



**Information on doctoral programs  
for students starting their program in the first semester of the academic year 2019/2020**

**University of Physical Education Doctoral School**

- President of the University Doctoral Council: Dr. József Tihanyi rector emeritus, doctor at the Hungarian Academy of Sciences

**University of Physical Education Doctoral School of Sport Sciences**

- Head of the Doctoral School of Sport Sciences: Dr. Zsolt Radák, professor, doctor at the Hungarian Academy of Sciences

Secretary: Tim Rab | [rab.timea@tf.hu](mailto:rab.timea@tf.hu) | 487,9296

web: <http://tf.hu/tudomany/doktori-iskola/>; [www.doktori.hu](http://www.doktori.hu)

Office hours

- Monday: closed
- Tuesday 10am - 12pm and 1:30 pm - 3:30 pm
- Wednesday: 1 pm - 3:30 pm
- Thursday: 9am - 12pm
- Friday: closed

### **Programs**

- 5/1. Training and adaptation, program manager: Dr. Gábor Pavlik Professor Emeritus
- 5/2. Exercise, regulation, metabolism, program manager: Dr. Zsolt Radák university professor
- 5/3. Sports, Education and Social Science, Program Manager: Földesiné Dr. Gyöngyi Szabó professor emerita

### **Introduction**

The Doctoral School of Sports Sciences operates at the University of Physical Education, the only doctoral school in the field of sports science in Hungary. The school's doctoral programs cover the entire field of sports science. The orientation of the instructors and the technical facilities of the laboratories are reflected in the special programs. The doctoral program at the school runs within the framework of two natural science and one social science programs, which meet the needs of sports education, sports sociology, sports psychology, sports management and sports biology, sports physiology and sports medicine. The discipline was renamed from Education and Sports Sciences to Sports Sciences by decision 2004/10 / IV.2. of the Plenary Session of the HAC. The Doctoral Council was re-established following the separation from Semmelweis University in 2014. Its members are program managers, staff members, supervisors, and one DÖK representative.

### **Excerpts from the Doctoral Regulations**

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#### SECTION 16

#### DOCTORAL TRAINING PROGRAMME

#### FOR STUDENT ESTABLISHING A STUDENT STATUS AS OF SEPTEMBER 1, 2016

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(1) Organized programs at the Doctoral School of the University of Physical Education are run in the form of Hungarian state-funded, funded by others or self-financed, full-time training programs (regular and correspondence).

(2) Students admitted to the organized programs (doctoral students) shall enter into a student relationship with the University and shall be subject to the provisions of the University Regulations. The doctoral student's training shall be monitored by a supervisor appointed by the EDT.

(3) After the admission, prior to the enrolment, a written agreement shall be concluded between the University, the student and the supervisor for the duration of the course. The agreement shall provide for the professional and financial cooperation between the student and the supervisor (concerning the use of the financial support provided to the student), as well as the theoretical support of the employer of the supervisor (Annexes 3 and 4). Conclusion of this Agreement is a condition of enrolment.

(4)<sup>1</sup> Students enrolled in an organized program shall receive a credit book (e-index) and a student card. During the first semester, the student shall enrol personally in the Doctoral Secretariat, and in each subsequent semester register in the Neptun System within the period specified, with a proof of payment of the tuition fee for a student not receiving a Hungarian state grant (non state-funded). By enrolling, the student declares that he / she is familiar with and adheres to the rules of the University and EDI. Without enrolment, no student status shall be established, and without registration the student status shall be suspended, and no grant shall be paid.

(5) Hungarian state-funded doctoral students, on the recommendation of the head of the DS with the approval of the EDT, may have establish an employment relationship of not more than 4 hours per day. State-funded doctoral students are required to report on their employment relationship. The weekly training period is equivalent to 36 hours.

(6) Doctoral students may take a total of 25 days of study leave per academic year.

(7) The main form of organized training is a program consisting of lectures and practical training. The courses shall be publicly advertised on <http://tf.hu/> and made available to all EDI students. The amount of work performed in the course shall be measured in study credits.

