

Hungarian University of Sports Science

University Doctoral Regulations

adopted by the Senate in its Decision No..../2023. (29 June)

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CHAPTER 1

GENERAL PROVISIONS

1ST § PREAMBULUM

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

These regulations cover objects such as doctoral training programmess and degree acquisition. Persons covered include doctoral students, lecturers, researchers, and the Doctoral School (referred to as "DI") participating in or contributing to doctoral training programmes and degree acquisition. Other organizational units, bodies, and individuals named in the procedures are also included.

3RD § OBJECTIVES OF THE DOCTORAL TRAINING

The objective of the doctoral training is to prepare doctoral candidates for scientific research and higher education tasks in the field of sports sciences. To achieve this aim, doctoral candidates will receive theoretical and methodological training to prepare them for the writing and defence of their dissertation.

4TH § INTERPRETATIVE PROVISIONS

(1) *Doctoral student*: A student enrolled in a doctoral (PhD) programme.

(2) *Doctoral student's legal status*: The legal relationship between the doctoral student and the University, defined by the rights and obligations of the doctoral student and the University as specified in the legislation on higher education.

(3) *Doctoral degree awarding procedure*: During their doctoral studies, the doctoral candidate will participate in the degree awarding procedure by completing the research and dissertation stage, following the comprehensive examination, with the aim of obtaining a doctoral degree.

(4) *Dissertation*: A written work summarizing the doctoral candidate's knowledge of the literature, objectives, methods, and new scientific findings. It demonstrates the candidate's ability to independently solve a scientific problem commensurate with the requirements of the doctoral degree (PhD). The thesis should include the author's scientific publications related to the thesis.

(5) *Thesis-book*: A written work in Hungarian and English summarizing the results of independent scientific work in a self-explanatory system.

(6) *PhD degree*: An academic degree (PhD) that may be awarded by the EDT, with conditions specified in these regulations within the framework of applicable legislation.

(7) *Doctoral School*: The basic organizational unit of doctoral training that provides preparation for the award of the degree.

(8) *Doctoral School Lecturer*: A lecturer or researcher with an academic degree, recommended by the DIT and considered suitable for training within the framework of the DI by the EDT.

(9) *Doctoral School Council (referred to as "DIT")*: A body that meets regularly to assist the Head of the DI.

(10) *Head of the Doctoral School*: A professor, a core member responsible for the high-level scientific and lecturing activities of the DI, holding the title of Doctor of the Hungarian Academy of Sciences.

(11) Doctoral Programme Manager: Professor Emerita/Professor Emeritus, responsible for the scientific quality of the programme who holds the title of Doctor of the Hungarian Academy of Sciences.

(12) Doctoral training program: Training, research, and reporting activities tailored to the discipline and the needs of the doctoral student. It consists of a training and research phase and a research and dissertation phase.

(13) Doctoral topic: A research subfield suitable for a doctoral student, under the guidance of a thesis supervisor, to master the application of scientific methods, obtain evaluable scientific results, and demonstrate them through scientific publications, lectures, and a doctoral dissertation. The doctoral topic must be approved by the DIT.

(14) PhD thesis topic proposer: An academic lecturer or researcher with an academic degree, whose thesis proposal has been approved by the DIT.

(15) Thesis supervisor: A lecturer or researcher with an academic degree engaged in active research, with research topics approved by the EDT based on the proposal of the DIT. They are responsible for directing and assisting the doctoral student in their studies, research, and preparation for obtaining a degree.

(16) University Doctoral Register - Neptun Unified Study System: The university register of PhD students admitted to and participating in the doctoral (PhD) programme, as well as individuals who have obtained a doctoral degree at the University, including data on the doctorate (PhD).

(17) University Doctoral Council: A body established by the Senate to organize doctoral training programmes and confer doctoral (PhD) degrees.

(18) Individual doctoral training programme: A form of preparation in which the candidate may be partially or completely exempted from their duties in the training and research phase of the doctoral program.

(19) Semester: In the case of doctoral training, the training period is from September 1st to January 31st and from February 1st to August 31st each year.

(20) Student (applicant) with a disability: A person with a motor, sensory, or speech disability, or in the case of a combination of several disabilities, a cumulative disability, an autism spectrum disorder, or other mental disabilities (severe learning, attention, or behavioral disabilities).

(21) In-house debate: A debate organized by the Head of the DI and chaired by the chairperson appointed by the Head of the DI, held before the public defence of the dissertation. During this event, the presentation and preliminary evaluation of the

dissertation draft of the doctoral candidate take place.

(22) Training programme: The complex training document of the institution containing the plan of doctoral training with detailed rules of training, especially the curriculum, teaching programme, subject programmes, methods, procedures, and rules.

(23) Training and research period: A student relationship of up to four semesters between the doctoral student and the University. It includes the rights and obligations of the doctoral student and the University as defined in legislation on higher education. It concludes with a comprehensive examination in the fourth semester at the latest.

(24) Research and dissertation stage: A stage of up to four semesters leading to the doctorate. It may be initiated by a doctoral student who has successfully completed the training and research phase with a comprehensive examination. A candidate in an individual training programme who has prepared individually for the comprehensive examination may also enter doctoral trainings, provided they meet admission and comprehensive examination requirements. Student status, in this case, is established by a successful registering for and passing the comprehensive examination.

(25) Comprehensive examination: Part of the procedure for awarding a doctorate, a summative assessment of the knowledge of the doctoral candidate in the field of the doctoral studies. It measures and assesses the doctoral candidate's academic and research performance and certifies their ability to carry out research.

(26) Part-time study abroad: Part of the doctoral training in which the doctoral student may participate based on a work programme related to the doctoral topic, approved by the thesis supervisor and the Head of the DI, which guarantees the validity of the period of study in the doctoral training programme of the University.

(27) Hungarian State Scholarship: A scholarship granted to Hungarian doctoral students of Hungarian nationality participating in structured doctoral studies on a full-time basis or to non-Hungarian students of Hungarian nationality who are subject to the same treatment as Hungarian students based on legislation or international agreements.

(28) MTMT database: The national scientific bibliographic database defined in Section 3 (1) (o) of Article 3 of Act XL of 1994 on the Hungarian Academy of Sciences.

(29) Public defence: The doctoral defence is part of the degree-awarding procedure, during which the applicant presents the theses of their dissertation and responds to the comments and answers the questions of the assessors, committee members, and the audience. The date, venue, and other necessary information for informing the scientific community and ensuring publicity must be published on the DI website, the website of the National Doctoral Council (referred to as the "ODT"), and in other usual and timely ways.

(30) Academic year: In the case of doctoral training, the period of twelve months of

structured training.

(31) Study credit: A measure of a student's academic work that expresses the estimated time required to acquire the knowledge defined in the subject description and to meet the requirements. One credit represents an average of thirty hours of study, the value of which, provided the student's performance has been accepted, does not depend on the assessment of the student's knowledge. One study credit is equivalent to fifteen teaching hours of lecture and/or practical coursework, assessed and evaluated.

(32) "Core member" means a faculty member with an academic degree in the discipline or research area of the DI who fulfills the conditions stipulated by law and these regulations.

5TH § ETHICAL RULES

(1) The University shall adopt and apply the principles and recommendations of the Code of Ethics of the Hungarian Academy of Sciences and the University's Code of Ethics in the doctoral training and in the doctoral degree award procedure.

(2) In the spirit of Article X, paragraph (2) of the Fundamental Law, decisions on matters of substance may not be challenged before any judicial or administrative body.

CHAPTER 2

ORGANISATIONL FRAMEWORK FOR DOCTORAL TRAINING

6TH § ESTABLISHMENT OF A DOCTORAL SCHOOL

(1) When establishing a DI, the academic field, including the academic discipline in which the University intends to offer doctoral training programmes, must be specified. The designation of the field of research within or between disciplines should identify the professional activity reflecting the operational framework of the doctoral school.

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

(3) A core member shall:

- a) have an academic degree.
- b) pursue continuous, high-level scientific activity in the academic discipline or research field of the DI, which scientific activity must be verified in the Hungarian Library of Scientific Works (hereinafter: MTMT).
- c) have demonstrated aptitude to lead doctoral students by supervising 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, who designated the University as for the existence of the operating conditions of the University pursuant to Section 26 (3) of the Nftv (Act

on Higher Education).

(4) If 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. Only one of the Professor Emerita / Professor Emeritus members may be considered as a core member for the purposes of paragraph 2 on core members.

(5) If conditions in Paragraph 3 (a, b, and c) are met, a full-time scientific adviser or research professor with an employment status at a research institute who has the title of Doctor of the Hungarian Academy of Sciences may also be a core member if the University has entered into an agreement with the research institute to that effect. A maximum of two of them can be regarded as core members as referred to in paragraph 2.

(6) Core members 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.

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

- a) the classification of the DI related to 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 list 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, academic CVs and the documentation of the most important scientific results and works in five years prior to the planned establishment of the DI of the persons nominated as the Head of the DI, core members of the DI, and thesis supervisors proposed for the first four years, further lecturers of the DI, invited domestic and foreign lecturers, researchers.
- f) the curriculum of the DI in accordance with the Hungarian Qualifications Framework, level 8.
- g) the international relations of the DI, which are expected to be taken into account during the operation.
- h) the Quality Assurance Plan of the DI.
- i) the Organizational and Operational Regulations of the DI.

(8) The establishment dossier should be accompanied by a declaration from the persons concerned stating that they accept the invitation and fulfill the conditions laid down in the doctoral regulation.

(9) The establishment dossier of the DI must include the cooperation agreements concluded by the University in relation to the activities of the DI, in particular the

cooperation agreements referred to in paragraph 5.

(10) A prior opinion of the EDT is required before the person proposed to be the Head of the DI submits the application for the establishment of the DI to the Senate for approval, through the Rector.

(11) The Rector, following the resolution of the Senate to establish a DI, should request the registration of the DI from the Education Office (hereinafter referred to as the Office).

(12) The application for registration should be accompanied by:

- a) The documents establishing the DI.
- b) The opinion of the EDT.
- c) The development concept of the research area of the University related to the establishment of the doctoral school.
- d) The University's Doctoral Regulations.
- e) A declaration that the doctoral school will provide regular and public information on doctoral training on its website on a yearly basis and will publish the admission requirements on its website and in the usual manner of the higher education institution.
- f) A statement that the data of the doctoral school will be kept up to date to reflect the current status of the doctoral school.

7th § TERMINATION OF THE DOCTORAL SCHOOL

A termination of the DI should 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, should obtain the opinion of the EDT. According to the decision of the Senate, the Rector should initiate the modification of the data on the DI registered with the Office.

8TH § BODIES AND INDIVIDUALS INDIRECTLY INVOLVED IN THE DOCTORAL PROCEDURE

(1) The Senate:

- a) adopts the Doctoral Regulations;
- b) adopts the Doctoral Training Plan;
- c) elects the members of the EDT;
- d) decides on the initiation of the doctoral training;
- e) decides on the establishment and termination of the doctoral school;
- f) makes decisions regarding the award of honorary doctorates (doctor honoris causa) and honorary doctorates and professorships (Doctor et Professor Honoris Causa);
- g) decides on the proposal for the doctorate with distinction (Promotio sub auspiciis praesidentis Rei Publicae);

h) inaugurates, in a solemn ceremony, the Doctorate (PhD) degree holders.

