the Arts and Humanities Citation Index, or in academic publications in the field of specialization (Annex 25). These journals shall be considered international journals under these regulations;
- f) with the exception of point (e), only journals with at least four issues per year may be accepted.

(7) The general publication requirements for students in individual doctoral programmes in the field of natural sciences of sports sciences are the following:

- a) The required minimum IF amount is 150% of the 1.5 IFs defined for the discipline of the doctoral dissertation, 2/3 (100%) of which shall be understood as set out in paragraph (5) of this section;
- b) the remaining 1/3 shall demonstrate the individual's scientific skill achieved through individual preparation. For these academic publications, there is no requirement as to either the order of authorship or the subject matter of the scientific publications. 10% of the additional IF amount can be earned by first-author academic publications published in a Hungarian or international journal without IF.

(8) In the case of students in individual doctoral programmes, the following conditions shall be met together with publication points instead of academic publications with IF - on the topic of the doctoral dissertation in social sciences, pedagogy and sports theory related

topics of sports sciences:

- a) at least eighteen publication points (Annex 21);
- b) at least six academic publications;
- c) at least two of these academic publications shall have been published in international journals;
- d) first author in at least one Hungarian academic publications;
- e) at least one first-author academic publication published in journals classified by the Science Citation Index Expanded (SCIE) or the Social Science Citation Index, or the Arts and Humanities Citation Index, or in academic publications in the field of professional competence (Annex 25). These journals shall be considered international journals under these regulations;
- f) with the exception of point (e), only journals with at least four issues per year may be accepted.
- g) provisions of paragraphs ac), d) e) must be fulfilled with academic publications on the topic of the doctoral dissertation.

(9) In justified cases, the method of assessment in the social sciences shall be made also possible in the social science-related topics of the science programmes - with the permission of the Head of the DI within one year after the start of the training or in case of students in individual doctoral programmes when registering for the doctoral procedure.

(10) The candidate may also opt for an IF-based assessment in the social sciences as well as in pedagogy and sports theory. In that case, paragraphs 5 and 7 shall apply.

(11) For the purpose of Scientometric evaluation (IF or publication point), a congress abstract (even if published in a journal with IF) or a an article published in a daily newspaper and other non-professional journals shall not be considered. When classifying publications in supplementary issues, the rules of the MTMT shall apply as follows:

- (a) in the case of an academic publications in a regular issue of a professional journal, it shall be classified as a short publication, an article or a summary publication, whether or not the work has been presented at a conference. Publication points can be awarded in this case;
- b) in case the academic publications and / or abstracts at a conference are published in a special issue (supplement) of a professional journal, they shall be classified as conference papers or abstracts. No publication point can be awarded for them in this case;
- (c) if the supplement is a thematic issue, non-conference-related and contains academic

publications on a particular topic, it may be classified as a professional article. Publication points can be awarded in this case.

(12) The DIT may propose a list of journals (domestic and foreign) that meet the requirements. A list of accepted journals approved, to be approved or amended by the EDT is included in Annex No. 25 . The DIT may propose changes to the list.

25TH § SUBMISSION OF THE DOCTORAL DISSERTATION

(1) After passing the comprehensive examination and fulfilling the additional requirements for obtaining the degree and the absolutorium (pre-degree certificate), the President of the EDT shall decide on the basis of the thesis supervisor's supportive opinion and the VMB resolution whether the doctoral dissertation can be handed over to official reviewers.

(2) In case an academic publication used in the doctoral dissertation has more than one doctoral student as author, the thesis supervisors must declare whether the results used in the doctoral dissertation reflect a substantive contribution of the doctoral student. All co-authors must declare that they consider the results used in the doctoral student's doctoral dissertation to be the doctoral student's own results. Formal requirements of the doctoral dissertation are included in Annex No. 11..