(8) Courses published under an English title shall be delivered in English if any of the students has a mother tongue other than Hungarian. If all registered students are Hungarian native-speakers, the course with an English title can be held in Hungarian.

(9) The fulfilment of the academic requirements shall be verified by the pre-degree certificate (absolutorium) certifying that the candidate has fulfilled his / her doctoral study obligations. Students taking part in organized programme - Hungarian state-funded, non-state funded and self-financed - have to fulfil the same conditions for the completion of the training phase (courses, research work) in order to obtain the pre-degree certificate (absolutorium).

(10) In the case of an organized program of the Doctoral School, the period of 2 + 2 years (8 semesters) shall cover the duration of the fulfilment of the study obligations, the performance of the research work and the payment of the doctoral grant. The training cycle may be shorter than 5 semesters only in duly justified cases. The student status of a student in an organized programme shall be terminated, notwithstanding the duration of the interruptions specified in these Regulations:

- if the doctoral student fails the complex examination, on the day of failing to meet the obligation or failing to pass the exam;
- by obtaining the absolutorium in doctoral programmes;
- at the end of the eighth semester of the doctoral program for which the student has registered.

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<sup>1</sup> Amended by Senate Resolution No. 71/2017 (Oct 19), effective as of November 3, 2017

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SECTION 18  
INTERRUPTION OF THE STUDIES FOR STUDENTS ESTABLISHING A STUDENT  
STATUS AS OF SEPTEMBER 1, 2016

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- (1) If the student declares that he / she does not wish to fulfil his / her study obligation in the next training period, or if the student does not register for the following training period, his / her student status shall be suspended. The request for suspension (Annex 5) shall be submitted at the Doctoral Secretariat.
- (2) During a doctoral program (2 + 2 years) the student status may be suspended max. 3 times for up to two semesters, for a total of 3 years. The shortest period of suspension of the student status is one semester. Suspension of studies in the first semester shall be allowed only in cases listed in point (4). During the suspension of the student status, the doctoral student is not eligible for state scholarships and grants and shall not pay fees or self-costs.
- (3) During the second two years of the program, the student status can be suspended for a maximum of two semesters.
- (4) A continuous period of more than two semesters may be granted upon request prior to the interruption or the completion of the first semester, provided that the student is unable to fulfil his / her obligations under the student status due to birth, accident, illness or other unexpected cause. In this case, a request for interruption (Annex 5) shall be submitted to the Doctoral Secretariat, well founded and signed together with the supporting documents. The EDT shall decide after consulting the head of the DS.
- (5) The semester interrupted shall not be taken into account when calculating the funded periods if the semester has not been completed due to illness, childbirth or any other reason beyond the student's control. Based on the student's request and the supporting documents, an interrupted semester can be declared incomplete due to illness, childbirth or any other reason beyond the student's control. If an interrupted semester has been declared incomplete, all results of that semester shall be annulled and the rules governing the interruption of student status shall apply to that semester.

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SECTION 25  
CREDITS TO BE EARNED IN DOCTORAL TRAINING PROGRAMMES FOR  
ESTABLISHING A STUDENT STATUS AS OF SEPTEMBER 1, 2016

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- (1) The achievements of the doctoral students to acquire a degree and their progress must be evaluated in credit points (units of study). In doctoral training programmes, credits shall be obtained for acquiring knowledge, completing subject requirements, doing research and completing teaching assignments. This obligation shall apply only to participants in organized programs.

(2) A total of 240 credit points shall be earned in a doctoral training programme, i.e. at least 30 credit points per semester. Earning 240 credit points is a prerequisite for an absolutorium. You can earn training (study), research and teaching credits in a doctoral training programme.

(3) Credits for study, research and teaching earned during the semester shall be awarded only once per semester - at the end of the semester. A minimum of 30 credits is required to complete a semester.

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## SECTION 25 STUDY CREDIT

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(1) Credit points are a basic measure of study load (study credit). A study unit – earned in the case of courses – equals to the material of 15 hours of lectures and / or practice, assessed and evaluated. Courses can be organized in blocks, within a semester or across semesters. One credit shall be awarded for completing two 8-hour courses. The credit shall be awarded in the semester in which the exam has been taken.