(2) The Rector:

- a) provides for legal supervision of the doctoral training and the awarding of degrees;
- b) submits the application approved by the Senate for the establishment of the DI and the documentation for the establishment of the DI to the Education Office for registration;
- c) submits to the Senate, after hearing the opinion of the EDT, a proposal for the award of honorary doctorates (doctor honoris causa, Doctor et Professor Honoris Causa), and a proposal for the conferral of honorary doctorates;
- d) may initiate the termination of the DI;
- e) appoints the Head of the DI.

9TH § THE UNIVERSITY DOCTORAL COUNCIL

(1) The EDT is

the highest-level governing and decision-making body for doctoral training and the awarding of doctoral degrees. It is responsible for developing and supervising the university system of doctoral training and degree-awards, ensuring its quality, and maintaining international compatibility and equivalence for the degrees to be awarded.

(2) Members of the EDT:

- a) the President of the EDT;
- b) the Vice-President of the EDT;
- c) the Head of the DI;
- d) the Vice-Rector for Science and Innovation;
- e) the programme managers;
- f) three persons elected by the Senate;
- g) the outgoing President of the EDT for a further four-year term;
- h) the president of the University Academic Council;
- i) one person delegated by the Doctoral Students' Self-Government (referred to as DÖK);
- j) at least two persons holding an academic degree who are not employed by the University.

(3) Voting members of the EDT may only be persons who meet the requirements for membership of the EDT as core members of the EDT as set out in Article 6 (3) - (6) of these Regulations. One-third of the voting members, but at least two members, shall not be employed by the University. A Professor Emerita/Professor Emeritus of the University shall be considered a person in employment with the University.

(4) Permanent and ad hoc invited members shall participate in the work of the EDT with the right to consult and make proposals.

(5) The EDT may be chaired by an internationally recognized member of the DI holding the title of Doctor of the Hungarian Academy of Sciences, including Professor Emerita/Professor Emeritus.

(6) The President and other members of the EDT shall be elected by the Senate for a term of four years. The term of office of the President may be renewed several times for further periods of four years. The President of the EDT shall be proposed to the Senate by the Rector based on a proposal by the EDT.

(7) Members may be re-elected several times in successive terms. The members 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 to the EDT.

(8) The President shall be assisted by a Vice President, who shall be appointed by the Rector, on the proposal of the President of the EDT, after consulting the EDT, for a term of four years, also based on the decision of the Senate. The Vice President may be appointed for several four-year terms.

(9) Duties and authorities of the EDT:

- a) giving an opinion on the proposal to establish a DI or to modify the registered data of the DI and initiating the termination of the DI in justified cases;
- b) regularly evaluating the doctoral training and degree-awards at the University and the work of the DI for the Senate;
- c) electing the Head of the DI, appoint and dismiss members of the DIT on the recommendation of the Head of the DI;
- d) taking a position on general issues concerning the operation of the DI and establishing guidelines for its operation;
- e) discussing and deciding on the adoption of the admission ranking lists and making decisions on the application of candidates in individual training programmes and the admission of candidates in individual training programmes and foreign students on the basis of a proposal from the Head of the DI;
- f) deciding on the recognition of credits and the requirements for the comprehensive examination on the basis of a proposal from the Head of the DI;
- g) appointing the members of the admission board, the members of the assessment committee, and the official assessors on the recommendation of the Head of the DI;
- h) appointing the Comprehensive Examination Board on the basis of a proposal from the Head of the DI;
- i) approving, on the recommendation of the DIT, the names of the thesis supervisors and the members of the lecturers of the doctoral school;
- j) defining the language requirements for the award of the degree;
- k) deciding on applications for a closed defence on the basis of the opinion of the assessment committee;

- l) deciding on the award of the doctoral degree (PhD) on the basis of the recommendation of the assessment committee;
- m) deciding on the naturalization of a doctorate (PhD) obtained abroad on the basis of a proposal from the DIT;
- n) deciding on the withdrawal of a doctorate (PhD);
- o) on the proposals of the Rector giving an opinion to the Senate related to the award of honorary doctorates (Doctor Honoris Causa) and honorary doctorates and professorships (Doctor et Professor Honoris Causa), as well as on the proposal to terminate the doctoral school;
- p) making proposals to the Senate for the conferral of honorary doctorates;
- q) deciding on the termination of a student's status terminated without pre-degree certificate based on a proposal from the Head of the DI.

(10) The President of the EDT is responsible for convening EDT meetings, setting the agenda, appointing the rapporteurs, and chairing the deliberations.

(11) An extraordinary meeting of the EDT must be convened within five days if the President or one-third of the voting members requests so in writing, stating the agenda.

(12) The quorum of the EDT can be constituted if more than half of its members with voting rights are present. The decision of the EDT shall be valid if a simple majority of the members present vote "yes" or "no." In the event of a tie, the President of the EDT shall have a casting vote. The President of the EDT must call for a secret ballot on personal matters and if it is proposed by a member of the EDT and it is supported by more than half of the members of the EDT present.

(13) Appeals against decisions taken by the EDT may be lodged with the University Appeals Committee only on grounds of infringement of the law or a procedural rule within fifteen days of the date of notification or, failing this, of the date on which the decision was brought to its attention.

10TH § 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 dismissed 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) preparing the programme of the doctoral training for the Senate;
- b) giving an opinion on the admission of candidates to the structured doctoral training and of candidates who intend to get a doctorate in an individual training programme, and to send the list of candidates proposed for admission to the EDT on the basis of the opinion of the admission board;
- c) giving recommendations on the names of the thesis topic proposers, thesis supervisors, and DI instructors to the EDT;
- d) deciding on the establishment or termination of a new doctoral programme
- e) suggesting the proposed doctoral topics for announcement;

- f) approving the announcement of a doctoral topic by the proposer of the topic;
- g) approving the doctoral topics of doctoral candidates;
- h) deciding on the conditions for the participation of foreign nationals in doctoral studies;
- i) deciding on the award of the title of "Excellent PhD instructor";
- j) evaluating periodically and as necessary the implementation and organization of the DI training programmes, the quality of the training, and the work of the lecturer, trainers, thesis supervisors, and doctoral candidates participating in the programme;
- k) giving an opinion on matters concerning the DI and on requests submitted by doctoral candidates upon request of the Head of the DI.

11TH § 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 academic work of the DI.
- (3) The Head of the DI shall be a full-time employee of the University who is a core member and has the title of Doctor of the Hungarian Academy of Sciences, a university professor.
- (4) The head of the DI shall be elected by the EDT from among the core members of the Doctoral School, on the recommendation of a majority of the members, and appointed by the Rector for a term of up to five years. The appointment may be renewed several times.
- (5) The head of the DI shall be assisted in their work by the DIT.
- (6) Duties and authorities of the Head of the DI:
 - a) governing and representing DI;
 - b) deciding on the rules of operation of the DIT and directing its work;
 - c) coordinating the doctoral training programmes and performing quality control in all activities of the DI;
 - d) making recommendations on the core members and instructors of the DI and, if necessary, on replacing them;
 - e) making recommendations for the members of the DIT to the EDT;
 - f) proposing members of the doctoral admission board;
 - g) inviting lecturers managing subjects and topics, thesis supervisors and supervising their work;
 - h) making recommendations on doctoral credit recognitions to the EDT, based on the recommendation of the supervisors;
 - i) making decisions on requests from doctoral students in individual academic matters;
 - j) proposing the requirements for the comprehensive examination to the EDT;
 - k) proposing the board for the comprehensive examination, the members of the evaluation committee, and the official assessors to the EDT based on the programme manager's recommendation;

- l) defining the discipline (natural or social sciences) upon which the conditions for obtaining the degree can be established; This is for doctoral candidates participating in structured training, no later than the end of the fourth semester after the comprehensive examination, and for candidates in individual training programmes at the time of application based on the programme manager's recommendation;
- m) deciding on the committee for the in-house debate and the pre-selections of the candidates based on a proposal from the programme manager;
- n) providing for the organization of the admission examination, the comprehensive examination, the in-house debate, and the public defence of the dissertation via the Doctoral Secretariat;
- o) determining the assessment criteria related to the social science topics within the scope of the social sciences of the natural sciences programme based on a proposal from the programme manager;
- p) approving the work programme of the doctoral student's study abroad based on a proposal from the thesis supervisor;
- q) proposing to the EDT the termination of a student's status without pre-degree certificate;
- r) contacting higher education institutions with which the University has a cooperation agreement regarding the DI;
- s) proposing to the EDT the award of honorary doctorates;
- t) giving opinions to the EDT on applications for naturalization;
- u) issuing calls for applications for postdoctoral fellowships within the frame of the available funds;
- v) managing the finances of the DI and making decisions on individual requests for research grants based on the thesis supervisor's proposal within the framework set by the Rector and the Director General of Finance.
- w) proposing the amount of the co-payments for doctoral studies to the Rector and the Director General of Finance.

12TH § THE PROGRAMME MANAGER

(1) The DI shall consist of doctoral programmes in the field of science (referred to as "the programme"). The head of the doctoral programme should be a professor, Professor Emerita/Professor Emeritus, holding the title of "Doctor of the Hungarian Academy of Sciences".

(2) Duties and authorities of the programme manager:

- a) being responsible for the professional quality of the doctoral programme;
- b) providing an opinion on the establishment or termination of a new doctoral programme to the DIT;
- c) making proposals on the organization of the courses within the programme and suggesting compulsory courses within the programme to the DIT;
- d) giving recommendations on the names of the thesis supervisors and the DI instructors to the DIT;

- e) providing an opinion to the Head of the DIT on the thesis supervisor's and the doctoral student's semi-annual reports on the progress of the doctoral student and the research work carried out;
- f) proposing the members of the comprehensive examination board to the DI;
- g) proposing a scientific classification for the doctoral student to the Head of the DI;
- h) proposing an assessment within the scope of social sciences in the social science-related topics of the natural sciences programme to the Head of the DI;
- i) proposing the names of the pre-opponents and the chairperson of the in-house debate in agreement with the thesis supervisor to the Head of the DI;
- j) propose the names of the members of the evaluation committee and the official assessors in agreement with the thesis supervisor to the Head of the DI;

13TH § THE THESIS SUPERVISOR

(1) The supervisor of the doctoral topic is a lecturer with an academic degree actively involved in research or a researcher whose topic announcement has been approved by the EDT on the proposal of the DIT. Thesis supervisors are accredited by the EDT for a five-year period based on their professional CV, research topic plan, publication list, and documented research activity on the recommendations of the DIT. The publication activity of the thesis supervisor is monitored by the Head of the DIT every five years.