(3) A research centre disputation shall be organized about the doctoral dissertation. The research centre disputation shall be organized by the Head of the DI and chaired by the appointed president. The research centre disputation shall be attended by at least five scientifically qualified instructor-researchers. No research centre disputation can be organized for July, August.

(4) One or two pre-opponents appointed by the DIT shall prepare an opinion on the doctoral dissertation. The pre-opponents may be identical with the subsequent official reviewers (opponents), if they meet the requirements set out in Section 26 (3).

(5) The pre-opponent(s) shall prepare a written review(s) of the doctoral dissertation within thirty days from their appointment and declare whether the doctoral dissertation is suitable for a research centre disputation.

(6) The pre-opponent(s) may not be contacted by the candidate if they are identical with the official reviewers. If contacting is credibly proved, it may lead to exclusion from the doctoral program.

(7) No later than one year after the research centre disputation (but not exceeding the

submission deadline set for the doctoral student according to these regulations at the beginning of the doctoral procedure), the doctoral dissertation must be submitted to the Doctoral Secretariat for preliminary critique.

(8) Minutes on the research centre disputation shall be taken and attached to the doctoral dissertation upon submission. The opinions of the pre-opponents of the research centre disputation, the responses given, as well as the statement of the thesis supervisors certifying that the doctoral student has remedied the deficiencies indicated in the research centre disputation and corrected the errors.

(9) The doctoral dissertation and copies of the doctoral student's own academic publications used in it, shall first be sent to the VMB in one copy for preliminary critique, together with the recommendations of the Head of the DI, the certifying documents on the fulfilment of the publication requirements (Annex 12) and the minutes of the research centre disputation. The theses (maximum twenty pages) in Hungarian and English or, in exceptional cases, in other foreign languages must also be attached. The electronic version of the doctoral dissertation and the theses must also be submitted electronically to the Doctoral Secretariat.

(10) The VMB shall, within a maximum of thirty days, check the correspondence between the printed and electronic versions and provide preliminary critique, within the framework of which it may require changes to the file formats. The preparation of the electronic form must take into account the specifics of the academic discipline and the legislation on publications and the use of the published data. The doctoral student is responsible for obtaining any necessary licenses for the use of intellectual works, in particular copyright. The submission of the electronic version is part of the doctoral procedure, in case of its absence, the doctoral dissertation cannot be sent to the official reviewers. Dissertations cannot be submitted to the VMB in July and August.

(11) Following the preliminary critique of the VMB, if no further additions or corrections are required, the doctoral dissertation shall be submitted to the Doctoral Secretariat in four copies together with the publications on its topic. From the four copies, two copies shall be sent to the official reviewers (opponents) after binding. Following the successful defence, the doctoral student, the head of the doctoral programme, the Doctoral Secretariat, and the Library and Archives shall receive a bound copy of the "Doctoral Dissertations of the Doctoral School of Physical Education" with serial number respectively.

(12) The doctoral dissertation and its theses shall be made available to everyone in an electronic form in MTMT, supplied with a DOI identifier in accordance with generally

accepted international practice.

(13) In the case a doctoral dissertation is involved in a patent-protected procedure, the publication of the doctoral dissertation and doctoral theses may be postponed based on the opinion of the Assessment Committee if approved by the EDT until the date of registration of the patent or protection. For the reasons of national security, the doctoral dissertation and the theses thereof containing classified data may be published after the expiry of the classification period.

(14) If the VMB does not object to the doctoral dissertation and only the remaining number of copies has to be replaced, the doctoral student has fourteen days to resubmit the doctoral dissertation after the preliminary critique. If a more serious formal, linguistic or stylistic correction is required, this period may be extended up to 60 days. Failure to comply with this deadline shall result in termination of the proceedings. In this case, the doctoral dissertation - if the corrections have been made and the deficiencies have been remedied - can only be submitted in the framework of an individual doctoral programme. In this case, the provisions of these regulations concerning students in individual training programmes shall apply. In addition, the new procedure shall be conducted after paying the new procedure fee.