(2) In the doctoral programme study credit points can be earned upon successfully completing the subjects registered as courses. Student's performance shall be evaluated on a three-grade or a five-grade scale. A satisfactory (pass) or better exam grade is required for earning credits. The number of credit points available shall be communicated at advertising the course and before the registration. The grade received at the course completion exam shall have no effect on the number of credit points awarded.

(3) The available courses shall be advertised before the start of the semester - on the course application form available at <http://tf.hu/>. The course manager announces the names, topics of the courses in the semester, the methods for assessing students' knowledge and the number of credits to be earned at the Doctoral Secretariat. Lecturers not listed at the Doctoral School of Physical Education may apply for accreditation of courses after the application deadline if they do not serve solely the purpose of the doctoral training programme.

(4) Students shall register for the courses in the upcoming semester in a given period. If the number of registered students does not reach the advertised number, the course leader may cancel the course. Students shall be notified on the cancelled course on the University Doctoral School website at <http://tf.hu/> and in the Neptun system.

(5) The head of the DS shall prepare a 3-year or a 4-year training (course) plan, which shall be updated every year for the next year. Students starting their doctoral studies shall have the opportunity to plan their studies for three years in advance.

(6)<sup>2</sup> Pre-enrolled students are required to take the courses indicated at the time of enrolment / registration. A course taken can be cancelled after its start only if the re-take exam fee is paid. A student who has four or more unsuccessful courses (without a successful exam) in the credit book (e-credit book) shall earn 18 credits for the absolutorium.

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<sup>2</sup> Amended by the Senate Resolution No. 71/2017 (Oct 19), effective as of November 3, 2017

(7) The training performance (participation in courses at home or abroad, lectures, courses organized at other universities, etc.) for which the applicant requests the recognition of study credits shall be reported at the Doctoral Secretariat. In this case, it is necessary to enclose the statement of support of the head of the DS, as well as all the documents certifying the academic performance, the successful exam (test) and the result thereof.

(8) Courses and available study credits shall be approved by the EDT on the recommendation of the head of DS. Regardless of the length of the course, the maximum number of awarded credits per course shall be 4. The maximum number of awarded credits for a course outside the university or at another study event shall be 2. It is not possible to obtain a study unit in a language learning course (including professional language training).

(9) During the training, the student shall earn at least 16 credits (units). At least 5 units of which shall be earned by compulsory elective subjects. The supervisor may specify up to a maximum of 8 units of study, preferably prior to the start of the training, which the doctoral students shall attend. Other units can be obtained by completing any course, lecture series approved by the EDT. At least half of the study credits shall be earned at courses offered by the University.

(10)<sup>3</sup> The doctoral student's performance in each course / session shall be assessed as advertised, in a written, oral, or practical exam.

The course leader shall record the grades in the Student Information System (Neptun) and, in the case of students commencing their studies before September 1, 2017, in the credit book as well.

(11) A classroom lecture and / or practical course included in the curriculum of one's own or another university may be credited without an exam, if it is required by the supervisor of the doctoral student, the person responsible for the course certifies his/her participation in the classes and the fact that no exam could be organized. A maximum of 1 credit for every 30 hours of attendance of a PhD lesson without exam, and a maximum of 2 credits for the entire training period shall be awarded. In this case, the assessment shall be made on a three-grade scale.

(12) An exam „failed" can be twice retaken, in the case of state-funded students once without a retake fee. For students establishing a student status before September 1, 2017, consistency between the Neptun system and the credit book shall be verified by the Doctoral Secretariat. A student who has achieved an aggregate number of five failures in the same unit in repair and retake exams shall be terminated.

(13) 1 credit point (in the case of a course with much individual study assignments with a minimum of 45 hours of study 2 credit points) can be earned with one contact lesson a week and a successful exam within one semester. A course taken but not completed (without earning credit) shall be considered to be “failed”.