(2) The thesis supervisor must:

- a) have a publication record certifying active scientific work, meeting publication requirements expected of prospective doctoral students for obtaining the degree in the average of the last five years (last authored publications are counted as equivalent to first-authored publications).
- b) have the necessary conditions for performing scientific work, research equipment, and financial support for operation. The absence of research support 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 from another grant holder, indicating the availability of necessary funding for the thesis supervisor's and doctoral student's research.

(3) An instructor or researcher without 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. In exceptional cases, the supervision of more than six doctoral students by one thesis supervisor may be approved by the EDT, depending on the supervisor's previous track record. 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, eventually from another programme of the DI too. If the doctoral student participates in a joint doctoral training programme at a domestic research center or a foreign higher education institution or in a programme that does not meet the requirements of joint training (e.g., a double-degree programme), the DI must also appoint a thesis supervisor with employment status at the University for the doctoral student.

(6) The doctoral student's professional progress may be continuously supported by other professionals in addition to the thesis supervisor. The consultant is an instructor who, in addition to the thesis supervisor, is involved in supporting the doctoral student's studies for at least 2/3 of the total training period. The name of the consultant must also appear on the official documents of the thesis and dissertation.

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

(8) Duties and authorities of the thesis supervisors:

- a) directing the training and preparation of the doctoral student for degree acquisition, supervising, assisting, and directing the research work of the doctoral student as necessary;
- b) assisting in the development of the doctoral student's research plan and maintaining a work relationship with them as mutually agreed;
- c) requiring the doctoral student to report regularly on the development of their research work, the problems and difficulties encountered, and the possible way to solve them;
- d) providing a written opinion on the doctoral student's semi-annual report prepared for the DI, indicating any delays in the doctoral student's work or if the doctoral student is unable to successfully complete their research plan within the set deadline;
- e) providing a written opinion on the documents submitted by the doctoral student for the comprehensive examination, the draft of their dissertation, and the doctoral dissertation. Also, issue a statement on their admissibility and on awarding or refusing of the pre-degree certificate;
- f) providing an opinion on corrections after the oral examination;
- g) providing an opinion on the results reported in the dissertation;
- h) being responsible for the effective support of the publication of the doctoral student's research results in the form of scientific papers, and for the high quality of the dissertation;
- j) participating in the doctoral candidate's comprehensive examination, in the in-house debate of the dissertation and the public defence of the dissertation;
- k) continuously updating his/her profile (data sheet) in the doctoral database in accordance with the legislation and the MAB's requirements;
- l) requiring the candidate to complete additional courses.

(9) If 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.

(10) The replacement of the thesis supervisor must be formally initiated by one of the parties. Thesis supervisors may request their dismissal in case of force majeure (e.g., illness, unforeseen travel abroad, unexpected engagement), or inappropriate work relationship. If there is a good reason, the doctoral student may request the appointment of a new thesis supervisor 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 if personal conflicts make their cooperation difficult. The Head of the DI, considering the opinion of the Programme Manager, shall decide on the request for dismissal after hearing the reasons of the thesis supervisors and the doctoral student.

(11) 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, not exceeding six months, if urgent obligations would prevent or hinder them from fulfilling their duties as thesis supervisors. The thesis supervisor must propose a person as a substitute. If a 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.

(12) The supervisor shall be remunerated once during the doctoral procedure, following a successful a degree acquisition.

(13) In the case of co-thesis supervisors, the amount of remuneration shall be divided 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.

14TH § CENTRAL ADMINISTRATION OF THE DOCTORAL TRAINING PROGRAMMES
AND DEGREE ACQUISITION

(1) The doctoral training programmes shall be administered at 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 relevant national organizations and university departments;
- c) annually publishing the DI's information on doctoral training in a manner determined by the University;
- d) managing the documents submitted by applicants for doctoral training in a transparent and verifiable manner, as specified in the Data Management Regulations; keeping records of them, ensuring that they are complete, and providing for data protection; sending them to the Head of DI;
- e) participating in the professional review of the candidates' applications.
- f) organising the admission examinations on the instructions of the Head of the DI;
- g) performing the functions of an academic office for doctoral students, such as:
 - i) checking if the examination requirements are met in every semester, certifying the start of the next semester and the final certificate at the end of the training in the doctoral student's e-learning record book;
 - ii) arranging the transfer of the scholarship to the eligible doctoral students;
 - iii) providing the doctoral student/candidate, upon request, with a certified copy of the comprehensive examination and the qualification of the dissertation;
 - iv) monitoring the fulfilment of the doctoral candidate's payment obligations.

- h) registering the documents related to the doctoral activities submitted to the Doctoral Secretariat, storing them in a systematic manner and keeping them for the period of time specified in the Rules for the Management of Files after the closure of the doctoral activity, and providing for the transmission of the documents to the competent institutions in accordance with the applicable legislation;
- i) organising the comprehensive examinations, the in-house debates and the public defence of the dissertations, and distributing the printed or electronic versions of the dissertations and the theses to the designated persons and institutions and uploading them on the designated websites, twenty-one days before the date of the public defence;
- j) preparing, organising and documenting the meetings of the DIT and the EDT;
- k) preparing proposals for the meetings of the DIT and the EDT;
- l) keeping minutes of the meetings of the DIT and the EDT, preparing and filing the decisions and informing the parties concerned of the decisions of the DIT and the EDT;
- m) preparing reports on the activities of the DIT and the professional information materials on doctoral training;
- n) participating in the preparation of the regulations and monitoring the achievement of the objectives of the quality assurance plan;
- o) regularly updating the doctoral training websites;
- p) issuing doctorate certificates;
- q) participating in the organisation of the doctoral inauguration ceremony;
- r) contributing to the preparation and implementation of projects concerning the DI;
- s) coordinating, under the guidance of the Head of the DI and with the assistance of the Director General for Finance, the financial management of doctoral trainings.

CHAPTER 3

RIGHTS AND OBLIGATIONS OF DOCTORAL CANDIDATES IN STRUCTURED TRAINING

15th § **RIGHTS AND OBLIGATIONS OF DOCTORAL CANDIDATES**

(1) Rights of doctoral candidates:

- a) may request the choice of the form of training (full-time, part-time, individual training, individual preparation);
- b) may interrupt his/her studies in accordance with these regulations and the applicable legislation;
- c) may request a change in the subject or title of his/her dissertation;
- d) may participate in part-time studies abroad or at another university in his/her country of origin;
- e) may undertake lecturing activities;
- f) may have his/her place of employment cover the costs of training and of acquiring the degree;
- g) may use the University's infrastructure;

- h) may choose his/her own thesis supervisor, co-supervisor and instructor;
- i) with the exception of full-time doctoral students, they may choose to carry out their research at a research centre outside the University under appropriate conditions;
- j) may choose the subjects and research seminars, except those which are compulsory;
- k) may give opinions on the activities of instructor;
- l) may participate in proposals, scientific research projects, scientific forums and publish the results of their research;
- m) may receive grants and allowances as provided for by the applicable legislation and these Rules;
- n) may make proposals and request a substantive response to any question concerning the life of the University and the DI;
- o) may request transfer to another doctoral school;
- p) may be elected to the bodies of the DI and the University;
- q) may have the right to appeal against a decision or action of the University or the failure to take action;
- r) may exercise other student's rights provided for in the Nftv;
- s) have the right of representation of interests.

(2) Doctoral students are obliged to:

- a) comply with the requirements of the university regulations, in particular these regulations, and other requirements laid down in the DI's training plan;
- b) pay the fees and reimbursements set for doctoral training;
- c) follow the rules of academic ethics and conduct;
- d) meet the obligations imposed in the university regulations and in the Nftv.

(2) The institutional representation of doctoral students shall be provided by the DÖK.

16TH § A GRANTS FOR DOCTORAL STUDENTS

- (1) A student must be enrolled in a Hungarian state-fellowship or a self-financed form of training.
- (2) 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.
- (3) A doctoral student with income from full-time employment may not receive a Hungarian state fellowship. A student enrolled in a Hungarian 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 their full-time employment, the scholarship may be revoked.

(4) A student enrolled in a Hungarian 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 notify the Doctoral Secretariat.

(5) The maximum period of fellowship for a doctoral student is eight semesters. The amount of the Hungarian state fellowship shall be determined in accordance with § 114./D. of the Nftv.

(6) The fulfilment of the study and other obligations is a precondition for further receiving a Hungarian state fellowship.

(7) 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.

(8) In addition to the Hungarian state fellowship, the University may establish its own foundation, or conclude agreements with foundations, public foundations, public bodies, business organizations and private individuals on the establishment of other doctoral fellowships in a separate contract. The institution establishing or financing other doctoral fellowships may not influence the selection of the the doctoral student receiving other doctoral fellowships, and the doctoral student receiving the fellowship shall have the same rights and obligations as students enrolled in a Hungaria state-funded programme.

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

17TH § PROF. DR. JÓZSEF SZÉCSÉNYI JÓZSEF UNIVERSITY DOCTORAL FELLOWSHIP

(1) The University's strategic goal - in connection with the development of human resources - is to ensure the supply of new teachers and researchers, primarily through its Doctoral School, for which purpose doctoral fellowships may be awarded.

(2) Doctoral students who are employed by the University may be awarded the Prof. Dr. József Szécsényi University Doctoral Fellowship to support the completion of their doctoral degree.

(3) The scholarship shall be open to all full-time or part-time employees of the University with an active doctoral student agreement, within the limits of the funds provided by the funding body.

(4) The conditions for the award of the fellowship and the procedure for its evaluation criteria be listed in the call for applications, which shall be published on the website of the Doctoral School at least 15 days before the deadline for submission.

(5) The Rector shall decide on the award of the scholarship on the recommendation of the Head of the Doctoral School.

18TH § POSTDOCTORAL FELLOWSHIP

(1) Subject to the budget of the DI, the Head of the DI may issue a call for applications for postdoctoral fellowships for foreign researchers within the framework of fixed-term employment of 6 or 12 months.

(2) The aim of the call for proposals is to provide opportunities for young foreign researchers with a PhD degree to carry out research work in the University's doctoral research workshops in accordance with the Institutional Development Plan, thus supporting researcher mobility and the involvement of foreign researchers in research activities at the University.

(3) A young foreign researcher and instructor may be employed as a postdoctoral researcher who:

- a) is under 40 years of age in the year of application;
- b) holds an academic degree as defined in Article 16(4) of the Nftv. or who has obtained an academic degree abroad which has been naturalised within the 5 years preceding the application;
- c) has research experience;
- d) and is not employed by the University.

(4) The conditions for the award of the fellowship and the procedure for its evaluation shall be set out in the call for applications.

19TH § DOCTORAL PUBLIC LIFE FELLOWSHIP

(1) The DI may, subject to its approved budget, publish a call for applications for the award of a doctoral public life fellowship.

(2) The conditions for the award of the fellowship and the procedure for its evaluation shall be laid down in the call for applications.