(15) The official opponents of the doctoral dissertation shall be appointed by the President of the EDT. The doctoral dissertation shall be sent by the President of the EDT for review - in justified cases - in electronic form to the official reviewers (opponents), by indicating the evaluation deadline (maximum sixty days).

(16) The doctoral procedure may be continued only after the receipt of the critique addressed to the Doctoral Secretariat, directly by post or in person or in a scanned electronic form, signed by the official reviewer (opponent).

(17) The candidate may not contact the official reviewers (opponents) and members of the Assessment Committee. If contacting is credibly substantiated, it may result in exclusion from the doctoral program.

(18) At the request of the President of the EDT, the official reviewers (opponents) shall prepare written critiques of the doctoral dissertation and declare whether they propose the submission of the doctoral dissertation for a public defence within sixty days in the study period. In the event that the criticism of one of the official reviewers (opponents) is negative, the President of the EDT shall also invite a third official reviewer (opponent). The doctoral dissertation can only be submitted for public disputation in case of two

supporting reviews. In the case of two rejecting critiques, a new dissertation can be submitted only after two years once at most on the same doctoral topic.

(19) After receiving two supporting reviews, the Head of the DI shall organize the public defence. The doctoral dissertation must be submitted for public defence within sixty days of the receipt of the supporting reviews, but within one year from the submission of the doctoral dissertation for preliminary critique.

26TH § THE ASSESSMENT COMMITTEE

1. The Assessment Committee shall be composed of at least five members (chairman, two members and two official opponents). The Assessment Committee may be chaired by a professional university professor, Professor Emerita / Professor Emeritus or a habilitated associate professor. The Assessment Committee may include substitute members too.

(2) The proportion of external and internal members of the Assessment Committee who do not have an employment status at the University must be at least 1/3-1/3 respectively. At least 1/3 of the members of the Assessment Committee (at least one, but not all members) and one of the official reviewers (opponents) shall be a professional not having an employment status at the University and not participating in the work of the DI. In this respect, a Professor Emerita / Professor Emeritus of the University qualifies as a person in an employment status with the University. The candidate's thesis supervisors may participate in the work of the Assessment Committee with consultation rights, if the Assessment Committee requests so.

(3) Neither a member of the Assessment Committee nor an official reviewer (opponent) may be a close relative of the candidate, nor a person from whom no objective assessment of the case can be expected, or a direct supervisor or co-author of the candidate or thesis supervisor. Similarly, a person who has been involved in another part of the critique procedure (e.g. in a comprehensive examination board) may not participate in the critique procedure. In the event of a conflict of interest, the candidate may request the Chair of the EDT to change the composition of the Assessment Committee.

(4) The chairman and members of the Assessment Committee evaluating the doctoral dissertation shall be appointed by the EDT on the recommendation of the DIT. The proposal for the committee shall be forwarded by the thesis supervisor to the Doctoral Secretariat.

(1) The date and place of the public defence shall be announced by the Doctoral Secretariat after consultation with the members of the Assessment Committee and the candidate. Public defences cannot be organized for July, August. The public defence may be held in the lecture rooms or classrooms of the University, from which the President of the EDT may make an exception in case of a particularly justified case. The date and place of the public defence shall be announced at least twenty-one days before the public defence. The Doctoral Secretariat shall arrange for the announcement and send the invitations for the public defence and the theses. Invitations and the theses shall be sent to the members of the EDT and the Head of the DI.

(2) A condition for the organization of the public defence is the presence of the chairman of the Assessment Committee, two members of the Assessment Committee and, in case of a unanimous assessment, at least one official reviewer (opponent). The opinion of an official reviewer (opponent) who is not present at the public defence must be presented at the public defence. The presence and participation of the official reviewer (opponent) who has rejected the doctoral dissertation by criticizing it is a condition for holding the defence.