(14) Accumulation of study credits generally depends on the decision of the doctoral student, but the head of the DS may require earning a minimum of 2 or 3 credits per semester. For a doctoral student, the head of the DS may also determine which courses (and credits) are obligatory to complete a given semester.

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<sup>3</sup> Amended by the Senate Resolution No. 71/2017 (X.19), effective as of November 3, 2017

(15) Up to 30% (6 credit points) of study credits may be earned in a doctoral school at another university (part-time studies). Credits earned this way shall be recognized by EDT based on the opinion of the head of the DS. A course taken at another university shall be eligible for credits only if the knowledge to be acquired is not identical in more than 25% with any courses previously completed and credited by the doctoral student. If the knowledge content has is identical in at least 75%, it can also replace a course required by the DS.

(16) If the EDT waives a subject on the basis of credit recognition, the credit connected to that subject shall be recognized. In exceptional cases, credit points for prior or extra-curricular activities that are part of the doctoral training programme can be recognized as well. The total amount of credits recognized this way and the credits earned by part-time studies shall not exceed 30% (6 credit points).

(17) In the case of a joint training course within the framework of an inter-university agreement, a maximum of 50% of study credits can be earned this way. Exceptions can be made only in exceptional cases, with the approval of the president of the EDT.

(18) Doctoral students may, upon the recommendation of the supervisor, and with the approval of the programme manager and the head of the DS, be required to complete foundation catch-up courses corresponding to four credit points in the first year and a half. Credits for catch-up courses shall not be recognized in the compulsory 16 credits.

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#### SECTION 28

#### RESEARCH CREDITS FOR STUDENT ESTABLISHING A STUDENT STATUS AS OF SEPTEMBER 1, 2016

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(1)<sup>4</sup> *Research* credits can be earned by supervised research work by a doctoral student as a researcher. The supervisor shall evaluate and verify the credits earned based on the research plan in the credit book (end-term report) on a three-grade scale. The justified (possible) number of research credits in a given semester shall be calculated on the basis of the other two other ways of earning credits (to be complemented to a minimum of 30). Consequently, the completion of the required research credits the four-year training period shall also be dependent on the two other types of credit.

(2) The supervisor may initiate a refusal to complement the study and teaching credits to 30 in a given semester if he / she has notified the doctoral student, the program manager, and the head of the DS on the insufficiencies of the research work of the doctoral student in writing within 60 days of the beginning of the semester and the doctoral students still fails to meet the research requirements. The decision shall be made by the head of the SI. The supervisor shall either complete the study and teaching credits to 30 or shall not award any research credit points.

(3) If the doctoral student earns all required study credits in less than 8 completed semesters, achieves the required Scientometric indices (impact or publication points) and meets the other requirements of the degree process, the head of the doctoral school shall be eligible to give research credit points for the whole training period.

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<sup>4</sup> Amended by Senate Resolution 71/2017 (X.19), effective as of November 3, 2017

4. Subject to the conditions set out in the previous paragraph, the 16 study credits and any other credits earned so far may be complemented in one step up to 240, so the training phase may be completed. The right to complement in one step is vested in the head of the doctoral school after 5 semesters of training.

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SECTION 30  
END OF SEMESTER