20th § FEES AND CHARGES PAYABLE BY DOCTORAL STUDENTS

(1) Doctoral students receiving a Hungarian State Scholarship are exempt from paying tuition fees for their training but remain responsible for other fees and charges, such as special procedure fees and late penalty fees. The Doctoral Secretariat will provide information to the doctoral student regarding the way of paying tuition fee during enrollment.

(2) If a doctoral student believes that fees and charges have been incorrectly imposed, they may file a complaint with the Head of the Doctoral School within fifteen days from the date of notification. The complaint will be investigated within five days upon receipt.

(3) Doctoral students in self-financed PhD training programme must pay a tuition fee for the entire eight semesters of the programme.

(4) Doctoral students who fail to meet the deadline for tuition fee payment and are not granted a payment extension will not be allowed to enroll for the current semester of study.

(5) In case of non-payment, the doctoral student's treatment will align with Part 3 (Student Requirements, Chapter IV) of the Organizational and Operational Regulations, with the exception that the Doctoral Secretariat will act in place of the Office of Student Affairs. The doctoral student may appeal decisions related to the termination of their student status to the Review Committee within fifteen days from the date of notification or, if unavailable, from the date on which they became aware of the decision.

(6) The University may establish a training agreement with an employee of the University. This agreement shall specify the extent of tuition fee reimbursement for the employee's doctoral studies at the University.

(7) Applicants must submit their application for a training agreement to the HR Department of the University by the end of the registration period.

(8) Required documents to be attached to the application include: a) A statement of support from the head of the department. b) A decision on or certificate of the employee's employment status.

(9) The Rector shall decide regarding the conclusion of the training agreement within 15 days upon receiving the application, and the Doctoral School shall be informed of the decision. The responsibility of concluding study agreements lies with the HR Department.

(10) The portion of the tuition fee paid by the student, which is later reimbursed by the employer within the framework of the training agreement, will be reimbursed to the student retrospectively, with deductions for tax and social contributions as determined by applicable legislation.

21ST §LECTURING ACTIVITIES OF DOCTORAL STUDENTS

(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 must earn credits in a manner specified in these regulations. The time spent by the doctoral student on such duties shall not exceed an average of fifty per cent of the total weekly working time in a semester. The doctoral candidate's working hours shall be scheduled in such a way as to enable them to fulfil their examination and examination preparation obligations.

(2) The University shall also compensate the doctoral student for their lecturing activities; the monthly amount of the remuneration shall not be less than the minimum compulsory wage (minimum wage) in the case of employment for a period of time corresponding to fifty per cent of the total working time, or a pro rata temporis part thereof in the case of employment for a different period.

CHAPTER IV

22ND § PROVISIONS CONCERNING DOCTORAL TRAINING

(1) A doctoral training programme is a training, research and reporting activity carried

out within the framework of individual or structured training adapted to the specifics of the field of science and the needs of the doctoral student. The University may carry out doctoral training programmes and award doctoral degrees (PhD) in the field of science, therewithin the disciplines, in which it offers master's degree programmes and for which it has a licence.

(2) The procedure for the award of the doctoral degree (PhD) shall include a comprehensive examination which shall comprehensively assess the knowledge acquired in doctoral studies, the presentation of independent scientific work through scientific publications, the proof of the required knowledge of foreign languages, an in-house debate including the solution of an independent scientific problem, and the public presentation and defence of the dissertation.

(3) The doctoral degree (PhD) may be obtained by participation in a structured training or by individual preparation. In the latter case, the candidate does not participate in structured training.

(4) Doctoral students participating in the structured training shall receive professional assistance from the thesis supervisor in the preparation for the comprehensive examination, the preparation of the thesis and the award of the doctoral (PhD) degree. Structured doctoral studies at the University can be carried out on a full-time (with a state or other fellowship), part-time (self-financed) or individual (self-financed) basis.

(5) Students who are self-financed and do not have an employment contract may apply to the Head of the DI for a full-time status.

(6) Only applicants who, at the time of application, certify the employer's support by means of a written declaration may be admitted to a course of study in conjunction with employment.

(7) Only those may apply for training in individual training programme who have at least six years of professional experience in the field of sport science, have documented scientific research work prior to the application and can provide evidence of significant scientific achievements and publications of their own.

(8) 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.

(9) At least two hundred and forty (240) credits must be earned in the doctoral training programme. Unless otherwise provided for in the Nftv., the maximum duration of training shall be eight semesters. The full-time training shall consist of at least forty hours of teaching per semester of doctoral studies or the equivalent in closed electronic distance learning. Exceptions may be made based on the training programme. Doctoral training shall consist of a 'training and research' phase and a 'research and dissertation' phase. The training and research phase shall last for a maximum of four semesters, at the end of which the doctoral candidate shall take a comprehensive examination as a prerequisite for entering the research and dissertation phase. The start of the research and dissertation phase, i.e. the degree procedure, which also lasts up to four semesters, is

conditional upon successful completion of the comprehensive examination. Its aim is to obtain a doctoral degree (PhD).

(10) The thesis supervisor may, based on the results obtained in the admission procedure, require doctoral candidates admitted to the programme to complete a set of additional courses.

(11) Attendance of the courses is compulsory for doctoral students,

(12) 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.

(13) A doctoral student may participate in study at another higher educational institution abroad based on 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 study at another higher educational institution, 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 study at another higher educational institution abroad.

(14) A doctoral student participating in doctoral studies shall belong to the teaching and research unit or research unit involved in the training in the field of their research topic from the point of view of professional supervision. Therefore, doctoral candidates must obtain a letter of acceptance from the thesis supervisor of their choice before applying for admission which they must submit it to the DI at the time of application.

(15) A student with a disability shall be provided with disability-appropriate preparation and examination and assistance in meeting the obligations of their student status. Where justified, they should be exempted from studying certain subjects, parts of subjects or from the obligation to take examinations. If necessary, exemption from the test of knowledge of a foreign language or part or all of it shall be granted. In the case of testing their knowledge, extended preparation time must be allowed, the written test must be able to be assisted by a teaching aid, in particular a typewriter or computer, and, if necessary, the written test must be replaced by an oral test or the oral test must be replaced by a written one. An exemption granted under this paragraph shall be given only in the context of the circumstance justifying the exemption and shall not lead to a waiver of the basic academic requirements for the award of the degree.

23RD § APPLICATION AND ADMISSION TO DOCTORAL TRAINING

(1) Admission to doctoral studies shall be granted upon successful participation in the admission procedure and in accordance with the provisions of Article 24. A student may also be admitted to doctoral studies by attending a preparatory course as part of their doctoral studies in parallel with their final year of studies in a Master's degree programme, provided that the student also fulfils the requirements for admission after obtaining the Master's degree. At the same time as the admission decision is taken, the credits earned in the Master's programme will be recognised in accordance with the doctoral regulations.

(2) By way of derogation from paragraph (1), a candidate with exceptional talent who has obtained a bachelor's degree and a professional qualification may be admitted to a doctoral programme in parallel with the Masterdegree programme. Such admission shall be conditional upon the candidate passing an admission examination and demonstrating outstanding academic, scientific and excellence in languages.

(3) Hungarian citizens, EU and EEA nationals who are treated equally with Hungarian citizens, as well as non-Hungarian citizens who are not treated equally with Hungarian citizens, may apply for training at the DI, who

- a) hold a university degree or equivalent accredited master's degree (MA, MSc), as well as those enrolled in the final year of other master's level courses and who are no more than six months before the expected date of graduation. Even in the case of a successful admission, enrolment in the DI is only possible after obtaining the degree qualifying for the training;
- b) hold a state-recognised complex foreign language examination at level B2 or above in at least one foreign language, or an equivalent qualification;
- c) have professional and academic qualifications recognised as suffi by the DI.

(4) Doctoral studies start in September and February each year. Deadlines for application for the current year and for submission of all documents required for application shall be fixed and published by the DI in the Higher Education Admission Guide and on the University's website.

(5) Only applicants who have been awarded a fellowship based on an intergovernmental agreement or international cooperation may apply after the deadline.

(6) A student enrolled in an structured doctoral (PhD) training programme at another higher education institution may apply for transfer to the University's doctoral school if the conditions for the research activity to be carried out by the student are met, if the credits earned there (in whole or in part) can be credited to the DI programme, and if a thesis supervisor at the DI undertakes to supervise the topic of the student applying for transfer.

(7) Applications for doctoral studies may be submitted primarily for the DI's proposed topics, which must be approved by the proposer of the topic, but it is also possible to apply with a research topic that has not been proposed, provided that the thesis supervisor who is experienced in the topic in question undertakes to supervise the doctoral research work.

(8) The following documents must accompany the application to the DI:

- a) a completed and signed application form (Annex 1);
- b) a completed application form (Annex 2);
- c) for those with a higher education qualification, a copy of the diploma obtained in a Master's degree course or in an equivalent accredited university course;
- d) for students who are to complete a Master's degree or equivalent accredited university course during the admission procedure, a certified copy of the university's eTranscript;
- e) a curriculum vitae with a list of publications;

- f) a draft of the research plan;
- g) a letter of acceptance from the thesis supervisor;
- h) copies of documents certifying language proficiency;
- i) proof of payment of the application fee;
- j) a declaration of consent to data processing,
- k) an official certificate of no criminal record, not more than three months old, or an equivalent document for foreign nationals;
- l) other documents (e.g. recommendations) required by the DI.

(9) For the first registration in the DI, the following documents must be presented in original:

- a) a university degree;
- b) documents proving language proficiency.

(10) The DI may require the submission of additional documents, other than those referred to in paragraph 8, necessary for the assessment of the professional competence of the applicant.

(11) The Doctoral Secretariat shall examine the applications from a formal point of view and, if the application is incomplete, shall request the applicant to remedy the deficiency. If the deficiency is not remedied within the given time limit, the application must be rejected. Reasons must be given for any rejection. An appeal against a rejection may be lodged with the Head of the DI within 15 days of the date of notification.

(12) Applicants who apply in due time and in accordance with the regulations shall be admitted to the admission procedure. The admission procedure shall be conducted by an admission board.

(13) The interview, including the notification of candidates, is organised by the Head of the DI. The purpose of the interview is to assess the applicant's academic (professional) background, their academic record, and their suitability to develop a research topic of their choice. All programmes and the DÖK must be represented on the selection board. The selection board must consist of at least three members. The selection board shall evaluate the performance of the applicants and shall rank them according to their merits. Minutes of the interview must be taken and sent to the EDT by the Head of the DI with the ranked list of those recommended for admission and the list of those rejected and their exam scores.

(14) During the admission procedure, the assessment shall be based on the applicant's previous results and the knowledge and aptitude observed during the interview. Experience in academic work, presentations, publications, a complex state-recognised language examination level B2 or higher in at least one language other than the language of the complex state-recognised language examination level B2 or higher required as a condition for application, and outstanding academic achievements shall be considered as an advantage.