(3) Twenty-eight days before the public defence, the candidate shall submit forty Hungarian thesis booklets bound (thirty English thesis booklets and ten Hungarian thesis booklets in the case of a public defence in English), as well as responses to the critiques of the official reviewers (opponents) signed and a professional CV to the Doctoral Secretariat.

(4) The reviews (both supporting and rejecting) shall be received in writing by the Head of the DI and the candidate, and the response thereto shall be submitted in writing, which shall be received by the official reviewers (opponents) twenty-one days before the defence of the doctoral dissertation. The course of the defence of the doctoral dissertation is included in Annex No. 14.

(5) The candidate shall present the main results of their doctoral dissertation in a free lecture in the framework of a public defence, and then respond to the written questions of the official reviewers (opponents) and other questions arising during the public defence.

(6) After closing the public defence, the Assessment Committee shall decide on the acceptance of the doctoral dissertation in a closed session, by secret ballot on a scale of 1 to 5, which requires a score of at least two-thirds of the points that can be obtained. (67%) . All members of the Assessment Committee, including the official reviewers (opponents), shall take part in the secret ballot. The chairman of the Assessment Committee shall

publicly announce and justify the result after the vote, and record them as set out in Annex No. 14. Minutes of the public defence of the doctoral dissertation shall be taken and submitted to the Doctoral Secretariat by the chairman of the Assessment Committee.

(7) On the basis of a supporting opinion of the Assessment Committee and with the approval of the EDT, a defence behind closed doors may be held if the doctoral dissertation contains data that is subject to a patent, protection procedure or is classified for reasons of national security. The exclusion of the public must be initiated by the candidate in a request addressed to the President of the EDT. The request must include a justification for the exclusion of the public, the duration of the delay, and a statement of support from the thesis supervisors and the Head of the DI.

(8) An application for exclusion from the public must be submitted together with the doctoral dissertation at the latest. The EDT shall decide on the application taking into account the opinion of the Assessment Committee. Acceptance of the application shall not release the candidate from any of their obligations, they shall prepare the required number of copies of the required documents and the VMB shall also carry out the preliminary critique procedure. If the application is accepted, only the Assessment Committee and the official reviewers (opponents) may participate in the defence procedure in addition to the candidate. To a public defence, the President of the EDT shall delegate one person from among the voting members of the EDT, who shall certify the defence minutes and inform the President of the EDT in a short report on the course of the public defence. A person delegated from among the voting members of the EDT shall not participate in the work of the committee and in the decision-making, but is obliged to assist the EDT in the decision regarding the conferment of the doctoral (PhD) degree.

(9) In the case of public defence behind closed doors, the doctoral dissertation shall not be sent to the Library and Archives, and the thesis booklet and invitations shall not be sent either. However, the fact of the defence, the title of the dissertation and the members of the Assessment Committee must be published on the University website. Upon the expiration of the delay period, the missing parts of the doctoral thesis (e.g.: sending out thesis booklets, publishing the doctoral dissertation on the website of the University) shall be replaced. Replacement lies in the responsibility of the Doctoral Secretariat.

(10) Based on the minutes of doctoral procedure, the qualification of the degree is determined and approved by the President of the EDT. At the request of the candidate, the Doctoral Secretariat shall issue a certificate on the public defence stating that the certificate does not equal the conferment of a doctoral (PhD) degree. In the case of two rejecting

critiques or a failed public defence, a new procedure may be initiated no earlier than two years from the receipt of the two rejecting critiques or the unsuccessful public defence, at most once on the same doctoral topic.