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- (1) <sup>5</sup>At the end of the semester, the successful completion of the courses shall be confirmed by the course leaders, the completion of the research tasks by the supervisors in the credit book (electronic credit book), (in the case of a student starting his/her studies after 1 Sept 2017 in the semester report). The semester cannot be complete without the completion of the research assignment. Appeals against decisions made by leaders in charge of the training shall be considered by the University Review Committee. The semester shall be closed by a certificate on completion of the professional program by the head of the DS. The closed semester is also a prerequisite for the next registration and the payment of grants.
- (2) At the end of the first and second academic year, the doctoral student is required to produce a scientific report on the status of his/her research work and on the tasks of the next period by August 31 of the calendar year. The report shall be commented on by the supervisor and forwarded to the program manager and the head of the doctoral school for approval. A copy of the report shall be added to the doctoral student's personal file.
- (3) The Pre-Degree Certificate (Absolutorium) can only be obtained upon closing an active semester.
- (4) Completion of the requirements of the doctoral training programme for those establishing a student status until August 31, 2016: 16 study credits, a minimum of 2 and a maximum of 3 years of certified research work - i.e. 4-6 semesters completed and a total of 180 credits. In the case of student establishing a student status as of September 1, 2016: 16 credits, a minimum of 5, a maximum of 8 semester certified research work, and a total of 240 credits in order to obtain a pre-degree certificate (absolutorium) which shall be verified by signature of the EDT President.
- (5) A commenced semester can only be considered completed if the student status is continuous between September 1st and January 31st, and February 1st and August 31st, and the doctoral student meets the research requirements, which means obtaining research credits in the credit system, otherwise recognition of the semester by the supervisor. Research credits can be awarded once per semester upon completion of the semester (January 31st or August 31st).
- (6) A state-sponsored or Hungarian state-funded doctoral student who started his/her training before August 31, 2016 and who completed his/her study and research requirements *before* the end of the training period shall be allowed to establish a doctoral candidate status while maintaining the student status if he/she declares his/her intention to obtain a

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<sup>5</sup> Amended by the Senate Resolution 71/2017 (X.19), effective as of November 3, 2017



doctoral degree at the beginning of the next semester (before February 15 and September 15, respectively) and submits the required documents to the Doctoral Secretariat. Exemption from the payment of the PhD degree fee shall be subject to a positive decision of the EDT on the application for the PhD degree process.

- (7) If the PhD candidate status referred to in Section (6) is established while maintaining the student status, the PhD candidate shall be required to register for each additional semester in accordance with the regulations and deadlines. Having fulfilled the study obligations, he/she shall not be required to collect credit points, but otherwise he/she shall be subject to the obligations and rights of a doctoral student. During this dual legal status, the supervisor's rights and obligations as agreed upon at the commencement of training shall continue to apply.
- (8) In a doctoral school run by more than one institution, the doctoral student shall perform his / her research duties in the organizational unit of his / her supervising institution. In this case, the Doctoral Secretariat shall transfer the state contribution against a bill to the place where the doctoral student is doing his/her research.

## SUMMARY CHART

1. **Successful entrance exam**
2. **Enrollment for first semester** (Requirements: university degree, intermediate state language examination)

3. **Forms of training:** state-funded, (non-state) other grants, self-financed

4. **About the training:**

- training period: 2 + 2 years
  - o first 2 years: training phase (comprehensive examination at the end of the 4th semester)
  - o second 2 years: research dissertation phase (in the case of a successful comprehensive exam only)
- A prolongation of 3 years is allowed, but the first and the last semester must be active (in the second 2-year period one year can be postponed!)
- a total of 16 study credits shall be earned, five of which shall be so-called "obligatory electives"
- one does not have to register for a course each active semester
- the research work of each active semester shall be confirmed in a report by the supervisor
- the fall semester runs from September 1st to January 31st, the spring semester runs from February 1st to August 31st

### 5. Completion of the training:

- at the end of the 8th semester (in exceptional case from the end of the 5th semester) the student shall close the training with a pre-degree (absolutorium) if he / she has met the training requirements (study credits and research work; a total of 240 credits)
- the dissertation must be submitted within 3 years after successful completion of the comprehensive examination  
( a successful in-house debate, dissertation, meeting the publication requirements)

### 6. Funding opportunities:

- support for participation in a conference (poster, lecture), maximum 200 000 HUF / year / student (each student may apply once in a year; it is possible to apply more than once, but priority is given to applicants applying for the first time)
- state-funded students can apply for up to HUF 58.875 /month to their doctoral research in the active semesters (so called research framework)  
(procedure: application (available on the website: Document on the Use of a Research Framework), signed by the student and the supervisor, information on the intended use submitted to the Doctoral Secretariat - **no spending is allowed without prior consent**)
- research grant application: All students and PhD candidates with a student status may apply for buying equipment and services needed for the doctoral research (for acquisitions, whether financed from grants or research framework, strict rules apply, which can be found on the website)