(15) In the assessment, the candidate may obtain a maximum of sixty (60) points in total, as follows:

- (a) A maximum of twenty-eight (28) points in total may be awarded for the assessment

of previous academic/professional/scientific/foreign language achievements based on the Admission Form (Annex 2), which is divided into three parts:

- i. average academic performance, diploma qualification: maximum 8 points,
 - ii. evaluation of previous academic work (lectures, publications): max. 12 points,
 - iii. other achievements (language examinations in addition to the compulsory one, outstanding professional achievements, diplomas in addition to the compulsory one): max. 4 points
 - iv. outstanding sporting achievements: max 4 points.
- b) A maximum of thirty-two (32) points in total may be awarded in the admission interview (general professional knowledge and aptitude and specific, subject-oriented knowledge and aptitude).

(16) The EDT shall decide on the admission to doctoral studies based on the proposal of the DIT, taking into account the number of places determined by the National Doctoral Council (hereinafter referred to as the "ODT"). Any deviation from the ranking established by the DIT shall be justified by the EDT.

(17) A doctoral student who has started a doctoral programme at another higher education institution may be admitted to a doctoral programme at the University, at the individual discretion of the EDT, based on a decision of the DIT. The recognition of credits completed at a previous doctoral school shall be decided by the EDT on the recommendation of the Head of the DIT. The decision on admission must be communicated to applicants within 8 working days of the decision.

(18) An appeal may be lodged against a decision to refuse admission. The appeal must be lodged within 15 days of the date of notification of the decision rejecting the application or, failing this, of the date on which the decision was notified to the applicant. The appeal may be submitted to the University's Appeals Committee in accordance with the procedure laid down in Part 3 of the Organisational and Operational Regulations (Chapter VI, Appeals Procedure, of the Student Requirements System).

(19) The Doctoral Secretariat must keep the records of the doctoral students admitted. The data of doctoral candidates must be registered in the NEPTUN study system.

(20) The University must report the personal data of the doctoral student and the fact of the establishment of the doctoral student's legal status to the Higher Education Information System (hereinafter referred to as the "FIR") within fifteen days of the establishment of the doctoral student's legal status. The University must report any changes in the doctoral student's personal data to the FIR at the first data submission upon entering the data to its own register.

(21) The termination of the doctoral student's legal status must be reported to the FIR within fifteen days of the termination.

24th § APPLICATION FOR DOCTORAL (PHD) TRAINING IN THE FORM OF
INDIVIDUAL PREPARATION

a(1) A person who has prepared individually for a doctoral degree may enrol in doctoral studies, provided that he or she has fulfilled the requirements for the admission and for the

doctoral studies. In this case, the student's status shall be established upon completion of the comprehensive examination. In doctoral studies, student status may also be established by passing the comprehensive examination if the student has prepared for the degree in general medicine, veterinary medicine, dentistry, or pharmacy as an individual in parallel with their student status and if the credits earned in the master's programme have been recognised in the comprehensive examination in accordance with the doctoral regulations of the higher education institution.

(2) Admission requirements for individual training:

- a) documented research activity of not less than six years in total during the ten years preceding the application;
- b) a complex state-recognised or equivalent language examination in a foreign language at level B2 or above;
- c) completion of the publication activity required by the EDT for participants in structured training courses in accordance with § 29 (5) and (6);
- d) successful completion of the comprehensive examination.

(3) Documents to be attached to the application (Annex 29):

- a) university degree (original to be presented, copy to be submitted);
- b) curriculum vitae, list of publications;
- c) a certificate of no criminal record not more than three months old;
- d) proof of payment of the application fee;
- e) a joint proposal from the thesis supervisor and the programme leader for the comprehensive examination and the members of the board (Annex 28);
- f) a declaration by the programme leader that the application documents are sufficient to allow the degree procedure to be started within the time limits.

(4) The procedure may be conducted in English at the request of the doctoral candidate, with the agreement of the Head of the DI, on the recommendation of the thesis supervisor and the programme manager.

(5) The Head of the DI shall verify the fulfilment of the admission requirements. Based on the proposal of the Head of the DI, the EDT shall be responsible for accepting or rejecting the application.

(6) Applications may be made by submitting the application form, Annex 29, and the complete application form referred to in paragraph (3).

- (1) The status of a doctoral student shall be established by the decision on admission or transfer upon enrolment.
- (2) An applicant who has been admitted may establish a doctoral student status in the semester for which they have been admitted in the admission procedure.
- (3) No further enrolment is required during the period of the student status. The doctoral student must register for the relevant period of training before the start of the period of training. A student who has not fulfilled the payment obligations that are overdue shall not be allowed to enrol.
- (4) At the time of enrolment and registration, the student shall declare whether they wish to start their studies in the given semester with active or passive status. The student has the possibility to change the status independently during the registration period in the NEPTUN system. After the end of the registration period, the student can request a change of status from the beginning of the study period until 15 October in the autumn semester and 15 March in the spring semester at the Doctoral Secretariat. After this deadline, the active status of the student remains active even if the student does not attend the session and does not fulfil their study obligations. No subsequent passivation is possible after the deadline has been missed.
- (5) The suspension of the training and research period, as well as the research and dissertation period, i.e., the suspension of the doctoral student's legal status, may be authorised by the Head of the DI upon notification by the doctoral student. During the suspension of the doctoral student's status, no fellowship may be paid to the doctoral student and the doctoral student is not obliged to pay any fees.
- (6) The minimum period of suspension shall be one academic semester. During doctoral studies, the doctoral status may be suspended a maximum of three times, each time for a maximum of two semesters, for a total of three years, with the restriction that the suspension of the doctoral status may not exceed two semesters in the research and dissertation phase. The first semester may be interrupted only in accordance with paragraph (5).
- (7) The doctoral student's legal status shall be suspended in the training and research phase if the doctoral student is unable to fulfil the obligations arising from their legal status due to childbirth, accident, illness, or other unforeseen circumstances through no fault of their own. In this case, the student may be granted a break in their studies for a longer continuous period of up to three years at their request.
- (8) The semester started shall not be considered for the calculation of the period of grants if it is not completed because of paragraph (7). At the student's request and based on supporting documents (illness, childbirth or other reasons not attributable to the student), the semester started may be declared incomplete. In the event of a semester not being declared completed, the results of the semester in question must be cancelled retroactively and the rules for the suspension of doctoral studies must apply for the semester in question.
- (9) It is only possible to complete a course with a pre-degree certificate after an active semester has been registered.
- (10) The status of doctoral student must be terminated:
 - a) on the day of transfer, in the event that the doctoral student has been registered by another higher education institution;

- b) on the date of notification, if the doctoral student announces that they are terminating their doctoral studies;
- c) if the doctoral student is not allowed to continue their studies in a course supported by a Hungarian state (partial) fellowship and does not wish to continue in a self-financed course;
- d) if the conditions for the establishment of student status laid down in this Act are no longer fulfilled, on the date on which the decision to terminate the student status becomes final;
- e) in the event that the doctoral student's legal status is terminated by the EDT due to payment arrears, after an unsuccessful reminder of the doctoral student and an examination of the doctoral student's social situation, on the date on which the decision on the termination becomes final;
- f) if the doctoral candidate fails to take the comprehensive examination, on the day of failure or non-completion of this obligation;
- g) on the date of the award of the doctoral degree;
- h) at the end of the eighth semester of the doctoral studies for which the doctoral candidate has registered;
- i) on the date on which the disciplinary decision of exclusion becomes final.

(11) The university, by its declaration: may also unilaterally terminate the student status of a doctoral student who

- a) fails to fulfil the obligations relating to the progress of studies laid down in these Regulation or in the curriculum;
- b) fails to register for the following academic semester for the third consecutive semester;
- (c) fails to commence their studies after the suspension of their student status, provided that the student has received prior written notification of the obligation to comply with the deadline and has been informed of the legal consequences of failing to do so.

26TH § THE TRAINING AND REASEARCH PHASE

(1) In the training and research phase, the doctoral student shall attend courses, carry out research, do publishing activity and take the comprehensive examination.

(2) In the training and research phase, the doctoral student must earn a total of 120 credits (at least 30 credits per semester) in order to be eligible to sit for the complex examination.

(3) The doctoral student must earn study and/or research credits in each semester and must attend at least two in-house debates and/or public defence organised by the Head of the DI each year.

(4) The doctoral student must earn study credits by completing courses, attending courses, individual study and by taking an exam (closed with a grade). The doctoral student may choose courses from among the courses of the DI with the number of credits specified in the model curriculum published every semester in the NEPTUN study system.

(5) During the training and research phase, the doctoral student must earn at least sixteen (16) study credits. From 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.

(6) 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.

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

(8) The doctoral student, as a researcher, may earn 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. a

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

(10)) 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 earned per teaching hour / week of educational activity, i.e. a maximum of four credits can be earned per semester with the maximum teaching activity. The number of lecturing 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.

27TH § THE COMPREHENSIVE EXEMINATION

(1) The comprehensive examination shall be a summative assessment of the theoretical knowledge acquired in the training and research phase and an assessment of the readiness for the research and dissertation phase.

(2) Candidates for the comprehensive examination must:

- a) earn at least 120 credits in the training and research phase of the doctoral training programme, except in the case of a doctoral student in an individual training programme, whose student status is established in accordance with provisions of Section 24 (1).

(3) The comprehensive examination consists of two parts:

- a) a report on academic progress: a literature review, including the topic of the doctoral candidate's own research. The review of the literature should be

accompanied by the hypotheses of the research topic, the research methods and the expected results;

- b) a theoretical part, in which the doctoral student shall demonstrate their knowledge of the relevant discipline, literature and state-of-the-art theoretical and methodological knowledge: a review of a scientific publication in English published within ten years preceding the examination.

(4) Those with a doctoral student status may apply for a comprehensive examination in the fourth semester by the deadline. Failure to meet the deadline may result in forfeit of rights.

(5) The comprehensive examination must be taken in public, in front of a committee.

(6) The comprehensive examination committee shall consist of at least three members, a third of whom at least employed by the University. The chairperson in the comprehension examination committee must be a professor, a habilitated associate professor, or a Professor Emerita/Professor Emeritus or a researcher with the title of "Doctor of the Hungarian Academy of Sciences". All members of the committee must hold an academic degree. The thesis supervisor of the doctoral candidate may not be a member of the committee.

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

(8) 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 committee who does not have an employment status with the University (Annex 28).

(9) Members of the comprehensive examination committee must be approved by the EDT on the proposal of the DIT.

(10) To avoid conflicts of interest, the chairman or a member of the committee may not be a close relative, thesis supervisors, the superior, a co-worker, co-author of the doctoral student or of the thesis supervisors, or someone whom an objective assessment cannot be expected from.

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

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

(13) The examination committee shall evaluate the dissertation and the theoretical part of the examination separately.

(14) The evaluation of the comprehensive examination may be of two levels: 'pass' or 'fail'. A comprehensive examination is successful if a majority of the members of the comprehensive examination committee finds both parts of the examination to be successful. The candidate may retake the examination once more in the same exam period. If the doctoral student fails to pass the comprehensive examination, their student status shall be terminated on the day on which they fail or fail to sit for the examination. With reference to the provisions of § 24 (1) to (2) of these regulations, the student status of a student in individual training shall not be established in the event of a failure of the comprehensive examination.