28TH § QUALIFICATION OF THE DOCTORAL DISSERTATION

(1) After the closing of the public defence, the members of the Assessment Committee shall decide on the approval of the doctoral dissertation in a closed session, by secret ballot, and make recommendations on the qualification of the doctoral dissertation as follows:

- a) the Assessment Committee shall decide in its sole discretion whether or not to decide after a debate with its members or without it
- b) all members of the Assessment Committee shall rate the doctoral dissertation on a scale of 1 to 5 when voting
- c) the doctoral dissertation cannot be recommended for acceptance if 67% of all available points have not been achieved by the candidate.
- d) if the EDT has also invited a foreign official reviewer (opponent) to review the doctoral dissertation, the qualification proposed by them must be accepted in their absence as an opinion with voting value. If a foreign official reviewer (opponent) participates in the defence, they shall together with the other members of the Assessment Committee secretly vote on the qualification of the doctoral dissertation.
- e) In the event that the Assessment Committee proposes the doctoral dissertation for acceptance the consolidated qualification - depending on the average of the voting scores rounded to two decimal places - evolves as follows :

Between 4.51 and	<i>summa cum laude</i>
Between 3.51 and	<i>cum laude</i>
Between 2.51 and	<i>rite</i>

2. The Assessment Committee shall make public its opinion and the justification thereof at the public defence.

3. The Assessment Committee shall keep minutes of the public defence, including its opinion and the justifications. The minutes shall include the itemized responses of the candidates to the questions and the new results included in the doctoral dissertation.

(4) The Assessment Committee shall forward the minutes of the public defence and the result of the vote to the Doctoral Secretariat within five days.

(5) The DIT shall decide, depending on the outcome of the public defence, whether to recommend to the EDT the conferment of a Doctoral Degree (PhD). The submission for the EDT must be accompanied by a list of the candidate's publications and the minutes of the public defence of the doctoral dissertation.

(6) The EDT shall decide on the conferment of the Doctoral Degree (PhD) based on the proposal of the Assessment Committee and the DIT.

29TH § CONFERMENT AND REVOCATION OF THE DOCTORAL (PHD) DEGREE

(1) The conferment and revocation of a doctoral (PhD) degree shall lie within the authority of the EDT.

(2) The doctoral (PhD) degree shall be conferred if the following conditions are met:

- a) fulfilment of the required study, research, publication and lecturing obligations, obtaining a total of at least two hundred and forty (240) credit points (absolutorium);
- b) successful completion of the comprehensive examination;
- c) successful defence of the doctoral dissertation;
- d) meeting the academic publication requirements;
- e) at least a B2 level complex state-accredited foreign language certificate or equivalent in one of the approved world languages (English, German, French, Italian, Spanish, Arabic, Russian, Chinese) is required. In the case of a second foreign language, the DI shall determine how to prove the required foreign language knowledge. One of the two foreign languages must be English.

(3) In the case of a candidate participating in joint foreign and domestic training, a condition for the conferment of the doctoral (PhD) degree by the University is that the candidate complies with the provisions of these regulations. Prior to conferring the doctoral (PhD) degree, the EDT may invite domestic reviewers (opponents) or require the defence of the doctoral dissertation at the University.

(4) After obtaining the doctoral (PhD) degree, a copy of the doctoral dissertation and its theses must be sent to the Library and the Archives in printed and in electronic form. The electronic version of the accepted doctoral dissertations and theses must have a DOI identifier, the printed copies must be placed in the Library and Archives and stored. The

Doctoral Secretariat must arrange that the data of the accepted doctoral dissertations and theses are made public in the MTMT and linked to the electronic version with DOI.

(5) Decision taken in the doctoral (PhD) procedure may be appealed only in case of violation of law, or in case of violation of university regulations, by anyone without time-limit . The appeal must be submitted to the President of the EDT. In case the person concerned does not accept the EDT decision, they can submit an appeal to the Rector within fifteen days. There shall be no appeal against the rector's decision.

(6) A doctoral (PhD) degree may be revoked on the basis of an EDT decision if it establishes that the conditions for the conferment of a doctoral (PhD) degree have not been met or there is a credible probability that the person who has obtained the doctoral (PhD) degree has presented all or part of their intellectual work as their own, or used false or possibly falsified information in their doctoral dissertation, thereby deceiving or misleading the body or person involved in the doctoral procedure. Well-founded, proven acts of plagiarism do not lapse, and the holder of the doctoral (PhD) degree can be held accountable. The procedure for revoking a doctoral degree can be carried out if the holder of the doctoral (PhD) degree is still alive at the time the procedure is initiated.

7. The procedure for revocation of a doctoral (PhD) degree may be initiated with the President of the EDT of the University issuing the degree by the person who can prove or justify likely the absence of the provisions of paragraph 2, and who holds a doctoral degree (PhD) or equivalent in an academic field related to the topic.

(8) In the event of proceedings launched on the initiative of the original author, if the infringement has already been established by a final court judgment prior to the commencement of the proceedings, the EDT is not required to conduct a separate investigation, the doctoral degree (PhD) shall be revoked based on the final court ruling.

(9) In the event of an appeal against a decision on the revocation of a doctoral (PhD) degree, the EDT shall appoint an ad hoc committee composed of DI core members, at least 50% of whom do not have an employment status at the University to revoke the doctoral (PhD) degree. The Rector shall decide on the appeal on the basis of the recommendations of the ad hoc committee.

(10) The revocation decision shall be published by the University on the website of the University.

(1) The Doctoral Secretariat shall issue a doctoral certificate for the doctoral (PhD) degree conferred by the EDT. The Doctoral Secretariat shall notify the FIR of the details of the conferred doctoral (PhD) degrees no later than fifteen days after the issuance of the doctoral certificate.

The doctoral certificate is a secure document containing:

- a) the coat of arms of Hungary;
- b) the name and identification number of the institution issuing the doctoral certificate;
- c) data suitable for identifying the holder of the doctoral certificate (name, birth name, place and date of birth);
- d) the serial number, date and place of issuance of the doctoral certificate;
- e) the name, academic classification and qualification of the conferred doctoral (PhD) degree;
- f) the signature of the Rector and the President of the EDT;
- g) the seal of the University.

(2) The qualification of a doctoral certificate may be *summa cum laude*, *cum laude* or *rite*, depending on the qualification of the public defence.

(3) The University shall issue the doctoral certificate in Hungarian and English. Upon special request and payment of a fee, the doctoral certificate can also be issued in another foreign language.

(4) Persons who have obtained a doctoral (PhD) degree shall be inaugurated by the University twice a year in ceremonial setting. Persons who have obtained a doctoral (PhD) degree are allowed to indicate the abbreviation Dr. or PhD beside their names in the manner specified in Section 53 (7), of Nftv.

(5) The University shall- pursuant to the provisions of the doctoral decree with the prior consent of the President of the Republic, inaugurate with the honour - *Promotion sub auspiciis preasidentis Rei Publicae* - a person who has completed their grammar school, university and doctoral studies with excellent results.

(6) The Doctoral Secretariat shall keep a register of the diplomas issued.

(1) National recognition of a scientific degree certified by a foreign degree certificate shall lie within the authority of the University, if the academic degree to be recognize belongs to the field of PhD training accredited by the University and is recognised by the DI-

(2) The EDT shall recognize a scientific degree obtained abroad as a national doctoral degree (PhD) in the event that:

- a) it was issued by a foreign educational institution which is entitled to issue an academic degree in accordance with the legal system of the given foreign state, and
- b) the requirements for obtaining an academic degree are met or may be complied with by meeting additional requirements regulated by these regulations of the University. Among these requirements, the successful completion of the comprehensive examination and the defence of the doctoral dissertation shall be given priority.

(3) The application for the national recognition of an academic degree (Annex 22) shall be submitted to the Doctoral Secretariat, enclosing a document certifying an equivalent university degree (MSc, MA) and a foreign academic degree, and if it is not in English, German or French its certified translation in Hungarian. The fee for the national recognition procedure is set out in Annex No. 26 to these Regulations.