(15) 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.

(16) The Head of the DI may permit to take the comprehensive examination in English.

CHAPTER 5

RESEARCH AND DISSERTATION PHASE, THE DEGREE CERTIFICATE

28TH § START OF THE RESEARCH AND DISSERTATION PHASE (DEGREE PROCEDURE)

(1) After completing the training requirements and passing the comprehensive examination, doctoral students participating in a structured doctoral programme may enter the research and dissertation phase (degree procedure) by enrolling for the following semester.

(2) In the case of candidates in individual training programme, the doctoral degree procedure shall begin upon application for and completion of the comprehensive examination.

(3) A total of 120 research credits must be earned during a maximum of four semesters of the research and dissertation phase. The earning of academic credits is not required during the research and dissertation phase, the doctoral candidate shall carry out research and publish the results of their research.

(4) The research and dissertation phase shall be completed at the end of the eighth active semester, upon earning of a total of at least two hundred and forty (240) credits.

(5) In the research and dissertation phase (in the degree procedure), the doctoral student legal status may be suspended for a maximum of two semesters, which shall not have a suspensive effect on the three-year deadline following the comprehensive examination

(6) Following the successful completion of the comprehensive examination, the doctoral candidate shall submit their dissertation within three academic years, following the in-house debate. The research and dissertation phase may be completed within four semesters with the award of a pre-degree certificate at the request of the student and with the approval of the thesis supervisor. In this case, the dissertation must be submitted within one year thereafter, as specified in this paragraph of the Regulations.

(7) After a comprehensive examination, the title and the topic of the dissertation may be changed only in extremely justified cases, provided that the doctoral candidate reports to the ad hoc committee appointed by the Head of the DI that the requirements can be met within the time limits applicable to the doctoral candidate and that the ad hoc committee accepts their arguments. Minutes of the ad hoc committee meeting must be taken by the Doctoral Secretariat.

29TH § PUBLICATION REQUIREMENTS IN THE DEGREE PROCEDURE

(1) The scientific and publication activity of the candidate and the conditions for the award of a doctoral degree shall be assessed and approved according to the form of preparation and the scientific classification of the subject. The academic publications of a doctoral candidate

in structured training shall indicate either the name of the relevant teaching/research unit of the University or the name of the DI as the candidate's place of work.

(2) The field of specialisation, and in this context the approved topic of the doctoral student, shall be determined by the DIT in consultation with the doctoral student in training programme, on the proposal of the thesis supervisor and programme manager, at the latest by the time of application for the comprehensive examination. The subject classification cannot be changed during the research and dissertation phase (degree procedure).

(3) For candidates in an individual training programme, the scientific classification shall be indicated at the time of acceptance of the application for the degree procedure as well as for the individual training programme.

(4) The minimum academic paper 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 the award of a doctoral degree in the natural sciences of sports sciences for doctoral students in structured training are as follows:

- a) At least two papers in scientific journals with impact factor (hereinafter referred to as IF) in the subject of the dissertation, of which:
 - i) a first-author academic paper, and
 - ii) an additional, not necessarily first-author academic papers.

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

- b) If the doctoral student has two academic papers with IF, up to 10% of the amount of IF indicated may be triggered:
 - i) by two first-author academic papers in Hungarian related to the topic of the dissertation, which have been published in a peer-reviewed scientific journal, or
 - ii) by two academic papers without impact factors, published in peer reviewed Q1 or Q2 scientific journals, related to the topic of the dissertation. In exceptional cases, a book chapter published in a prestigious scientific work may also be considered (the acceptability of the book or book chapter shall require the decision of the DIT).

(6) In the case of doctoral candidates in structured training who obtain a degree in topics related to social sciences, pedagogy, and sports theory in the sports sciences, all of the following conditions must be met by publication points in the subject of the dissertation, instead of IF papers:

- a) at least twelve publication points (Annex 21);
- b) at least four papers;

- c) at least two of which must have been published in an international journal;
- d) at least one Hungarian/national/international paper as first author;
- e) at least one first-authored paper in a Q1 or Q2 journal. These journals are considered international journals for the purposes of present Regulations;
- f) except for point e), only journals with at least four issues per year are accepted.

(7) For candidates in individual training programmes in the natural sciences subjects of sport sciences, the general publication requirements for the award of a degree are as follows:

- a) The minimum IF amount required is 150% of the 1.5 IF specified for the discipline of the dissertation, of which 2/3 (100%) is the amount specified in paragraph 5 of this §;
- b) The remaining 1/3 shall be proof of the academic ability of the candidate in individual training. For these papers, there is no requirement regarding the order of authorship or the subject of the scientific paper. 10% of the additional IF amount may be met by first-authored papers in Hungarian journals or international journals without IF.

(8) In the case of a doctoral candidate in an individual training programme who obtains a degree in topics related to social sciences, pedagogy, and sports theory in the sports sciences, all of the following conditions must be met by publication points in the subject of the dissertation, instead of IF papers:

- a) at least eighteen publication points (Annex 21);
- b) at least six papers;
- c) at least two of which must have been published in an international journal;
- d) at least one first author in a Hungarian/national/international paper;
- e) at least one first-authored paper in a Q1 or Q2 journal. These journals are considered international journals for the purposes of these rules;
- f) except for point e), only journals with at least four issues per year are accepted;
- g) the requirements in points (c), (d) and (e) must be met by papers in the subject of the dissertation.

(9) In justified cases, assessment in the social sciences may also be possible in the social science-related subjects of the natural sciences programme, with the approval of the Head of the DI, on the proposal of the head of the social sciences programme, within one year of the start of the course, or, in the case of candidates in an individual training programme, during the degree procedure.

(10) Candidates may also opt for IF-based assessment in subjects related to the social sciences and pedagogy and sports theory in sports sciences. In such cases the provisions of paragraphs 5 and 7 shall apply.

(11) Definition of the scientific publication activity required for the award of the doctoral degree (PhD):

- a) Scientific paper may be written works published in scientific journals or books;
- b) professional/academic journal: a publication recognised as a scientific and peer-reviewed journal in the MTMT;
- c) a book is considered scientific if it contains new scientific results or summarises a subject area in a synthesising way and with a new approach;
- d) a textbook or book chapter is accepted as a scientific output if it has been peer-reviewed and is officially distributed. Non-scientific books are included in the

category of other achievements. The decision on the acceptance of a textbook or book chapter as a scientific contribution shall be taken by the programme manager.

(12) For the purposes of scientometric evaluation (IF or publication point), a congress abstract (even if published in a journal with IF), a publication in a daily newspaper or other non-professional journal and a publication for publicity purposes are not considered as papers. The classification of communications published in supplementary journal issues is governed by the rules of the MTMT as follows:

- a) in the case of a paper published in a regular issue of a scientific journal, it shall be classified as a short paper, a journal article, or a summary paper, regardless of whether the work or part of it has been presented at a conference.
- b) in the case of papers and/or abstracts presented at a conference appearing in a special issue (supplement) of the journal, they should be classified as conference papers or abstracts.
- c) if the supplement is a thematic issue, not conference-related, and contains papers on a specific topic, it may be classified as a journal article.

30TH §

SUBMITTING THE DISSERTATION

(1) The dissertation shall be a summary of the doctoral student's knowledge of the literature, objectives, research methods and new scientific results and independent conclusions, as well as their new scientific results, by which the doctoral student demonstrates that they are capable of independently solving a scientific problem commensurate with the requirements of the doctoral degree (PhD).

(2) The dissertation shall contain:

- a) the name of the doctoral student and the name of the thesis supervisor/thesis supervisors/consultant;
- b) the title of the dissertation;
- c) the literature review, including the theoretical framework of the research;
- d) the formulation of a scientific problem;
- e) the hypotheses;
- f) the research objectives;
- g) the research methods used;
- h) a concise description of the study carried out;
- i) the conclusions;
- j) the new, original scientific result(s) in a concise form;
- k) recommendations, if possible, practical applicability;
- (l) a list of the literature cited;
- (m) a list of original publications in the subject of the dissertation (and independently of the subject).

(3) The dissertation must include a scientific problem, the appropriate scientific

methodology and the research methods applied, the research objectives, hypotheses, an evaluation of the relevant national and international literature, the independent and individual conclusions, new scientific results that can be interpreted by the national and international scientific community and their practical applications.

(4) The formal requirements for the dissertation are set out in Annex 11.

(5) The dissertation may be submitted in English at the request of the doctoral student, on the recommendation of the thesis supervisor and the programme leader, with the consent of the Head of the DI, and the procedure may be conducted in English, provided that the necessary committee can be set up for the public defence in English.

(6) After passing the comprehensive examination, fulfilling the additional requirements for the degree and obtaining the pre-degree certificate (absolutorium), the draft of the dissertation may be submitted for a pre-assessment based on the supporting opinion of the thesis supervisor and the programme leader.

(7) The dissertation proposal submitted for pre-assessment must be accompanied by the recommendation and statement of the thesis supervisor and the MTMT abstract approved and certified by the University's MTMT administrator. A draft of the dissertation may also be sent for pre-assessment if the degree holder fulfils the publication requirements by means of a letter of acceptance. At the discretion of the EDT, the pre-assessors may be the same person as the subsequent official assessors (opponents), provided that they meet the requirements of § 31 (3).

(8) Within 30 days of the request, the two pre-assessors appointed by the Head of the DI and officially invited by the Doctoral Secretariat shall prepare a written opinion on the draft of the dissertation, in which they declare if the draft of the dissertation may be submitted for an in-house debate.

(9) The draft of the dissertation must be discussed in an in-house debate. The in-house debate shall be organised by the Head of the DI and conducted by the designated chairperson. The purpose of the in-house debate is to bring together a community of experts with a good knowledge of the subject of the dissertation to identify any shortcomings in the dissertation, to confirm the value of the dissertation to the candidate and to help them to produce a final dissertation of the highest quality. In addition to the thesis supervisor(s), at least one pre-assessor (the absent pre-assessor having given their opinion in writing in advance) and at least five academics with relevant academic qualifications in the subject area must participate in the in-house discussion, which is to be arranged by the thesis supervisor.

(10) The in-house debate shall include an opinion on whether the draft of the dissertation:

- a) has been prepared on the chosen topic by using state-of-the-art research methods and covering all important details;
- b) meets the requirements as to content and form;
- c) meets the publication requirements;
- d) is the result of independent scientific research by the doctoral candidate;
- e) contains new scientific results or findings;
- f) meets the requirements of research ethics.

(11) The minutes of the in-house debate must contain the names of the participants in the debate, the essence of their questions and their remarks, and the summarising statement of the in-house debate, which may be as follows:

a) the draft dissertation is suitable for further proceedings without revision (or with minor revisions not affecting the substance) and without holding another in-house debate;

b) the draft dissertation is suitable for further processing with substantial revisions without further in-house debate;

c) the draft dissertation is suitable for further processing only with complete revisions and with another in-house debate.