(4) The Doctoral Secretariat shall check the completeness and authenticity of the documents, and may request the opinion of the Hungarian Equivalence and Information Centre in case it cannot be established with absolute certainty from the original certificate or its certified translation that the documents certifies the conferment of PhD for the applicant, or the eligibility of the issuing institution for conferring a doctorate (PhD) cannot be established.

(5) On the basis of the application for a doctoral degree and the attached documents, the Head of the DI shall express their opinion on whether the scientific results of the applicant's doctoral dissertation meet the conditions of conferment a doctoral (PhD) degree at the University. The Head of the DI may propose the fulfilment of additional conditions, if meeting them can make the conferred doctoral (PhD) degree in the given discipline equivalent.

(6) The EDT shall decide on the application for the national recognition of the scientific degree on the basis of the opinion of the Head of the DI and shall record its decision in a resolution. In the event of a rejection, the EDT shall justify its decision. The EDT must

reject an application for national recognition of an academic degree if the scientific results of the applicant's doctoral (PhD) dissertation deviate from the conditions required for the conferment of a doctoral (PhD) degree at the University in the relevant discipline and the requirements cannot be met by fulfilling additional conditions.

(7) A document issued as a nationally recognized scientific degree shall not contain a qualification.

(8) The EDT shall authorize the applicant to use the doctoral (PhD) degree in a resolution on the national recognition of the scientific degree.

32ND § AWARDING AN HONORARY DOCTORAL TITLE

(1) The Senate - on the recommendation of the the Rector with the approval of the EDT, in a field in which the University is entitled to confer a doctoral (PhD) degree - may award the title of Doctor Honoris Causa or Doctor et Professor Honoris Causa to those persons, who are not state employees of the University.

(2) The title Doctor et Professor Honoris Causa may be awarded to those who have become worthy of it by their scientific activities.

(3) The title of Doctor Honoris Causa may be awarded to those who have achieved excellent theoretical and practical results, and performed outstanding political and public activity.

(4) The award of an honorary doctorate title or an honorary doctorate and professor title may be initiated by the Rector, Chancellor, Deputy Rector, Deputy Chancellor, Head of DI and heads of organizational units.

(5) The EDT shall give an opinion on the proposal to award an honorary doctorate or an honorary doctorate and professor.

(6) The recipient of honour shall receive an honorary certificate, which shall be handed over at a public sitting of the Senate.

33RD § THE TITLE OF “EXCELLENT PHD LECTURER”

(1) The DI may award the title of “Excellent PhD Instructor” to a worthy lecturer.

(2) Thee title of “Excellent PhD Instructor” may be awarded to a person who has enriched sports science with their lecturing and research work and at least twenty-five years of scientific activity, thus gaining the recognition and appreciation of the University community.

(3) The award of the title “Excellent PhD Instructor” shall be decided by the EDT based on

the recommendation of the DIT. In both the proposal and the decision, it is necessary to examine the number of doctoral students entrusted to the lecturer as thesis supervisor, including the number of grant-funded doctoral students, as well as the number of graduates and those who have obtained a doctoral (PhD) degree.

(4) The title of “Excellent PhD Instructor” may be awarded to one lecturer once a year. The award is accompanied by a cash prize in the amount of a one-time HUF 300,000, i.e. three hundred thousand forints.

(5) The award of the title of “Excellent PhD Instructor” shall take place in a ceremonial setting.

VI. CHAPTER 6

QUALITY ASSURANCE SYSTEM FOR DOCTORAL TRAINING

34TH § THE DOCTORAL TRAINING QUALITY ASSURANCE SYSTEM

(1) The university may award a doctorate (PhD) as the highest degree. This degree attests to the high-quality knowledge of a given discipline, its cultivation enriching it with new results and, with all this, its suitability for independent research work. The university is the basis for the training of scientific researchers, the implementation of which means organized training within the framework of the DI.

(2) The development of a quality management system for doctoral training programmes requires the application of principles and methods that: - in accordance with the system of requirements as set by the Nftv. and HAC -guarantee that the doctoral student scientific achievements reach the level of doctoral (PhD) graduates in the leading international workshops of the give academic discipline To this end, the following principles should be applied during the operation of the quality management system.

(3) Principle of professional control. The doctoral program as a whole must be validated internationally and domestically by professional control of the scientific public.

a) Principle of taking ethical requirements into account. During the development and operation of the quality management system, the resolutions of the Scientific Ethics Committee of the Hungarian Academy of Sciences must be validated.

b) The principle of benchmarking. Throughout quality management, doctoral training in leading foreign and domestic workshops with a similar profile, as well as the academic performance of doctoral students studying in them, must be continuously monitored.

(4) Principle of publicity. Efforts should be made to inform the professional and scientific public widely within the framework of the quality management system.

(5) The principle of feedback. A further goal of the development and operation of the quality management system is to ensure that the lecturers, thesis supervisors and members of the DIT participating in the doctoral training receive continuous feedback on the quality of their activities.

(6) The principle of quality-centricity. By developing and operating a quality management system, the University aims to continuously increase the level of demand of both doctoral students and lecturers towards themselves and their environment, while at the same time, humility towards science and one of the cornerstones of their thinking becoming an integral part of their values. A basic requirement for doctoral dissertations is the achievement of new scientific results.

(7) Principle of protection of intellectual property. The development of the quality management system should also contribute to the future doctoral training programmes being fully in line with the aspirations of the European Union and Hungary to protect intellectual property.

(8) The principle of individual responsibility. The structure and operation of doctoral training programmes can be successful if the tasks and competencies are clearly defined.

(9) Principle of process documentation. Documentation must be prepared for all decision points related to doctoral training programmes. Documentation control is a fundamental task of the quality management system. Within the framework of the doctoral training programmes, it is an important objective that the administrative burden of the lecturers involved in the training does not increase during the development and operation of the quality management system.

(10) The principle of effectiveness. Guided by the objective of concentrating the resources available to it, the University must ensure that doctoral students can carry out their studies in the best-equipped research facilities under the guidance of the most qualified lecturers in the given field. Cost-effectiveness should also be pursued in the doctoral training programmes. This includes continuous monitoring of costs and analysis of the profit / loss ratio.

(11) Principle of practical applicability. The evaluation of the DI should take into account whether the choice of topics for doctoral dissertations and the results of the research help to formulate answers to socio-economic questions.

(12) Elements of the quality management system in the process of doctoral training programme and degree acquisition:

- a) advertising the training,
- b) selection of the thesis supervisors and instructors,
- c) preparation for the entrance examination,
- d) conducting the entrance examination, assessing applicants for individual training programmes,
- e) development of the training structure,
- f) elaboration of subject topics and the order of examination,
- g) managing the doctoral student's choice of subject,
- h) monitoring the doctoral student's academic progress,
- i) establishment and operation of a registration system,
- j) evaluation of the training by students,
- k) the relationship between the doctoral student and the thesis supervisors,
- l) the relationship between the doctoral student and the host educational-research organizational unit (research site),
- m) study trip abroad,
- n) regular reporting by the doctoral student,
- o) reporting by the thesis supervisor's,
- p) preparation and conduct of the comprehensive examination,
- q) research centre disputation of the doctoral dissertation,
- r) submission and public defence of the doctoral dissertation,
- s) evaluation of doctoral students' publication activities,
- t) conferment of a doctoral (PhD) degree,
- u) creation of infrastructural conditions,
- v) surveying the opinion of doctoral (PhD) graduates,
- w) registration of doctoral (PhD) graduates and post-graduate contacting

VII. CHAPTER 7

35TH § FINAL PROVISIONS

(1) In matters not provided for in these regulations, the relevant provisions of the Nftv., the doctoral decree and the university regulations shall apply.

(2) The Senate adopted these regulations by its decision No. ... / 2020. (1st October)
The Regulations shall enter into force on the day following their adoption, their provisions shall be applied as detailed in Section 2.