(12) The pre-opponents present and the members of the committee with academic degrees who has attended the in-house debate may contribute to the summarising statement.

(13) The candidate may not contact the pre-opponent(s). If there is credible evidence of contact, this may lead the candidate's exclusion from the doctoral programme.

(14) The dissertation must be submitted to the Doctoral Secretariat within a maximum of one year after the in-house debate (but not exceeding the deadline for submission to the doctoral candidate set out in these Regulations). Failure to meet this deadline shall result in the termination of the procedure. In this case, the dissertation may be submitted only in the context of individual preparation, provided that revisions have been made and the deficiencies have been made for. In this case, the provisions of present Regulations applicable to individual preparation shall apply. Furthermore, the new procedure shall be subject to payment of the fee for the new procedure.

(15) Minutes must be taken of the in-house debate and sent to the Doctoral Secretariat within five working days. The list of attendance of the in-house debate, the opinions of the pre-opponents and the replies to them must be attached.

(16) At the request of the Doctoral Secretariat, the Library and Archives shall carry out a preliminary examination of the dissertation to be submitted. If the examination reveals suspicions of the transcription of a text without reference, the Doctoral Secretariat shall immediately inform the doctoral candidate, the thesis supervisor, the programme manager and the Head of the DI. The dissertation may not be submitted unless the person submitting the dissertation can prove that the texts in question have been properly cited or that the deficiencies in citation have been remedied.

(17) The dissertation, the thesis booklet in Hungarian and English (maximum 20 pages), the state-recognised English language examination certificate at CEFR level B2 or above (if not previously submitted), the MTMT extract approved and certified by the University's MTMT administrator, and a statement from the thesis supervisor certifying that the doctoral student has remedied the deficiencies and corrected the errors indicated in the in-house debate, the proposal of the thesis supervisor for the members of the evaluation committee (Annex 10) approved and signed by the programme leader must be sent in one original copy and electronically to the Doctoral Secretariat.

(18) The submission of a dissertation is also subject to the condition that the applicant does not have a pending doctoral degree in the same discipline or has not had an unsuccessful

doctoral defence within two years. Compliance with these additional conditions must be confirmed in writing by the applicant at the time of submission of the dissertation.

(19) In the case where several doctoral students are co-authors of the paper used in the dissertation, the thesis supervisor shall declare whether the results used in the dissertation reflect the substantial contribution of the doctoral student. All co-authors must declare that they consider the results used in the dissertation to be their own.

(20) Upon submitting the dissertation, the doctoral candidate shall declare which results (data, figures, tables, etc.) of the dissertation shall be considered to be their own results. The same data, figure or table may only be used as new scientific results in one dissertation. The declaration must be countersigned by the thesis supervisor and the first and last authors of the respective publications.

(21) The dissertation may not be amended after submission.

(22) The doctoral candidate shall be responsible for obtaining any necessary licences for the use of intellectual works, in particular copyright.

(23) The period for the award of the degree shall be suspended from 15 July to 31 August and from 15 December to 5 January.

(24) On the basis of the opinion of the in-house debate committee, the President of the EDT shall decide whether the dissertation can be submitted to the formal assessors. The formal assessors (opponents) of the dissertation shall be invited by the President of the EDT. On behalf of the President of the EDT, the Doctoral Secretariat shall send the dissertation to the formal assessors (opponents) for review - in justified cases - in electronic form, with a deadline for review (maximum 60 days).

(25) The formal assessors must have their own scientific results necessary for a well-founded review of the new scientific result of the dissertation.

(26) If the invited assessor is unable to undertake the review, they shall notify the Doctoral Secretariat within fifteen days. The request for a formal assessment may be refused:

- a) on grounds of conflict of interest or bias;
- b) if the assessors do not have sufficient expertise in the subject of the dissertation;
- c) if illness, absence, or other circumstances prevent them from carrying out their duties.

In the case of refusal, a new formal assessor must be appointed.

(27) The formal assessors (opponents) shall prepare a written evaluation of the dissertation at the request of the President of EDT within sixty days during the academic term.

The written assessment shall include:

- whether the dissertation meets the formal requirements;
- the relevance and timeliness of the topic;
- the amount of literature reviewed on the topic, whether its evaluation is correct, and its use in the presentation of the topic;

- whether the objectives, methods and results of the research work are consistent;
- whether the results of the independent research work can be accepted as new scientific result(s);
- the questions addressed to the doctoral student;
- and a statement on whether or not the dissertation is proposed for public defence.

(28) In the event that one of the formal assessors (opponent) gives a negative assessment, the President of the EDT President shall invite a third formal assessor. The dissertation may be submitted for public defence only if there are two supporting reviews.

(29) The doctoral procedure may only be continued after receipt of a signed review by the formal assessor, sent by post directly or in person or in scanned electronic form to the Doctoral Secretariat.

(30) Candidates may not contact the formal assessors or members of the evaluation committee. If there is credible evidence of contact, this may lead to exclusion of the candidate from the doctoral programme.

(31) Upon receipt of two supporting reviews, the Head of the DI shall organise the public defence. The dissertation must be submitted for public defence within sixty days of receipt of the supporting reviews, but within one year of submission of the dissertation for the pre-opponent assessment.

(32) In the case of a dissertation subject to a patent or protection procedure, the publication of the dissertation and the doctoral theses may be postponed, based on the opinion of the evaluation committee and with the approval of the EDT, until the date of registration of the patent or protection at the latest. Dissertations containing classified information for reasons of national security and their theses shall be published after the period of classification has expired.

(33) After the successful defence, the doctoral student, the programme leader, the Doctoral Secretariat, and the Library and Archives shall each receive a bound copy of the numbered volume of the "Dissertations of the Hungarian University of Physical Education and Sports Sciences" series. The dissertation and its theses shall be made available to the public in electronic form in MTMT, with a DOI identifier in accordance with generally accepted international practice.

31ST §DEFENCE OF THE DISSERTATION

(1) The dissertation shall be defended in a public debate before an evaluation committee. The date and venue of the public defence shall be announced by the Doctoral Secretariat after consultations with the members of the examination board and the candidate. The venue of the public defence may be a lecture hall or a classroom of the University, exceptions to this rule may be made by the EDT President for exceptional and justifiable reasons. The date and venue of the public defence shall be announced at least fourteen days before the public defence. The Doctoral Secretariat shall ensure that the announcement and the invitations to the public defence and the dissertation are sent out. The invitations and the dissertation shall

be sent to the thesis supervisors of the Doctoral School.

(2) The examination board shall consist of at least five members (chairperson, secretary, member and the two official assessors). The chairperson of the examination board may be a competent professor of the University, Professor Emerita/Professor Emeritus or habilitated associate professor, habilitated professor of a university college, as well as a lecturer or researcher with the title of "Doctor of the Hungarian Academy of Sciences". Alternate members may be nominated to the examination board.

(3) The proportion of external member in the examination board who are not employed by the University and the internal members shall be at least 1/3-1/3. At least 1/3 (at least one but not all) of the members of the evaluation board and one of the official assessors (opponents) shall be a professional not employed by the University and not involved in the work of the DI. A Professor Emeritus/Professor Emeritus of the University shall be considered to be employed by the University for this purpose. The candidate's thesis supervisor may participate in the work of the examination board with the right to be consulted if the examination board requests so.

(4) Members of the examination board shall not be close relatives of the candidate, persons who cannot be expected to give an objective assessment of the case, or an immediate superior or co-author of the candidate or the thesis supervisor. Likewise, a person who has been involved in other parts of the doctoral procedure (e.g., in the comprehensive examination committee) may not take part in the assessment procedure. In the case of a conflict of interest, the doctoral candidate may request the chair of the EDT to change the composition of the examination board.

(5) All members of the examination board must hold an academic degree obtained at least three years before and it is recommended that they are listed in the database of the National Doctoral Council as a thesis supervisor of a doctoral school, the professional competence in the subject of the dissertation must be verified by the MTMT database.

(6) The chairperson and the members of the examination board shall be appointed by the EDT on the proposal of the Head of the DI. The proposal for the members of the board shall be submitted by the thesis supervisor to the Doctoral Secretariat.

(7) For the public defence to be held, the chairperson, secretary, and members of the examination board and, in the case of a unanimous evaluation, at least one official assessor (opponent) must be present. The opinion of the official assessor (opponent) not present at the public defence shall be presented at the public defence. The presence and participation of the official assessor who has rejected the dissertation is a condition for the dissertation to be defended.

(8) Twenty-eight days prior to the public defence, the candidate shall submit to the Doctoral Secretariat forty Hungarian theses booklets (thirty English theses booklets and ten Hungarian theses booklets in the case of an English public defence), as well as signed responses to the official assessors' (opponents') reviews and a curriculum vitae.

(9) The Head of the DI and the doctoral candidate shall receive the evaluations (both favourable and unfavourable) in writing and the latter shall submit their responses in writing, which shall be received by the official assessors (opponents) and the members of the examination board as part of the official invitation twenty-one days before the defence of the dissertation. The procedure for the defence of the dissertation is set out in Annex No 14.

(10) 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 assessors (opponents) and other questions arising during the public defence.

(11) On the basis of a supporting opinion of the examination board 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 supervisor and the Head of the DI.

(12) An application for exclusion of 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 examination board. Approval of the application shall not release the candidate from any of their obligations. If the application is accepted, only the examination board 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 board and in the decision-making but is obliged to assist the EDT in the decision regarding the conferment of the doctoral (PhD) degree.

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

(14) Based on the minutes of the degree procedure, the classification of the degree shall be 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, maximum once more on the same doctoral topic.

32ND § CLASSIFICATION OF THE DISSERTATION

(1) After the closing of the public defence, the members of the examination board 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 examination board shall decide about the approval of the dissertation in a closed session by secret ballot after debating
- b) all members of the examination board shall grade the doctoral dissertation on a scale of 1 to 5 in a voting procedure
- c) the doctoral dissertation cannot be recommended for approval if 67% of all available points have not been achieved by the candidate
- d) if the EDT has also invited a foreign official assessor (opponent) to review the doctoral dissertation, the grading proposed by them must be accepted in their absence as an opinion with a voting value. If a foreign official assessor (opponent) participates in the defence, they must vote together with the other members of the examination board secretly on the classification of the doctoral dissertation.
- e) In the event that the examination board proposes the doctoral dissertation for approval the consolidated classification - depending on the average of the voting scores rounded to two decimal places - shall be determined as follow:

from 4,51 to 5,00	<i>summa cum laude</i>
from 3,51 to 4,50	<i>cum laude</i>
from 2,51 to 3,50	<i>rite</i>

(2) The examination board shall make public its opinion and the justification thereof at the public defence.

(3) The examination board 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 chairperson of the examination board must 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 award of a Doctoral Degree (PhD). The proposal 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 awarding the Doctoral Degree (PhD) based on the proposal of the examination board.

33RD § AWARDING AND REVOKING THE DOCTORATE (PHD)

(1) The award and revocation of the doctoral degree (PhD) shall be decided by the EDT by a two-thirds majority of those present. The thesis supervisor of the doctoral candidate shall not participate in the vote on the award of the degree.

(2) The doctoral title may be used from the date of the decision of the EDT on awarding the degree.

(3) The award of a doctoral degree (PhD) is possible if the following conditions are met:

- a) fulfilment of the required study, research and teaching obligations, and the earning of a total of at least two hundred and forty (240) credits (baccalaureate);
- b) successful completion of the comprehensive examination;
- c) successful defence of the dissertation;
- d) completion of the academic publication requirements;
- e) a complex state-recognised language examination in English at level B2 or above or an equivalent.

(4) In the event of an objection concerning a procedural error, the EDT may overrule the decision of the board conducting the defence, and in the event of an objection concerning the merits of the award of the degree, the EDT shall order a new procedure of the DI. The DIT must investigate the substantive objections within thirty days and make a proposal to the EDT for further proceedings.

(5) In the case of a candidate participating in joint foreign and domestic training, a condition for the award of the doctoral (PhD) degree by the University is the candidate's compliance with the provisions of these regulations. Prior to awarding the doctoral (PhD) degree, the EDT may invite domestic assessors (opponents) or require the defence of the doctoral dissertation at the University.

(6) 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. It lies in the competence of Doctoral Secretariat that the data of the approved doctoral dissertations and theses are made public in the MTMT and linked to the electronic version with DOI.

(7) The University shall revoke a diploma issued by it or its predecessor within five years of the date of issue of the degree certificate if the degree certificate was obtained unlawfully. In other respects, the provisions of the Act on the General Administrative Procedure shall apply *mutatis mutandis* to the withdrawal.

(8) Notwithstanding the provision of paragraph (7), if the award of the degree was influenced by a criminal offence and the fact of the commission of the offence has been established by a final decision of the court or if the prosecution has terminated the criminal proceedings because the period of conditional suspension of the prosecution has expired successfully, the institution shall annul the degree certificate without time limitation if the

right acquired and exercised in good faith is not affected. In other respects, the provisions of the General Administrative Procedure Act shall apply mutatis mutandis to the annulment.

(9) The revoked and annulled degree certificate shall be withdrawn by the higher education institution. The name of the higher education institution that issued the withdrawn, annulled degree certificate and, where applicable, its legal successor, the serial number of the diploma, the date and the reason for the annulment shall be published on the website of the Education Office.

(10) An appeal may be lodged against a decision under paragraphs (7) and (8).

(11) The court or prosecutor's office that has issued a final decision pursuant to paragraph (8) or a decision that is final shall immediately notify the issuer of the degree certificate and the Education Office of the decision.

(12) The provisions of paragraphs (7) to (11) shall apply mutatis mutandis to the degree certificate supplement.

(13) The doctoral degree may be revoked by decision of the EDT if it has established that the conditions for the award of the doctoral degree have not been fulfilled.

(14) A doctorate may also be revoked by a decision of the EDT if the holder of the doctorate has obtained it by presenting the intellectual work of some else as his own in whole or in part, or by using false or falsified data in their dissertation, thereby deceiving or misleading the body or person responsible for the doctoral examination. Proceedings for the revoke of a degree may be brought if the holder is still alive at the time the proceedings are initiated.

15) The offences referred to in paragraph (14) shall not be time-barred, and the liability shall be limited to the holder of the title.

(16) The procedure for the withdrawal of a doctorate shall be initiated ex officio or on request. Proceedings for revocation may be initiated before the President of the EDT by any person who proves or has reasonable grounds to believe that the facts referred to in paragraph 14 have been established, as well as by any person who holds a doctorate or equivalent academic degree in a field of science related to the subject of the disputed dissertation.

(17) The EDT shall decide on the revocation of the doctoral degree.

(18) 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 doctorate shall be revoked based on the final court ruling.

(19) 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.

(20) The Senate shall decide on the appeal on the basis of the recommendations of the ad hoc committee.

(21) In the case of revocation of a doctorate, the person concerned may not apply for a new degree for a period of 5 years.

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

(1) A doctorate awarded by a doctoral programme at the University shall be attested by a scientific Doctor of Philosophy (abbreviated as PhD).

(2) The PhD degree certificate awarded by the EDT shall be issued by the Doctoral Secretariat. It shall be signed by the Rector and the President of the EDT.

The doctoral degree 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 degree certificate;
- c) data suitable for identifying the holder of the doctoral degree certificate (name, birth name, place and date of birth);
- d) the serial number, date and place of issuance of the doctoral degree certificate;
- e) the name, academic discipline and qualification of the awarded doctoral (PhD) degree;
- f) the original signature of the Rector and the President of the EDT;
- g) the seal of the University.

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

(4) The University shall issue the doctoral degree certificate in Hungarian and English.

(5) Persons who have obtained a doctoral (PhD) degree shall be inaugurated by the University in a ceremonial setting. Persons who have obtained a doctoral (PhD) degree are allowed to indicate the abbreviation Dr. or PhD beside their names.

(6) The Doctoral Secretariat shall keep a register of the degrees awarded. The details of the doctoral (PhD) degrees awarded shall be entered in the FIR by the Doctoral Secretariat not later than fifteen days after the date of issue of the doctorate.

35TH § DETAILED CONDITIONS FOR DOCTORATES WITH DISTINCTION

(1) The University shall, based on the provisions of the Doctoral Decree and with the prior consent of the President of the Republic, confer the title of Doctorate with Distinction - *Promotio sub auspiciis preasidentis Rei Publicae* - on a person who has completed their secondary school, university and doctoral studies with excellent results.

(2) The award of a Doctorate with Distinction shall be initiated by the degree holder concerned in an application to the Head of the DI. The Head of the DI shall submit the application to the EDT and the Rector, having received the EDT's resolution, shall forward it to the Senate. The Senate decides on the request.

(3) The Rector shall send the University's proposal, together with certified copies of the documents certifying that the candidate meets the conditions, to the Minister responsible for higher education, who shall submit a proposal to the President of the Republic for approval of the conferral of the honorary doctorate.

(1) The University shall be responsible for the naturalisation of a degree awarded by a foreign degree if the University is entitled to award a doctoral degree in the discipline corresponding to the foreign degree.

(2) The EDT shall naturalise a foreign academic degree as a doctoral degree (PhD) if:

a) it was awarded by a foreign educational institution which is entitled to award a scientific degree under the legal system of the foreign state in question, and

(b) the requirements for the award of the degree meet or may be made to meet, subject to additional conditions, the requirements of present Regulations of the University. Among these requirements, priority shall be given to the passing of a comprehensive examination and the defence of the dissertation.

(3) The application for the naturalisation of the academic degree (Annex 22) shall be submitted to the Doctoral Secretariat, accompanied by the document certifying the equivalent university degree (MSc, MA) and the foreign academic degree as a prerequisite, and, if it is not in English, German or French, a certified translation of the document in Hungarian. The fees for the naturalisation procedure are set out in Annex 26 to these Rules.

(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 of the Education Office in cases where it cannot be established with absolute certainty from the original diploma or its certified translation that the diploma certifies the award of a doctoral (PhD) degree to the applicant, or where the eligibility of the issuing institution to award a doctoral (PhD) degree cannot be established.

(5) On the basis of the application for a doctorate and the documents attached, the head of the DI shall give an opinion as to whether the applicant's dissertation fulfils the conditions for the award of a doctorate (PhD) in the relevant discipline at the University. The Head of the DI may propose additional conditions if so the requirements for the award of a doctorate (PhD) in the discipline concerned can be met.

(6) If the training of the applicant and the training leading to the doctorate at the University have significant differences, the EDT may set further requirement (dissertation, defence of the doctoral theses, etc.) for the naturalisation of the doctoral degree.

(7) The EDT shall carry out the naturalisation procedure without examining the requirements set out in paragraph (6), if the foreign educational institution awarding the degree has been accredited by an organisation that is a full member of the European Association for Quality Assurance in Higher Education and is registered in the European Quality Assurance Register for Higher Education.

(8) The EDT shall decide on the application for the naturalisation of the academic degree on the basis of the opinion of the Head of the DI and shall record its decision in a written decision. The EDT shall reject the application for the naturalisation if the scientific results of the applicant's dissertation (PhD) deviate from the requirements for the award of the doctoral

degree (PhD) in the relevant discipline at the University to such an extent that the requirements cannot be met by additional conditions. The EDT shall give reasons for the rejection decision.

(9) The decision on a naturalised degree does not include a qualification.

(10) The EDT shall authorise the applicant to use the doctoral degree (PhD) in its decision on the naturalisation of the degree.

37TH § AWARDING HONORARY DOCTORATES

(1) The Senate may, on the recommendation of the Rector and after consulting the EDT, confer the title of Honorary Doctor (Doctor Honoris Causa) or Honorary Doctor and Professor (Doctor et Professor Honoris Causa) in a discipline in which the University is entitled to award doctoral degrees (PhD), to persons whom the University considers worthy of such a title on the basis of the Doctoral Regulations and who are not employed by the University.

(2) The titles referred to in paragraph (1) may be conferred on persons who have achieved outstanding theoretical and practical results or who, with their outstanding academic activity have become deserving in the discipline in which the higher education institution is entitled to confer a doctorate.

(3) The award of an honorary doctorate or an honorary doctorate and professorship may be initiated by the Rector, the Vice-Rectors, the Head of the DI and the Heads of the Institutes.

(4) The proposal for the conferral of an honorary doctorate or an honorary doctorate and professorship shall be subject to the opinion of the EDT.

(5) The recipient shall receive an honorary diploma, which shall be presented at a public meeting of the Senate.

38TH § THE TITLE OF "EXCELLENT PHD INSTRUCTOR"

(1) The DI may award the title of "Excellent PhD Instructor" to a worthy instructor.

(2) The 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 instructor 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.

CHAPTER 5

A QUALITY ASSURANCE SYSTEM FOR DOCTORAL TRAINING

39TH § THE DOCTORAL TRAINING QUALITY ASSURANCE SYSTEM

(1) 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.

(2) 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.

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

(4) 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.

(5) 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.

(6) 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.

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

(8) 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.

(9) 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.

(10) 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.

(11) 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

CHAPTER 7

40TH § FINAL PROVISIONS

(1) In matters not regulated by these Regulations, the relevant provisions of the Nftv., the Doctoral Decree and the University Regulations shall apply.

(2) These Regulations were adopted by the Senate by Resolution No. .../2023 (29.VI.). These Regulations shall enter into force on 1 July 2023.

(3) The provisions of these Regulations shall apply to doctoral training and participants in doctoral degree procedures commenced after the date of entry into force.

(4) Persons who have been doctoral students since 1 September 2016 may apply to the University Doctoral Council (hereinafter referred to as "EDT") for the application of these Regulations, if it is more favourable to them.

Budapest, 29 June 2023.

Prof. Dr. Tamás Sterbenz s.k.
Rector